

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, June 26, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne (<i>Chairperson</i>)

Parry Sound District:

Southeastern Appointee	Marianne Stickland
Public Appointees:	Tim Sheppard

REGRETS:

Central Appointee	Jamie Lowery (<i>Vice-Chairperson</i>)
Western Appointee – Nipissing District	Jamie Restoule
Northeastern Appointee	Blair Flowers
Western Appointee – Parry Sound District	Jamie McGarvey
Public Appointee	Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
Executive Assistant, Executive Director’s Office	Christine Neily

RECORDER:

Executive Assistant, Office of the MOH/EO	Sheri Beaulieu
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1.0 CALL TO ORDER

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit’s website.

Marianne Stickland, Finance and Property Committee Chairperson, called the June 26, 2024, Finance and Property Committee meeting to order at 5:01 p.m.

Traditional territory land acknowledgement was provided by Karen Cook.

2.0 APPROVAL OF AGENDA

The following motion regarding the June 26, 2024, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2024/06/01 *Wolfe/Cook

Be It Resolved, that the Finance and Property Committee agenda, dated June 26, 2024, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		
Karen Cook	X			Tim Sheppard	X		
Blair Flowers	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	R		
Jamie Lowery	R			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

3.0 CONFLICT OF INTEREST

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Finance and Property Committee Minutes – April 24, 2024

The minutes from the April 24, 2024, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2024/06/02 *Champagne/Sheppard

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on April 24, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		

Karen Cook	X	Tim Sheppard	X
Blair Flowers	A	Marianne Stickland	X
Sara Inch	X	Catherine Still	R
Jamie Lowery	R	Maurice Switzer	X
Jamie McGarvey	R	Dave Wolfe	X

“Carried”

5.0 DATE OF NEXT MEETING

Date: September 25, 2024

Time: To be determined

Location: To be determined

6.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

7.0 NEW BUSINESS

7.1 Insurance Program Annual Report

An annual review of the General Insurance Program is required by the Board of Health.

A written report was provided in the agenda package and the floor was opened for questions or comments. There was no further discussion.

The following motion was read:

Finance and Property Recommendation #FP/2024/06/03 *Inch/Switzer

Whereas, the North Bay Parry Sound District Health Unit (Health Unit) has held a contract with the Healthcare Insurance Reciprocal of Canada (HIROC) since 2013, and

Whereas, the service provider and costs related to the service have been very satisfactory to management and the Board of Health.

Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve continuation of the contract for the general insurance program with the Healthcare Insurance Reciprocal of Canada until notified of any changes, and

Furthermore Be It Resolved, that the Finance and Property Committee be updated annually, at a minimum, on insurance matters.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		
Karen Cook	X			Tim Sheppard	X		
Blair Flowers	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	R		
Jamie Lowery	R			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

7.2 Risk Management Assessment Report

A report on the risk management assessment activities is required annually. A written report was provided as part of the agenda package.

The report provided a breakdown of the active risks and an update on the number of risk assessment sessions conducted since the previous year’s report. It was noted that the work required to investigate the potential for merging with neighbouring health units has impacted on the number of sessions conducted, however, the current activity is related to the risks associated with the position of not merging.

Comments and questions were received and addressed.

7.3 First Quarter Financial Statements – January 1 to May 31, 2024

The first quarter financial statements were extended to the end of May 2024 and are provided to the Finance and Property Committee for information purposes.

Questions and comments were received and addressed.

7.4 First Quarter Medical Officer of Health Expenses – January 1 to May 31, 2024

The first quarter expenses of the Medical Officer of Health/Executive Officer were extended to the end of May 2024 and are provided to the Finance and Property Committee for information purposes.

8.0 IN CAMERA

There was nothing brought forward requiring a closed session.

9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:20 p.m.

Original Signed by Marianne Stickland	2024/12/04
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Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2024/12/04
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Sheri Beaulieu, Recorder	Date (yyyy/mm/dd)