

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – JANUARY 22, 2019
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Dave Butti
Central Appointee	Nancy Jacko
Central Appointee	Stuart Kidd
Central Appointee	Scott Robertson (<i>Vice-Chairperson</i>)
Central Appointee	Tanya Vrebosch
Western Appointee	Dan Roveda (<i>Chairperson</i>)

Parry Sound District:

North Eastern Appointee	Blair Flowers
South Eastern Appointee	Marianne Stickland
Western Appointee	Don Brisbane
Public Appointees:	Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Chirico
Executive Director, Finance	Isabel Churcher
BDO Canada LLP Chartered Accountant	Dean Decaire
Master of Public Health Student	Dr. Zimbalatti
Preventative Medicine Student	Dr. Reed

REGRETS:

Eastern Appointee – Nipissing District	Dean Backer
Provincial Appointee	Mike Poeta

RECORDER:

Management Administrative Assistant	Sheri Beaulieu
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1.0 CALL TO ORDER

Dr. Chirico, Medical Officer of Health/Executive Officer, called the January 22, 2020, Finance and Property Committee meeting to order at 5:07 p.m.

Dr. Reed Morrison was introduced and welcomed to the meeting.

2.0 ELECTION

2.1 Election of Chairperson

Dr. Chirico opened the floor for nominations for Chairperson for the Finance and Property Committee for 2020.

Stuart Kidd nominated Dan Roveda. The nomination was seconded by Don Brisbane. Dan accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

Finance and Property Recommendation #FP/2020/01/01 *Kidd/Brisbane

Be It Resolved, that Dan Roveda be elected Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2020.

“Carried”

2.2 Election of Vice-Chairperson

Dan Roveda opened the floor for nominations for Vice-Chairperson for the Finance and Property Committee for 2020.

Dan Roveda nominated Scott Robertson. The nomination was seconded by Nancy Jacko. Scott accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

Finance and Property Recommendation #FP/2020/01/02 *Roveda/Jacko

Be It Resolved, that Scott Robertson be elected Vice-Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2020.

“Carried”

3.0 APPROVAL OF THE AGENDA

The motion regarding the January 22, 2020, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2020/01/03 *Kidd/Guenther

Be It Resolved, that the Finance and Property Committee agenda, dated January 22, 2020, be approved.

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 PRESENTATION: BDO CANADA LLP – PRE-AUDIT UPDATE

Dean Decaire, CPA, CA, Partner of BDO Canada LLP, provided a presentation of BDO's plan for audit of the financial statements for North Bay Parry Sound District Health Unit for the year ending December 31, 2019.

The purpose of the pre-audit update is to highlight and explain key issues with respect to audit risks, the nature, extent, and timing of BDO's audit work, and the terms of BDO's engagement, including fees. The responsibilities of the management team, the Finance and Property Committee, and BDO were reviewed as well.

Tanya Vrebosch joined the Finance and Property Committee meeting at 5:30 p.m.

Discussion continued around tangible capital assets, fraud risks and the auditor's responsibility for detecting fraud, the safeguards in place physically, internally, and the protection in place around the information technology environment. All tests performed during the audit process will be reported in the final audit report at the April Finance and Property Committee meeting.

Dean Decaire was thanked for his presentation and left the meeting at 5:45 p.m.

6.0 APPROVAL OF PREVIOUS MINUTES

6.1 Finance and Property Committee Minutes – December 4, 2019

The minutes from the December 4, 2019, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2020/01/04 *Butti/Vrebosch

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on December 4, 2019, be approved as presented.

"Carried"

6.2 Finance and Property Committee In Camera Minutes – December 4, 2019

The in camera minutes from the December 4, 2019, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2020/01/05 *Stickland/Guenther

Be It Resolved, that the in camera minutes from the Finance and Property Committee meeting held on December 4, 2019, be approved as presented.

“Carried”

7.0 DATE OF NEXT MEETING

Date: To Be Determined

Time: To Be Determined

Location: Nipissing Room, 345 Oak Street West, North Bay

8.0 BUSINESS ARISING

There were no agenda items under Business Arising.

9.0 NEW BUSINESS

One item brought forward under New Business.

9.1 One-Time Funding Requests

One-time funding requests are part of the 2020 Annual Service Plan process for submission to the Ministry of Health, and must be approved by the Board of Health prior to submission. The following motion was read:

Finance and Property Recommendation #FP/2020/01/06 *Stickland/Robertson

Whereas, The North Bay Parry Sound District Health Unit’s Annual Service Plan must be submitted to the Ministry of Health by March 2, 2020,

Therefore Be It Resolved, that the Finance and Property Committee recommends the Board of Health for the North Bay Parry Sound District Health Unit approve the submission of the following request for one-time funding for 2020 to the Ministry of Health by March 2, 2020:

One-time Funding:

- | | |
|--|-------------|
| 1. Public Health Inspector (PHI) Practicum | \$13,500.00 |
|--|-------------|

“Carried”

10.0 IN CAMERA

There was no in camera session.

11.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:52 p.m.

Original Signed by Dan Roveda

2020/04/22

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2020/04/22

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)