

# Algoma

## *Nurse Practitioner-Led Clinic*

### BOARD MEMBER APPLICATION FORM

<b>Name</b>		
<b>Home Address</b>		
<b>Phone</b>	<b>Fax</b>	<b>Email</b>
<b>Employment Name &amp; Address (if applicable)</b>		
<b>Phone</b>	<b>Fax</b>	<b>Email</b>
<b>Summarize you experience with and/or interest in our organization</b>		

<b>What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.</b>	<b>very experienced</b>	<b>some experience</b>	<b>little or no experience</b>
previous board experience			
strategic planning			
legal knowledge			
board development (recruitment, training, evaluation)			
health care program planning and evaluation			
recruiting, hiring and evaluating personnel			
financial management and control (budgeting, accounting)			
communication, public and media relations			
policy development			
public speaking			
organizational development			
information technology			

# Algoma

## *Nurse Practitioner-Led Clinic*

For the items you checked as 'very experienced' or 'some experience', please provide details below;

**\*Please note a police records check will be required.**

Please mail, fax, or email completed application to:

Algoma Nurse Practitioner-Led Clinic  
Attention: Chair of the Board Nominating Committee  
443 Northern Avenue  
Sault Ste. Marie, ON P6A 5L3  
705-942-9687

Chair HR Committee email: \_\_\_\_\_

## **Ryan McLeod**

12 East Champagne  
Sault Ste. Marie, ON P6A 6S9  
T 705-256-9650  
E [rtrmcLeod@hotmail.com](mailto:rtrmcLeod@hotmail.com)

### WORK EXPERIENCE

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#### **BATCHEWANA FIRST NATION**

YEARS EMPLOYED OCT 2022-Current

*236 FRONTENAC ST. BATCHEWANA, ON*

##### CHIEF FINANCIAL OFFICER

- Manage annual organizational budget of \$45 million to support First Nation's operations.
- Manage finance team of seven responsible for accounts receivable, payables, payroll, treasury, and financial reporting.
- Oversee and support the community investments in business partnerships.
- Lead and support the community infrastructure and housing departments.
- Actively collaborate with the senior management team and community members to provide effective and sound financial advice to meet community needs.
- Lead monthly and quarterly financial reporting process to ensure consolidated cashflow and year-to-date budget for the First Nation.
- Provide financial advice through regular reports and presentations for Chief and Council, including a multi-year forecast and capital plan to support organizational needs.
- Enabled financial forecasting and modeling software to complete annual budget process.
- Manage banking relationships and credit facilities.
- Liaise with government agencies and key stakeholders.
- Support annual auditing process and actively participate in audit planning with auditor.

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#### **SAGAMOK ANISHNAWBEK FIRST NATION**

YEARS EMPLOYED JUN 2020- SEP 2022

*4007 ESPANIEL ST. MASSEY, ON*

##### DIRECTOR OF FINANCE

- Manage annual organizational budget of \$35 million to support First Nation's operations.
- Manage finance team of seven responsible for accounts receivable, payables, payroll, treasury, and financial reporting.
- Actively collaborate with the senior management team and community members to provide effective and sound financial advice to meet community needs.
- Lead monthly and quarterly financial reporting process to ensure consolidated cashflow and year-to-date budget for the First Nation.
- Provide financial advice through regular reports and presentations for Chief and Council, including a multi-year forecast and capital plan to support organizational needs.
- Use Sage 300 (AccPac) to complete adjusting journal entries and account reconciliation.
- Enabled financial forecasting and modeling software to complete annual budget process.
- Manage banking relationships and credit facilities.
- Liaise with government agencies and key stakeholders.
- Supporting implementation of multi-level automated purchasing system.
- Supported the implementation of the Financial Administration Law and the updating/modernizing the Finance and Procurement Policies.
- Completed First Nation Financial Management Board accreditation and work closely with First Nation Finance Authority.
- Support annual auditing process and actively participate in audit planning with auditor.

**Sault College**

YEARS EMPLOYED Jan 2022- Aug 2022

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*443 Northern Ave. Sault Ste. Marie, ON*

## SESSIONAL INSTRUCTOR

- Provide sessional instruction to students both virtual and in person for first and second year.
- Instruct in the faculty of business for accounting principles and management accounting.

**GR TRUSS**

YEARS EMPLOYED AUG 2018 – CURRENT

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*177 HWY 17B GARDEN RIVER, ON*

## ADVISOR (PAST CONTROLLER - PART TIME)

- Complete reconciliations of all accounts receivable, accounts payable and bank accounts.
- Complete payroll on a bi-weekly basis and human resource tasks as required.
- Complete and submit all monthly and annual Government and WSIB remittances.
- Monitor and evaluate financial performance on a per job basis utilizing Sage accounting software.
- Prepare monthly financial statements and complete year end.
- Liaise with public accountant and other financial stakeholders.
- Strategic planning and operational support.

**PORTER AIRLINES**

YEARS EMPLOYED FEB 2018-JUN 2020

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*BILLY BISHOP TORONTO CITY AIRPORT (CYTZ)*

## HUB MANAGER, TORONTO (PREV. ROLES A/MGR, CUSTOMER SERVICE AND STATION MANAGER)

- Lead, develop, and provide subject matter expertise to the customer service and ground handling team.
- Develop yearly operational targets and key performance indicators; implementing processes and workflows to ensure achievement. improved turn times and minimized average delays.
- Manage the safety and operational performance of the team while focusing on quality customer service.
- Maintain customer service standards and consistency in all areas of the operation
- Ensure the operational activities adhere to company policies, guidelines, and regulations. This includes corrective actions and disciplinary processes.
- Foster a positive working environment amongst the front line, ground handling, and catering teams.
- Lead Customer Service, Ramp, and Catering Team through irregular operations activities.
- Recruit customer service representatives to maintain operationally sufficient.
- Prepare, manage, and analyze annual budget for the Toronto Station for passenger services, ramp handling services, and aircraft de-icing addressing any variances that occurred
- Prepare, manage, and analyze large annual budget +\$25 million for Hub operations and catering.
- Manage a diverse team of 200 members with 2 assistant managers and 13 supervisors in a unionized workplace.
- Manage performance of the team through the performance review process.
- Assist as required with training initiatives and facilitate monthly staff meetings.

**CDI – STEEL FABRICATION & CONSTRUCTION**

YEARS EMPLOYED JUN 2010 – JAN 2018

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*920 MCNABB ST. SAULT STE. MARIE, ON*

## CONTROLLER/OPERATIONS MANAGER

- Manage day-to-day business operations with employees ranging from 15 to 110 employees

- depending on project size
- Communicate and complete all required documentation as required for contract administration of projects ranging from \$25,000 to over \$8,000,000. Liaised between staff, engineers, project managers, and contract administrators to ensure contracts are completed on schedule and budget.
- Complete reconciliations of all accounts receivable, accounts payable and bank accounts.
- Complete payroll on a bi-weekly basis, prepare T4s and all other human resource tasks as required
- Complete all Government, union, and WSIB remittances
- Monitor and evaluate financial performance on a per job basis utilizing Sage Construction project cost-based accounting software
- Reviewed job status and onsite performance daily of all jobs
- Established a strong management team to monitor on the ground activities, coordinate staffing levels, and oversee jobs both in the field and in our fabrication shop
- Coordinate weekly meets between management team members
- Drive overall direction for the organization and adjust strategically as required to ensure meeting our financial goals in conjunction with our customer needs and expectations.

**BMO NESBITT BURNS**

YEARS EMPLOYED 2009- 2010

*390 BAY ST. SAULT STE. MARIE, ON*

ASSOCIATE INVESTMENT ADVISOR

- Obtained Canadian Securities License along with Conduct and Practices Certificate  
Transitioned a large portion of clients from a traditional investment strategy to a managed portfolio structure to allow for full transparency on fees charged, improve overall performance, and to provide improved reporting for clients. Prepared financial plans for all assigned clients and interacted with them individually and as a whole family.  
Assisted clients with setting goals, reviewing spending habits, evaluating retirement options, and ensure their family needs were met with other products
- Maintained client relationships and developed communication processes to allow for the transition from a standard financial advisory role to a wealth management platform.
- Evaluate financial statements and stock analysis of companies and provide recommendations to clients on the purchase and sales of a variety of securities.

**MARA-TECH AVIATION SERVICES & NORTHERN AVIATION SERVICES** YEARS EMPLOYED 2004 - 2017

*SUDBURY AIRPORT (CYSB) & SAULT STE. MARIE AIRPORT (CYAM)*

STATION MANAGER (PREVIOUS ROLES HELD LEAD RAMP ATTENDANT/CUSTOMER SERVICE AGENT)

- Was the key ground representative for Porter Airlines operations in Sudbury and Sault Ste. Marie
- Provided direct lines of communication to Porter management on the establishing of local contacts in both Sault Ste. Marie and Sudbury for hotel accommodation, transportation, and catering services.
- Facilitated and hired all staff for both locations for startup
- Liaised with airport administration to establish workspace, check in desks, established overall look with signage and counter space to meet the demands of Porter management.
- Once initial startups completed managed all customer service representatives
- Provided initial and on-going training and mentoring to customer service and ground handling agents
- Completed scheduling for staffing for daily flight operations for a variety of carriers.
- Maintained employee records, training, and implement new policies and procedures as directed.
- Actively participate in safety management system (SMS) and ensured the overall health and wellness of all staff under my direction.

EDUCATION

*POST-SECONDARY*

YEARS ATTENDED 2004-2009 AND 2020-2022

**Laurentian University**

*935 Ramsey Lake Road, Sudbury, ON*

- Honours Bachelor of Commerce Degree (Cum Laude)
  - Specialization in Accounting and Finance
- Master Business Administration (MBA)

*CERTIFICATES AND TRAINING*

**Canadian Securities Institute**

- Canadian Securities Certificate
- Conduct and Practices Certificate

**Innovation, Science and Economic Development Canada**

- Radio Operators Certificate – Aeronautical (Current)

**Canadian Ski Patrol**

- Advanced First Aid, AED, and CPR Training (Current)

**ISO 9001:2015 Lead Auditor**

COMMUNITY SERVICE

- **Ontario Provincial Police 2010-Current** – Auxiliary Unit Commander & A/2IC Northeast Region
- **Canadian Armed Forces 2018-2022**– Reserve Force Logistics Officer 33 Service Battalion
- **Canadian Ski Patrol 2006-Current** – Ski Patroller and Vice-President Finance for Ontario Division
- **Pauline’s Place Youth Shelter 2010-2016** – Former Board Chair and finance committee member
- **Rotary Club of Sault Ste. Marie 2011-2017** – Former Rotarian and board member.