

MINUTES OF THE FINANCE + AUDIT COMMITTEE

Meeting Date: October 1, 2025

Location: ZOOM (Virtual)

ATTENDANCE

Members in Attendance:

Chris White (Chair), George Bridge, Linda Busuttil, Rodrigo Goller, Ralph Manktelow, and Steve Cavell.

Members with Regrets: None.

Ex-Officio Member: Dr. Mercer, Medical Officer of Health & CEO

Staff in Attendance:

Dr. Matthew Tenenbaum, David Kingma, Kyle Wilson, Patryk Wardach, Brian Herman, Lisa Hebden, Phil Wong, Emerson Rajaram and Laura Kelly (Recording Secretary).

Guests in Attendance:

None.

1. CALL TO ORDER

Chair Chris White called the meeting to order at 11:00. Attendance was noted. Quorum requirements were met.

2. LAND ACKNOWLEDGEMENT

The WDGPH Land Acknowledgement was read in full by Dr. Nicola Mercer.

3. DISCLOSURE(S) OF PECUNIARY INTEREST

No disclosures were declared at this time.

4. APPROVAL OF MINUTES

MOTION: "To approve the Finance + Audit Committee Minutes of May 7, 2025 as presented."

Moved: R. Manktelow

Seconded: L. Busuttil

CARRIED

MOTION: “To move into Closed Session to approve Closed Session Minutes of May 7, 2025 [personal matters about an identifiable individual, including BOH employees and the security of the property of the BOH]; and to receive Closed Session Finance + Audit Committee Reports BH.04.OCT0125.R11 – 2026-2028 Financial Planning [the security of the property of the BOH] and BH.04.OCT0125.R12 – Reserves and Reserve Funds Status [the security of the property of the BOH].

Moved: R. Manktelow

Seconded: R. Goller

CARRIED

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CLOSED SESSION

ATTENDANCE

Members in Attendance:

Chris White (Chair), George Bridge, Linda Busuttil, Rodrigo Goller, Ralph Manktelow, and Steve Cavell.

Members with Regrets: None.

Ex-Officio Member: Dr. Mercer, Medical Officer of Health & CEO

Staff in Attendance:

Dr. Matthew Tenenbaum, David Kingma, Kyle Wilson, Patryk Wardach, Brian Herman, Lisa Hebden, Phil Wong, Emerson Rajaram and Laura Kelly (Recording Secretary).

Guests in Attendance:

None.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER

6. PRESENTATION(S)

- B. Herman presented in conjunction with Finance + Audit Committee report BH.04.OCT0125.R07 - (see 7.0 Committee Report(s) for summary).

7. F+A COMMITTEE REPORT(S)

- **BH.04.OCT0125.R07 – 2026 Draft Budget**

- B. Herman provided a high-level review of the report, highlighting key areas of risk going forward, including population growth.
- In response to L. Busuttil’s inquiry regarding sources of revenue, specifically SFOA (Smoke-Free Ontario Act) fines and charges, Dr. Tenenbaum noted that while any additional funding would be welcome if it could be directed to Public Health, it is not expected to be significant.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0125.R07 – 2026 Draft Budget, as presented, for information.”

Moved: L. Busuttil

Seconded: R. Goller

CARRIED

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to approve the 2026 Draft Budget, as presented.”

Moved: R. Manktelow

Seconded: S. Cavell

CARRIED

- **BH.04.OCT0125.R08 – 2025 Second Quarter Financials**

- Dr. Mercer and B. Herman briefly reviewed the now historical report.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0125.R08 – 2025 Second Quarter Financials, as presented, for information.”

Moved: L. Busuttil

Seconded: R. Goller

CARRIED

➤ **BH.04.OCT0125.R09 – 2025 Interim Third Quarter Financials**

- B. Herman reviewed the report for the Committee and highlighted key points. The report showed a small positive variance of approximately \$40K in cost-shared mandatory programs, largely due to wage savings partially offset by reserve contributions
- All other provincial and externally funded programs (e.g., OSDCP, Healthy Babies Healthy Children, IPAC Hub, external projects) are on track, with funding expected to be fully spent by year-end, subject to timing of receipts and approvals

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0125.R09 – 2025 Interim Third Quarter Financials, as presented, for information.”

Moved: R. Manktelow

Seconded: S. Cavell

CARRIED

➤ **BH.04.OCT0125.R10 – Annual Facilities Report**

- A rigorous preventative maintenance schedule is in place to effectively manage agency facilities.
- Rob Richardson, Facilities Supervisor, was recognized as integral to the success of this management system.
- Dr. Mercer provided a high-level review of the report, outlining recent facility upgrades and repairs.
- R. Goller expressed appreciation for the report, noting the value of information for the board.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0125.R10 – Annual Facilities Update, as presented, for information.”

Moved: S. Cavell

Seconded: R. Manktelow

CARRIED

13. ADJOURNMENT

MOTION: "To adjourn the meeting."

Moved: R. Goller

Seconded: R. Manktelow

CARRIED

The meeting was adjourned at 12:10.

APPROVED this 5th day of March, 2026 (projected).

Secretary Treasurer (Chair)

Medical Officer of Health, CEO