

**Report To:** Finance + Facilities Committee, Board of Health  
**Submitted by:** Elizabeth Bowden, Interim Director of Administrative Services  
**Subject:** COMPLIANCE WITH BOARD OF HEALTH PROCEDURE:  
STEWARDSHIP OF MANAGEMENT OPERATIONS - FINANCIAL  
POLICIES AND PROCEDURES

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**RECOMMENDATION(S):**

- (a) That the Finance + Facilities Committee makes recommendation to the Board of Health to receive this report for information.

**BACKGROUND:**

The Board of Health Stewardship of Management Operations Procedure – Financial Policies and Procedures, addresses the Board of Health’s responsibility to meet Section 6.7 of the Ontario Public Health Organizational Standards (OPHOS). Since this procedure was developed, the Ontario Public Health Standards (OPHS) and the OPHOS have been revised and merged into one document.

The Accountability Framework Section of the new OPHS (2018) replaces the former OPHOS.

Section 6.7 of the OPHOS outlined the responsibilities of the Board of Health with respect to Financial Policies and Procedures, as follows:

The Board of Health shall ensure that the administration implements appropriate financial management and oversight which ensures that the following are in place:

- A plan for the management of physical and financial resources;
- A process for internal financial controls, which is based on generally accepted accounting principles;
- A process to ensure that areas of variance are addressed and corrected;
- A procedure to ensure that the procurement policy is followed across all programs/services areas;
- A process to ensure the regular evaluation of the quality of service provided by contracted services, in accordance with contract standards;
- A process to inform the Board of Health regarding resource allocation plans and decisions, both financial and workforce related, that are required to address shifts in need and capacity; and
- A budget forecast for the current fiscal year that does not project a deficit. <sup>1</sup>

This section of the OPHOS has been replaced with point 14 in the Fiduciary Requirements section of the Accountability Framework under the new OPHS, as follows:

The board of health shall ensure that the administration implements appropriate financial management and oversight which ensures the following are in place:

- a) A plan for the management of physical and financial resources;
- b) A process for internal financial controls which is based on generally accepted accounting principles;
- c) A process to ensure that areas of variance are addressed and corrected;
- d) A procedure to ensure that the procurement policy is followed across all programs/services areas;
- e) A process to ensure the regular evaluation of the quality of service provided by contracted services in accordance with contract standards; and
- f) A process to inform the board of health regarding resource allocation plans and decisions, both financial and workforce related, that are required to address shifts in need and capacity.

### **PUBLIC HEALTH AND/OR FINANCIAL IMPLICATIONS:**

Wellington-Dufferin-Guelph Public Health (WDGPH) addresses these requirements through a combination of governance and operational bylaws, policies and procedures, and other Board and internal operational documentation as follows:

<b>Requirement</b>	<b>WDGPH Documentation</b>	<b>Additional Documentation Planned or In Progress</b>
A plan for the management of physical and financial resources.	<ul style="list-style-type: none"> <li>• By-Law No. 2: By-Law Relating to the Banking and Finance of the Wellington-Dufferin-Guelph Health Unit;</li> <li>• By-Law No. 3: By-Law Relating to the Property of the Wellington-Dufferin-Guelph Health Unit;</li> <li>• Annual Board of Health approved Budget.</li> </ul>	Work underway on Board of Health policies on: <ul style="list-style-type: none"> <li>• Reserves &amp; Reserve Funds</li> <li>• Investments</li> <li>• Debt</li> </ul>
A process for internal financial controls, which is based on generally accepted accounting principles.	<ul style="list-style-type: none"> <li>• Operational Finance Policy &amp; Procedure CA.51.01.100: Tangible Capital Assets;</li> <li>• Operational Finance Policy &amp; Procedure CA.51.01.103: Signing Authority;</li> <li>• Operational Finance Policy &amp; Procedure CA.51.01.106: Accounts Payable;</li> <li>• Operational Finance Policy &amp; Procedure CA.51.01.110: Chart of Accounts.</li> </ul>	

A process to ensure that areas of variance are addressed and corrected.	<ul style="list-style-type: none"> <li>• Stewardship of Management Operations Procedure: Financial Records;</li> <li>• Quarterly internal variance reports by program area;</li> <li>• Quarterly Financial reports provided to the Board of Health via the Finance Committee;</li> <li>• Internal Unplanned Expenditures process for managing salary and benefits variances.</li> </ul>	
A procedure to ensure that the procurement policy is followed across all programs/services areas.	<ul style="list-style-type: none"> <li>• Stewardship of Management Operations Procedure: Procurement;</li> <li>• Annual report provided to the Board of Health on internal review of compliance with Procurement Policy &amp; Procedure.</li> </ul>	
A process to ensure the regular evaluation of the quality of service provided by contracted services, in accordance with contract standards.	<ul style="list-style-type: none"> <li>• Service standards set out within contracts;</li> <li>• Service quality issues documented by Facilities and Procurement;</li> <li>• Competitive procurement processes undertaken for services on a rotating basis.</li> </ul>	Work underway on internal policy and procedure re: evaluation of quality of service provided by contracted services.
A process to inform the Board of Health regarding resource allocation plans and decisions, both financial and workforce related, that are required to address shifts in need and capacity.	<ul style="list-style-type: none"> <li>• Stewardship of Management Operations Procedure: Financial Records;</li> <li>• Annual Board of Health approved Budget;</li> <li>• Stewardship of Management Operations Procedure: Human Resources Strategy.</li> </ul>	

The Board of Health Procedure, Stewardship of Management Operations – Financial Policies and Procedures also requires a list of Agency operational policies and procedures reviewed during the year and an overview of updates and changes made to Agency policies and procedures throughout the year.

The following Finance operational policies and procedures were reviewed and updated since the last report:

- WDGPH Expenditures Guideline (added)
- WDGPH Procurement Cards (updated)
- Signing Authority (updated)
- Business Related Travel and Kilometrage Expense Claims (updated)

**APPENDICES:**

NONE.

## REFERENCES:

1. Ministry of Health and Long-Term Care and Ministry of Health Promotion and Sport. (February 2011). *Ontario Public Health Organizational Standards* (Revised Catalogue No. 015523 ISBN 978-1-4435-5469-5 (PDF)). Ontario. Queen's Printer for Ontario 2011.
2. Ministry of Health and Long-Term Care. (January 1, 2018). *Protecting and Promoting the Health of Ontarians Ontario Public Health Standards: Requirements for Programs, Services, and Accountability* (ISBN 978-1-4868-0928-8 (PDF)). Ontario. Queen's Printer of Ontario.

*Original Signed Document on File*

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