

Minutes of the Finance + Audit Committee Meeting
October 3, 2022 > 11:00 a.m. – 12:00 p.m.
VIRTUAL (Zoom) Meeting

Present: Chris White (Chair), George Bridge, Rodrigo Goller and Ralph Manktelow

Regrets: Christine Billings

Staff: Dr. Nicola Mercer, Dr. Matthew Tenenbaum, David Kingma, Chris Beveridge, Kyle Wilson, Rob Cunningham, and Laura Kelly (Recorder)

Guests: None.

1. Call to Order

C. White (Chair) called the meeting to order at 11:01 a.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Minutes

Finance + Audit Committee Minutes from Meeting of May 11, 2022.

**MOTION: “To approve the Finance + Audit Committee Minutes of
May 11, 2022, as presented.”**

Moved:

R. Goller

Seconded:

G. Bridge

CARRIED

4. Presentations

- NONE

5. Finance + Audit Committee Reports

BH.04.OCT0322.R07 – 2022 Second Quarter Financials

D. Kingma introduced, and R. Cunningham reviewed Report BH.04.OCT0322.R07 – Second Quarter Financials, as follows:

- R. Cunningham provided the Committee with a review of the 2022 Second Quarter Financials

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive and approve Finance + Audit Committee Report BH.04.OCT0322.R07 – Second Quarter Financials, as presented, for information.”

Moved:	R. Manktelow	
Seconded:	G. Bridge	CARRIED

BH.04.OCT0322.R08 – Interim Third Quarter Financials

D. Kingma introduced, and R. Cunningham reviewed Report BH.04.OCT0322.R08 as follows:

- A review of the third quarter financials is provided.
- Highlighted financial summary showing expenditures in all major categories are well under spent with a reported surplus of \$1,000,000.
- COVID pandemic recovery continues and a summary of COVID expenditures is shown to the Board.
- A reminder provided that COVID recovery costs above and beyond the budget are covered by the Province, and this will likely continue into 2023.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0322.R08 – Interim Third Quarter Financials, as presented, for information.”

Moved:	G. Bridge	
Seconded:	R. Goller	CARRIED

BH.04.OCT0322.R09 – Reserves + Reserve Funds

D. Kingma introduced and reviewed Report BH.04.OCT0322.R09 as follows:

- Brief review provided of the status of reserve funds.
- The recommendation to the Board from this Committee is for an additional \$500,000 to be transferred to the IT Reserve Fund to assist the organization with its evolving cyber security needs.
- The total IT Reserve Fund after the requested transfer will be \$1,000,000.
- Protection of local tax bases is considered with this transfer.

- Discussion held regarding the transfer of an additional \$150,000 to the General Contingency Reserve Fund. This recommendation will be presented to the Board at the Board of Health meeting on October 5, 2022.

MOTION (1): “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0322.R09 – Reserves + Reserve Funds, as presented, for information.”

Moved: R. Manktelow
Seconded: R. Goller CARRIED

MOTION (2): “That the Finance + Audit Committee makes recommendation to the Board of Health to approve the transfer of \$500,000 from the Cost-Shared Mandatory Programs Budget to the IT Reserve Fund.

Moved: R. Goller
Seconded: G. Bridge CARRIED

MOTION (3): “That the Finance + Audit Committee makes recommendation to the Board of Health to approve the transfer of \$150,000 from the Cost-Shared Mandatory Programs Budget to the General Contingency Reserve Fund.”

Moved: G. Bridge
Seconded: R. Manktelow CARRIED

BH.04.OCT0322.R10 – 2023 Draft Budget
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D. Kingma introduced and reviewed Report BH.04.OCT0322.R10 as follows:

- Complete Agency budget shared; presentation provided by D. Kingma.
- Any 2023 additional shared costs reside outside of the regular budget.
- April 2022 saw a 1% increase in base funding. Ministry funding is expected to remain status quo for the next two years.
- Requesting an increase in funding of 2% next year from municipalities.
- Staffing costs will be increasing due to the new collective bargaining agreement between WDGPH and the Ontario Nurses Association (ONA).
- Review of funded programs is provided along with census impacts by municipality in 2021.

MOTION (1): “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0322.R10 – 2023 Budget, as presented, for information.”

Moved: R. Manktelow
Seconded: G. Bridge CARRIED

MOTION (2): “That the Finance + Audit Committee makes recommendation to the Board of Health to receive and approve the 2023 Draft Budget, as presented.”

Moved: R. Goller
Seconded: G. Bridge CARRIED

BH.04.OCT0322.R11 – Facilities

D. Kingma introduced and reviewed Report BH.04.OCT0322.R11 as follows:

- Facilities management has played a crucial role over the course of the COVID-19 pandemic.
- WDGPB buildings are expertly maintained by Health and Safety Officer, Rob Richardson.
- A review of the key building systems is provided with a focus on Agency adherence to them.
- The parking lot at the Chancellors Way location was recently repaved and now includes a section for EV charging stations.
- The EV charging stations project is underway, with a goal for completion set for December 2022.
- The third-floor rental space contract for the Orangeville office has been renewed. The remaining space on the third floor is supporting mass vaccination efforts for Agency clinics.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT0322.R11 – Annual Facilities Report, as presented, for information.”

Moved: G. Bridge
Seconded: R. Goller

CARRIED

(11:47) **6. Closed Session**

Approval of Closed Session Finance + Audit Committee Minutes of May 11, 2022.

MOTION: “To move into Closed Session to approve Closed Session Minutes of May 11, 2022.”

Moved: G. Bridge
Seconded: R. Manktelow

CARRIED

Finance + Audit Committee Meeting
October 3, 2022 > 11:00 a.m. – 12:00 p.m.
VIRTUAL (Zoom) Meeting

CLOSED SESSION

Present: Chris White (Chair), George Bridge, Rodrigo Goller and Ralph Manktelow

Regrets: Christine Billings

Staff: Dr. Nicola Mercer, David Kingma, Dr. Matthew Tenenbaum, Chris Beveridge, Kyle Wilson and Laura Kelly (Recorder)

Guest(s): None

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(11:47) **Returned to Open Session**

Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Finance + Audit Committee Minutes of May 11, 2022, as presented.”

Moved:	R. Goller	
Seconded:	R. Manktelow	CARRIED

6. Next Meeting:

➤ March 1, 2023

7. Adjournment

The meeting was adjourned at 11:48 a.m.

MOTION: “To adjourn the meeting”.

Moved:	G. Bridge	
Seconded:	R. Goller	CARRIED