

Minutes of the Finance Committee Meeting

March 20, 2017 > 9:30 a.m. – 11:30 a.m.

Guelph Trillium Room

Present: Dennis Lever (Chair), Margaret Abbink, Christine Billings, Ken McGhee, Nancy Sullivan and Chris White.

Regrets: NONE.

Staff: Dr. Nicola Mercer, Chris Beveridge, Liz Bowden, Andrea Roberts (9:45), Kyle Wilson, Shanna O'Dwyer and Sylvia Muir (Recorder).

Guests: NONE.

1. Call to Order

D. Lever (Chair) called the meeting to order at 9:30 a.m.

D. Lever reminded the Committee that K. Perron's term on the BOH has expired (as of today) and that he is no longer a member. D. Lever welcomed M. Abbink and K. McGhee new Committee Members.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Agenda

MOTION: "To approve the Agenda for the March 20, 2017 meeting, as presented."

Moved: C. White

Seconded: N. Sullivan

CARRIED

4. Approval of Minutes

MOTION: "To approve the Finance Committee Minutes of November 17, 2016, as presented."

Moved: N. Sullivan

Seconded: C. White

CARRIED

5. **Presentation(s)**

- NONE.

6. **Finance Committee Report(s):**

BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R01:

- WDGPH will have a surplus of \$101,342 (Appendix “1”) which is less than 0.5% of the budget.
- \$67,000, of this surplus, will be transferred into the new Fluoride Varnish Reserve for the expansion of the program into five (5) additional high-schools, as per the BOH Motion of December 7, 2016.
- The remainder of the variance to be transferred into the Contingencies Reserve.

(9:45) A. Roberts arrived.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials, as presented, for information.”

Moved: C. Billings
Seconded: K. McGhee

CARRIED

BH.04.MAR2017.R02 – 2016 Year-End Transfers to Reserve Funds & Status of Facilities Reserve Fund in Comparison with Reserve Fund Plan

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R02:

- Report details the 2 Facilities Reserves created for the two new buildings (Guelph + Orangeville).
- Additionally, there is a general Facilities Reserve Fund which is to be closed and the funds distributed as per BOH Motion of December 7, 2016. WDGPH will be providing lump sum loan repayments to the County of Wellington (\$611,964), County of Dufferin (\$400,490) and City of Guelph (\$858,996). WDGPH to send letters to each of the aforementioned outlining same.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R02 – 2016 Year-End Transfers to Reserve Funds & Status of Facilities Reserve Fund in Comparison with Reserve Fund Plan, as presented, for information.”

Moved: N. Sullivan
Seconded: M. Abbink

CARRIED

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to approve the transfer of any remaining year-end surplus into the Reserve for Contingencies.”

Moved: N. Sullivan
Seconded: M. Abbink **CARRIED**

BH.04.MAR2017.R03 – Financial Cycle for the Board of Health

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R03:

- Under the new Modernized Standards for Public Health Programs and Services, Accountability Agreements will eventually be replaced with new Agreements.
- The date for the implementation of the new Annual Health Service Plans and the template to be completed have yet to be announced.

Committee directed WDGPH Staff to indicate the actual percentages beside any reference of a 75%-25% Provincial/Municipal split in future Committee/BOH Reports.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R03 – Financial Cycle for the Board of Health, as presented, for information.”

Moved: C. Billings
Seconded: N. Sullivan **CARRIED**

BH.04.MAR2017.R04 – 2017 Insurance Renewal

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R04:

- WDGPH added cyber liability premium to its insurance policy in October 2014.
- Changes to policy outlined on Pages 2 +3.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R04 – 2017 Insurance Renewal, as presented, for information.”

Moved: K. McGhee
Seconded: C. Billings **CARRIED**

BH.04.MAR2017.R05 – Financial Controls Checklist

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R05:

- The Financial Controls Checklist is a new requirement under the MOHLTC which sets out what the BOH is responsible for.
- It was noted that all WDGPH balance sheet accounts are reconciled on a quarterly basis, not monthly, with the exception of bank reconciliation. WDGPH does not see this as an Agency risk.

Committee suggested this Report be provided to the Auditors for their audit purposes.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R05 – Financial Controls Checklist, as presented, for information.”

Moved: N. Sullivan
Seconded: C. White **CARRIED**

BH.04.MAR2017.R06 – HST Audit

Dr. Mercer reviewed Finance Committee Report BH.04.MAR2017.R06:

- WDGPH owes \$6,354 due to HST requirement on prenatal course fees.
- WDGPH to charge HST on prenatal course fees, moving forward.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R06 – HST Audit, as presented, for information.”

Moved: N. Sullivan
Seconded: C. White **CARRIED**

7. Closed Session

- NONE.

8. Discussion(s)

Letter of Feb 21/17, to the Honourable Eric Hoskins, re Patient’s First Act – Bill 41 was circulated to the Committee.

- WDGPH has not yet received a response from the MOHLTC. Once received, MOHLTC Response to be provided to Committee.

It was agreed to drop “Discussion” heading from future Finance Committee Agendas.

9. Next Meeting

- **(Mon) May 29, 2017, from 10:30 – 12:00 noon, in Guelph.**

10. Adjournment

The meeting was adjourned at 10:23 a.m.

MOTION: “To adjourn meeting”.

Moved: N. Sullivan
Seconded: K. McGhee **CARRIED**