

# Minutes of the Finance + Audit Committee Meeting

November 4, 2020 > 2:30 p.m. – 3:30 p.m.

**Virtual (Zoom) Meeting**

**Present:** Chris White (Chair), Christine Billings, George Bridge, Rodrigo Goller and Ralph Manktelow.

**Regrets:** NONE.

**Staff:** Dr. Nicola Mercer, David Kingma, Chris Beveridge, Rita Isley, Dr. Tenenbaum, Kyle Wilson, Rob Cunningham and Sylvia Muir (Recorder).

**Guests:** NONE.

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## 1. Call to Order

C. White (Chair) called the meeting to order at 2:30 p.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 June 3, 2020.

**MOTION: “To approve the Finance + Audit Committee Minutes of June 3, 2020, as presented.”**

**Moved: R. Manktelow**

**Seconded: R. Goller**

**CARRIED**

## 4. Finance + Audit Committee Report(s):

### BH.04.NOV0420.R11 – 2020 WDGPH Risk Management

Dr. Mercer introduced and D. Kingma reviewed Finance + Audit Committee Report

BH.04.NOV0420.R11:

- This is an annual report that provides a snapshot of the Agency risks.
- The Risk Register is found at Appendix A.
- In 2020, WDGPH added a new section to the Risk Register (#8 – COVID-19: Uncertainty Related to the Current COVID-19 Pandemic).
- WDGPH continues to explore mitigating risks.

**(a) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.NOV0420.R11 – 2020 WDGPH Risk Management, as presented, for information.”**

**Moved: R. Goller**  
**Seconded: R. Manktelow** **CARRIED**

**BH.04.NOV0420.R12 – 2020 Second Quarter Financials**

Dr. Mercer introduced and advised that Finance + Audit Committee Report BH.04.NOV0420.R12 is now quite out-of-date and the Committee agreed to approve the Second and Third Quarter Financials, together, after the review of the Third Quarter Financials.

**BH.04.NOV0420.R13 – 2020 Third Quarter Financials**

D. Kingma introduced and R. Cunningham reviewed Finance + Audit Committee Report BH.04.NOV0420.R13:

- This Report provides a financial snapshot of the first 9 months of 2020.
- Appendix 1 shows a modest positive variance as at September 2020.
- WDGPH is projecting a balanced budget at the end of the year with the reimbursement for COVID-19 pandemic costs from the Ministry.

**(a) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.NOV0420.R12 – 2020 Second Quarter Financials, as presented, for information.”**

**Moved: C. Billings**  
**Seconded: R. Goller** **CARRIED**

**(a) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.NOV0420.R13 – 2020 Third Quarter Financials, as presented, for information.”**

**Moved: C. Billings**  
**Seconded: R. Goller** **CARRIED**

D. Kingma commenced his Presentation/Overview of 2021 Draft Budget:

**BH.04.NOV0420.R14 – 2021 Draft Budget**

D. Kingma introduced and R. Cunningham reviewed Finance + Audit Committee Report BH.04.NOV0420.R14:

- Funding structure (Guelph/Wellington/Dufferin/Ministry). Approximately 90% of our total Agency budget is comprised of cost-shared programs (programs are jointly funded between the Ministry and the Municipalities) and the remainder is 100% Ministry-funded programs.
- This years’ budget continues to be devoted to the COVID-19 pandemic.

- It is the expectation of WDGPH, that the Agency will need to absorb a portion of our COVID-19-related expenses.
- WDGPH is projecting a balanced budget for 2020.
- D. Kingma reviewed Appendix 4 – BOH Notes for 2021 Draft Budget, in detail.
- One-Time Grants to be submitted in February 2021.
- WDGPH’s insurance broker is predicting a 10% increase in industry-wide insurance premiums in 2021. Lengthy discussion took place around this proposed increase.

The Committee provided direction to the WDGPH Staff to invite Mosey and Mosey to the next Finance + Audit Committee meeting, in March 2021, to provide a presentation on the Agency insurance increases.

Prior to making any Motions for this Report, Committee agreed to go into Closed Session to review Closed Session BH.04.NOV0420.R15 – 2021 Salary Costs, below at #5.

**5. Closed Session**

- Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs [labour relations or employee negotiations].

(3:11)

**MOTION: “To move into Closed Session to review Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs [labour relations or employee negotiations].”**

**Moved:**

**R. Goller**

**Seconded:**

**G. Gardhouse**

**CARRIED**

# Finance + Audit Committee Meeting

November 4, 2020 > 2:30 p.m. – 3:30 p.m.

**Virtual (Zoom) Meeting**

## **CLOSED SESSION**

**Present:** Chris White (Chair), Christine Billings, George Bridge, Rodrigo Goller and Ralph Manktelow.

**Regrets:** NONE.

**Staff:** Dr. Nicola Mercer, David Kingma, Chris Beveridge, Rita Isley, Dr. Tenenbaum, Kyle Wilson, Rob Cunningham and Sylvia Muir (Recorder).

**Guest(s):** NONE.

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**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

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**(3:39) Returned to Open Session**

**MOTION: “To Ratify the Closed Session Decisions of the November 4, 2020 Finance + Audit Committee meeting.”**

**Moved: G. Bridge**  
**Seconded: R. Manktelow** **CARRIED**

**BH.04.NOV0420.R14 – 2021 Draft Budget**

**(a) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.NOV0420.R14 – 2021 Draft Budget, as presented, for information.”**

**Moved: R. Manktelow**  
**Seconded: R. Goller** **CARRIED**

**(b) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to approve the 2021 Draft Budget, as presented in Finance + Audit Committee Report BH.04.NOV0420.R14 – 2021 Draft Budget.”**

**Moved: R. Manktelow**  
**Seconded: R. Goller** **CARRIED**

***Motion(s) brought forward from Closed Session:***

**CLOSED SESSION BH.04.NOV0420.R14 – 2021 Salary Costs**

**(a) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs, as presented, for information.”**

**Moved: R. Goller**  
**Seconded: G. Bridge** **CARRIED**

**(b) MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to approve the 2021 proposed Salary Increase, as presented in Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs.”**

**Moved: R. Goller**  
**Seconded: G. Bridge** **CARRIED**

**6. Next Meeting:**

- No further meetings scheduled in 2020.

**7. Adjournment**

The meeting was adjourned at 3:53 p.m.

**MOTION: “To adjourn meeting”.**

**Moved: C. Billings**  
**Seconded: G. Bridge**

**CARRIED**