

Finance + Audit Committee Report BH.04.MAY1122.R05

May 11, 2022

Report to:	Finance + Audit Committee, Board of Health
Prepared by:	Rob Cunnington, CPA, CA Chief Financial Officer
Approved by:	David Kingma, MBA, MA, CHRE Director of Administrative Services & CAO
Submitted by:	Dr. Nicola Mercer, MD, MBA, MPH, FRCPC, C.Dir. Medical Officer of Health & CEO
Subject	Compliance Report: Stewardship of Management Operations

Recommendations

That the Finance + Audit Committee makes recommendation to the Board of Health to receive this report, as presented, for information.

Background

This report addresses the Board of Health's (BOH) responsibility to meet the fiscal governance requirements outlined in the Accountability Framework Section of the Ontario Public Health Standards (OPHS). This requirement is achieved through an annual review of the Agency's relevant by-laws, policies and procedure listings, and any changes that have been applied to them.

Because the entire Agency, including Administration and Management, have been redeployed for the entire 2021 calendar year to support Wellington-Dufferin-Guelph Public Health's (WDGPH or the Agency) pandemic response effort, all policy-related reviews and updates were temporarily suspended. As a result, there are no changes to the Agency's existing by-laws, policies or procedures to report this year, and the information that follows is being submitted as information for BOH record-keeping purposes.

The Agency anticipates that policy review work will re-commence in Fall 2022 and continue through to 2023. Policies affected or informed by inflationary costs will be

given priority in response to the evolving market conditions that have occurred over the course of 2021 and 2022.

The Fiduciary Requirements section of the Accountability Framework under the OPHS is outlined 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

The Agency's catalogue of by-laws, policies and procedures is comprehensive to ensure effective governance and compliance of its fiduciary requirements. Reflected in them is a framework used to guide the work of Management in stewarding the Agency's financial resources and support the BOH in overseeing this Management function. The relevant documents are accessed on the BOH portal or via hard copy in the Agency's orientation binder, and are outlined as follows:

Requirement	WDGPH Documentation	Further changes Planned / In Progress
A plan for the management of physical and financial resources.	<ul style="list-style-type: none"> • By-Law No. 2: By-Law Relating to the Banking and Finance of the Wellington-Dufferin-Guelph Health Unit; • By-Law No. 3: By-Law Relating to the Property of the Wellington-Dufferin-Guelph Health Unit; • Annual Board of Health approved Budget. 	N/A

<p>A process for internal financial controls, which is based on generally accepted accounting principles.</p>	<ul style="list-style-type: none"> • Operational Finance Policy & Procedure CA.51.01.100: Tangible Capital Assets; • Operational Finance Policy & Procedure CA.51.01.103: Signing Authority; • Operational Finance Policy & Procedure CA.51.01.106: Accounts Payable; • Operational Finance Policy & Procedure CA.51.01.110: Chart of Accounts. 	<p>N/A</p>
<p>A process to ensure that areas of variance are addressed and corrected.</p>	<ul style="list-style-type: none"> • Stewardship of Management Operations Procedure: Financial Records; • Quarterly internal variance reports by program area; • Quarterly Financial reports provided to the Board of Health via the Finance Committee; • Internal Unplanned Expenditures process for managing salary and benefits variances. 	<p>N/A</p>
<p>A procedure to ensure that procurement policy is followed across all programs/services areas.</p>	<ul style="list-style-type: none"> • Stewardship of Management Operations Procedure: Procurement; • Annual report provided to the Board of Health on internal review of compliance with Procurement Policy & Procedure. 	<p>N/A</p>
<p>A process to ensure the regular evaluation of the quality of service provided by contracted services, in accordance with contract standards.</p>	<ul style="list-style-type: none"> • Service standards set out within contracts; • Service quality issues documented by Facilities and Procurement; • Competitive procurement processes undertaken for services on a rotating basis. 	<p>N/A</p>
<p>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.</p>	<ul style="list-style-type: none"> • Stewardship of Management Operations Procedure: Financial Records; • Annual Board of Health approved Budget; • Stewardship of Management Operations Procedure: Human Resources Strategy. 	<p>N/A</p>

Appendices

N/A.

References

N/A.