

Minutes of the Finance + Facilities Committee Meeting

June 14, 2018 > 2:00 p.m. – 3:30 p.m.
Guelph Trillium Room

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

Regrets: Lambert Otten.

Staff: Dr. Nicola Mercer, Chris Beveridge, Liz Bowden, Shanna O’Dwyer Sylvia Muir (Recorder).

Guests: NONE.

1. Call to Order

D. Lever (Chair) called the meeting to order at 2:00 p.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Agenda

MOTION: “To approve the Agenda for the June 14, 2018 meeting, as presented.”

Moved: K. McGhee

Seconded: N. Sullivan

CARRIED

Note: Approval of Agenda will be deleted from future Agendas once the revised By-Law No. 1 is adopted by the Board of Health (BOH).

4. Approval of Minutes

MOTION: “To approve the Finance + Facilities Committee Minutes of March 28, 2018, as presented.”

Moved: C. White

Seconded: K. McGhee

CARRIED

5. Presentation(s)

- NONE.

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

BH.04.JUN1418.R11 – 2018 MOHLTC Funding Approval

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R11:

- WDGPH received its 2018 provincial funding approval letter on May 7, 2018, the earliest it's ever been received in recent history.
- WDGPH received a 3% base budget increase for the 2018 fiscal year.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R11 – 2018 MOHLTC Funding Approval, as presented, for information.”

Moved: N. Sullivan

Seconded: M. Abbink

CARRIED

BH.04.JUN1418.R12 – 2018 First Quarter Financials

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R12:

- WDGPH is not expecting a variance by the end of the 2018 fiscal year.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R12 – 2018 First Quarter Financials, as presented, for information.”

Moved: C. Billings

Seconded: K. McGhee

CARRIED

BH.04.JUN1418.R13 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R13:

- Report outlines WDGPH's compliance with the management of operations.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R13 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures, as presented, for information.”

Moved: N. Sullivan

Seconded: M. Abbink

CARRIED

BH.04.JUN1418.R14 – Reserves + Reserve Funds Board of Health Policy and Procedure

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R14:

- Looking for recommendation/guidance from the BOH for setting up and the use of the Reserves (e.g. Reserve for Technology, Reserve for Contingencies).
- Discussion took place around the following, including: (i) possibly changing the name of reserves and the reserve funds to make it more obvious which is what; (ii) Appendix “2” of the Procedure - Stating that #3 requires the approval from the BOH; (iii) percentage of contingency should be linked to the associated risk to the Agency; and (iv) That this exercise should be part of our annual budget process.

Committee consensus to amend Appendix “2” of the Procedure to indicate that #3-Inter-Reserve Funding Borrowing requires the approval of the BOH.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to adopt the Board of Health Reserves and Reserve Funds Policy and Procedure as attached at Appendix “1” and Appendix “2”, respectively to Finance + Facilities Committee Report BH.04.JUN1418.R14 – Reserves and Reserve Funds Board of Health Policy and Procedure, as amended.”

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

(b) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R14 – Reserves and Reserve Funds Board of Health Policy and Procedure, as amended, for information.”

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

BH.04.JUN1418.R15 – Investment Strategy Direction

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R15:

- Looking for recommendation/guidance from the BOH for investment strategy direction.

S. O’Dwyer spoke to the steps of the BOH’s Options:

- All eligible investments under Section 418 of the Municipal Act options (high interest savings account, money market funds, government bonds, corporate bonds and equities) would require a legal opinion to determine the applicability to Boards of Health.

Staff were directed to:

- (i) obtain legal opinion on the application of Section 418 of the Municipal Act to Boards of Health;
- (ii) examine staff administrative time commitment to put an investment strategy in place or to outsource same with costs; and
- (iii) find out what other autonomous BOHs are doing with respect to investment strategy.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R15 – Investment Strategy Direction, as presented, for information.”

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

(b) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to provide direction to WDGPH Staff regarding next steps with respect to Finance + Facilities Committee Report BH.04.JUN1418.R15 – Investment Strategy Direction including: (i) obtaining a legal opinion; (ii) examining staff administrative time commitment and resources; and (iii) research what other autonomous BOHs are doing.”

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

BH.04.JUN1418.R16 – Leased Space in Mount Forest and Guelph (Shelldale) Update

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.JUN1418.R16:

- This Report provides an update on the exit process and plans of WDGPH from the leased space in Mount Forest and at Shelldale.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.JUN1418.R16 – Leased Space in Mount Forest and Guelph (Shelldale) Update, as presented, for information.”

Moved: K. McGhee
Seconded: M. Abbink **CARRIED**

7. Closed Session

- NONE.

8. Next Meeting - September 19th or 21st, 2018 from 10:00 – 11:30 a.m.

9. Adjournment

The meeting was adjourned at 3:22 p.m.

MOTION: "To adjourn meeting".

Moved: C. Billings
Seconded: K. McGhee

CARRIED