

# Minutes of the Finance + Facilities Committee Meeting

March 28, 2019 > 1:30 p.m. – 3:00 p.m.

Guelph Trillium Room

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

**Regrets:** NONE.

**Staff:** Dr. Nicola Mercer, David Kingma, Chris Beveridge, Kyle Wilson, Heather Young and Sylvia Muir (Recorder).

**Guests:** NONE.

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## 1. Call to Order

C. White (Chair) called the meeting to order at 1:30 p.m.

D. Kingma advised that Rob Cunnington is the new Finance Manager and will attend at the next Finance + Facilities Committee meeting.

## 2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

## 3. Approval of Minutes

**MOTION: “To approve the Finance + Facilities Committee Minutes of November 9, 2018, as presented.”**

**Moved: L. Otten**  
**Seconded: G. Bridge**

**CARRIED**

## 4. Presentation(s)

- NONE.

## 5. Finance + Facilities Committee Report(s):

BH.04.MAR2819.R01 – 2019 Insurance Renewal

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.MAR2819.R01:

- Frank Cowan Company is still developing its Cyber Risk Policy and therefore WDGPH once again purchased this coverage through the Totten Insurance Group Inc. There was no increase from the 2018 policy renewal.
- There was approximately a \$5,000 decrease in the cost of coverage for the Frank Cowan policy in 2019. This was attributed to the Shelldale and Mount Forest locations being removed from the policy and a re-write of the property coverage representing enhanced coverage.

**(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2819.R01 – 2019 Insurance Renewal, as presented, for information.”**

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

**BH.04.MAR2819.R02 – Reserves and Reserve Funds Status as at December 31, 2018**

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.MAR2819.R02:

- WDGPH has both Reserve Funds (discretionary funds with assets restricted for a specific purpose) and Reserves (an allocation from net revenue that is made at the discretion of the BOH).
- Annual contributions are based on a schedule developed by the Altus Group five (5) years ago. A governing policy and procedure was development and approved by the BOH in 2018. WDGPH is recommending that an updated evaluation be performed by Altus Group.

**(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2819.R02 – Reserves and Reserve Funds Status as at December 31, 2018, as presented, for information.”**

**Moved: L. Otten**  
**Seconded: R. Goller** **CARRIED**

**(b) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to approve the transfer of the \$157,616 Cost-Shared Mandatory Programs Surplus to the Contingency Reserve Fund.”**

**Moved: L. Otten**  
**Seconded: R. Goller** **CARRIED**

**(c) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to initiate an updated reserve fund study in response to the evolving operating context of the organization.”**

**Moved:** L. Otten  
**Seconded:** R. Goller **CARRIED**

**BH.04.MAR2819.R03 – 2018 Fourth Quarter Financials**

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.MAR2819.R03:

- Appendix “1” – Cost-Shared Mandatory Programs. WDGPH received unexpected monies in 2018 in the amount of \$362,350. There was a positive surplus of \$407,616 - \$250,000 of which was transferred to the Orangeville Reserve Fund to support the third-floor renovations project. The remaining year-end positive variance is \$157,616.
- Appendix “2” - Funding for all other programs were fully spent with the exception of Vector Borne Diseases which has a small variance of \$739.
- Appendix “3” – One-time Grants – many are spent in first quarter 2019 due to the timing of receipt.

**(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2819.R03 – 2018 Fourth Quarter Financials, as presented, for information.”**

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

**BH.04.MAR2819.R04 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects**

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.MAR2819.R04:

- This is a high-level report outlining the BOH’s fiduciary responsibilities/obligations to remain compliant with MOHLTC requirements.
- The Fiduciary Requirements are attached in Appendix “1” and govern how public health funds are to be utilized.

**(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2819.R04 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects, as presented, for information.”**

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

**6. Closed Session**

- NONE.

**7. Next Meeting:**

Committee set the meeting schedule for the remainder of the 2019 year, as follows:

- (Thurs) June 27, 2019 from 2:00 – 3:30 p.m.;
- (Thurs) September 26, 2019 from 2:00 – 3:30 p.m.; and
- (Thurs) November 28, 2019 from 2:00 – 3:30 p.m.

**8. Adjournment**

The meeting was adjourned at 2:15 p.m.

**MOTION: “To adjourn meeting”.**

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

**CARRIED**