

Minutes of the Finance + Facilities Committee Meeting

November 9, 2018 > 1:30 p.m. – 3:30 p.m.
Guelph Trillium Room

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

Regrets: Nancy Sullivan.

Staff: Dr. Nicola Mercer, Chris Beveridge, David Kingma, Kyle Wilson, Shanna O’Dwyer and Sylvia Muir (Recorder).

Guests: NONE.

1. Call to Order

D. Lever (Chair) called the meeting to order at 1:30 p.m.

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 June 14, 2018, as presented.”

Moved: C. White
Seconded: K. McGhee

CARRIED

4. Presentation(s)

- NONE.

5. Finance + Facilities Committee Report(s):

BH.04.NOV0918.R17 – Investment Strategy Direction Follow-up

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.NOV0918.R17:

- The legal opinion that WDGPH was asked to obtain is incorporated within this Report.

- WDGPH is asking for an overall strategic approach for contingencies.
- Discussion took place around the need for a Policy & Procedure to be drafted, for staff to continue to be as conservative as possible and not to invest extra staff time as the return on investment compared to the extra staff time involved is not worthwhile.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.NOV0918.R17 – Follow-up: Investment Strategy Direction, as presented, for information.”

Moved: C. White
Seconded: K. McGhee CARRIED

(b) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to provide direction to staff to draft a Policy & Procedure outlining our current practice and to continue following our practice going forward.”

Moved: C. White
Seconded: K. McGhee CARRIED

BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy & Procedure

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.NOV0918.R18:

- This Report outlines WDGPH’s internal review of its procurement system.
- Discussion took place around possibly expanding the sample size in future years.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy & Procedure, as presented, for information.”

Moved: C. Billings
Seconded: M. Abbink CARRIED

BH.04.NOV0918.R19 – 2018 Second Quarter Financials

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.NOV0918.R19:

- On May 7, 2018, WDGPH received an unexpected base budget increase in its provincial funding approval which provided the opportunity to hire an Associate Medical Officer of Health (AMOH).
- Until such time as WDGPH receives its 2019 budget, WDGPH will take a conservative approach due to the uncertainty of potential provincial budget cuts.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.NOV0918.R19 – 2018 Second Quarter Financials, as presented, for information.”

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

BH.04.NOV0918.R20 – 2018 Third Quarter Financials

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.NOV0918.R20:

- WDGPH is planning on making a mortgage prepayment (\$350,000) with the unexpected additional base budget increase for 2018.
- Thereafter, WDGPH is projecting an annual surplus of approximately \$100,000 - \$200,000.
- Discussion took place around how to present the information in the Committee Report more clearly and in plain language in order to ensure that anyone reading the Committee Report can understand exactly how the monies were spent.
- Information will be clarified in the Quarterly Financial Reports for the December BOH meeting.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.NOV0918.R20 – 2018 Third Quarter Financials, as presented, for information.”

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

BH.04.NOV0918.R21 – 2019 Draft Budget

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.NOV0918.R21:

- WDGPH is presenting a draft balanced budget based on an assumption of a 0% budget from the province.
- Potentially looking at negative budgets for 2019.
- Lengthy discussion took place. Committee requested that another Note be added regarding the consultant fee and that information be provided to support any in-year transaction changes.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.NOV0918.R21 – 2019 Draft Budget, as presented, for approval.”

**Moved: K. McGhee
Seconded: L. Otten CARRIED**

6. Closed Session

- NONE.

7. Next Meeting – 2019 (tbd)

8. Adjournment

The meeting was adjourned at 2:50 p.m.

MOTION: “To adjourn meeting”.

Moved: K. McGhee

Seconded: M. Abbink

CARRIED