

Minutes of the Finance Committee Meeting
May 29, 2017 > 10:30 a.m. – 12:00 noon
Guelph Trillium Room

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

Regrets: NONE.

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

Guests: NONE.

1. Call to Order

D. Lever (Chair) called the meeting to order at 10:30 a.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 May 29, 2017 meeting, as presented.”

Moved:	C. White	
Seconded:	K. McGhee	CARRIED

4. Approval of Minutes

MOTION: “To approve the Finance Committee Minutes of March 20, 2017, as amended.”

Moved:	M. Abbink	
Seconded:	C. Billings	CARRIED

5. Presentation(s)

- NONE.

6. Finance Committee Report(s):

BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures

Dr. Mercer reviewed Finance Committee Report BH.04.MAY2917.R07:

- This Report outlines how the BOH meets the requirements of Section 6.7 of the Ontario Public Health Standards.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures, as presented, for information.”

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

BH.04.MAY2917.R08 – 2017 First Quarter Financials

Dr. Mercer reviewed Finance Committee Report BH.04.MAY2917.R08:

- WDGPH is tracking a positive variance as a result of the following: (i) vacancies; (ii) maternity leaves; (iii) long and short-term disability related leaves; (iv) one less workday in the 2017 year; and (v) related benefits savings from vacant positions.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R08 – 2017 First Quarter Financials, as presented, for information.”

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

BH.04.MAY2917.R09 – Banking Resolution re Line of Credit

Dr. Mercer reviewed Finance Committee Report BH.04.MAY2917.R09:

- WDGPH changed banks in 2017. The new bank, being Toronto-Dominion, requires a resolution authorizing the Medical Officer of Health and CEO, on behalf of the Board of Health, to enter into an agreement with the Bank to maintain an operating line of credit up to \$500,000.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R09 – Banking Resolution re Line of Credit, as presented, for information.”

**Moved: C. Billings
Seconded: M. Abbink CARRIED**

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to approve a resolution authorizing the Medical Officer of Health and CEO, on behalf of the Board of Health, to enter into an Agreement with the Toronto-Dominion Bank to maintain an operating line of credit up to \$500,000.”

Moved: C. Billings
Seconded: M. Abbink **CARRIED**

BH.04.MAY2917.R10 – 2016 Census Budget Impacts

Dr. Mercer reviewed Finance Committee Report BH.04.MAY2917.R10:

- WDGPH uses the formal national Statistics Canada Census of Population to determine the division of payment of the municipal monies for the three obligated municipalities.
- Currently, there is no funding agreement in place between Wellington-Dufferin-Guelph.
- WDGPH is not proposing any changes and intends to continue to use the Statistics Canada Census of Population, which is now the 2016 Census when creating the Agency 2018 budget.

Report to be revised prior to going to the June 7, 2017 BOH meeting, replacing the word “census” with “Statistics Canada Census of Population”.

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R10 – 2016 Census Budget Impacts, for information.”

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

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to:

- approve the use of the 2016 Statistics Canada Census of Population as the basis for the municipal funding split beginning in 2018;**
- continue to use the 2016 Statistics Canada Census of Population as the basis for the funding split until the budget year following the release of the next census population figures; and**
- that the legislation forms the basis of the municipal split.”**

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

BH.04.MAY2917.R11 – Historical Provincial/Municipal Split

Dr. Mercer reviewed Finance Committee Report BH.04.MAY2917.R11:

- Report submitted in response to WDGPH Finance Committee request. WDGPH staff were asked “What portion of WDGPH’s current funding ratio is attributable to the BOH’s decision to build the 2 owned facilities in Guelph and Orangeville?”.
- Discussion ensued around efficiencies (eg. reduced travel costs).

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R11 – Historical Provincial/Municipal Split, as presented, for information.”

**Moved: K. McGhee
Seconded: N. Sullivan CARRIED**

7. Closed Session

- NONE.

8. Next Meeting

- (Wed) September 20, 2017, from 2:00 – 4:00 p.m., in Guelph.

9. Adjournment

The meeting was adjourned at 11:05 a.m.

MOTION: “To adjourn meeting”.

**Moved: C. Billings
Seconded: C. White CARRIED**