

Minutes of the Finance + Audit Committee Meeting
May 7, 2025 > 12:30 p.m. – 1:30 p.m.
160 Chancellors Way, Guelph ON

Present: Chris White (Chair), Ralph Manktelow, Linda Busuttil, and George Bridge.

Regrets: Sandra Starr, and Rodrigo Goller.

Staff: Dr. Nicola Mercer, Dr. Matthew Tenenbaum, David Kingma, Phil Wong, Kyle Wilson, Rita Isley, Brian Herman, and Laura Kelly (Recorder)

Guests: Matthew Betik (KPMG)

1. Call to Order

C. White (Chair) called the meeting to order at 12:30 p.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Minutes

Finance + Audit Committee Minutes from Meeting of March 5, 2025.

MOTION: “To approve the Finance + Audit Committee Minutes of March 5, 2025 as presented.”

Moved:	G. Bridge	
Seconded:	L. Busuttil	CARRIED

4. Presentation

- B. Herman presented on screen the Draft Audited Financial Statements in conjunction with BH.04.MAY0725.R04 – Draft Audited Financial Statements.
- KPMG presented on screen for the Committee and reviewed the Audit Findings Report.

5. Finance + Audit Committee Reports

BH.04.MAY0725.R04 – Draft Audited Financial Statements

D. Kingma introduced B. Herman who reviewed Report BH.04.MAY0124.R04 as follows:

- B. Herman, CFO, provided the Committee with a high-level overview of the Draft Audited Financial Statements and clarified minor questions from Board members.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive and approve Finance + Audit Committee Report BH.04.MAY0725.R05 – Draft Audited Financial Statements, as presented, for information.”

Moved: L. Busuttil
Seconded: R. Manktelow CARRIED

BH.04.MAY0725.R05 – Compliance Report: Stewardship of Management Operations

D. Kingma introduced and reviewed Report BH.04.MAY0725.R05 as follows:

- This report outlines the Board of Health’s fiscal governance responsibilities under the Ontario Public Health Standards (OPHS), achieved through an annual review of relevant by-laws, policies, and procedures.
- The Agency has caught up on policy and procedure reviews in 2025 after delays caused by the pandemic.
- Policies and procedures are regularly updated to reflect current practices, legislative changes, or new policy topics.
- All policies are reviewed at least once every three years to ensure relevance and currency. The most recent review of BOH policies was completed this year.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.MAY0725.R05 – Compliance Report: Stewardship of Management Operations, as presented, for information.”

Moved: L. Busuttil
Seconded: G. Bridge CARRIED

6. Closed Session

MOTION: “To move into Closed Session to approve the Closed Session Finance + Audit Committee Meeting Minutes of March 5, 2025 [personal matters about an identifiable individual, including BOH employees]; and to receive Closed Session Finance + Audit Committee Report BH.04.MAY0725.R06 – 2025 Insurance Renewal: Liability and Cyber [the security of the property of the BOH].”

Moved: G. Bridge
Seconded: L. Busuttil CARRIED

**Wellington-Dufferin-Guelph Public Health
MINUTES OF THE FINANCE + AUDIT COMMITTEE**

May 7, 2025 > 12:30 p.m. – 1:30 p.m.

160 Chancellors Way, Guelph ON

CLOSED SESSION

Members in attendance were: Chris White (Chair), Ralph Manktelow, George Bridge, and Linda Busuttil.

Member(s) with regrets were: Sandra Starr, and Rodrigo Goller.

Ex-officio member(s) in attendance were: Dr. Mercer, Medical Officer of Health & CEO.

Staff member(s) in attendance were: David Kingma, Dr. Matthew Tenenbaum, Rita Isley, Kyle Wilson, Phil Wong, Brian Herman and Laura Kelly (Recording Secretary).

Guest(s) in attendance were: None.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Finance + Audit Committee Minutes of March 5, 2025 as presented.”

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to approve Finance + Audit Committee Report BH.04.MAY0725.R06 – 2025 Insurance Renewal: Liability and Cyber, as presented, for information.”

MOTION: “To ratify the Closed Session decisions of the May 7, 2025 Finance + Audit Committee Meeting.”

Moved:	L. Busuttil	
Seconded:	G. Bridge	CARRIED

7. Next Meeting:

➤ **October 1, 2025**

8. Adjournment

The meeting was adjourned at 1:19 p.m.

MOTION: “To adjourn the meeting”.

Moved:	G. Bridge	
Seconded:	R. Manktelow	CARRIED