

Minutes of the Finance + Audit Committee Meeting
October 10, 2023 > 11:00 a.m. – 12:00 p.m.
Virtual Meeting (ZOOM)

Present: Chris White (Chair), Rodrigo Goller, Linda Busuttil, and George Bridge.

Regrets: Ralph Manktelow.

Staff: Dr. Nicola Mercer, David Kingma, Chris Beveridge, Kyle Wilson, Patryk Wardach, Holly Chayko, Heather Young, and Laura Kelly (Recorder)

Guests: None.

1. Call to Order

C. White (Chair) called the meeting to order at 11:02 a.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 May 3, 2023.

**MOTION: “To approve the Finance + Audit Committee Minutes of
May 3, 2023 as presented.”**

Moved:	R. Goller	
Seconded:	L. Busuttil	CARRIED

4. Presentation

- 2024 Draft Budget Presentation done in conjunction with BOH report BH.04.OCT1023.R07 – 2024 Draft Budget

5. Finance + Audit Committee Reports

BH.04.OCT1023.R04 – Annual Facilities Update

D. Kingma introduced and reviewed Report BH.04.OCT1023.R04 as follows:

- D. Kingma provided the committee with a high-level summary of the report.
- The report outlined the maintenance of WDGPH facilities and the diligence of staff in doing so.

- Three major facility projects were reviewed, namely; dental, installation of charging stations (pay per use), and the rental space contract in Orangeville (Sylvia Jones MPP current lessee).

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT1023.R04 – Annual Facilities Update, as presented, for information.”

Moved: L. Busutil
Seconded: G. Bridge CARRIED

BH.04.OCT1023.R05 – 2023 Second Quarter Financials

D. Kingma introduced and reviewed Report BH.04.OCT1023.R05 as follows:

- D. Kingma provided the committee with a review of the report.
- The report provided a snapshot of the financial period ending June 30, 2023.
- At the time of writing there was a positive variance.
- Funds for Covid recovery related costs are not expected to continue past March 2024.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT1023.R05 – 2023 Second Quarter Financials, as presented, for information.”

Moved: G. Bridge
Seconded: L. Busutil CARRIED

BH.04.OCT1023.R06 – Interim Third Quarter Financials

D. Kingma introduced and reviewed Report BH.04.OCT1023.R06 as follows:

- The report provided a snapshot of the financial period ending August 31, 2023.
- There is a modest positive variance shown, primarily due to staff gapping, higher interest income and lower purchase fees.
- Projections for end of year based on spend to date shared with committee indicate a balanced budget.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT1023.R06 – Interim Third Quarter Financials, as presented, for information.”

Moved: R. Goller
Seconded: G. Bridge CARRIED

BH.04.OCT1023.R07 – 2024 Draft Budget

D. Kingma introduced and reviewed Report BH.04.OCT1023.R07 as follows:

- D. Kingma reviewed a presentation on screen and provided a comprehensive review of the 2024 Draft Budget for the Committee.
- Dr. Mercer provided information around prior federal funding and 1-time grant requests and the process of approval by the Board of the same.
- The base increase funding of 1% by the Ministry of Health was discussed and the challenges of very limited funding increases in a climate of higher inflation. The committee recognized the excellent ability of WDGPH teams to work within the given funding.
- The 2024 Draft Budget Presentation will be submitted to the Board of Health at the November 1, 2023 Board of Health meeting.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to approve Finance + Audit Committee Report BH.04.OCT1023.R07 – 2024 Draft Budget, as presented.”

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

6. Closed Session

MOTION: “To move into Closed Session to approve the Closed Session Finance + Audit Committee Meeting Minutes of May 3, 2023 [the security of the property of the BOH]; and to receive Closed Session Finance + Audit Committee Report BH.04.OCT1023.R08 – Reserves and Reserve Funds [the security of the property of the BOH].”

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

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE FINANCE + AUDIT COMMITTEE
Tuesday October 10, 2023

CLOSED SESSION

Members in attendance were: Chris White (Chair), Linda Busuttill, George Bridge, and Rodrigo Goller

Member(s) with regrets were: Ralph Manktelow.

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

Staff member(s) in attendance were: David Kingma, Kyle Wilson, Chris Beveridge, 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 ratify the Closed Session decisions of the October 10, 2023 Finance + Audit Committee Meeting.”

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

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.OCT1023.R08 – Reserves + Reserve Funds, as presented, for information.”

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

7. Next Meeting:

➤ **TBD**

8. Adjournment

The meeting was adjourned at 12:17 p.m.

MOTION: “To adjourn the meeting”.

Moved: G. Bridge
Seconded: L. Busuttil **CARRIED**