

**ALGOMA PUBLIC HEALTH BOARD MEETING
JUNE 28, 2017 @ 5:00 PM
SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM**

ADDENDUM

10.0 Addendum

- a.** Infant Development Annual Reconciliation

Mr. Justin Pino, CFO

Resolution:

THAT the Board of Health receives and approves the Transfer Payment Annual Reconciliation for the Infant Development program as presented.

- b.** Finance and Audit Committee Chair Report (Attachment for item 6bi)

Mr. Ian Frazier
Committee Chair

- c.** Bylaw 06-02 – Ontario Building Code Appointments (Attachment for item 6cii)

Ms. Deborah Graystone
Committee Chair

TRANSFER PAYMENT ANNUAL RECONCILIATION						
SECTION I: SUMMARY, CERTIFICATION and VERIFICATION						
SERVICE PROVIDER / DELIVERY AGENT: Algoma Health Unit						
FOR THE YEAR ENDED: March 31, 2017						
SERVICE CONTRACT/CFSA APPROVAL NUMBER: C25359-1						
PART A: SUMMARY						
LINE	SERVICES		Executive and Allotment Control	Total Eligible Expenditures (pending final Ministry review and approval)	Total Approved Ministry Funding	Summary of Revised Ministry Funding after Financial Flexibility (pending final Ministry review and approval)
100	Detail Code #	Service (Detail Code) Name				
101	A476	Infant Development	CYSEX034-AL09	\$ 621,935	\$ 621,935	\$ 621,935
102	0			\$ -	\$ -	\$ -
103	0			\$ -	\$ -	\$ -
104	0			\$ -	\$ -	\$ -
105	0			\$ -	\$ -	\$ -
106	0			\$ -	\$ -	\$ -
107	0			\$ -	\$ -	\$ -
108	0			\$ -	\$ -	\$ -
109	0			\$ -	\$ -	\$ -
110	0			\$ -	\$ -	\$ -
111	0			\$ -	\$ -	\$ -
112	0			\$ -	\$ -	\$ -
113	0			\$ -	\$ -	\$ -
114	0			\$ -	\$ -	\$ -
115	0			\$ -	\$ -	\$ -
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121	0			\$ -	\$ -	\$ -
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137	0			\$ -	\$ -	\$ -
138	0			\$ -	\$ -	\$ -
139	0			\$ -	\$ -	\$ -
140	0			\$ -	\$ -	\$ -
141	0			\$ -	\$ -	\$ -
142	0			\$ -	\$ -	\$ -
TOTAL				\$ 621,935	\$ 621,935	\$ 621,935
PART B: CERTIFICATION BY SERVICE PROVIDER / DELIVERY AGENT AUTHORITY						
<p>I hereby certify that, to the best of my knowledge, the financial data in the Transfer Payment Annual Reconciliation to which this certification is attached, is true, correct, agrees with the books and records of the organization and has been prepared in accordance with the Technical Instructions and ministry financial policies provided by the Ministry of Community and Social Services and the Ministry of Children and Youth Services.</p>						
<p>Signature of Service Provider / Delivery Agent Authority (LINE 143)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p style="text-align: center;">Justin Pino</p> <p>Name of Service Provider/Delivery Agent Authority (LINE 143)</p> <p style="text-align: center;">27/06/17</p> <p>Date (dd/mm/yy) (LINE 150)</p> </div> <div> <p style="text-align: center;">CFO</p> <p>Title of Service Provider/Delivery Agent Authority (LINE 143)</p> </div> </div>						
PART C: VERIFICATION BY THE BOARD OF DIRECTORS						
<p>The above certification, together with the Transfer Payment Annual Reconciliation, was received and approved by:</p> <p style="text-align: center;">the Board of Directors on the _____ day of _____, _____ (LINE 160)</p> <p>Chairperson of the Board of Directors: _____ (LINE 170)</p> <p style="margin-left: 40px;">Signature</p> <p style="margin-left: 40px;">Name of Chairperson or Designate</p> <p style="margin-left: 40px;">Title</p>						

TRANSFER PAYMENT ANNUAL RECONCILIATION
SECTION II: MINISTRY FUNDING RECONCILIATION

SERVICE PROVIDER / DELIVERY AGENT: Algoma Health Unit
FOR THE YEAR ENDED: March 31, 2017
SERVICE CONTRACT/CFSA APPROVAL NUMBER: C25350-1

200	DETAIL CODE	A478	0	0	
0202	TPBE #	037674			
202	SERVICE NAME	Infant Development			
203	IFIS LINE-SUBLINE #	B078-B200			
204	LEGISLATION	CFSA / LBEF			
205	EXECUTIVE & ALLOTMENT CONTROL	CYSEX034-AL09			
206	Region / Ministry	North / MCY8-8DD			
207	DESCRIPTION	0	0	0	
210	FUNDING RECEIVED				TOTAL
211	Provincial Funding Received on Account - Current Year	\$ 621,935			\$ 621,935
212	ADD: Prior Year Reconciliation Recoveries*				\$ -
213	DEDUCT: Prior Year Payments				\$ -
215	TOTAL of Funding Received - Current Year	\$ 621,935	\$ -	\$ -	\$ 621,935
* Only applicable if provincial funding received recorded net of recoveries					
220	APPROVED FUNDING				
221	Total Approved Net Expenditures (Service Contract: Budget Schedule - LINEP)	\$ 621,935	\$ -	\$ -	\$ 621,935
223	TOTAL Approved Ministry Fiscal Funding (Service Contract: Budget Schedule - L	\$ 621,935	\$ -	\$ -	\$ 621,935
230	EXPENDITURES	Allocated Central Administration			
231	Salaries	\$ -	\$ 416,398	\$ -	\$ 416,398
232	Benefits	\$ -	\$ 100,089	\$ -	\$ 100,089
233	SUBTOTAL - Salaries & Benefits	\$ -	\$ 516,487	\$ -	\$ 516,487
234	Travel	\$ -	\$ 23,758	\$ -	\$ 23,758
235	Communication	\$ -	\$ 5,378	\$ -	\$ 5,378
236	SUBTOTAL - Transportation & Communication	\$ -	\$ 29,136	\$ -	\$ 29,136
237	Rent/ Lease/ Mortgage Interest	\$ -	\$ 51,756	\$ -	\$ 51,756
238	Mortgage Principal	\$ -	\$ -	\$ -	\$ -
239	Utilities	\$ -	\$ -	\$ -	\$ -
240	Staff Training	\$ -	\$ 2,831	\$ -	\$ 2,831
241	Advertising and Promotion	\$ -	\$ -	\$ -	\$ -
242	Services related to Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -
243	Professional/Contracted-out Services	\$ -	\$ -	\$ -	\$ -
244	Professional/Contracted-out IT Services	\$ -	\$ -	\$ -	\$ -
245	Purchased Client Services	\$ -	\$ -	\$ -	\$ -
246	Purchased Client Services - OPR	\$ -	\$ -	\$ -	\$ -
247	Insurance	\$ -	\$ -	\$ -	\$ -
248	Other Services	\$ -	\$ 4,000	\$ -	\$ 4,000
249	SUBTOTAL - Services	\$ -	\$ 55,887	\$ -	\$ 55,887
250	Supplies, Equipment related to Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -
251	IT - Supplies and Equipment	\$ -	\$ 7,707	\$ -	\$ 7,707
252	Other Supplies and Equipment	\$ -	\$ 11,351	\$ -	\$ 11,351
253	SUBTOTAL - Supplies & Equipment	\$ -	\$ 18,058	\$ -	\$ 18,058
254	OTHER TRANSACTIONS	\$ 16,000	\$ -	\$ -	\$ 16,000
255	GROSS EXPENDITURES	\$ 16,000	\$ 623,293	\$ -	\$ 639,293
256	Adjustments / Recoveries:	\$ -	\$ -	\$ -	\$ -
257	Adjustments / Recoveries:	\$ -	\$ -	\$ -	\$ -
258	Adjustments / Recoveries:	\$ -	\$ -	\$ -	\$ -
259	Adjustments / Recoveries:	\$ -	\$ -	\$ -	\$ -
260	Adjustments / Recoveries:	\$ -	\$ -	\$ -	\$ -
261	SUBTOTAL - In-Year Adjustments	\$ -	\$ -	\$ -	\$ -
262	DEDUCT: OFFSETTING REVENUE				
262	Offsetting Revenue (-)	\$ -	\$ (17,333)	\$ -	\$ (17,333)
263	ADJUSTED SERVICE EXPENDITURES	\$ 16,000	\$ 605,935	\$ -	\$ 621,935
264	Allocated Central Administration	\$ (16,000)	\$ 16,000	\$ -	\$ -
265	ADJUSTED GROSS EXPENDITURES	\$ -	\$ 621,935	\$ -	\$ 621,935
266	Approved Capitalized Asset Acquisition				\$ -
267	EXPENDITURES ELIGIBLE FOR OPERATING FUNDING	\$ 621,935	\$ -	\$ -	\$ 621,935
268	Ministry Funding as per Legislated Share Funding Percentage	100%			
269	TOTAL ELIGIBLE EXPENDITURES	\$ 621,935	\$ -	\$ -	\$ 621,935
273	TOTAL Approved Ministry Fiscal Funding	\$ 621,935	\$ -	\$ -	\$ 621,935
270	Ministry Funding Payable (LESSER OF LINE 223 or 269)	\$ 621,935	\$ -	\$ -	\$ 621,935
215	Ministry Funding Received - Current Year	\$ 621,935	\$ -	\$ -	\$ 621,935
280	TRANSFER PAYMENT ANNUAL RECONCILIATION	\$ -	\$ -	\$ -	\$ -

Financial Information of

ALGOMA PUBLIC HEALTH
Infant Development Program
(unaudited)

Year ended March 31, 2017



KPMG LLP
111 Elgin Street, Suite 200
Sault Ste. Marie ON P6A 6L6
Canada
Telephone (705) 949-5811
Fax (705) 949-0911

REVIEW ENGAGEMENT REPORT

To the Members of the Board of the Algoma Public Health

At the request of Algoma Public Health, we have reviewed the statement of revenue and expenditures of the Infant Development Program of the Algoma Public Health for the year ended March 31, 2017. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted of primarily inquiry, analytical procedures and discussion related to information supplied to us by the management. Our review was performed to determine whether the information presented is consistent with management's financial records of the Algoma Public Health and Ministry of Community and Social Services year-end settlement form for the program.

A review does not constitute an audit and, consequently, we do not express an audit opinion on the statement of revenue and expenditures.

Based on our review, nothing has come to our attention that causes us to believe that the statement of revenue and expenditures is not, in all material respects, in accordance with the basis of presentation as required by Ministry of Children and Youth Services.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants, Licensed Public Accountants

June 26, 2017
Sault Ste. Marie, Canada

ALGOMA PUBLIC HEALTH

Infant Development Program

Statement of Revenue and Expenditures

(unaudited)

Year ended March 31, 2017, with comparative information for 2016

	Budget	2017	2016
Revenue:			
Provincial grants	\$ 621,935	\$ 621,935	\$ 621,935
Community capacity building	–	–	44,051
	621,935	621,935	665,986
Expenditures:			
Salaries and benefits	513,167	516,487	508,426
Occupancy	50,354	51,756	50,534
Community capacity building costs	–	–	44,051
Travel and training	29,000	23,758	34,000
Administration	16,000	16,000	16,000
Program materials and supplies	14,514	15,351	14,004
Telephone	5,400	5,378	5,319
Equipment	–	7,707	152
Professional development	3,500	2,831	3,500
Expenses recovered	(10,000)	(17,333)	(10,000)
	621,935	621,935	665,986
Excess of revenue over expenditures	\$ –	\$ –	\$ –

See accompanying note to financial information.

ALGOMA PUBLIC HEALTH

Infant Development Program

Note to Financial Information
(unaudited)

Year ended March 31, 2017

Basis of accounting:

The statement of revenue and expenditures report has been prepared in accordance with the basis of presentation as required by Ministry of Children and Youth Services. The following principles have been applied:

- Revenue and expenses are reported on the accrual basis of accounting.
- Capital expenditures are recorded as expenses rather than being capitalized.

**ALGOMA PUBLIC HEALTH
FINANCE AND AUDIT COMMITTEE REPORT
FOR THE JUNE 28, 2017 BOARD MEETING**

Meeting held on: June 14, 2017 – Started at 4:33 pm

In attendance:

Justin Pino, Joel Merrylees, Dr. Spruyt, Ian Frazier, Lee Mason, Dr. Patricia Avery

Secretary – Christina Luukkonen

Dr. Avery was welcomed to the Committee.

Justin provided a review of the financial statements for the period ended April 30, 2017. A few questions were asked with acceptable answers provided. It is going to be the recommendation of the Committee that the Board approve the financial statements presented for the period ended April 30, 2017.

The Committee completed a brief review of the steps Senior Management has taken to develop and/or improve policies and procedures and the Committee's history and its role past and present.

The Committee received a summary of 2017 budgetary assumptions that were built into the budget for monthly/quarterly fluctuations.

The Committee received an update on the scheduled Building Condition Assessment of the Health Unit's building. The contractor completing the assessment has revised the schedule and we're not slated for assessment until 2018 or 2019. The Committee discussed this matter and would recommend waiting until next year to see if and when the final schedule is made. Due to the young age of the building the Committee felt the Board would not be in a bad position to wait until next year.

The Committee reviewed Policy 02-05-065 – Algoma Board of Health Reserve Fund and the Land Control Fees. These will be recommended by the Committee for the Board to approve when presented.

The Committee discussed the request for a presentation from another insurance broker regarding insurance and services. It was decided that a forum would be open for such presentation(s).

Next meeting is scheduled for September 13, 2017 at 4:30pm.

Meeting was adjourned at 5:53 pm.


Chair, Finance and Audit Committee
Algoma Public Health

6/23/17
Date

Algoma Public Health - GENERAL ADMINISTRATIVE – Policies and Procedures Manual

APPROVED BY:	Board of Health	BY-LAW #:	06-02
DATE:	O: April 19, 2006 Revised: February 18, 2015 Revised: June 28, 2017	SECTION:	Board
PAGE:	1 of 1	SUBJECT:	Ontario Building Code Appointments

Being a By-law of the Board of Health of Algoma Public Health to appoint a Chief Building Official and Inspectors for the purposes of the enforcement of the Ontario Building Code Act respecting sewage systems.

WHEREAS the Building Code Act, S.O. 1992, Chapter 23, provides that a Board of Health appoints a Chief Building Official and such Inspectors as are necessary for the purpose of enforcement of the Act;

AND WHEREAS the Board of Health of Algoma Public Health deems it desirable to appoint a Chief Building Official and Inspectors for the enforcement of the Building Code Act for the purposes of sewage systems, in the jurisdiction of Algoma Public Health;

AND WHEREAS the Building Code Act, S.O. 1992, Chapter 23, Section 7.1. requires the establishment and the enforcement of a code of conduct for the Chief Building Officials and Inspectors;

NOW THEREFORE THE BOARD OF HEALTH OF ALGOMA PUBLIC HEALTH HEREBY ENACTS AS FOLLOWS:

1. (a) Sherri Cleaves (Director of Health Protection and Prevention) shall be appointed as the Chief Building Official (CBO),
 - (b) In the absence of the CBO, an Inspector designated by the CBO shall be appointed as their replacement (Acting CBO). Any dispute arising during the absence of the CBO must be heard by the CBO at the earliest return to work.
 - (c) The CBO or Acting CBO shall have all the powers and duties as set out in Section 1. 1(6) of the Act for CBO.
 - (d) The CBO shall meet the qualifications and registration as required in Section 3.1.2, Division C, Part 3 of the Ontario Building Code and register annually on the Ministry of Housing and Municipal Affairs Quarts website.
2. The Public Health Inspector(s) that meet the qualifications and registration as required in Section 3.1.4, Division C, Part 3 of the Ontario Building Code shall be appointed as Inspectors for purposes of Part 8 under the Code.
3. The CBO and Inspectors shall act in accordance with the policies and procedures governing employees at APH including the Code of Conduct.

READ AND PASSED IN OPEN MEETING THIS 28th DAY OF JUNE, 2017.

L. Mason, Chair

I. Frazier, 1st Vice-Chair

Enacted and passed by the Algoma Health Unit Board on this 16th day of April 2006

Original signed by
G. Caputo, Chair
A. Northan, MOH

Revised and passed by the Algoma Public Health Board on this 17th day of March 2010

Revised and passed by the Algoma Public Health Board on this 18th day of February 2015

Revised and passed by the Algoma Public Health Board on this 28th day of June 2017