

Municipal Reserve – B-F-007

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) ensures that a process is in place to manage the Municipal Reserve Fund.

2.0 Purpose

This policy describes the process for administration of the Municipal Reserve Fund as established by the Board of Health Resolution #BOH/2008/06/09 and amended by Board of Health Resolution #BOH/2012/09/08.

3.0 Scope / Responsibility

The policy applies to all transactions involving the Municipal Reserve Fund.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

4.0 Procedure

4.1 History

The Municipal Reserve Fund (Reserve) was established in accordance with the Memorandum of Agreement dated May 2, 2008, which was distributed to all the Member Municipalities. Subsequently, in September 2012, the rules pertaining to the Municipal Reserve were changed by Board of Health Resolution #BOH/2012/09/08.

4.2 Reserve Guidelines

- a) The Reserve is used to address one-time or short-term expenditures, either planned or unplanned.
- b) Reserve funds can be used to match provincial dollars (cost-sharing split) or be used 100% toward the cost of the expenditure.
- c) Any audited unexpended municipal funds are eligible to be transferred into the Reserve.
- d) Any addition or withdrawal must be authorized by Board of Health resolution.
- e) Annual reporting is provided to Member Municipalities.
- f) Any Reserve funds are to be held in a separate interest-bearing account at a Canadian Chartered Bank with the same signing officers as other Health Unit bank accounts.

4.3 Year-End Additions to the Reserve

Annually, when the draft audited financial statements are presented to the Board of Health Finance and Property Committee, the following actions take place:

- a) The Executive Director, Finance, or delegate, with the help of the Auditor or delegate, presents a financial report on the funds available for transfer to the Reserve.

- b) The Finance and Property Committee, after discussions concerning Board of Health priorities, makes a recommendation to the Board of Health to transfer any or all of the unexpended funds available to the Municipal Reserve.
- c) Management and the Auditors revise the draft financial statements to reflect the Finance and Property Committee recommendation.
- d) The Board of Health makes a resolution to confirm the recommendation of the Finance and Property Committee at the next meeting.

4.4 Withdrawals from the Reserve

- a) Withdrawals from the Reserve Fund can be made at any point in the year if approved by a Board of Health resolution or at year-end as per 4.3 Year-End Additions to the Reserve.
- b) As soon as possible following the Board of Health resolution, the funds are transferred to the Health Unit operating bank account.

4.5 Annual Reporting - Member Municipalities

Member Municipalities are given the audited financial statements for the Health Unit annually including a report outlining the transactions of the Reserve Fund during the previous fiscal year.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Board of Health Resolution #BOH/2008/06/09
- e) Board of Health Resolution #BOH/2012/09/08

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Municipal Statute Law Amendment Act*. 2006. S.O. Chapter 32. [Ontario E-Laws Website](#)

7.0 Summary of Revisions

2019-08-12 – Scheduled review with minor updates to sections 1.0 and 4.5.

8.0 Board Policy Development Details

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Date Approved by Board of Health: **2019-09-25**

Resolution Number: **BOH/2019/09/05**

Date Approved in Portal by Dr. Chirico: **2019-10-01**

Date Issued: **2019-10-02**

Date Due for Review: **2021-10-02**