

## **FINANCE COMMITTEE MEETING**

**Wednesday, October 26, 2022**

**1:30 p.m. – 3:00 p.m.**

**Hastings Prince Edward Public Health  
Virtual via Zoom**

If you are **unable to attend**, and have not already done so,  
please arrange for your alternate to attend and advise  
Catherine Lovell at [clovell@hpeph.ca](mailto:clovell@hpeph.ca).

Thank you!

# Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

## Our Vision

**Healthy Communities,  
Healthy People.**

## Our Mission

**Together with our communities,  
we help people become as  
healthy as they can be.**

## Our Values Show We CARE



**Collaboration**



**Advocacy**



**Respect**



**Excellence**

## Our Strategic Priorities



**Community  
Engagement**



**Staff  
Engagement  
and Culture**



**Population Health  
Assessment and  
Surveillance**



**Program  
Standards**



**Health  
Promotion**



## **FINANCE COMMITTEE MEETING**

### **A G E N D A**

Wednesday, October 26, 2022  
Virtual via ZOOM

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- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
  - 4. APPROVAL OF THE AGENDA**
  - 5. APPROVAL OF MINUTES OF PREVIOUS MEETING**
    - 5.1 Meeting Minutes dated August 31, 2022 [Schedule 5.1](#)
  - 6. BUSINESS ARISING FROM MINUTES**
  - 7. NEW BUSINESS**
    - 7.1 Third Quarter Revenues and Expenses [Schedule 7.1](#)
    - 7.2 2022 Financial Investments Update [Schedule 7.2](#)
    - 7.3 2023 Budget Approval [Schedule 7.3](#)
  - 8. DATE OF NEXT MEETING**

Wednesday, February 22, 2023 at 1:30 p.m. (Tentative)
  - 9. ADJOURNMENT**



## **FINANCE COMMITTEE MEETING MINUTES**

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Wednesday, August 31, 2022 at 1:30 p.m.  
Hastings Prince Edward Public Health  
**Virtual Via ZOOM**

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**Present:** Mr. Stewart Bailey, Councillor, County of Prince Edward  
Mr. Terry Cassidy, Councillor, City of Quinte West  
Dr. Craig Ervine, Provincial Appointee  
Mr. Bill Sandison, Councillor, City of Belleville, Finance Chair

**Also Present:** Dr. Ethan Tournishey, Acting Medical Officer of Health and CEO  
Ms. Valerie Dunham, Director of Corporate Services/Associate CEO  
Ms. Amy Rankin, Manager, Finance  
Ms. Catherine Lovell, Executive Assistant

**Regrets:** Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings,  
Board Chair

1. **CALL TO ORDER**

Meeting was called to order at 1:40 p.m. by Committee Chair Bill Sandison.

2. **ROLL CALL**

3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE  
THEREOF – None**

4. **APPROVAL OF THE AGENDA**

THAT the agenda for the Finance Committee held on August 31, 2022 be approved as circulated.

**MOTION:**

Moved by: Terry  
Seconded by: Stewart  
CARRIED

5. **APPROVAL OF MINUTES OF PREVIOUS MEETING – April 20, 2022**

THAT the minutes of meeting held on April 20, 2022 be approved as circulated.

**MOTION:**

Moved by: Stewart  
Seconded by: Craig  
CARRIED

**6. BUSINESS ARISING FROM MINUTES - None****7. NEW BUSINESS****7.1 Second Quarter Revenues and Expenses**

THAT the Finance Committee receive the report as circulated and recommend taking it to the Board of Health (Board) for the September meeting as an information item.

**MOTION:**

Moved by: Terry  
Seconded by: Stewart  
CARRIED

Val reviewed the items in the briefing note. There was discussion. The question was asked around the monies we didn't receive. Val noted there would be more opportunities for requesting funding for extraordinary costs based on future reporting and utilization of the base budget for mandatory programs.

**7.2 2023 Budget Update**

THAT the Finance Committee receive the report as circulated and recommend approval of the operating reserve allocation to the Board at the September meeting.

**MOTION:**

Moved by: Stewart  
Seconded by: Terry  
CARRIED

- ♦ Val reviewed the briefing note noting there is a healthy deficit that was partly offset by the approved continuation of mitigation funding.
- ♦ Requesting to be able to allocate up to \$283,500 from the operating reserves to use for the 2023 budget. These are the funds in the reserve that are over and above the minimum \$1.5 million.
- ♦ The budget for 2023 will be brought forward to the next Finance Committee meeting and then to the last meeting of the Board of Health in November. It is key to have a board that is aware of what is happening.

**7.3 HBHC Reconciliation Report**

THAT the Finance Committee receive the report as circulated and recommend approval of the 2021-22 transfer payment annual reconciliation to the Board at the September meeting.

**MOTION:**

Moved by: Terry

Seconded by: Craig

CARRIED

**8. DATE OF NEXT MEETING**

Wednesday, October 26, 2022 at 1:30 p.m.

- ♦ Val thanked the members for their support over the years and introduced David Johnston, who will be replacing her.
- ♦ Councillor Sandison, on behalf of the members, noted it has been a pleasure working with Val and wished her health and happiness in her retirement years.

**9. ADJOURNMENT**

That the Finance Committee meeting be adjourned at 2:35 p.m.

**MOTION:**

Moved by: Stewart

Seconded by: Terry

CARRIED

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Bill Sandison, Finance Committee Chair

## Board of Health Briefing Note - Finance Committee

<b>To:</b>	Hastings Prince Edward Board of Health - Finance Committee
<b>Prepared by:</b>	David Johnston, Acting Director of Corporate Services
<b>Reviewed by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, October 26, 2022
<b>Subject:</b>	<b>Third Quarter Revenues and Expenses</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	THAT the Finance Committee review the third quarter revenues and expenses report and recommend approval to the Board of Health at its November meeting.
<b>Notes regarding Revenues &amp; Expenses</b>	<p>The following notes are provided to assist in the review of the attached Summary of Revenues &amp; Expenses for the period of January 1 – September 30, 2022.</p> <ul style="list-style-type: none"> <li>• Within the Accountability Agreement reporting, we have separated costs to provide information related to ongoing Mandatory Programs and the Ontario Seniors Dental Program.</li> <li>• Overall, as of September 30 we are within budget for revenues.</li> <li>• The variance in Ministry of Health Annual and one-time grants relates to the flow of funds for Temporary Retention Incentive for Nurses (TRIN), funds for the mobile dental vehicles and the extension of School-Focused Nurses.</li> <li>• The variance in Federal Grants is a timing issue. This is an April – March fiscal year and revenues include the carry forward of funds from December in addition to 2022 funding.</li> <li>• Staff departures, vacancies and recruitment challenges have resulted in a 5% variance in Salaries and Wages as of September 30, plus associated savings in Staff Benefits.</li> <li>• Staff Training costs include contracted services for leadership development training scheduled this fall. Some of the anticipated staff trainings have not yet materialized. Some training initiatives will shift into 2023.</li> <li>• Travel Expenses are well under expectation. Staff redeployment to COVID-19 tasks, remote work and changes in to our approach to service delivery for some programs are the rationale for this variance.</li> <li>• Office Expenses, Printing, Postage continue to be low and reflect different expense levels resulting from changes in program work (e.g. fewer mailings, promotional materials and handouts, etc.)</li> </ul>

(continued)

- Professional and Purchased Services include 100% of insurance costs for the year, and further represents an increase in purchased dental services due to significant growth in Seniors Dental program demand.
- The variance in Information Technology reflects service agreement costs that were paid in full for the year in addition to the cost of replacement equipment purchased in the spring.
- Overall Mandatory Programs are over budget as of September 30. However, this cost centre is anticipated to balance by the end of the fiscal year.
- The Ontario Seniors Dental Program has a small balance left as of September 30. We continue to receive dental invoices from service providers in October which will utilize the balance. Although funding increases were received for the dental program, demand for the service is extremely high. The Ministry is committed to funding this important initiative and we anticipate additional funding opportunities for this program will be provided.
- The row labeled Ministry of Health Annual and one-time grants account for the costs of the 8 School-Focused Nursing positions, the MOH Compensation Grant, extraordinary costs related to COVID-19, the TRIN and the remaining cost of the mobile dental clinics.
  - We expect to spend all of the School-Focused Nursing funding.
  - As previously shared, one mobile clinic is currently under construction and the second one is now scheduled for production. The full \$550,000 for the mobile clinics will be spent by the end of March 31, 2023 as per the contract.
  - The MOH compensation grant application has been submitted and we are awaiting approval.
  - Extraordinary funding is approved for public health units to offset COVID-19 general and vaccine costs. HPEPH received \$860,000.
- Healthy Babies Healthy Children has a deficit at September 30. However, this is expected to balance by March, which is the fiscal year end for this program.
- The Federal Grants have provided 100% of their revenues which results in the surplus balance of \$79,957 to be utilized by March 2023, fiscal year end for the Children's Oral Health Initiative and Canadian Prenatal Nutrition Program.



**HASTINGS PRINCE EDWARD PUBLIC HEALTH**

Schedule 7.1

**Summary of Revenues & Expenses for the period January 1 - September 30, 2022**

For Finance Committee Review - October 26, 2022

	Ministry of Health Accountability Agreement			Other Grants and Contracts			Totals and Budget Analysis			
	Mandatory Programs	100% Seniors Dental Program	TOTAL Ministry of Health Programs	Ministry of Health Annual and one time Grants	HBHC (April-March)	Federal Grants (April-March)	YEAR TO DATE TOTAL	ANNUAL BUDGET	YTD Budget Variance	YTD Actuals as % of budget (9/12 = 75%)
<b>REVENUES</b>										
Ministry of Health Mandatory and 100% Programs	6,952,287	822,925	7,775,212				7,775,212	10,136,000	2,360,788	77%
Ministry of Health Annual and one time grants			0	2,116,085			2,116,085	2,143,400	27,315	99%
Ministry of Health Mitigation Funding	826,000		826,000				826,000	1,120,000	294,000	74%
Municipal Levies	2,618,385		2,618,385				2,618,385	3,491,385	873,000	75%
Ministry of Children, Community & Social Services			0		846,002		846,002	1,160,543	314,541	73%
Federal Grants			0			185,676	185,676	128,988	(56,688)	144%
Expenditure Recoveries	71,752	109	71,861				71,861	138,700	66,839	52%
Transfer from Reserves			0				0	300,000	300,000	0%
<b>Total Revenues</b>	<b>10,468,424</b>	<b>823,034</b>	<b>11,291,458</b>	<b>2,116,085</b>	<b>846,002</b>	<b>185,676</b>	<b>14,439,221</b>	<b>18,619,016</b>	<b>4,179,795</b>	<b>78%</b>
<b>EXPENSES</b>										
Salaries and Wages	6,413,615	198,378	6,611,993	976,903	620,600	88,204	8,297,700	11,895,016	3,597,316	70%
Staff Benefits	1,853,429	58,581	1,912,009	168,294	141,704	12,068	2,234,076	3,210,000	975,924	70%
Staff Training	108,839	121	108,960		182		109,142	159,000	49,858	69%
Travel Expenses	73,014		73,014	4,088	9,159	641	86,903	178,000	91,097	49%
Building Occupancy	741,864	24,683	766,547	10,840	56,250		833,637	1,041,000	207,363	80%
Office Expenses, Printing, Postage	24,881		24,881	12,593	1,055		38,529	75,000	36,471	51%
Materials, Supplies	234,340	44,123	278,462		1,052	4,806	284,321	442,000	157,679	64%
Professional & Purchased Services	200,250	439,028	639,279		2,200		641,479	771,000	129,521	83%
Communications Costs	89,849	2,625	92,474		8,000		100,474	139,000	38,526	72%
Information Technology	319,663	23,535	343,199		19,350		362,549	374,000	11,451	97%
Capital Expenditures	420,570		420,570				420,570	335,000	(85,570)	0%
<b>Total Expenses</b>	<b>10,480,314</b>	<b>791,074</b>	<b>11,271,388</b>	<b>1,172,719</b>	<b>859,551</b>	<b>105,719</b>	<b>13,409,378</b>	<b>18,619,016</b>	<b>5,209,638</b>	<b>72%</b>
<b>VARIANCE</b>	<b>(11,890)</b>	<b>31,960</b>	<b>20,070</b>	<b>943,366</b>	<b>(13,549)</b>	<b>79,957</b>	<b>1,029,844</b>	<b>0</b>	<b>1,029,844</b>	

## Board of Health Briefing Note - Finance Committee

<b>To:</b>	Hastings Prince Edward Board of Health - Finance Committee
<b>Prepared by:</b>	Amy Rankin, Finance Manager
<b>Reviewed by:</b>	David Johnston, Acting Director of Corporate Services
<b>Date:</b>	Wednesday, October 26, 2022
<b>Subject:</b>	<b>Status of GIC Investments</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	No action required.
<b>Background:</b>	<p>In June of 2022, Hastings Prince Edward Public Health (HPEPH) invested \$2,307,481 of the Capital Reserve into a 1-year GIC at a return rate of 4.3%. In addition, \$1,783,536 of the Operating Reserve was invested into a 1-year flexible GIC at a rate of 2.7%. The flexible GIC has a lower rate of return, however allows us the opportunity to liquidate the flexible GIC after 30 days if required for operations or, to reinvest and take advantage of higher interest rates.</p> <p>In September of 2022 as interest rates increased, the Operating Reserve GIC was redeemed and reinvested into a flexible GIC. The combined principal and interest of \$1,796,202 was reinvested into a 1-year flexible variable rate GIC. Again, this approach enables us to quickly take advantage of rising interest rates.</p>
<b>Approved by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO

## Board of Health Briefing Note - Finance Committee

<b>To:</b>	Hastings Prince Edward Board of Health - Finance Committee
<b>Prepared by:</b>	David Johnston, Acting Director of Corporate Services
<b>Approved by:</b>	Dr. Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, October 26, 2022
<b>Subject:</b>	<b>2023 Budget</b>
<b>Nature of Board Engagement</b>	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> <b>Strategic Discussion</b> <input checked="" type="checkbox"/> <b>Board approval and motion required</b> <input checked="" type="checkbox"/> <b>Compliance with Accountability Framework</b> <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Finance Committee to review Budget presented for 2023 and make a recommendation to the Board of Health for approval at the November 2, 2022 meeting.
<b>Background:</b>	<p>The 2023 budget package represents an intentional focus on improvements to program delivery and ongoing community support.</p> <p>Revenues from the provincial Ministries and federal agencies remains consistent with the levels of funding received in 2022. These include mitigation funding in the amount of 1.1M, extended contract funding for eight School-Focused Nurses (ending June 30, 2023), opportunities to request additional support for COVID-19 related expenses and prioritized Ministerial funding for the Seniors Dental Program.</p> <p>Key investments in technology and staff training will result in improvements to organizational efficiency, Cyber security and the modernization of service delivery for clients.</p> <p>As Ministry guidance evolves to address the gradual shift of COVID-19 from pandemic to endemic, Hastings Prince Edward Public Health has updated its staffing model to address evolving needs. Staffing levels will be reduced through the expiration of COVID-19 specific employment contracts at the end of 2022. A reduction of 16 FTEs in total (which also includes several retirements), will reduce the total number of FTEs to 131.</p> <p>The Executive Summary in the budget package provides additional highlights of the budget presented. In addition, explanatory notes are provided to offer details on revenues and expenses and explain significant variances.</p>



HASTINGS PRINCE EDWARD  
**Public Health**

**2023 BUDGET PACKAGE**

*For Board Approval - November 2 2022*

**HASTINGS PRINCE EDWARD PUBLIC HEALTH****2023 BUDGET- Executive Summary****For Board Approval, November 2, 2022**

The 2023 budget was influenced by several factors including key strategic initiatives, the ongoing recovery of services and updates to our technology infrastructure.

**Strategic Direction** – We’re entering the final year of our Strategic Plan. Although Hastings Prince Edward Public Health (HPEPH) has accomplished much since its initiation in 2019, we remain focused on the accomplishment of its objectives. Ongoing efforts in 2023 include program recovery, rebuilding and re-imagining of public health programs, the optimal use of human and financial resources and the continued development of comprehensive information technology and communication strategies.

**Recovery of Services** – As the demand for COVID-19 support has gradually decreased and Ministry of Health guidance has evolved, HPEPH is in the position to refocus attention on the programs and community supports paused during the height of the pandemic. The 2023 budget considers a reduced need for short-term COVID-19 support and is instead focused on embedding long-term support for our community. Immunization programs still have plenty of work ahead as they push towards a full “catch up” of outstanding immunizations for school-aged children and babies that were not completed due to the pandemic.

**Technology** – With an increased emphasis on cyber security, distributed work and the growing necessity to work more collaboratively with external partners, HPEPH is making key investments in its technological infrastructure. The 2023 budget addresses the replacement of equipment, the transition to Microsoft Office 365 as our default collaboration software and the implementation of strong cyber security solutions. Increased efficiency for staff, greater cyber security protections and the ability to work seamlessly with stakeholders are the goals of these investments.

**Key Revenue Highlights and Assumptions:**

- Revenues from the provincial Ministries and federal agencies are anticipated to be consistent with the level of funding received in 2022. It is important to note that mitigation funding from the Ministry of Health continues in 2023 in the amount of \$1.1M.
- Contract funding for the eight School-Focused Nurses that work in our Healthy Schools Program continues until June 30, 2023. These nursing positions have been invaluable in meeting our COVID-19 demands in local schools. In addition, this program offers health promotion support including health education and skill building, clinical services for students including, but not limited to, sexual health support, vaping and tobacco cessation, mental health and substance use, screening referrals and routine immunization.

- Funding for COVID-19 extraordinary costs in 2023 are anticipated to continue. Assumptions for this funding include the ongoing need for staff dedicated to respond to COVID-19 cases and provide case and contact management work for high-risk settings. This funding will also support the work of nurses engaged in ongoing COVID-19 immunizations throughout the community.
- HPEPH is requesting a levy increase of 1.5% from Municipalities for the 2023 budget year. The increase will ensure that staffing levels are maintained, and recovery plans can be implemented.

#### **Key Expenditure Highlights and Assumptions:**

- The 2023 budget represents a reset of expectations for expenses associated with the delivery of public health services. Without the unpredictable fluctuations in staffing and programming resulting from COVID-19, the budget assumes a “new normal” and more predictable approach to future budgeting.
- Significant staffing changes were implemented during the 2022 year to address ongoing COVID-19 demands. However, many of the contract positions needed to support COVID-19 are set to expire in 2023. The budget recognizes a reduction of 16 full time equivalents (FTEs) and reduces our 2023 FTE count to 131. The reduction of FTEs is accomplished through expiring employment contracts and the attrition of staff through retirements.
- Employee benefits have decreased due to a reduction in FTEs. However, these decreases were offset by an overall increase in group benefit costs for health and dental of 6.6 per cent.
- Staff training has been increased to reflect the implementation of new programming initiatives including the Nurse-Family Partnership program. The 2023 budget will also address the need for continued professional development of staff as we return to traditional public health services. The return of in-person conferences for public health also requires consideration for the cost of travel and accommodation.
- The Transfer to Capital/Operating Funds represents the annual transfer of funds to the building reserve for future maintenance and development.

Throughout 2023 we will continue to work closely with the Board of Health to accomplish the objectives of our Strategic Plan as we focus our attention on meeting the public health needs of our community.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2022 Actuals & 2023 Proposed BUDGET**  
**For Board Approval November 2, 2022**

	2022 Forecast Actuals	2022 Board of Health Approved Budget	2022 Variance Budget vs Actual	2023 Proposed Budget	Variance (2023 Proposed Budget vs 2022 Approved Budget)	% Variance
<b>REVENUES</b>						
1 Ministry of Health						
a) Mandatory Programs - Cost shared	9,273,775	9,204,700	69,075	9,436,252	231,552	3%
b) 100% Programs - Seniors Dental Program	1,117,975	931,300	186,675	1,307,200	375,900	40%
c) Annual Grants and one-time grants	1,017,900	623,400	394,500	500,000	(123,400)	-20%
d) Mitigation Funding	1,120,000	1,120,000	-	1,120,000	-	0%
e) COVID-19 Extraordinary Funding	860,000	1,520,000	(660,000)	290,000	(1,230,000)	-81%
2 Municipal Levy	3,491,385	3,491,385	-	4,304,108	812,723	23.3%
a) Municipal Levy Mitigation Funding	-	-	-	(674,000)	(674,000)	
3 Ministry of Children, Community & Social Services	1,160,543	1,160,543	-	1,160,543	-	0.0%
4 Public Health Agency of Canada	89,988	89,988	-	89,988	-	0%
5 Health Canada	39,000	39,000	-	39,000	-	0%
6 Expenditure Recoveries	102,000	138,700	(36,700)	122,700	(16,000)	-12%
7 Transfer from Municipal Reserves	-	300,000	(300,000)	-	(300,000)	0%
<b>TOTAL REVENUES</b>	<b>18,272,566</b>	<b>18,619,016</b>	<b>(346,450)</b>	<b>17,695,790</b>	<b>(923,226)</b>	<b>-5.0%</b>
<b>EXPENSES</b>						
1 Salaries & Wages	11,129,872	11,895,016	(765,144)	10,686,791	(1,208,225)	-10.2%
2 Employee Benefits	3,037,000	3,210,000	(173,000)	3,014,000	(196,000)	-6.1%
3 Staff Training	131,010	159,000	(27,990)	202,000	43,000	27.0%
4 Travel Expenses	123,800	178,000	(54,200)	178,000	-	0.0%
5 Building Occupancy	1,074,395	1,041,000	33,395	1,052,000	11,000	1.1%
6 Office Expenses, Printing, Postage	40,300	75,000	(34,700)	65,000	(10,000)	-13.3%
7 Program Materials, Supplies	406,000	442,000	(36,000)	437,000	(5,000)	-1.1%
8 Professional & Purchased Services	959,500	771,000	188,500	1,092,000	321,000	41.6%
9 Communication Costs	131,052	139,000	(7,948)	129,000	(10,000)	-7.2%
10 Information Technology	386,811	374,000	12,811	550,000	176,000	47.1%
11 Capital Expenditures	223,826	75,000	148,826	30,000	(45,000)	
12 Transfer to Capital/Operating Funds	260,000	260,000	-	260,000	-	
<b>TOTAL EXPENSES</b>	<b>17,903,566</b>	<b>18,619,016</b>	<b>(715,450)</b>	<b>17,695,790</b>	<b>(923,226)</b>	<b>-5.0%</b>
<b>SURPLUS/DEFICIT</b>	<b>369,000</b>	<b>-</b>	<b>369,000</b>	<b>0</b>	<b>0</b>	
<b>ANALYSIS OF SURPLUS BALANCE</b>						
MOH Grant Funds	20,000					
COVID-19 Extraordinary Funding	303,000					
Federal Programs Deferrals to March	46,000					
	<u>369,000</u>					

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**Budgeted Revenues - For the period January 1, 2023 to December 31, 2023**  
**For Board Approval November 2, 2022**

Revenue Source	Ministry of Health		TOTAL Ministry of Health Programs	Other Grants & Contracts			TOTAL Other Grants & Contracts	Consolidated Budget
	Mandatory Programs	100% Seniors Dental Program		Ministry of Health	Healthy Babies Healthy Children	Federal Grants		
<b>PROVINCIAL &amp; MUNICIPAL FUNDING</b>								
<b>Ministry of Health</b>								
Mandatory and 100% Programs	9,436,252	1,307,200	10,743,452				-	10,743,452
Annual and one-time grants			-	500,000			500,000	500,000
Mitigation Funding	1,120,000		1,120,000				-	1,120,000
COVID-19 Extraordinary Funding	290,000		290,000				-	290,000
Municipal Levy	4,304,108		4,304,108				-	4,304,108
Municipal Levy Mitigation Funding	(674,000)		(674,000)				-	(674,000)
Transfer from Municipal Reserves			-				-	-
Ministry of Children, Community & Social Services			-		1,160,543		1,160,543	1,160,543
<b>TOTAL PROVINCIAL &amp; MUNICIPAL GRANTS</b>	<b>14,476,359</b>	<b>1,307,200</b>	<b>15,783,559</b>	<b>500,000</b>	<b>1,160,543</b>	<b>-</b>	<b>1,660,543</b>	<b>17,444,102</b>
<b>FEDERAL FUNDING</b>								-
Public Health Agency of Canada						89,988	89,988	89,988
Health Canada						39,000	39,000	39,000
<b>EXPENDITURE RECOVERIES</b>								
Contraceptive Sales	5,600		5,600				-	5,600
OHIP Payments	5,400		5,400				-	5,400
Food Handler Course Registrations	14,000		14,000				-	14,000
Menactra Vaccine	23,500		23,500				-	23,500
Human Papilloma Virus (HPV) Vaccine	16,500		16,500				-	16,500
Flu Vaccine	5,000		5,000				-	5,000
Seniors Dental Program	11,000		11,000				-	11,000
Interest/Other	41,700		41,700				-	41,700
	122,700	-	122,700	-	-	128,988	128,988	251,688
<b>TOTAL REVENUES</b>	<b>14,599,059</b>	<b>1,307,200</b>	<b>15,906,259</b>	<b>500,000</b>	<b>1,160,543</b>	<b>128,988</b>	<b>1,789,531</b>	<b>17,695,790</b>



**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2023 BUDGET - Explanatory Notes and Variance Analysis - REVENUES**  
**For Board Approval November 2, 2022**

	Approved Budget MoH/Board 2022	Budget 2023	Variance 2023 vs 2022
<b>1. MINISTRY OF HEALTH</b>			
a) <b><u>Mandatory Programs - Cost shared</u></b>	\$ 9,296,800	\$ 9,436,252	\$ 139,452
The Ministry of Health (MoH) issues an accountability agreement each year outlining the terms of transfer payments to public health. In 2022, MoH increased Public Health funding by 1%. The following program areas are covered by cost shared funding:			
<b>Foundational Standards</b>			
Population Health Assessment			
Health Equity			
Effective Public Health Practice			
Emergency Management			
<b>Program Standards</b>			
Chronic Disease Prevention and Well-being			
Food Safety			
Healthy Environments			
Healthy Growth and Development			
Immunization			
Infectious and Communicable Diseases Prevention and Control			
Safe Water			
School Health			
Substance Use and Injury Prevention			
b) <b><u>100% Programs - Seniors Dental Program</u></b>	1,180,200	1,307,200	127,000
<b>Total Ministry of Health Accountability Agreement</b>	<b>\$ 10,477,000</b>	<b>\$ 10,743,452</b>	<b>\$ 266,452</b>
c) <b><u>Annual Grants and one-time grants</u></b>			
<i>A Compensation Grant is provided on an annual basis to offset the total compensation of the Medical Officer of Health. Funding will be requested for two students to complete their PHI Practicum at HPEPH over the summer of 2023. The School-Focused Nurses Initiative grant has been extended to June 30, 2023.</i>			
MOH Compensation Grant	85,500	64,000	(21,500)
Public Health Inspector Practicum Student	36,000	36,000	-
Purpose Built Vaccine Fridge	10,000	-	(10,000)
Needle Exchange Program	19,000	-	(19,000)
COVID-19 School-Focused Nurses Initiative	597,400	400,000	(197,400)
<b>Total Annual and one-time funding Ministry of Health Grants</b>	<b>747,900</b>	<b>500,000</b>	<b>(247,900)</b>
d) <b><u>Mitigation Funding</u></b>	1,120,000	1,120,000	-
<i>One time funding to offset the increased costs of municipalities as a result of the 70% (provincial) and 30% (municipal) cost-sharing change for mandatory programs. Discontinued at December 31, 2023.</i>			
e) <b><u>COVID-19 Extraordinary Funding</u></b>	860,000	290,000	(570,000)
<i>One-time funding to offset extraordinary costs associated with COVID-19.</i>			

**2. MUNICIPAL LEVY**

*Municipal levies have been increased in the 2023 budget by 1.5%.*

City of Belleville	1,116,068	1,403,259	287,191
City of Quinte West	958,889	1,186,391	227,502
Hastings County	872,037	1,059,496	187,459
Prince Edward County	544,391	654,961	110,570
	<u>3,491,385</u>	<u>4,304,108</u>	<u>812,723</u>

**a) MUNICIPAL LEVY MITIGATION FUNDING ADJUSTMENT**

*Provincial funding distribution of mitigation funds.*

City of Belleville	-	(219,743)	(219,743)
City of Quinte West	-	(185,782)	(185,782)
Hastings County	-	(165,911)	(165,911)
Prince Edward County	-	(102,563)	(102,563)
	<u>-</u>	<u>(674,000)</u>	<u>(674,000)</u>

**3. MINISTRY OF CHILDREN, COMMUNITY & SOCIAL SERVICES**

*MCCSS funds the Healthy Babies Healthy Children (HBHC) program; no increase is anticipated for this contract. The HBHC contract is based on a March 31 fiscal year.*

1,160,543      1,160,543      -

**4. PUBLIC HEALTH AGENCY OF CANADA (PHAC)**

*PHAC funds the Canada Prenatal Nutrition Program (CPNP); no increase is anticipated for this contract. This program has a March 31 fiscal year. This contribution assists in meeting the Ontario Public Health Standards for vulnerable populations.*

89,988      89,988      -

**5. HEALTH CANADA**

*Health Canada funds the Children's Oral Health Program (COHP); no increase is anticipated for this contract. The program has a March 31 fiscal year.*

39,000      39,000      -

**6. EXPENDITURE RECOVERIES**

*Expenditure recoveries include OHIP reimbursements, vaccine recoveries, food handler course registrations, contraceptives and interest earnings on transfer payments. Recoveries were reduced in 2022 as programs began offering services, however program delivery changes will have an ongoing impact to recoveries.*

138,700      122,700      (16,000)

**7. TRANSFER FROM RESERVES**

200,000      -      (200,000)

**TOTAL BUDGETED REVENUES**

\$ 18,324,516      \$ 17,695,790      \$ (628,726)

## HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Expenses - For the period January 1, 2023 to December 31, 2023

For Board Approval November 2, 2022

Expense Item	Ministry of Health	Other Grants & Contracts			TOTAL Other Grants & Contracts	Consolidated Budget
	Mandatory, Related and 100% Programs	Annual Grants and one-time grants	Healthy Babies Healthy Children	Federal Grants		
Salaries & Wages	9,676,687	121,252	802,035	86,818	1,010,105	10,686,791
Employee Benefits	2,758,954	4,608	235,008	15,429	255,045	3,014,000
Staff Training	195,400	-	5,000	1,600	6,600	202,000
Travel Expenses	149,000	-	21,000	8,000	29,000	178,000
Building Occupancy	1,012,000	-	40,000	-	40,000	1,052,000
Office Expenses, Printing, Postage	63,000	-	2,000	-	2,000	65,000
Program Materials, Supplies	409,860	-	10,000	17,140	27,140	437,000
Professional & Purchased Services	1,090,500	-	1,500	-	1,500	1,092,000
Communication Costs	119,000	-	10,000	-	10,000	129,000
Information Technology	516,000	-	34,000	-	34,000	550,000
Capital Expenditures	-	-	-	-	-	-
Transfer to Capital/Operating Funds	290,000	-	-	-	-	290,000
<b>TOTAL EXPENDITURES</b>	<b>16,280,400</b>	<b>125,860</b>	<b>1,160,543</b>	<b>128,987</b>	<b>1,415,390</b>	<b>17,695,790</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH  
2023 BUDGET - Explanatory Notes and Variance Analysis - EXPENSES  
For Board Approval November 2, 2022**

**1. SALARIES & WAGES**

*The 2023 budget is prepared with an expectation HPEPH will return to pre-Covid staffing levels. We continue to align staff with our program priorities, and redeploy internally when possible.*

*This budget represents 131 full-time equivalent (FTE) positions, which is a reduction of 16 FTEs from 2022. The reduction of FTEs is accomplished through expiring employment contracts and the attrition of staff through retirements. The majority of these positions were directly supporting Covid efforts. There are no anticipated overtime expenses included.*

**2. EMPLOYEE BENEFITS**

*Employee benefits are lower in 2023 due to the decreased number of staff positions, but were offset by an increase of 6.6 per cent for the cost of group benefits.*

*Overall, benefits amount to 28 per cent of salaries. This includes statutory benefits (CPP, EI, EHT and WSIB), OMERS pension plan contributions, group health, dental and life insurance and a per cent in lieu for part-time and contract staff.*

**3. STAFF TRAINING**

*Staff are eager to participate in training in the coming year. The budget for 2023 reflects a strategic direction to invest significantly in the training and development of our staff and new executive group.*

**4. TRAVEL EXPENSES**

*Travel expenses account for staff travel throughout Hastings and Prince Edward Counties to deliver services including the inspection of food and water premises, immunization and dental clinics in the community and home visits. Although services have resumed, the use of virtual services is predicted to continue, resulting in a steady rate of travel expense. The expected receipt of two mobile dental clinics is also anticipated to increase the travel expense budget in 2023.*

**5. BUILDING OCCUPANCY**

*Building occupancy expenses include the building loan, leases, maintenance costs, cleaning services and supplies for all locations of the organization. Inflationary increases are forecast to all ongoing maintenance costs.*

**6. OFFICE EXPENSES, PRINTING, POSTAGE**

*Office expenses have been reduced for 2023 to reflect the rate of current expenditures in this expense area. We anticipate increases to our postage expenses as we catch up on school immunizations.*

**7. PROGRAM MATERIALS, SUPPLIES**

*Program materials and supplies budget has decreased based on individual program plans and expectations for 2023.*

**8. PROFESSIONAL & PURCHASED SERVICES**

*Similar to 2022, the majority of budget for professional and purchased services reflects dental, denturist and lab fees in the Seniors Dental program. Insurance costs are included in this area and are expected to increase by 20 per cent.*

**9. COMMUNICATION COSTS**

*Savings in this area have been achieved through a change in communication providers.*

**10. INFORMATION TECHNOLOGY**

*Significant inflationary increases to service agreements, necessary enhancements to Cyber security and the transition to Office 365 have resulted to increases to this area.*

**11. CAPITAL EXPENDITURES**

*Significant capital expenditures in 2022 have resulted in a reduced need for similar expenses in 2023. Notwithstanding planned communication upgrades in 2023, the overall budget in this area will see a decrease in 2023.*

**12. TRANSFER TO CAPITAL/OPERATING FUNDS**

*Transfers represent retainable funds that will be held for future building and/or critical service requirements as per the Accounting Practices policy. Ongoing investment in these funds helps ensure continuity of service and availability of funds for future capital costs.*