



# BOARD OF HEALTH FINANCE COMMITTEE MEETING

Wednesday, **November 22**, 2023  
1:30 p.m. – 3:00 p.m.

Virtual via ZOOM

To ensure a quorum we ask that you please  
RSVP to  
[clovell@hpeph.ca](mailto:clovell@hpeph.ca) or 613-966-5500, Ext 231

# 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, November 22, 2023**  
Virtual via ZOOM

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. LAND ACKNOWLEDGMENT**
- 4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 5. APPROVAL OF THE AGENDA**
- 6. APPROVAL OF MINUTES OF PREVIOUS MEETING**
  - 6.1 Meeting Minutes dated September 27, 2023 Schedule 6.1
- 7. BUSINESS ARISING FROM MINUTES**
- 8. NEW BUSINESS**
  - 8.1 January to October 2023 Revenues & Expenses Schedule 8.1
  - 8.2 2024 Budget Approval Schedule 8.2
- 9. DATE OF NEXT MEETING**

Wednesday, February 28, 2024 at 1:30 p.m. (Tentative)
- 10. ADJOURNMENT**



**FINANCE COMMITTEE MEETING  
MINUTES**

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Wednesday, September 27, 2023 at 1:30 p.m.  
Hastings Prince Edward Public Health  
**Virtual Via ZOOM**

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**Present:** Mr. Garnet Thompson, Councillor, City of Belleville, Finance Chair  
Ms. Kimberly Carson, Mayor, Limerick Township, Hastings County  
Dr. Craig Ervine, Provincial Representative  
Mr. Michael Kotsovos, Councillor, City of Quinte West  
Ms. Jan O’Neill, Mayor, Township of Marmora and Lake, Hastings County,  
Board Chair

**Regrets:** Mr. John Hirsch, Councillor, Prince Edward County

**Also Present:** Dr. Ethan Toumishey, Medical Officer of Health and CEO  
Mr. David Johnston, Director of Corporate Services  
Ms. Amy Rankin, Finance Manager  
Ms. Catherine Lovell, Executive Assistant

1. **CALL TO ORDER**

Meeting was called to order at 1:37 p.m. by Councillor Garnet Thompson.

2. **ROLL CALL**

3. **LAND ACKNOWLEDGMENT**

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

5. **APPROVAL OF THE AGENDA**

THAT the agenda for the Finance Committee held on September 27, 2023 be approved as circulated.

**MOTION:**

Moved by: Kimberly

Seconded by: Jan

**CARRIED**

**6. APPROVAL OF MINUTES OF PREVIOUS MEETING**

THAT the minutes of meeting held on April 26, 2023 be approved as circulated.

**MOTION:**

Moved by: Kimberly

Seconded by: Michael

CARRIED

**7. BUSINESS ARISING FROM MINUTES - None****8. NEW BUSINESS****8.1 2023 January to August Revenues and Expenses  
September to December Expectations**

THAT the revenues and expenses and September to December expectations report be received as circulated and recommend taking to the next Board meeting for approval.

**MOTION:**

Moved by: Jan

Seconded by: Craig

CARRIED

David Johnston reviewed the accompanying briefing note. There were no questions regarding this report.

**8.2 Status of GIC Investment**

THAT the GIC investment status report be approved as circulated.

**MOTION:**

Moved by: Michael

Seconded by: Craig

CARRIED

David Johnston reviewed the briefing note. There was a question regarding interest rates; the operating fund reserve GIC was a one-year flexible rate and the capital fund reserve GIC is a locked in one-year rate at 5.8% that comes due in July 2024.

**8.3 2024 Budget Update**

THAT the Finance Committee receive the 2024 budget update as circulated.

**MOTION:**

Moved by: Kimberly

Seconded by: Jan

**CARRIED**

David Johnston reviewed the briefing note highlighting the fact that the Health Unit will be in a deficit position in 2024, hence the request to reallocate \$300,000 from the operating reserves. Discussion followed.

THAT the Finance Committee recommend the reallocation of \$300,000 from operating reserves to partially offset the projected 2024 budget deficit to the Board at its next meeting.

**MOTION:**

Moved by: Kimberly

Seconded by: Jan

CARRIED

**8. DATE OF NEXT MEETING**

Wednesday, February 28, 2024 at 1:30 p.m. - Virtual via ZOOM (Tentative)

**9. ADJOURNMENT**

That the Finance Committee meeting be adjourned at 2:01 p.m.

**MOTION:**

Moved by: Kimberly

Seconded by: Jan

CARRIED

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Councillor Garnet Thompson,  
Finance Committee Chair

## Finance Committee Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	David Johnston, Director of Corporate Services
<b>Reviewed by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, November 22, 2023
<b>Subject:</b>	<b>January to October Revenues &amp; Expenses November and December Expectations</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 Compliance with Program Standards
<b>Action Required:</b>	Review of YTD revenues and expenses and present to the Board of Health at December 6 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 – October 31, 2023.</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 October 31 we are on target for revenues, largely due to expenditure recoveries.</li> <li>• The variance in Ministry of Health Annual and one-time grants relates to the flow of funds and timing related to approvals from Ministry.</li> <li>• Staff Training costs are not expected to catch up.</li> <li>• Travel Expenses are below expectation. Our approach to service delivery for some programs is the rationale for this variance.</li> <li>• Office Expenses, Printing, Postage are within reasonable levels consistent with operations.</li> <li>• 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.</li> <li>• The variance in Information Technology reflects service agreement costs that were paid in full for the year, in addition to the cost of software purchased in the spring.</li> <li>• Overall Mandatory Programs are under-budget as of October 31. However, this is anticipated to balance by the end of the fiscal year.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• The Ontario Seniors Dental Program has a small balance left as of October 31. We expect to receive the dental vehicles this year.</li><li>• The row labeled Ministry of Health Annual and One-Time Grants account for the costs of the eight School-Focused Nursing positions, the MOH Compensation Grant, extraordinary costs related to COVID-19, and the remaining cost of the mobile dental clinics.<ul style="list-style-type: none"><li>• The School-Focused Nursing funding, expired June 30. All of these funds were spent.</li><li>• Both mobile dental clinics are nearing completion. The full \$550,000 for the mobile clinics will be spent by the end of March 31, 2024 as per the contract.</li><li>• The MOH compensation grant application has been submitted and we are awaiting approval.</li><li>• Extraordinary funding to support COVID-19 work will be approved for public health units based on need, after submission and review of the Q3 &amp; Q4 reports.</li></ul></li><li>• Healthy Babies, Healthy Children shows a surplus at October 31. However, this is expected to balance by March, which is the fiscal year end for this program.</li><li>• The Federal Grants have provided 100% of their revenues. This results in a surplus balance of \$18,209 to be utilized by March 2024. This is the fiscal year end for the Children's Oral Health Initiative.</li></ul> |
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**HASTINGS PRINCE EDWARD PUBLIC HEALTH****Summary of Revenues & Expenses for the period January 1 - October 31, 2023**

For Finance Committee Review November 22, 2023

	Ministry of Health Accountability Agreement			Other Grants and Contracts			Totals and Budget Analysis			
	Mandatory Programs inc. COVID	100% Seniors Dental Program	TOTAL Ministry of Health Programs	Ministry of Health Annual and One-Time Grants	MCCSS HBHC (April-March)	Federal Grants (April-March)	YEAR TO DATE TOTAL	ANNUAL BUDGET	YTD Budget Variance	YTD Actuals as % of budget (10/12 = 83%)
<b>REVENUES</b>										
Ministry of Health Mandatory and 100% Programs	7,410,337	1,003,118	8,413,455				8,413,455	10,743,452	2,329,997	78%
Ministry of Health Annual and one time grants			0	678,258			678,258	790,000	111,742	86%
Ministry of Health Mitigation Funding	886,671		886,671				886,671	1,120,000	233,329	79%
Municipal Levies	3,630,108		3,630,108				3,630,108	3,630,108	0	100%
Ministry of Children, Community & Social Services			0		939,983		939,983	1,160,543	220,560	81%
Federal Grants			0			50,516	50,516	39,000	(11,516)	130%
Expenditure Recoveries	130,770	6,799	137,569				137,569	122,700	(14,869)	112%
Transfer from Reserves			0				0	0	0	
<b>Total Revenues</b>	<b>12,057,886</b>	<b>1,009,917</b>	<b>13,067,803</b>	<b>678,258</b>	<b>939,983</b>	<b>50,516</b>	<b>14,736,561</b>	<b>17,605,803</b>	<b>2,869,242</b>	<b>84%</b>
<b>EXPENSES</b>										
Salaries and Wages	7,303,038	203,326	7,506,364	355,502	600,151	24,945	8,486,962	10,628,983	2,142,021	80%
Staff Benefits	2,097,173	56,078	2,153,250	75,268	143,905	6,983	2,379,407	3,006,560	627,153	79%
Staff Training	98,655	324	98,979		1,262		100,241	200,400	100,159	50%
Travel Expenses	85,924	103	86,027		18,337		104,364	171,000	66,636	61%
Building Occupancy	859,278	35,800	895,078		11,250		906,328	1,052,000	145,672	86%
Office Expenses, Printing, Postage	41,648		41,648	18,422	652		60,723	65,000	4,277	93%
Materials, Supplies	239,160	47,691	286,852		8,105	378	295,335	420,860	125,525	70%
Professional & Purchased Services	274,215	445,081	719,296	133,000	2,035		854,331	1,092,000	237,669	78%
Communications Costs	92,630	4,700	97,330		2,750		100,080	129,000	28,920	78%
Information Technology	494,225	40,347	534,573		8,452		543,024	550,000	6,976	99%
Capital Expenditures	76,218		76,218				76,218	30,000	(46,218)	254%
Transfer to Capital/Operating Reserves	260,000		260,000				260,000	260,000	0	100%
<b>Total Expenses</b>	<b>11,922,165</b>	<b>833,450</b>	<b>12,755,615</b>	<b>582,192</b>	<b>796,899</b>	<b>32,307</b>	<b>14,167,013</b>	<b>17,605,803</b>	<b>3,438,790</b>	<b>80%</b>
<b>VARIANCE</b>	<b>135,721</b>	<b>176,467</b>	<b>312,188</b>	<b>96,066</b>	<b>143,084</b>	<b>18,209</b>	<b>569,547</b>	<b>0</b>	<b>569,547</b>	

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	David Johnston, Director of Corporate Services
<b>Approved by:</b>	Dr. Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, November 22, 2023
<b>Subject:</b>	<b>2024 Budget Approval</b>
<b>Nature of Board Engagement</b>	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Finance Committee to review Budget presented for 2024 and make a recommendation to the Board of Health for approval at the December 6, 2023 meeting.
<b>Background:</b>	<p>The 2024 budget package represents an intentional focus on the maintenance of FTE's to support the continued delivery of public health services in the face of revenue reductions and potential mergers with other local public health units in late 2024, early 2025.</p> <p>Revenues from the provincial ministries are impacted by several announcements. Those include changes to the funding formula (75% provincial, 25% municipal) which returns mitigation funding to mandatory base funding at a reduced rate, restricted one-time funding requests, the removal of COVID-19 funding and an end to school focused nurse program funding. These issues are compounded by significant inflationary increases to the cost-of-service delivery including wages, benefits, insurance, program materials and supplies.</p> <p>To offset the resulting deficit, it is anticipated 6 FTE's will be lost through attrition, including retirements, limits to contract extensions and the reorganization of management portfolios. We have requested the use of operational reserves to mitigate further FTE loss.</p> <p>Investments in organization wide training, network hardware and capital projects have been limited for 2024 until we have more information on the resource needs and impacts of a potential merger.</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>
<b>Reviewed By:</b>	Dr. Toumishey, Medical Officer of Health and CEO



HASTINGS PRINCE EDWARD  
**Public Health**

**2024 BUDGET PACKAGE**

*For Finance Committee Approval November 22, 2023*

## HASTINGS PRINCE EDWARD PUBLIC HEALTH

### 2024 BUDGET- Executive Summary

#### For Finance Committee Approval November 22, 2023

The 2024 budget was developed to maximize service delivery of crucial public health programs to the community, while acknowledging the reality of recent changes to Ministry of Health (MoH) funding. In addition, budget plans reflect recent news that local public health units are likely to engage in mergers in late 2024, early 2025.

**Strategic Direction** – With the initiation of merger discussions, Hastings Prince Edward Public Health (HPEPH) has decided to extend its current strategic plan for one further year into 2024. The ministry has also announced a review of the public health standards, which may impact the nature of public health operations. As a result, continuity of core public health services remains a priority over the development of new programming.

**Technology** – Cybersecurity continues to be a crucial consideration for public health. HPEPH has implemented a comprehensive suite of cyber security tools and policies to help ensure safe and stable networks. Further, physical risks to IT hardware (fire, flood, etc.) are being mitigated in 2023/24 by co-locating our servers to an off-site data centre. With hybrid work and virtual meetings normalized, ongoing investments in IT support are vital for operational efficiency and continuity of operations.

#### **Key Revenue Highlights and Assumptions:**

- Revenues from the provincial ministries and federal agencies have been impacted by several recent changes. The MoH has announced a return to the 75/25 funding formula with municipalities and has committed to an annual growth increase to funding of 1% for 2023, 2024 and 2025 respectively. The ministry has also announced limits to one-time funding requests, the end of COVID-19 specific funding and, the end of funding specific to school-focused nurses. These changes require HPEPH to make several adjustments in its approach to planning and budgeting.
- HPEPH is requesting a levy increase of 4.63% from municipalities for the 2024 budget year. This increase, along with access to operational reserves will ensure that reasonable service and staffing levels are maintained in 2024, as we prepare for potential amalgamations.
- To balance the 2024 budget and retain full-time equivalent staff (FTEs), HPEPH is seeking the use of operational reserves. Reserves will remain above the minimum values outlined in our financial policies.

**Key Expenditure Highlights and Assumptions:**

- The 2024 budget will address significant inflationary impacts to the cost of maintaining program delivery. Post-bargaining wage adjustments, increased costs for employee benefits, significant increases to insurance costs (20%+) and increases to the cost of supplies will exceed the MoH 1% budget increase.
- To maintain current operations within available budget, HPEPH anticipates a reduction of six FTEs. The reduction of FTEs is accomplished through expiring employment contracts and the attrition of staff through retirements. These changes include FTE loss at the management level, which will be accomplished through restructuring and redistribution of some management portfolios.
- Investments in staff training at the program level, and training for the purposes of safety and compliance (e.g., WHIMIS), have been maintained. However, large investments in overarching organizational training have been greatly reduced from prior years. Instead, in 2024 HPEPH will focus on the deeper implementation of prior training investments (e.g., LEADS, Crucial Conversations).

Throughout 2024, HPEPH will remain dedicated to providing efficient, high-quality, and impactful public health services to our community as we pursue organizational synergies in the process of Strengthening Public Health.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2023 Forecast Actuals & 2024 Proposed BUDGET**  
**For Finance Committee Approval November 22, 2023**

	2023 Forecast Actuals	2023 Board of Health Approved Budget	2023 Variance Budget vs Actual	2024 Proposed Budget	Variance (2024 Proposed Budget vs 2023 Approved Budget)	% Variance
<b>REVENUES</b>						
<b>1 Ministry of Health</b>						
a) Mandatory Programs - Cost shared	9,366,550	9,436,252	(69,702)	10,614,900	1,178,648	12%
b) 100% Programs - Seniors Dental Program	1,275,450	1,307,200	(31,750)	1,597,000	289,800	22%
c) Annual Grants and One-Time Grants	500,000	500,000	-	108,000	(392,000)	-78%
d) Mitigation Funding	1,120,000	1,120,000	-	-	(1,120,000)	-100%
e) COVID-19 Extraordinary Funding	295,000	290,000	5,000	-	(290,000)	-100%
<b>2 Municipal Levy</b>	4,304,107	4,304,107	-	3,798,300	(505,807)	-11.8%
a) <b>Municipal Levy Mitigation Funding</b>	(674,000)	(674,000)	-	-	674,000	-100.0%
<b>3 Ministry of Children, Community &amp; Social Services</b>	1,160,543	1,160,543	-	1,160,543	-	0.0%
<b>4 Public Health Agency of Canada</b>	-	89,988	(89,988)	-	(89,988)	-100%
<b>5 Health Canada</b>	39,000	39,000	-	39,000	-	0%
<b>6 Expenditure Recoveries</b>	142,569	122,700	19,869	150,500	27,800	23%
<b>7 Transfer from Municipal Reserves</b>	-	-	-	459,000	459,000	0%
<b>TOTAL REVENUES</b>	<b>17,529,219</b>	<b>17,695,790</b>	<b>(166,571)</b>	<b>17,927,243</b>	<b>231,453</b>	<b>1.3%</b>
<b>EXPENSES</b>						
1 Salaries & Wages	10,444,615	10,686,790	(242,175)	10,791,743	104,953	1.0%
2 Employee Benefits	2,939,690	3,014,000	(74,310)	3,113,000	99,000	3.3%
3 Staff Training	139,323	202,000	(62,677)	174,000	(28,000)	-13.9%
4 Travel Expenses	149,331	178,000	(28,669)	166,000	(12,000)	-6.7%
5 Building Occupancy	1,031,949	1,052,000	(20,051)	1,032,000	(20,000)	-1.9%
6 Office Expenses, Printing, Postage	69,723	65,000	4,723	65,000	-	0.0%
7 Program Materials, Supplies	475,290	437,000	38,290	361,000	(76,000)	-17.4%
8 Professional & Purchased Services	1,124,307	1,092,000	32,307	1,265,000	173,000	15.8%
9 Communication Costs	120,675	129,000	(8,325)	121,500	(7,500)	-5.8%
10 Information Technology	597,217	550,000	47,217	578,000	28,000	5.1%
11 Capital Expenditures	87,952	30,000	57,952	-	(30,000)	
12 Transfer to Capital/Operating Funds	260,000	260,000	-	260,000	-	
<b>TOTAL EXPENSES</b>	<b>17,440,072</b>	<b>17,695,790</b>	<b>(255,718)</b>	<b>17,927,243</b>	<b>231,453</b>	<b>1.3%</b>
<b>SURPLUS/DEFICIT</b>	<b>89,147</b>	<b>-</b>	<b>89,147</b>	<b>(0)</b>	<b>(0)</b>	
<b>ANALYSIS OF SURPLUS BALANCE</b>						
MOH Grant Funds						
MOH Grant Fund Deferrals to March 2024	70,938					
Federal Programs Deferrals to March 2024	18,209					
	<u>89,147</u>					

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**Budgeted Revenues - For the period January 1, 2024 to December 31, 2024**  
**For Finance Committee Approval November 22, 2023**

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	10,614,900	1,597,000	12,211,900				-	12,211,900
Annual and one-time grants			-	108,000			108,000	108,000
Mitigation Funding			-				-	-
COVID-19 Extraordinary Funding			-	-			-	-
Municipal Levy	3,798,300		3,798,300				-	3,798,300
Municipal Levy Mitigation Funding			-				-	-
Transfer from Municipal Reserves	459,000		459,000				-	459,000
Ministry of Children, Community & Social Services			-		1,160,543		1,160,543	1,160,543
<b>TOTAL PROVINCIAL &amp; MUNICIPAL GRANTS</b>	<b>14,872,200</b>	<b>1,597,000</b>	<b>16,469,200</b>	<b>108,000</b>	<b>1,160,543</b>	<b>-</b>	<b>1,268,543</b>	<b>17,737,743</b>
<b>FEDERAL FUNDING</b>								
Public Health Agency of Canada							-	-
Health Canada						39,000	39,000	39,000
<b>EXPENDITURE RECOVERIES</b>								
Contraceptive Sales	5,000		5,000				-	5,000
OHIP Payments	10,800		10,800				-	10,800
Food Handler Course Registrations	-		-				-	-
Menactra Vaccine	20,000		20,000				-	20,000
Human Papilloma Virus (HPV) Vaccine	16,000		16,000				-	16,000
Flu Vaccine	3,000		3,000				-	3,000
Seniors Dental Program	38,000		38,000				-	38,000
Interest/Other	57,700		57,700				-	57,700
	150,500	-	150,500	-	-	39,000	39,000	189,500
<b>TOTAL REVENUES</b>	<b>15,022,700</b>	<b>1,597,000</b>	<b>16,619,700</b>	<b>108,000</b>	<b>1,160,543</b>	<b>39,000</b>	<b>1,307,543</b>	<b>17,927,243</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2024 BUDGET - Explanatory Notes and Variance Analysis - REVENUES**  
**For Finance Committee Approval November 22, 2023**

	Approved Budget MoH/Board 2023	Budget 2024	Variance 2024 vs 2023
<b>1. MINISTRY OF HEALTH</b>			
a) <b><u>Mandatory Programs - Cost shared, change to 75/25</u></b>	\$ 9,389,800	\$ 10,614,900	\$ 1,225,100
<i>The Ministry of Health (MoH) issues an accountability agreement each year outlining the terms of transfer payments to public health. In 2023, MoH announced a return to 75/25 funding levels. For 2024, the MoH has committed to 1% growth funding. The following program areas are covered by cost shared funding:</i>			
<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>	1,307,200	1,597,000	289,800
<b>Total Ministry of Health Accountability Agreement</b>	<b>\$ 10,697,000</b>	<b>\$ 12,211,900</b>	<b>\$ 1,514,900</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 2024.</i>			
MOH Compensation Grant	64,000	76,000	12,000
Public Health Inspector Practicum Student	20,000	32,000	12,000
Purpose Built Vaccine Fridge	12,000	-	(12,000)
ISPA Catch up	150,000	-	(150,000)
Ontario Seniors Dental Care Program	133,000	-	(133,000)
COVID-19 School-Focused Nurses Initiative	400,000	-	(400,000)
<b>Total Annual and one-time funding Ministry of Health Grants</b>	<b>779,000</b>	<b>108,000</b>	<b>(671,000)</b>
d) <b>Mitigation Funding</b>	1,120,000	-	(1,120,000)
<i>One-time funding to offset the increased costs to 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>COVID-19 Extraordinary Funding</b>	290,000	-	(290,000)
<i>One-time funding to offset extraordinary costs associated with COVID-19. Discontinued at December 31, 2023.</i>			



**2. MUNICIPAL LEVY**

*Municipal levies have been increased in the 2024 budget by one per cent. However, this has been offset due to mitigation fund changes and the return to 75/25.*

City of Belleville	1,403,259	1,238,352	(164,907)
City of Quinte West	1,186,391	1,046,970	(139,421)
Hastings County	1,059,496	934,987	(124,509)
Prince Edward County	654,961	577,992	(76,969)
	<u>4,304,107</u>	<u>3,798,300</u>	<u>(505,807)</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>(673,999)</u>	<u>-</u>	<u>673,999</u>

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

*MCCSS funds the Healthy Babies, Healthy Children 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	-
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**4. PUBLIC HEALTH AGENCY OF CANADA (PHAC)**

*HPEPH stopped offering the Canadian Prenatal Nutrition Program (CPNP) after COVID. CPNP was replaced with the Nurse Family Partnership (NFP). The internationally recognized NFP program is expected to have a more significant impact across the community. NFP program resources and training are shared between numerous local public health units.*

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**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	-
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**6. EXPENDITURE RECOVERIES**

*Expenditure recoveries include OHIP reimbursements, vaccine recoveries, seniors dental recoveries, contraceptives and interest earnings on transfer payments. Recoveries are slowly increasing as we return to pre-COVID levels of operation.*

122,700	150,500	27,800
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**7. TRANSFER FROM RESERVES**

<u>200,000</u>	<u>459,000</u>	<u>259,000</u>
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**TOTAL BUDGETED REVENUES**

<u>\$ 18,712,350</u>	<u>\$ 17,927,243</u>	<u>\$ (785,107)</u>
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## HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Expenses - For the period January 1, 2024 to December 31, 2024

For Finance Committee Approval November 22, 2023

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	9,854,069	100,760	810,307	26,607	937,674	10,791,743
Employee Benefits	2,868,531	7,240	228,936	8,293	244,469	3,113,000
Staff Training	171,000	-	3,000	-	3,000	174,000
Travel Expenses	140,000	-	25,000	1,000	26,000	166,000
Building Occupancy	989,700	-	42,300	-	42,300	1,032,000
Office Expenses, Printing, Postage	63,000	-	2,000	-	2,000	65,000
Program Materials, Supplies	356,000	-	4,000	1,000	5,000	361,000
Professional & Purchased Services	1,260,900	-	2,000	2,100	4,100	1,265,000
Communication Costs	110,600	-	10,900	-	10,900	121,500
Information Technology	545,900	-	32,100	-	32,100	578,000
Capital Expenditures	-	-	-	-	-	-
Transfer to Capital/Operating Funds	260,000	-	-	-	-	260,000
<b>TOTAL EXPENDITURES</b>	<b>16,619,700</b>	<b>108,000</b>	<b>1,160,543</b>	<b>39,000</b>	<b>1,307,543</b>	<b>17,927,243</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2024 BUDGET - Explanatory Notes and Variance Analysis - EXPENSES**  
**For Finance Committee Approval November 22, 2023**

**1. SALARIES & WAGES**

*The 2024 budget is prepared with an expectation that HPEPH will explore merger options.*

*This budget represents 126 full-time equivalent (FTE) positions, which is a reduction of 6 FTEs from 2023. The reduction of FTEs is accomplished by not replacing all leaves, and the attrition of staff through retirements. There are no anticipated overtime expenses included.*

**2. EMPLOYEE BENEFITS**

*Employee benefits are expected to increase at a significant rate due to the rising expense 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**

*The 2024 budget shows a reduction in corporate training as we focus on deeper implementation of prior training investments (LEADS, Crucial Conversations). Training required for program delivery (e.g., NFP, equity, etc.) and compliance training (e.g., WHIMIS) remain intact.*

**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. We are expecting a continued reduction in travel expenses; however, program enhancements and the addition of a mobile dental clinic will offset savings.*

**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 are expected to remain steady for 2024. We anticipate continued high 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 2024. The Ministry of Health recently announced additional Harm Reduction supply availability from the province which has an impact to expenses within this program.*

**8. PROFESSIONAL & PURCHASED SERVICES**

*Similar to previous years, the majority of budget for professional and purchased services reflects dental, denturist and lab fees in the Seniors Dental program. The addition of information technology support contracts are reflected here.*

**9. COMMUNICATION COSTS**

*Continued savings in this area due to reductions in the need for mobile data support for program delivery.*

**10. INFORMATION TECHNOLOGY**

*There are some inflationary increases to service agreements. With the potential for mergers, we have limited our investments in network hardware for 2024 as we consider the potential alignment of technology with future partners. To address potential physical risks (fire, flood, etc.) to critical server hardware, they are being moved to an off-site data centre.*

**11. CAPITAL EXPENDITURES**

*There are no planned capital expenditures in 2024.*

**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.*