



## **FINANCE MEETING**

**Wednesday, November 25, 2020**

**1:00 p.m. – 2:30 p.m.**

**Hastings Prince Edward Public Health**

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, November 25, 2020

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1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
3. **APPROVAL OF THE AGENDA (MOTION)**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING (MOTION)**
  - 4.1 Meeting Minutes dated July 22, 2020 [Schedule 4.1](#)
5. **BUSINESS ARISING FROM MINUTES**
6. **NEW BUSINESS (MOTION)**
  - 6.1 By-Law 2021-01 – Annual By-Law to authorize the borrowing of up to \$1,000,000 [Schedule 6.1](#)
  - 6.2 Budget 2021 [Schedule 6.2](#)
7. **DATE OF NEXT MEETING**

Wednesday, February 24, 2021 at 1:00 pm
8. **ADJOURNMENT (MOTION)**

**Finance Committee Meeting**  
MINUTES

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Wednesday, July 22, 2020 1:00 p.m.  
Hastings Prince Edward Public Health  
**VIA TELECONFERENCE – 613-966-1257; Ext. 8300; PIN 4444**

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**Present:** Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings, Board Chair  
Mr. Stewart Bailey, Councillor, County of Prince Edward  
Mr. Terry Cassidy, Councillor, City of Quinte West, Finance Chair  
Mr. Craig Ervine, Provincial Appointee  
Mr. Bill Sandison, Councillor, City of Belleville

**Also Present:** Dr. Alexa Caturay, Acting Medical Officer of Health  
Ms. Valerie Dunham, Director of Corporate Services/Associate CEO  
Mr. Eric Serwotka, Director of Public Health Programs  
Ms. Amy Rankin, Manager Finance  
Ms. Catherine Lovell, Executive Assistant to the MOH

1. **Call to Order**

The meeting was called to order at 1:01 p.m. by Chair Cassidy.

2. **Roll Call**

3. **Disclosure of Pecuniary Interest and the General Nature Thereof**

There was no disclosure of pecuniary interest.

4. **Approval of Agenda**

MOTION:

Moved by: Bill

Seconded by: Jo-Anne

THAT the agenda of the July 22, 2020 Finance Committee be approved as distributed.  
CARRIED

5. **Approval of Minutes of Previous Meeting**

5.1 General Minutes of April 22, 2020.

MOTION:

Moved by: Jo-Anne

Seconded by: Stewart

THAT the Minutes of the April 22, 2020 Finance Committee meeting be approved as circulated.  
CARRIED

**6. Business Arising from Minutes – None****7. New Business****7.1 Second Quarter Year-To-Date results**

Val Dunham presented the 2020 second quarter year-to-date results and reviewed key variances with the Committee. A few items of note:

- Revenues – key revenues are on target at 50%, however some are below expected amounts due to COVID-19. For example, revenue recoveries, which are revenues we collect from clients for things like shingles vaccine, food handler courses, Nicotine Replacement Therapy (NRT), and contraceptives, are only 22% of expected amounts due to the cancellation of face-to-face services.
- While the Ministry of Health has promised funding for extraordinary expenses due to COVID-19 we have not received written confirmation of the amount to be received or when it will be received.
- Expenses – Should be at 50% at the end of the second quarter. Staff training, travel, materials and supplies, and professional services are all significantly lower than 50% due to program changes caused by COVID-19. Overtime costs have offset these savings.
- Information Technology (IT) expenses are at 26%. We have spent considerably more to enable staff to work remotely, for example we have installed fibre internet in Bancroft and increased bandwidth in Belleville. There are outstanding payables not included in this figure. By year end service agreements for IT will be 100% spent; some of the additional expenditures may be reimbursed through the Ministry as COVID extraordinary costs.

Discussion ensued.

MOTION:

Moved by: Stewart

Seconded by: Craig

THAT the Committee accept the second quarter year-to-date results as circulated.

CARRIED

**7.2 Expenditures to December 31, 2020**

Val shared a forecast of expenditures to December 31, 2020. At this point in the fiscal year, there is approximately \$100K not committed which is a very low amount given the demands on the budget. Many factors could change this figure including IT expenses, additional plexiglass purchases, personal protective equipment, overtime, staff changes, etc. Given our current assumptions, without additional funding for the year we expect to be over budget.

Discussion followed Val's remarks.

**MOTION:**

Moved by: Bill

Seconded by: Craig

THAT the report on expenditures to December 31, 2020 and related discussion be accepted by the Committee and taken forward to the Board.

**CARRIED****7.3 Pandemic Funding**

Val reminded the Committee that the province has announced additional funding in the amount of \$100M to support extraordinary costs incurred by the public health sector. We have not received the paperwork to apply for these funds, but our understanding is that the funding will only apply if the entire budget has been utilized. Without the terms of the funding it is challenging to make plans for the balance of the year.

Committee members voiced their thanks to staff for doing a great job in these uncertain times. It was noted that August 8 marks the 150<sup>th</sup> day of the pandemic. Discussion followed.

**MOTION:**

Moved by: Jo-Anne

Seconded by: Stewart

THAT the report on pandemic funding be accepted by the Committee as presented; and

THAT a special meeting of the Board be called for August 5 to write a letter to Chief Medical Officer of Health, Dr. David Williams, regarding the funding for extraordinary expenses due to COVID-19 and how they will be distributed amongst the public health units; and

THAT the Board Chair will write a letter of recognition to HPEPH staff.

**CARRIED****7.4 Pandemic Pay – Contract Letter**

HPEPH received \$106,500 for the temporary pandemic pay initiative to provide one-time funding of \$4/hour for those in health care who have worked directly with clients who may have had COVID-19 or were potential carriers, etc. Public Health was included as an eligible employer but only nurses were selected as eligible positions for the additional pay. Val shared that this restriction has led to some confusion and hard feelings amongst other staff positions who were also working directly with clients.

**MOTION:**

Moved by: Jo-Anne

Seconded by: Stewart

THAT the report on pandemic pay be accepted by the Committee as presented, and

THAT the Committee draft an appropriate letter to recognize those staff who were not recognized for the pandemic pay to forward to the Board.

**CARRIED**

**7.5 2021 Budget Assumptions and Discussion**

Val reviewed the briefing note that had been distributed regarding 2021 budget assumptions. Initial budget work indicates a deficit balance in the amount of \$250K which will increase if a second wave is more demanding. Val was asked to come back to the Finance Committee with a base budget and the staffing impact of a balanced approach. Discussion followed.

**MOTION:**

Moved by: Bill

Seconded by: Stewart

THAT the Board Chair call a special meeting of the Board for August 5, 2020 to discuss the budget, additional funding and a letter to Dr. David Williams, Chief Medical Officer of Health, and

THAT the Finance Committee receive the report and bring forward to the Board.

CARRIED

**8. Date of Next Meeting**

Wednesday, October 28, 2020 at 1:00 pm.

**9. Adjournment****MOTION:**

Moved by: Jo-Anne

Seconded by: Craig

THAT the Finance Committee meeting be adjourned at 2:40 pm.

CARRIED

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Terry Cassidy, Finance Committee Chair

**THE BOARD OF HEALTH  
FOR THE HASTINGS & PRINCE EDWARD COUNTIES HEALTH UNIT**

**BY-LAW NO. 2021-01  
Annual By-Law to authorize the borrowing of up to \$1,000,000**

WHEREAS the Board of Health for the Hastings and Prince Edward Counties Health Unit (hereinafter called the "Board") deems it necessary to borrow the sum of up to \$1,000,000 to meet expenditures of the Board for the year until the municipal levies and government grants are received:

THEREFORE, the Board hereby enacts as follows:

1. The Chair of the Board and the Chair of the Finance Committee are hereby authorized on behalf of the Board to borrow from time to time by way of promissory note from the Canadian Imperial Bank of Commerce, a sum or sums not exceeding \$1,000,000 to meet the current expenditures of the Board for the year until the municipal levies and government grants are received, and to give on behalf of the Board, to the bank, a promissory note or notes and signed by the Chair of the Board and the Chair of the Finance Committee for the monies so borrowed, with interest at such rate as may be agreed upon from time to time with the Bank.
2. The interest costs for all sums borrowed pursuant to the authority of the by-law shall be charged as an expenditure against the revenues of the Board for the current year.
3. The Chair of the Finance Committee is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with the interest thereon, all of the monies hereafter collected are received either on account or realized in respect of levies and grants for the current year and preceding year or from any other source which may lawfully be applied for such purpose.

This by-law shall come into force and take effect immediately upon the approval thereof.

\_\_\_\_\_  
Jo-Anne Albert, Chair, Board of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Piotr Oglaza, Medical Officer of Health & CEO

\_\_\_\_\_  
Date



## Finance Committee - Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Valerie Dunham, Director of Corporate Services/Associate CEO
<b>Reviewed by:</b>	Dr. Piotr Oglaza, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, November 25, 2020
<b>Subject:</b>	<b>2021 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 2021 and make a recommendation to the Board of Health for approval at the December 2, 2020 meeting.
<b>Background:</b>	<p>In a typical year, the budget for 2021 would be presented to the Finance Committee in January for approval by the Board of Health in February. This is certainly not a typical year and given the level of uncertainty and fiscal concern in 2021, the budget is being presented for approval at the December Board meeting.</p> <p>The budget presented is a deficit budget of \$288,000 and includes the minimum level of staffing required to continue to meet the demands of the pandemic, priority services and a potential mass immunization. In fact, as more planning is completed, and details become available, additional nursing staff may be required to meet the demands of a mass immunization program.</p> <p>As the notes in the budget package indicate, HPEPH is requesting that the municipal levy be increased by 1.5% (\$50,835) to offset the projected deficit. In addition, \$237,181 would be drawn from operating reserves. As of December 31, 2019, a total of \$1,242,060 is available in operating reserves.</p> <p>It is anticipated that the Ministry of Health may reimburse HPEPH for extraordinary pandemic expenses which would impact the final amount required from operating reserves. However, for planning purposes, these funds need to be available to enable HPEPH to move forward on planning and execution of programs in 2021.</p>



HASTINGS PRINCE EDWARD  
**Public Health**

**2021 BUDGET PACKAGE**

*For Board Approval December 2, 2020*

# HASTINGS PRINCE EDWARD PUBLIC HEALTH

## 2021 BUDGET- Executive Summary

### *For Board Approval December 2, 2020*

The pandemic has created an unprecedented public health emergency that has affected every staff member and program at Hastings Prince Edward Public Health (HPEPH). HPEPH's proactive response to the pandemic - from the repatriation of Canadians in February, through the first wave, the re-opening of services, planning for service continuity and now a second wave of COVID-19 - has resulted in a number of service delivery changes and unforeseen expenditures. The ongoing uncertainty about the continued impact of COVID-19 and the potential delivery of a vaccine have made the development of the 2021 budget exceptionally challenging.

Our priorities for 2021 are the continued pandemic response including potential mass immunization, as well as the delivery of service priorities identified in the business continuity plan. It is critical that we maintain staffing levels and resources to meet these priorities.

The budget presented reflects a deficit of \$288,000 and we respectfully request that the Board of Health cover this deficit through a base increase of 1.5% in addition to the use of operating reserves. Covering this deficit is essential to continue to provide the level of response that is required to keep our community healthy and safe in the coming year. Some of the deficit may be eligible for reimbursement from the Ministry as pandemic expenses but for planning purposes, it is critical to have a solid financial plan in place as we move into 2021.

#### **The 2021 budget reflects the following key revenue assumptions:**

- Continued base funding in the amount of \$9,204,700 from the Ministry of Health and mitigation funding in the amount of \$1,120,00 to cover the increase in municipal funding requirements .
- Continued funding for 100% of the Seniors Dental Program in the amount of \$931,300. An additional \$556,000 will fund up to eight public health nurses to provide supports in community schools for the period January - July 31, 2021.
- Municipal funding is requested in the amount of \$3,439,788. which represents a 1.5% increase or \$50,835. This increase will help offset the deficit balance projected with the balance of \$237,181 to be drawn from operating reserves.
- Funding from the Ministry of Children, Community & Social Services, the Public Health Agency of Canada and Health Canada will remain the same as previous years.
- Expenditures recoveries have been reduced significantly due to program changes including reduced face-to-face services and related financial transactions.

**The 2021 budget reflects the following key changes in expenditures:**

- An additional 6.2 FTE positions are included in the 2021 budget versus 2020. Although the majority of the increase is due to additional nursing staff for the School Focused nursing program, there has also been an emphasis on ensuring continuity of staffing levels in all areas of the organization to address the pandemic response. Strengthening Communications, Human Resources and Management was also a goal in this budget to comply with priority action items in the 2019-2023 Strategic Plan and ensure appropriate levels of support, address risks and align with organizational needs.
- The overall cost of employee benefits has increased by 9.8%
- The budget for staff training has been reduced significantly from 2020 due to the extensive use of virtual training
- Program supply costs include allocations for mass immunization (\$50K) plus personal protective equipment (250K). Other discretionary costs for program materials, professional and purchased services have been reduced wherever possible to offset the increased supply costs for COVID-19.
- A 12% increase has been included for all insurance costs
- No significant capital expenditures are planned in this budget year.

Moving forward, the Executive Team at HPEPH will continue to work to ensure that our resources meet community public health priorities by responding to the pandemic and actioning the 2019-2023 Strategic Plan, as approved by the Board of Health. Throughout 2021, we will continue to work closely with the Board to ensure that sufficient resources are available to respond to community needs and plan proactively for a mass immunization plan and related fiscal implications in future budgets.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2020 Actuals & 2021 Proposed BUDGET**  
**For Board Approval December 2, 2020**

Schedule 6.2

	2020 Forecast Actuals at December 31	2020 Board of Health Approved Budget	2020 Variance Budget vs Actual	2021 Proposed Budget	Variance  (2021 Proposed Budget vs 2020 Approved Budget)	% Variance
<b>REVENUES</b>						
<b>1 Ministry of Health</b>						
a) Mandatory Programs - Cost shared	9,204,700	7,909,440	1,295,260	9,204,700	1,295,260	16.4%
b) Related Programs - Cost shared	-	1,295,210	(1,295,210)	-	(1,295,210)	-100.0%
c) 100% Programs - Seniors Dental Program	931,300	931,300	-	931,300	-	0.0%
d) Annual and one-time grants	1,580,027	977,900	602,127	701,500	(276,400)	-28.3%
e) Mitigation Funding	1,120,000	837,570	282,430	1,120,000	282,430	33.7%
<b>2 Municipal Levies</b>	3,388,953	3,388,953	-	3,439,788	50,835	1.5%
<b>3 Ministry of Children, Community &amp; Social Services</b>	1,172,775	1,160,543	12,232	1,160,543	-	0.0%
<b>4 Public Health Agency of Canada</b>	90,418	89,988	430	89,988	-	0.0%
<b>5 Health Canada</b>	57,368	39,000	18,368	39,000	-	0.0%
<b>6 Expenditure Recoveries</b>	216,542	280,000	(63,458)	98,000	(182,000)	-65.0%
<b>7 Transfer from Municipal Reserves</b>	-	282,480	(282,480)	237,181	(45,299)	-16.0%
<b>TOTAL REVENUES</b>	<b>17,762,083</b>	<b>17,192,384</b>	<b>569,699</b>	<b>17,022,000</b>	<b>(170,384)</b>	<b>-1.0%</b>
<b>EXPENSES</b>						
1 Salaries & Wages	10,300,880	10,237,000	63,880	10,758,000	521,000	5.1%
2 Employee Benefits	2,550,239	2,699,384	(149,145)	2,920,000	220,616	8.2%
3 Staff Training	55,182	204,000	(148,818)	120,000	(84,000)	-41.2%
4 Travel Expenses	120,026	221,500	(101,474)	214,000	(7,500)	-3.4%
5 Building Occupancy	1,051,875	1,002,600	49,275	1,008,000	5,400	0.5%
6 Office Expenses, Printing, Postage	86,708	80,000	6,708	105,000	25,000	31.3%
7 Program Materials, Supplies	826,737	664,000	162,737	751,000	87,000	13.1%
8 Professional & Purchased Services	356,312	762,000	(405,688)	630,000	(132,000)	-17.3%
9 Communication Costs	126,873	106,000	20,873	132,000	26,000	24.5%
10 Information Technology	401,552	368,000	33,552	384,000	16,000	4.3%
11 One Time Capital Expenditures	762,482	847,900	(85,418)	-	(847,900)	
12 Transfer to Capital/Building Fund	260,000	-	260,000	-	-	
<b>TOTAL EXPENSES</b>	<b>16,898,867</b>	<b>17,192,384</b>	<b>(293,517)</b>	<b>17,022,000</b>	<b>(170,384)</b>	<b>-1.0%</b>
<b>SURPLUS/DEFICIT</b>	<b>863,216</b>	<b>-</b>	<b>863,216</b>	<b>(0)</b>	<b>(0)</b>	
<b>ANALYSIS OF SURPLUS BALANCE</b>						
Mandatory Programs	-					
100% Programs - Seniors Dental Program	293,542					
One-time grant - School Focused Nurses	310,242					
Ministry of Health Annual and one-time grants	191,269					
Ministry of Health Grant Deferrals to March 31st	17,571					
MCCSS Programs Deferrals to March	27,777					
Federal Programs Deferrals to March	22,815					
	<u>863,216</u>					

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**Budgeted Revenues - For the period January 1, 2021 to December 31, 2021**  
**For Board Approval December 2, 2020**

Revenue Source	Ministry of Health			TOTAL Ministry of Health Programs	Other Grants & Contracts		TOTAL Other Grants & Contracts	Consolidated Budget
	Mandatory Programs	100% Programs	Annual and one- time grants		Healthy Babies Healthy Children	Federal Grants		
<b>PROVINCIAL &amp; MUNICIPAL FUNDING</b>								
<b>Ministry of Health</b>								
Mandatory and 100% Programs	9,204,700	931,300		10,136,000			-	10,136,000
Annual and one-time grants			701,500	701,500			-	701,500
Mitigation Funding	1,120,000			1,120,000			-	1,120,000
Municipal Levies	3,439,788			3,439,788			-	3,439,788
Transfer from Municipal Reserves	237,181			237,181			-	237,181
Ministry of Children, Community & Social Services				-	1,160,543		1,160,543	1,160,543
<b>TOTAL PROVINCIAL &amp; MUNICIPAL GRANTS</b>	<b>14,001,669</b>	<b>931,300</b>	<b>701,500</b>	<b>15,634,469</b>	<b>1,160,543</b>	<b>-</b>	<b>1,160,543</b>	<b>16,795,012</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>								
Nicotine Replacement Therapy Sales	14,000			14,000			-	14,000
Contraceptive Sales	3,000			3,000			-	3,000
OHIP Payments	5,000			5,000			-	5,000
Food Handler Course Registrations	8,000			8,000			-	8,000
Shingles Vaccine	10,200			10,200			-	10,200
Chargeable Vaccines	-			-			-	-
Menactra Vaccine	5,000			5,000			-	5,000
Human Papilloma Virus (HPV) Vaccine	8,000			8,000			-	8,000
Flu Vaccine	18,800			18,800			-	18,800
Seniors Dental Program - Denture Recoveries	8,000			8,000			-	8,000
Interest/Other	18,000			18,000			-	18,000
<b>TOTAL FEDERAL FUNDING &amp; EXPENDITURE RECOVERIES</b>	<b>98,000</b>	<b>-</b>	<b>-</b>	<b>98,000</b>	<b>-</b>	<b>128,988</b>	<b>128,988</b>	<b>226,988</b>
<b>TOTAL REVENUES</b>	<b>14,099,669</b>	<b>931,300</b>	<b>701,500</b>	<b>15,732,469</b>	<b>1,160,543</b>	<b>128,988</b>	<b>1,289,531</b>	<b>17,022,000</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2021 BUDGET - Explanatory Notes and Variance Analysis - REVENUES**  
**For Board Approval December 2, 2020**

Schedule 6.2

	<b>Approved Budget 2020</b>	<b>Budget 2021</b>	<b>Variance 2021 vs 2020</b>
<b>1. MINISTRY OF HEALTH</b>			
a) <b><u>Mandatory Programs - Cost shared</u></b>	7,909,440	9,204,700	1,295,260
<p>The Ministry of Health issues an accountability agreement each year outlining the terms of transfer payments to public health. Programs covered through cost shared funding include the following 13 program areas:</p>			
<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>Related Programs - Cost shared</u></b>			
Effective January 1, 2020, all of the former "related programs" have been consolidated into the Mandatory Program area in order to increase flexibility for public health units.			
Enhanced Food Safety Initiative	17,500		
Enhanced Safe Water Initiative	10,850		
Harm Reduction Program Enhancement (Opioid program)	105,000		
Healthy Smiles Ontario	385,210		
Infectious Diseases Control Initiative	155,610		
Needle Exchange Program Initiative	35,700		
Nursing Initiatives	274,470		
Smoke Free Ontario Strategy	310,870		
	1,295,210	-	(1,295,210)
<b>Total Ministry of Health - Mandatory and Related Programs</b>	<b>\$ 9,204,650</b>	<b>\$ 9,204,700</b>	<b>\$ 50</b>
c) <b><u>100% Programs - Seniors Dental Program</u></b>	<b>\$ 931,300</b>	<b>\$ 931,300</b>	<b>\$ -</b>
d) <b><u>Annual and one-time grants</u></b>			
<p><i>A Compensation Grant is provided on an annual basis to offset the total compensation of the MOH. Funding will be requested for one student to complete their PHI Practicum. Revenues in the amount of \$556,000 have been provided and will cover the cost of eight nurses from January until July.</i></p>			
<i>Medical Officer of Health Compensation Grant</i>	120,000	135,500	15,500
<i>Public Health Inspector Practicum Student</i>	10,000	10,000	-
<i>School Focused Nurses</i>	-	556,000	556,000
<i>Seniors Dental Care- Clinic Upgrades</i>	252,900	-	(252,900)
<i>Seniors Dental Care- Mobile Dental Clinic</i>	595,000	-	(595,000)
<b>Total Annual and one-time grants</b>	<b>\$ 977,900</b>	<b>\$ 701,500</b>	<b>\$ (276,400)</b>
e) <b><u>Mitigation Funding</u></b>			
<p><i>In 2019, the funding formula for public health was changed to a 70/30 cost sharing formula resulting in large increases for the municipal sector. Mitigation Funding was available to mitigate the increases to a maximum of 10%. The Ministry announced in August 2020 that they will provide 100% of the increases for both 2020 and 2021.</i></p>			
	<b>\$ 837,570</b>	<b>\$ 1,120,000</b>	<b>\$ 282,430</b>

**2. MUNICIPAL LEVIES**

An increase of 1.5% is being requested from the Municipal sector for 2021 to offset part of the deficit balance projected for the year.

The Corporation of the City of Belleville	1,057,039	1,072,895	15,856
The City of Quinte West	908,531	922,159	13,628
County of Hastings	870,246	883,300	13,054
The Corporation of the County of Prince Edward	553,137	561,434	8,297
	<b>\$ 3,388,953</b>	<b>\$ 3,439,788</b>	<b>\$ 50,835</b>

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

MCCSS funds the Healthy Babies, Healthy Children program; no increase is anticipated for this contract. This program has a March 31st fiscal year. Forecast actuals include the carry forward of funds at December 2020.

1,160,543	1,160,543	-
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**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 31st fiscal year. Forecast actuals include the carry forward of funds at December 2020. This contribution assists in meeting the Ontario Public Health Standards for vulnerable populations.

89,988	89,988	-
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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 31st fiscal year. Forecast actuals include the carry forward of funds at December 2020.

39,000	39,000	-
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**6. EXPENDITURE RECOVERIES**

Expenditure recoveries include OHIP reimbursements, vaccine recoveries, food handler course registrations, contraceptives, nicotine replacement therapy recoveries and interest earnings on transfer payments.

This area of revenues was impacted significantly over the past year due to changes in service delivery and cancellation of services as a direct result of COVID-19. The reduction in 2021 recoveries for OHIP reimbursements and vaccine recoveries reflects a reduction in expenses for physician fees and purchase of vaccines. Other reduced recoveries reflect service changes and a reduced ability to collect NRT recoveries or food handler course registrations. This revenue source will be reviewed during the fiscal year to help achieve consistency in future years.

280,000	98,000	(182,000)
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**7. TRANSFER FROM MUNICIPAL RESERVES**

The 2020 budget included a transfer of \$282,480 from operating reserves to compensate for the difference required by municipalities due to the anticipated change in funding formula in 2019. The Ministry of Health subsequently paid 100% of the mitigation funding required.

In 2021, the projected deficit balance will require a transfer of \$237,181 from operating reserves in order to balance the budget. It is anticipated that some of these funds may be eligible for reimbursement by the Ministry of Health.

282,480	237,181	(45,299)
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**TOTAL BUDGETED REVENUES**

<b>\$ 17,192,384</b>	<b>\$ 17,022,000</b>	<b>\$ (170,384)</b>
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## HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Expenses - For the period January 1, 2021 to December 31, 2021

For Board Approval December 2, 2020

Expense Item	Ministry of Health		Other Grants & Contracts		Consolidated Budget
	Mandatory and 100% Programs	Annual and one-time grants	Healthy Babies Healthy Children	Federal Grants	
Salaries & Wages	9,254,918	555,372	864,813	82,897	10,758,000
Employee Benefits	2,515,892	146,128	238,130	19,851	2,920,000
Staff Training	115,900	-	2,500	1,600	120,000
Travel Expenses	186,500	-	20,000	7,500	214,000
Building Occupancy	1,008,000	-	-	-	1,008,000
Office Expenses, Printing, Postage	103,000	-	2,000	-	105,000
Program Materials, Supplies	733,860	-	-	17,140	751,000
Professional & Purchased Services	629,000	-	1,000	-	630,000
Communication Costs	121,500	-	10,500	-	132,000
Information Technology	362,400	-	21,600	-	384,000
One Time Capital Expenditures	-	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>15,030,969</b>	<b>701,500</b>	<b>1,160,543</b>	<b>128,988</b>	<b>17,022,000</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2021 BUDGET - Explanatory Notes and Variance Analysis - EXPENSES**  
**For Board Approval December 2, 2020**

**1. SALARIES & WAGES**

*During 2020, HPEPH continued to experience a high level of staffing changes with a total of 11 departures and 14 new staff. New funding for school nurses resulted in the quick redeployment of 8 nursing staff and subsequent hiring processes to replace staff. The pay equity and job evaluation initiatives remain outstanding and continue to be under review and negotiation.*

*For the budget year 2021, the number of full-time equivalent positions has been increased by 6.2 positions for a budgeted total of 136.4 FTEs. Nursing staff have increased by 4.8 FTEs due to the school focused program and every effort has been made to ensure adequate staffing levels to address the pandemic response. Some savings are being generated through maternity leaves and the vacancy of a part-time enforcement officer.*

*Strategic planning directions continue to influence staffing decisions and the allocation of staff resources. We have strengthened Communications, Human Resources and Management in the budget to comply with priority action items in the 2019-2023 Strategic Plan and meet current demands.*

*A key component of the 2021 staffing plan is to continue to review our Management model to ensure that the best structure is in place to meet current organizational needs. Demands during the pandemic response as well as ongoing succession planning have heightened the need for this review.*

**2. EMPLOYEE BENEFITS**

*Employee benefits were under budget in 2020 due to position vacancies. Effective December 1, 2020, group health and dental rates are increasing by 9.8%. Canadian Pension Plan rates are increasing January 1, from a 2020 maximum contribution of \$2,898 to \$3,166 in 2021 which results in a substantial increase in benefit costs. Benefit increases for 2021 are also a reflection of the increased number of staff. Overall, benefits amount to 27% of salaries. This includes statutory benefits (CPP, EI, EHT and WSIB), OMERS pension plan contributions, group health, dental and life insurance and a % in lieu for part-time and contract staff.*

**3. STAFF TRAINING**

*Staff training plans in 2020 were cancelled due to the pandemic. Limited opportunities were presented and available training was done virtually. In 2021, the budget includes modest investments in training to ensure continued growth and development of staff. Virtual training will likely provide most training opportunities in the future.*

**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. Given the pandemic, many services were cancelled or provided virtually in 2020 resulting in tremendous savings. Although this pattern will continue in some services, the travel budget for 2021 includes travel costs for the school-based and immunization nurses as well as a provision for operating costs of the mobile dental clinic buses during the final quarter of 2021.*

**5. BUILDING OCCUPANCY**

*Building occupancy expenses include the building loan, branch office leases, maintenance costs, cleaning services and supplies for all locations of the organization. Building Occupancy costs were overbudget in 2020 due to the purchase of a new reception desk and plexi-glass installations, leasehold improvements at the Bancroft site, installation of a lockout feature in the Belleville elevator and increased cleaning costs. A small increase has been provided in this budget for 2021 for general maintenance costs.*

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

*Office expenses were over budget in 2020 due to the purchase of additional cell phones for staff responsible for case and contact management. In 2021, the increase of \$25,000 is a provision for courier costs related to specimen deliveries to the lab in Kingston. This cost may be eligible for reimbursement as an extraordinary pandemic cost.*

**7. PROGRAM MATERIALS, SUPPLIES**

*The cost of personal protective equipment (PPE) including masks, shields, gowns and goggles are included in program materials and supplies. The savings from regular program supplies was offset by the high need and cost of PPE during 2020. In addition, HPEPH has proactively purchased mass immunization supplies (approximately \$130,000) to ensure that materials are available as soon as a COVID-19 vaccine is ready for distribution.*

*For 2021, costs for PPE and mass immunization will continue to be the key expenditure for program materials and supplies. PPE is budgeted at \$250,000 for the year and is absolutely critical for service delivery. Another order for mass immunization supplies in the amount of \$50,000 will be processed in early 2021 to ensure supplies are readily available for the community. This expense will very likely be eligible for reimbursement as an extraordinary pandemic cost.*

**8. PROFESSIONAL & PURCHASED SERVICES**

*The budget for professional and purchased services was increased substantially for 2020 to reflect the needs of the Seniors Dental program. Dentist fees, denturist and lab fees and other related costs for the program were budgeted at \$410,000, but due to the pandemic less than \$100,000 was spent. The cancellation of sexual health clinics also saved budgeted physician fees. These two factors resulted in the large savings in purchased services.*

*For 2021, all discretionary professional and purchased services have been reduced wherever possible to create budget savings. Liability insurance is charged to this budget category which has been budgeted with an anticipated 12% increase for 2021.*

**9. COMMUNICATION COSTS**

*Communication costs were overbudget in 2020, due to the installation of fibre internet in Bancroft, the increase of internet bandwidth at the Belleville office and increased cell phone data costs for staff working remotely. The increases in 2020 continue to impact the 2021 budget.*

**10. INFORMATION TECHNOLOGY**

*Information Technology costs were overbudget in 2020, due to the purchase of an additional server for the dental program. Significant expenses were incurred during the year to equip staff with notebook computers to work from home. Fortunately, most of these costs were eligible for reimbursement from the Ministry. The 2021 increase is due to increases in the cost of maintenance agreements with vendors.*

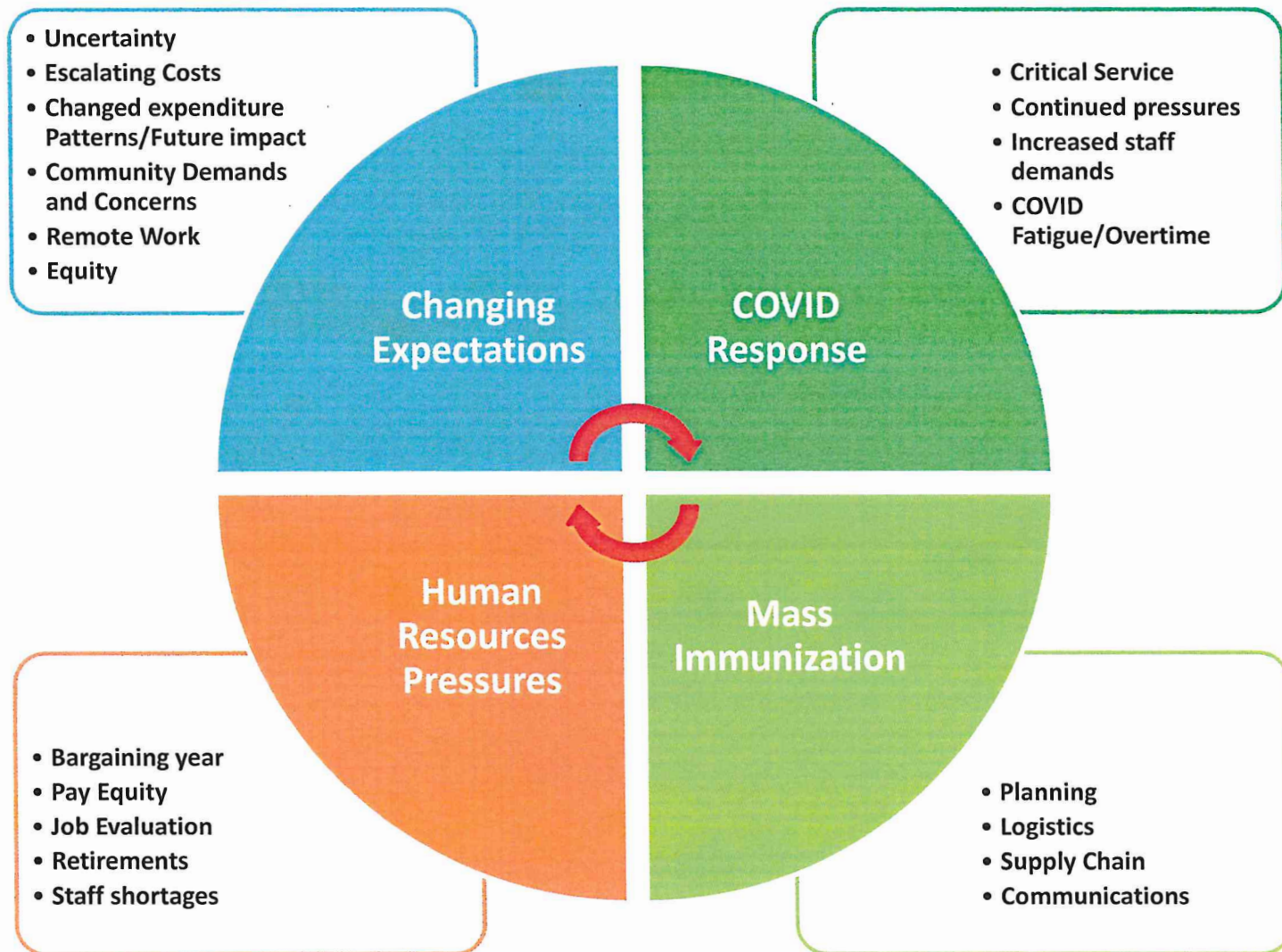
**11. ONE TIME CAPITAL EXPENDITURES**

*In 2020, the dental lab at Belleville was completed and the purchase of two mobile dental buses was processed. The mobile buses have been ordered and should be delivered in the third quarter of 2021. No significant capital expenditures are planned for 2021.*

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

*The transfer of \$260,000 to the capital fund represents the transfer of municipal contributions for future building or capital costs.*

## Hastings Prince Edward Public Health 2021 Budget Considerations



Handed out at the November 25, 2020 Finance Committee meeting by Val Dunham.