



FINANCE COMMITTEE MEETING

Wednesday, February 23, 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.

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, February 23, 2022

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ELECTION OF CHAIRPERSON**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 6.1 Meeting Minutes dated November 24, 2021 [Schedule 6.1](#)
7. **BUSINESS ARISING FROM MINUTES**
8. **NEW BUSINESS**
 - 8.1 Fourth Quarter Summary [Schedule 8.1](#)
 - 8.2 Annual Service Plan for 2022 [Schedule 8.2](#)
 - 8.3 Population Figures and Levy Calculation [Schedule 8.3](#)
 - 8.4 Update on Mobile Dental Clinic
9. **DATE OF NEXT MEETING**

Wednesday, April 20, 2022 at 1:30 p.m.
10. **ADJOURNMENT**



FINANCE COMMITTEE MEETING MINUTES

Wednesday, November 24 at 1:00 p.m.
Hastings Prince Edward Public Health
Virtual Via ZOOM

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. Bill Sandison, Councillor, City of Belleville
Dr. Craig Ervine, Provincial Appointee

Also Present: Dr. Ethan Toumishey, Acting Medical Officer of Health and CEO
Ms. Valerie Dunham, Director of Corporate Services/Associate CEO
Mr. Eric Serwotka, Director of Community Programs
Ms. Amy Rankin, Manager, Finance
Ms. Catherine Lovell, Executive Assistant

1. **CALL TO ORDER**

Meeting was called to order at 1:04 p.m. by Chair Cassidy.

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 November 24, 2021 be approved as circulated.

MOTION:

Moved by: Jo-Anne

Seconded by: Bill

CARRIED

5. **APPROVAL OF MINUTES OF PREVIOUS MEETING - August 25, 2021**

THAT the minutes of meeting held on August 25, 2021 be approved as circulated.

MOTION:

Moved by: Stewart

Seconded by: Bill

CARRIED

6. **BUSINESS ARISING FROM MINUTES** - None

7. **NEW BUSINESS**

7.1 2022 Proposed Budget

THAT the Finance Committee receive the report as presented and recommend submitting it to the Board of Health for approval at its next meeting.

MOTION:

Moved by: Stewart

Seconded by: Bill

CARRIED

Val Dunham discussed some of the information contained in the briefing note, with a few highlights noted below.

- Budget reflects the priorities established in the recovery planning done to date.
 - **Program Recovery** – program recovery will be gradual. Budget assumes approximately 1.5 Million for a dedicated COVID team for Case and Contact Management plus additional staff for the vaccine program. Overall increase of 3 positions in comparison to 2021 which may not be sufficient due to the uncertainty of COVID and a significant level of burnout amongst staff.
 - **Information Technology (IT)** – budget includes a provision for replacement of infrastructure and equipment that is at end of life. A key challenge in the area of IT is the orientation of staff, particularly when many staff are working remotely or in vaccine clinics.
 - **Human Resources** - there is a significant increase in the training budget to reflect the directions indicated in the recovery planning priorities. The number of FTEs has increased by 15% since 2020 and many staff have never been trained in their regular job while they have been providing support to our COVID response. Leadership development, health and safety and computer training will be a focus in the 2022 training plans. With the retirement of senior staff in early 2022 there is a crucial need for succession planning and a great loss of internal expertise.
 - **Allocation of Resources** - assurance from Ministry to continue to provide mitigation funding and absorb extraordinary COVID expenses enabled us to prepare a balanced budget. Sustainability & inflation issues will need to be addressed over the coming year and in future budgets.
- ◆ Chair Cassidy thanked staff for all their work in getting this budget done.
 - ◆ Discussion followed Val's budget summary.

10. **DATE OF NEXT MEETING**

- ♦ Wednesday, February 16, 2022 at 1:00 pm (Tentative)

11. **ADJOURNMENT**

That the Finance Committee meeting be adjourned at 2:20 p.m.

MOTION:

Moved by: Jo-Anne

Seconded by: Stewart

CARRIED

Terry Cassidy, Finance Committee Chair

Finance Committee Briefing Note

To:	Hastings Prince Edward Board of Health - Finance Committee
Prepared by:	Valerie Dunham, Director of Corporate Services/Associate CEO
Approved by:	n/a
Date:	Wednesday, February 23, 2022
Subject:	Fourth Quarter (Q4) Summary - 2021
Nature of Board Engagement	<input checked="" type="checkbox"/> For Information <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	Finance Committee to review Q4 – Summary of Revenues & Expenses and recommend receipt at the Board of Health meeting.
Background:	<p>The Summary of Revenues and Expenses for the period January 1 to December 31, 2021 is attached for review by the Finance Committee. These are unaudited figures and may be subject to change pending the audit as well as feedback from the Ministry of Health (Ministry). Highlights of the summary include the following.</p> <ul style="list-style-type: none"> • Mandatory Programs variance reflects the reallocation of expenses to COVID-19 for General Program and Vaccine Rollout expenses that were covered within the Hastings Prince Edward Public Health (HPEPH) regular operating budget. • The Ministry annual and one-time Grants includes the School-Focused Nursing contract (\$800,000), MOH Compensation Grant (\$118,700) and the Public Health Inspector Practicum Grant (\$10,000). The balance of \$1,523,767 represents extraordinary COVID-19 costs that could not be covered within the mandatory budget. • The Healthy Babies Healthy Children (HBHC) program has an April to March fiscal year. The deficit balance at December 31 is a timing issue. By March 31, it is anticipated that the program will not be in a deficit position. • The Federal Grants programs also have an April to March fiscal year. Revenues available at December 31 are carried forward to the 2022 first quarter. By March 31, it is anticipated that these programs will be balanced. • Revenue Variances – Grants received for extraordinary COVID-19 expenses and the extension of the School-Focused Nursing program explain the significant variance in one-time grants. By receiving these grants, HPEPH did not need to transfer funds from reserves. Expenditure recoveries were below budget due to continued service cancellations. • Expense Variances – The variances in expenses for the year reflect the ongoing changes and demands of the organization to implement our COVID-19 response. <ul style="list-style-type: none"> ○ Savings in staff training, travel, office expenses and materials and supplies are a direct result of the program changes, lockdowns and remote work during the year.

	<ul style="list-style-type: none">○ Overages on salaries and wages and staff benefits reflect the costs of additional staff hired during the year as well as overtime costs.○ Additional building occupancy costs were incurred due to rental fees for the storage of mass immunization supplies and vaccine clinics in Bancroft.○ Professional fees are over budget primarily due to increased dental services in the Seniors Dental program where services could be increased due to savings in supplies and travel. In addition, legal costs were incurred for COVID-19 enforcement activities and liability insurance increased by 14%.○ Higher communication costs reflect the addition of more cell phones for staff and teleconferencing expenses.○ The capital expenditures expense of \$260,000 reflects the transfer of municipal funds to the building reserve for future building expenses.
Reviewed By:	Dr. Ethan Toumishey, Acting Medical Officer of Health & CEO

HASTINGS PRINCE EDWARD PUBLIC HEALTH
Summary of Revenues & Expenses for the period January 1 - December 31, 2021
For Finance Committee Review February 23, 2022

	Ministry of Health - Accountability Agreement						Other Grants and Contracts			Totals and Budget Analysis		
	Mandatory Programs	COVID-19 General Program	COVID-19 Vaccine Program	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 (12/12 = 100%)
REVENUES												
Ministry of Health Mandatory and 100% Programs	9,204,700			931,300	10,136,000				10,136,000	10,136,000	0	100%
Ministry of Health Annual and one time grants				0	0	2,452,467			2,452,467	701,500	(1,750,967)	350%
Ministry of Health Mitigation Funding	1,120,000				1,120,000				1,120,000	1,120,000	0	100%
Municipal Levies	3,439,793				3,439,793				3,439,793	3,439,788	(5)	100%
Ministry of Children, Community & Social Services				0	0		1,179,801		1,179,801	1,160,543	(19,258)	102%
Federal Grants				2,408	0			161,177	161,177	128,988	(32,189)	125%
Expenditure Recoveries	58,526				60,934				60,934	98,000	37,066	62%
Transfer from Reserves					0				0	237,181	237,181	0%
Total Revenues	13,823,019	0	0	933,708	14,756,727	2,452,467	1,179,801	161,177	18,550,172	17,022,000	(1,528,172)	109%
EXPENSES												
Salaries and Wages	4,611,112	1,972,229	2,270,368	187,511	9,041,220	2,137,503			12,146,027	10,758,000	(1,388,027)	113%
Staff Benefits	1,284,628	482,184	547,242	56,258	2,370,313	293,984			2,945,825	2,920,000	(25,825)	101%
Staff Training	59,466				59,466		378		59,844	120,000	60,156	50%
Travel Expenses	54,339	8,501	50,994		113,834		6,815	600	121,249	214,000	92,751	57%
Building Occupancy	983,280	5,500	35,468	32,725	1,056,973		11,250		1,068,223	1,008,000	(60,223)	106%
Office Expenses, Printing, Postage	26,441	17,848	142,450		26,441		1,500		27,941	105,000	77,059	27%
Materials, Supplies	271,087	57,288	1,582	62,974	494,359	3,576		16,544	514,479	751,000	236,521	69%
Professional & Purchased Services	230,470	2,277	3,907	571,012	860,351		250		860,601	630,000	(230,601)	137%
Communications Costs	110,299	2,277	3,907	4,000	120,483	17,404			149,013	132,000	(17,013)	113%
Information Technology	231,071	54,222	48,764	19,228	353,286		18,625		371,911	384,000	12,089	97%
Capital Expenditures	260,000				260,000				260,000	0	(260,000)	0%
Total Expenses	8,122,195	2,600,048	3,100,775	933,708	14,756,726	2,452,467	1,211,430	104,489	18,525,112	17,022,000	(1,503,112)	109%
VARIANCE	5,700,824	(2,600,048)	(3,100,775)	(0)	0	0	(31,629)	56,688	25,060	0	25,060	

Finance Committee Briefing Note

To:	Hastings Prince Edward Board of Health
Prepared by:	Valerie Dunham, Director of Corporate Services/Associate CEO
Approved by:	N/A
Date:	Wednesday, February 23, 2022
Subject:	Annual Service Plan for 2022
Nature of Board Engagement	<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
Action Required:	<p>Board approval and motion required.</p> <p>1. THAT the Board of Health approves the Annual Service Plan as reviewed by the Finance Committee.</p>
Background:	<p>In December 2021, the Board of Health approved the consolidated budget for Hastings Prince Edward Public Health (HPEPH). Since that time, we have received the forms from the Ministry of Health for the submission of our Annual Service Plan (ASP) for 2022. The purpose of this briefing note is to provide the Finance Committee background information regarding highlights of the ASP changes and any budget implications.</p> <p>Highlights are as follows:</p> <ul style="list-style-type: none"> • The Ministry of Health (Ministry) is providing up to 1% growth funding for 2022. For HPEPH, this means that we can adjust our overall budget by an increase of up to \$92,047.00 • There are nine separate categories the Ministry will consider one-time funding for a health unit. HPEPH will be applying for funding in the following categories. <ul style="list-style-type: none"> ○ Extraordinary costs COVID-19 General Program ○ Extraordinary costs COVID-19 Vaccine Program ○ Pandemic Recovery/Resumption of Public Health Programs and Services ○ New Purpose-Built Vaccine Refrigerators ○ Public Health Inspector Practicum Program • Additional funds for the Seniors Dental Care Program can be requested in the ASP. A deficit balance will be reflected in the program which will then be considered for funding by the Ministry. • At the time of writing this briefing note, the calculation of required one-time funds is underway. Details of the requests will be provided at the Finance Committee meeting. It is not anticipated that the total costs of the requests will be in excess of the one-time funds approved by the Board in December in the amount of \$1,520,000. The allocation will be slightly different given the categories of expenses required by the Ministry. The calculation of enhanced dental costs is also underway.

	<ul style="list-style-type: none">The ASP is due on March 1 to the Ministry. The Ministry is aware that our Board of Health meeting is on March 2 and approvals will be secured at that time.
Recommendation:	<p>That the Board of Health supports and approves the Annual Service Plan submission as discussed at the Finance Committee.</p> <p>Actual figures calculated for the submission are being calculated and will be shared during the Finance meeting.</p>
Reviewed By:	Dr. Ethan Toumishey, Acting Medical Officer of Health & CEO

Finance Committee Briefing Note

To:	Hastings Prince Edward Board of Health - Finance Committee
Prepared by:	Valerie Dunham, Director of Corporate Services/Associate CEO
Approved by:	N/A
Date:	Wednesday, February 23, 2022
Subject:	Population Figures and Levy Calculations
Nature of Board Engagement	<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
Action Required:	<p>Finance Committee to recommend resolution to the Board of Health.</p> <p>1. THAT the Board of Health develops and implements a policy outlining that updated population figures released in the Stats Canada Population Census will become effective the January following the release of the population figures.</p>
Background:	<p>In 2018, the Board of Health undertook a review of the method applied to calculate the population figures used in the calculation of municipal levies. It was decided the population figures released by Statistics Canada in the regular Census would be used for this purpose.</p> <p>At the time, there was no consideration of the effective date for this change.</p> <p>Given that the results of the 2021 Census are now available, a decision is required from the Board when the effective date will be to implement any new population figures resulting from Census data. For 2021, municipalities were alerted in September about the rate of change for levy calculations for the calendar year 2022. It is anticipated that municipal budgets have been based on this initial sharing of information and anticipated costs. Implementing the 2021 Census data impacts the municipal levies from a decrease of 2.4% to an additional 2%. (See attached calculation sheet.)</p> <p>Given that there may be significant adjustments due to changing population figures every 5 years in the Census, it is recommended that the effective date to change the population figures for the calculation of municipal levies be established as the January following the release of the census data. This will provide municipalities with advance notice of any changes in the levy calculation so they can prepare accordingly. This approach would eliminate having an in-year adjustment during the year the Census data is released.</p>
Recommendation:	<p>HPEPH recommends that the Board of Health develops and implements a policy outlining that updated population figures released in the Stats Canada Population Census will become effective the January following the release of the population figures. Given this approach population figures used for the levy calculation in 2022 would remain as the 2016 population figures. 2023 budget figures would be based on the 2021 Stats Canada population figures.</p>
Reviewed By:	Dr. Ethan Toumishey, Acting Medical Officer of Health & CEO

HASTINGS PRINCE EDWARD PUBLIC HEALTH
2022 - Calculation of Municipal Levy

Municipal levy for 2022 includes a 1.5% increase as approved by the Board of Health on December 1, 2021.

Allocation of municipal levy based on 2016 Statistics Canada population figures.

Revenue assumptions include mitigation funding from Ministry of Health in the amount of \$1,120,000 and allocation of up to \$300,000 from operating reserves to balance budget.

Expenditure Recoveries refer to sales of food handler courses, vaccines, nicotine replacement therapy, interest earnings and other misc. recoveries.

Potential impact of population figures resulting from 2021 Statistics Canada Census shown in last columns

Contributing Municipalities	2021 Levy			2022 - Using 2016 Census Data					2022 - Using 2021 Census Data				% Change 2016 vs 2022 data	TOTAL % Change with 2021 Data
	Population	% of Total	Levy	Population	% of Total	2022 Levy	\$ Change	% Change	Population	% of Total	2022 Levy	\$ Change		
City of Belleville	158,667	100.00%	3,439,788	158,667	100.00%	3,491,385	51,597	1.5%	168,915	100.00%	3,491,385	51,597	0%	3.5%
City of Quinte West	50,720	32.0%	1,099,574	50,720	32.0%	1,116,067	16,494	1.5%	55,071	32.6%	1,138,289	22,222	2.0%	1.9%
Hastings County	43,577	27.5%	944,718	43,577	27.5%	958,889	14,171	1.5%	46,560	27.6%	962,371	3,482	0.4%	0.0%
Prince Edward County	39,630	25.0%	859,150	39,630	25.0%	872,038	12,887	1.5%	41,580	24.6%	859,437	(12,601)	-1.4%	-0.9%
	24,740	15.6%	536,346	24,740	15.6%	544,391	8,045	1.5%	25,704	15.2%	531,288	(13,103)	-2.4%	-0.9%
TOTAL			3,439,788			3,491,385					3,491,385	0	0%	