



# BOARD OF HEALTH FINANCE COMMITTEE MEETING

Wednesday, **September 18, 2024**  
1:30 p.m. – 3:00 p.m.

Virtual via ZOOM

To ensure a quorum we ask that you please  
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# 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, September 18, 2024**  
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 April 24, 2024 [Schedule 6.1](#)
7. **BUSINESS ARISING FROM MINUTES**
8. **NEW BUSINESS**
  - 8.1 2024 Second Quarter Revenues & Expenses [Schedule 8.1](#)
  - 8.2 2025 Budget Update [Schedule 8.2](#)
9. **DATE OF NEXT MEETING**

Wednesday, November 27, 2024 at 1:30 p.m.
10. **ADJOURNMENT**



## FINANCE COMMITTEE MEETING MINUTES

Wednesday, April 24, 2024 at 1:30 p.m.  
Hastings Prince Edward Public Health  
**Virtual Via ZOOM**

**Present:** Mr. Garnet Thompson, Councillor, City of Belleville, Finance Chair  
Ms. Kimberly Carson, Mayor, Limerick Township, Hastings County  
Mr. Michael Kotsovos, Councillor, City of Quinte West  
Phil St. Jean, Councillor, Prince Edward County

**Absent:** Dr. Craig Ervine, Provincial Representative

**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  
Ms. Katie Mahon, Lead Partner, KPMG LLP

### 1. **CALL TO ORDER**

Meeting was called to order at 1:33 p.m. by Councillor Garnet Thompson.

Chair Thompson welcomed Katie Mahon from KPMG to the meeting, she will be reviewing the year end financial statements and other information.

### 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 April 24, 2024 be approved as circulated.

**MOTION:**

Moved by: Michael

Seconded by: Phil

**CARRIED**

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

THAT the minutes of meeting held on November 22, 2023 be approved as circulated.

**MOTION:**

Moved by: Michael

Seconded by: Phil

CARRIED

**7. BUSINESS ARISING FROM MINUTES - None****8. NEW BUSINESS****8.1 2024 First Quarter Revenues and Expenses**

THAT the January to March 2024 revenues and expenses report be received as circulated and recommend taking to the next Board meeting for information purposes.

**MOTION:**

Moved by: Phil

Seconded by: Michael

CARRIED

- There was no discussion and no questions were asked.

**8.2 Summary of Annual Service Plan (ASP) Submission**

THAT the Finance Committee receive the ASP summary as circulated and recommend taking to the next Board meeting for information purposes.

**MOTION:**

Moved by: Phil

Seconded by: Michael

CARRIED

- David Johnston, Director of Corporate Services reviewed the accompanying briefing note.
- A question was asked around the request for \$289,000 additional funding. This funding was requested to cover costs of the Ontario Seniors Dental Care Program. It was agreed with the Ministry that if we generate a wait list for services then this shows we have additional needs such as dentures. The Ministry agreed to help cover these additional costs, but it is often a one-time request throughout the year.

**8.3 Review of Audit Findings**

THAT the Finance Committee receive the Audit Findings report as circulated and recommend approval to the Board at its next meeting.

**MOTION:**

Moved by: Kimberly

Seconded by: Phil

CARRIED

- Ms. Mahon introduced the topic and explained that she would go through the report at a high level. She also noted that the audit is substantially complete as of today and that it was fairly straightforward.
- There were no findings to bring to our attention with regard to risks and results.
- Control deficiencies – The following were noted in years past and are considered best practices, not deficiencies. There were no new observations.
  1. Reconciliation between some of the ledgers.
  2. HST – there is no formal process on how to identify different ITC rates and claims. KPMG recommends developing a robust HST identification process.
  3. Concern around financial sustainability since mitigation funding will be discontinued.
- Ms. Mahon noted that five (5) new accounting policies and practices were adopted in this audit. Due to these new standards, there was some disclosure but no financial impact.
- Discussion followed.

**8.4 Review of Draft Audited Financial Statements**

THAT the Finance Committee receive the draft audited financial statements as circulated and recommend approval to the Board at its next meeting.

**MOTION:**

Moved by: Michael

Seconded by: Kimberly

CARRIED

- Ms. Mahon reviewed the auditor's report noting it was a clean audit and then went on to review each of the statements and the notes indicating there was nothing of concern to report.
- Chair Thompson thanked Ms. Mahon for KPMG's work.
- The question came forward that while in the past couple years Ms. Mahon has appeared at each of the Finance Committee and the regular Board of Health meetings to discuss the audit and the resulting financial statements. Is it necessary for Ms. Mahon to continue to appear at both meetings? There was consensus around the table that Ms. Mahon would only appear at the Finance Committee going forward.
- Director Johnston recognized Finance Manager, Amy Rankin for her work in preparing for the audit and on the financial statements.

9. **DATE OF NEXT MEETING**

Wednesday, September 18, 2024 at 1:30 p.m. - Virtual via ZOOM

10. **ADJOURNMENT**

That the Finance Committee meeting be adjourned at 2:21 p.m.

**MOTION:**

Moved by: Kimberly

Seconded by: Michael

CARRIED

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Councillor Garnet Thompson,  
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, Director of Corporate Services
<b>Reviewed by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, September 18, 2024
<b>Subject:</b>	<b>2024 Second Quarter Revenues &amp; Expenses</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input checked="" type="checkbox"/> <b>Strategic Discussion</b> <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>	Review second quarter revenues and expenses and present to the Board of Health at the October 2 meeting.
<b>Notes / Comments</b>	<p>The following notes are provided to assist in the review of the attached Summary of Revenues &amp; Expenses for the period January 1 to August 31, 2024.</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 Care Program.</li> <li>• Overall, as of August 31, we are within target for revenues and expenses.</li> </ul> <p><b>Variance Explanation:</b></p> <ul style="list-style-type: none"> <li>• Mandatory Programs: In an excellent position at this point in the year.</li> <li>• Seniors Dental Program: One-time funding is expected to cover the \$33,584. Although the mobile dental vans have been delivered, not all planned expenses will be realized this year (e.g. fuel, maintenance costs).</li> <li>• Ministry of Health Annual and One-Time Grants: We have received funds to support the Respiratory Syncytial Virus (RSV) initiative, COVID-19, voluntary merger expenses and Medical Officer of Health salary. Expected to balance by the end of the year.</li> <li>• Ministry of Children, Community, and Social Services (MCCSS) HBHC: Fiscal year is April to March, currently on target for this year.</li> <li>• Health Canada – Children’s Oral Health Initiative (COHI): Fiscal year is April to March, Funds provided in April, and we are on track with spending.</li> </ul>



# HASTINGS PRINCE EDWARD PUBLIC HEALTH

## Summary of Revenues & Expenses for the period January 1 - August 31, 2024

For Finance Committee Review September 18, 2024

	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	MCCSS HBHC (April-March)	Health Canada COHI (April-March)	YEAR TO DATE TOTAL	ANNUAL BUDGET	YTD Budget Variance	YTD Actuals as % of budget (8/12 = 67%)
<b>REVENUES</b>										
Ministry of Health Mandatory and 100% Programs	6,685,356	816,997	7,502,353				7,502,353	12,211,900	4,709,547	61%
Ministry of Health Annual and one time grants			0	344,372			344,372	108,000	(236,372)	319%
Municipal Levies	2,721,300		2,721,300				2,721,300	3,798,300	1,077,000	72%
Ministry of Children, Community & Social Services			0		483,566		483,566	1,160,543	676,977	42%
Federal Grants			0			39,000	39,000	39,000	0	100%
Expenditure Recoveries	101,825	6,178	108,003				108,003	150,500	42,497	72%
Transfer from Reserves			0				0	459,000	459,000	
<b>Total Revenues</b>	<b>9,508,481</b>	<b>823,175</b>	<b>10,331,656</b>	<b>344,372</b>	<b>483,566</b>	<b>39,000</b>	<b>11,198,594</b>	<b>17,927,243</b>	<b>6,728,649</b>	<b>62%</b>
<b>EXPENSES</b>										
Salaries and Wages	5,758,012	237,314	5,995,326	208,831	319,298	10,663	6,534,119	10,791,743	4,257,624	61%
Staff Benefits	1,841,907	53,743	1,895,650	27,549	62,221	1,949	1,987,369	3,113,000	1,125,631	64%
Staff Training	73,555	516	74,071		735		74,806	174,000	99,194	43%
Travel Expenses	71,600	9,144	80,743	11,206	10,161	81	102,192	166,000	63,808	62%
Building Occupancy	636,136	32,128	668,264		17,650		685,914	1,032,000	346,086	66%
Office Expenses, Printing, Postage	45,042		45,042		525		45,567	65,000	19,433	70%
Materials, Supplies	195,557	32,738	228,295	9,017	5,780		243,093	361,000	117,907	67%
Professional & Purchased Services	244,395	460,338	704,733	97,418			802,151	1,265,000	462,849	63%
Communications Costs	73,743		73,743		2,725		76,468	121,500	45,032	63%
Information Technology	447,775	30,839	478,613		14,123		492,736	578,000	85,264	85%
Capital Expenditures			0				0	0	0	
Transfer to Capital/Operating Reserves	130,000		130,000				130,000	260,000	130,000	50%
<b>Total Expenses</b>	<b>9,517,722</b>	<b>856,759</b>	<b>10,374,481</b>	<b>354,022</b>	<b>433,218</b>	<b>12,693</b>	<b>11,174,415</b>	<b>17,927,243</b>	<b>6,752,828</b>	<b>62%</b>
<b>VARIANCE</b>	<b>(9,241)</b>	<b>(33,584)</b>	<b>(42,825)</b>	<b>(9,650)</b>	<b>50,348</b>	<b>26,307</b>	<b>24,179</b>	<b>0</b>	<b>24,179</b>	

## Board of Health Briefing Note - Finance Committee

<b>To:</b>	Hastings Prince Edward Board of Health – Finance Committee
<b>Prepared by:</b>	David Johnston, Director of Corporate Services
<b>Approved by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, September 18, 2024
<b>Subject:</b>	<b>2025 Budget Update</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input checked="" type="checkbox"/> <b>Strategic Discussion</b> <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>	<p>Finance Committee to review and discuss request for operating reserve allocation to offset projected 2025 budget deficit.</p> <p>MOTION: Finance Committee to recommend to the Board of Health approval of the allocation of up to \$700,000 from operating reserves and a one-time redirection of the annual building reserve levy to operations at the Board of Health meeting on October 2, 2024.</p>
<b>Background:</b>	<p>The Ministry of Health has confirmed grant funding levels for 2025. Key items include 1% growth funding which will be matched by municipal levies. Unfortunately, with increased costs across all areas, the 2025 draft budget will show a significant deficit balance.</p> <p>Hastings Prince Edward Public Health (HPEPH) management will be meeting with the Finance team to finalize budget plans in early October 2024 and present to the Finance Committee for review in November.</p> <p>For planning purposes, the request is being made to allocate up to \$700,000 from the operating reserves of the Board of Health to the 2025 budget as committed revenues. Operating reserves on December 31, 2023, were \$2,532,347.</p> <p>Additionally, we request a one-time redirection of the annual building reserve levy (\$260,000) to operations to balance the expected 2025 deficit while maintaining current staffing levels. With a healthy capital reserve at December 31, 2023 of \$2,978,709, we do not anticipate this redirection creating any additional risk.</p>
<b>Recommendation:</b>	Finance Committee to recommend the above-noted motion for approval by the Board of Health.