



# **BOARD OF HEALTH FINANCE COMMITTEE MEETING**

Wednesday, November 27, 2024  
**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 27, 2024**  
Virtual via ZOOM

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **LAND ACKNOWLEDGMENT**  
Hastings Prince Edward Public Health is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.
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 18, 2024 [Schedule 6.1](#)
7. **BUSINESS ARISING FROM MINUTES**
8. **NEW BUSINESS**  
8.1 2024 Third Quarter Revenues & Expenses [Schedule 8.1](#)  
8.2 2025 Budget Approval [Schedule 8.2](#)
9. **DATE OF NEXT MEETING – To be determined**
10. **ADJOURNMENT**



## FINANCE COMMITTEE MEETING MINUTES

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Wednesday, September 18, 2024 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  
Mr. Michael Kotsovos, Councillor, City of Quinte West  
Phil St. Jean, Councillor, Prince Edward County

**Absent:** Ms. Kimberly Carson, Mayor, Limerick Township, Hastings 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 1:32 p.m. by Councillor Garnet Thompson.

2. **ROLL CALL**

3. **LAND ACKNOWLEDGMENT**

Hastings Prince Edward Public Health is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.

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 18, 2024 be approved as circulated.

**MOTION:**

Moved by: Phil

Seconded by: Michael

CARRIED

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

THAT the minutes of meeting held on April 24, 2024 be approved as circulated.

**MOTION:**

Moved by: Garnet

Seconded by: Phil

CARRIED

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

THAT the January 1 to August 31, 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

- Mr. David Johnston review the information contained in the briefing note. There were no questions or further discussion.

**8.2 2025 Budget Update**

THAT the Finance Committee receive the 2025 budget update as circulated and recommend taking to the next Board meeting for approval.

**MOTION:**

Moved by: Michael

Seconded by: Phil

CARRIED

- Mr. Johnston reviewed the briefing note and discussed the request allocation and redirection of reserve funds. Discussion ensued after which all agreed this item should be recommended to the Board of Health.

**9. DATE OF NEXT MEETING**

Wednesday, November 27, 2024 at 1:30 p.m. - Virtual via ZOOM

10. **ADJOURNMENT**

That the Finance Committee meeting be adjourned at 1:57 p.m.

**MOTION:**

Moved by: Michael

Seconded by: Phil

CARRIED

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Councillor Garnet Thompson,  
Finance Committee Chair

## Finance Committee Briefing Note

<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, November 27, 2024
<b>Subject:</b>	<b>January to October 2024 Revenues &amp; Expenses</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability <input type="checkbox"/> Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Review January to October revenues and expenses and present to the Board of Health at the December 4 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 to October 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 October 31, we are showing small deficits as we wait for confirmation of funding from the Ministry of Health.</li> </ul> <p><b>Variance Explanation:</b></p> <ul style="list-style-type: none"> <li>• Mandatory Programs: In an acceptable position at this point in the year. A transfer from reserves will be made at year end to balance 2024.</li> <li>• Seniors Dental: Current \$95,109 deficit expected to be covered by one-time funding. Although the mobile dental clinics are in use, 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 RSV, COVID, voluntary merger and MOH salary. Expected to balance by the end of the year.</li> <li>• MCCSS HBHC: Fiscal year is April to March, currently on target for this year. With additional staff support coming on board, and five months remaining.</li> <li>• Health Canada (COHP): 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 &amp; Expenses for the period January 1 - October 31, 2024

For Finance Committee Review November 27, 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 (10/12 = 83%)
<b>REVENUES</b>										
Ministry of Health Mandatory and 100% Programs	8,454,508	1,034,865	9,489,373				9,489,373	12,211,900	2,722,527	78%
Ministry of Health Annual and one time grants			0	366,956			366,956	108,000	(258,956)	340%
Municipal Levies	3,165,250		3,165,250				3,165,250	3,798,300	633,050	83%
Ministry of Children, Community & Social Services			0		723,093		723,093	1,160,543	437,450	62%
Federal Grants			0			39,000	39,000	39,000	0	100%
Expenditure Recoveries	120,505	8,461	128,966				128,966	150,500	21,534	86%
Transfer from Reserves			0				0	459,000	459,000	
<b>Total Revenues</b>	<b>11,740,263</b>	<b>1,043,326</b>	<b>12,783,589</b>	<b>366,956</b>	<b>723,093</b>	<b>39,000</b>	<b>13,912,638</b>	<b>17,927,243</b>	<b>4,014,605</b>	<b>78%</b>
<b>EXPENSES</b>										
Salaries and Wages	7,186,844	297,126	7,483,970	169,642	429,249	14,725	8,097,586	10,791,743	2,694,157	75%
Staff Benefits	2,222,479	102,753	2,325,232	27,549	117,799	4,328	2,474,909	3,113,000	638,091	80%
Staff Training	89,708	516	90,224		1,770		91,994	174,000	82,006	53%
Travel Expenses	103,191	18,165	121,355	15,226	17,452	172	154,205	166,000	11,795	93%
Building Occupancy	775,725	40,004	815,728		24,710		840,438	1,032,000	191,562	81%
Office Expenses, Printing, Postage	55,576		55,576		1,067		56,643	65,000	8,357	87%
Materials, Supplies	245,549	48,089	293,638	29,117	6,200		328,955	361,000	32,045	91%
Professional & Purchased Services	288,002	582,099	870,101	97,415	1,044		968,560	1,265,000	296,440	77%
Communications Costs	87,088	7,133	94,221		5,450		99,671	121,500	21,829	82%
Information Technology	579,220	42,550	621,770		19,483		641,253	578,000	(63,253)	111%
Capital Expenditures			0				0	0	0	
Transfer to Capital/Operating Reserves	216,667		216,667				216,667	260,000	43,333	83%
<b>Total Expenses</b>	<b>11,850,049</b>	<b>1,138,435</b>	<b>12,988,484</b>	<b>338,949</b>	<b>624,223</b>	<b>19,225</b>	<b>13,970,881</b>	<b>17,927,243</b>	<b>3,956,362</b>	<b>78%</b>
<b>VARIANCE</b>	<b>(109,786)</b>	<b>(95,109)</b>	<b>(204,895)</b>	<b>28,007</b>	<b>98,870</b>	<b>19,775</b>	<b>(58,243)</b>	<b>0</b>	<b>(58,243)</b>	



## Finance Committee Briefing Note

<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. Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, November 27, 2024
<b>Subject:</b>	<b>2025 Budget Approval</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 2025 and make a recommendation to the Board of Health for approval at the December 4, 2024 meeting.
<b>Background:</b>	<p>The 2025 budget package represents an intentional focus on the maintenance of full-time equivalent (FTE) positions to support the continued delivery of public health services in the face of revenue reductions.</p> <p>Revenues from the provincial ministries have been impacted by several previous 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, we have limited recruitment plans in 2025. We have requested the use of operational reserves to mitigate any FTE loss. Organization wide training has been limited to existing programs, with no new investments.</p> <p>The Executive Summary in the budget package provides additional highlights of the budget presented. In addition, explanatory notes are provided to offer details on revenues and expenses and explain significant variances</p>



HASTINGS PRINCE EDWARD  
**Public Health**

**2025 BUDGET PACKAGE**

*For Finance Committee Consideration November 27, 2024*

## HASTINGS PRINCE EDWARD PUBLIC HEALTH

### 2025 BUDGET- Executive Summary

#### For Finance Committee Consideration - November 27, 2024

The 2025 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, although local public health unit (LPHU) mergers have been proposed as a possibility for 2025, without formal approval a strategic decision was made to develop the 2025 budget as a standalone agency. Although we are cautiously optimistic merger approvals are on the horizon, as of today we have not received merger funding approval.

**Strategic Direction** – With the initiation of merger discussions, Hastings Prince Edward Public Health (HPEPH) has decided to extend its existing strategic plan until a decision is made. 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 2024/25 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.
- To balance the 2025 budget and retain full-time equivalent staff (FTEs), HPEPH has requested the use of operational reserves. Reserves will remain above the minimum values outlined in our financial policies.
- HPEPH is requesting a levy increase of 6% from municipalities for the 2025 budget year. This increase, along with access to operational reserves will ensure that reasonable service and staffing levels are maintained in 2025.

**Key Expenditure Highlights and Assumptions:**

- The 2025 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.
- Although growing demand for public health programs was highlighted by managers during budget discussions (along with requests for additional FTE's), we have opted to limit recruitment in 2025 due to current budget constraints.
- Investments in staff training at the program level, and training for the purposes of safety and compliance (e.g., WHMIS), have been maintained. However, large investments in overarching organizational training have been greatly reduced from prior years. Instead, in 2025 HPEPH will focus on the deeper implementation of prior training investments (e.g., LEADS, Crucial Conversations).

Throughout 2025, HPEPH will remain dedicated to providing efficient, high-quality, and impactful public health services to our community as we pursue organizational synergies in service of strengthening Public Health.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2024 Forecast Actuals & 2025 Proposed BUDGET For**  
**Finance Committee Consideration November 27, 2024**

Schedule 8.2

	2024 Forecast Actuals	2024 Board of Health Approved Budget	2024 Variance Budget vs Actual	2025 Proposed Budget	Variance (2025 Proposed Budget vs 2024 Approved Budget)	% Variance
<b>REVENUES</b>						
1 Ministry of Health						
a) Mandatory Programs - Cost shared	10,614,900	10,614,900	-	10,721,100	106,200	1.0%
b) 100% Programs - Seniors Dental Program	1,307,200	1,597,000	(289,800)	1,590,000	(7,000)	-0.4%
c) Annual Grants and One-Time Grants	469,550	108,000	361,550	164,000	56,000	51.9%
2 Municipal Levy	3,798,300	3,798,300	-	4,010,598	212,298	5.6%
3 Ministry of Children, Community & Social Services	1,239,578	1,160,543	79,035	1,239,578	79,035	6.8%
4 Health Canada	39,000	39,000	-	39,000	-	0.0%
5 Expenditure Recoveries	156,043	150,500	5,543	201,700	51,200	34.0%
6 Transfer from Municipal Reserves	100,000	459,000	(359,000)	700,000	241,000	0.0%
<b>TOTAL REVENUES</b>	<b>17,724,571</b>	<b>17,927,243</b>	<b>(202,672)</b>	<b>18,665,976</b>	<b>738,733</b>	<b>4.1%</b>
<b>EXPENSES</b>						
1 Salaries & Wages	10,738,580	10,791,743	(53,163)	11,317,476	525,733	4.9%
2 Employee Benefits	3,069,890	3,113,000	(43,110)	3,510,000	397,000	12.8%
3 Staff Training	133,284	174,000	(40,716)	162,000	(12,000)	-6.9%
4 Travel Expenses	170,968	166,000	4,968	182,000	16,000	9.6%
5 Building Occupancy	1,033,120	1,032,000	1,120	1,132,000	100,000	9.7%
6 Office Expenses, Printing, Postage	69,596	65,000	4,596	62,000	(3,000)	-4.6%
7 Program Materials, Supplies	364,050	361,000	3,050	385,000	24,000	6.6%
8 Professional & Purchased Services	1,092,806	1,265,000	(172,194)	1,117,000	(148,000)	-11.7%
9 Communication Costs	122,097	121,500	597	123,000	1,500	1.2%
10 Information Technology	579,254	578,000	1,254	595,000	17,000	2.9%
11 Capital Expenditures	90,926	-	90,926	80,500	80,500	0.0%
12 Transfer to Capital/Operating Funds	260,000	260,000	-	-	(260,000)	
<b>TOTAL EXPENSES</b>	<b>17,724,571</b>	<b>17,927,243</b>	<b>(202,672)</b>	<b>18,665,976</b>	<b>738,733</b>	<b>4.1%</b>
<b>SURPLUS/DEFICIT</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	

## Schedule 8.2

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**Budgeted Revenues - For the period January 1, 2025 to December 31, 2025**  
**For Finance Committee Consideration November 27, 2024**

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	10,721,100	1,590,000	12,311,100				-	12,311,100
Annual and one-time grants			-	164,000			164,000	164,000
Municipal Levy	4,010,598		4,010,598				-	4,010,598
Transfer from Municipal Reserves	700,000		700,000				-	700,000
Ministry of Children, Community & Social Services			-		1,239,578		1,239,578	1,239,578
<b>TOTAL PROVINCIAL &amp; MUNICIPAL GRANTS</b>	<b>15,431,698</b>	<b>1,590,000</b>	<b>17,021,698</b>	<b>164,000</b>	<b>1,239,578</b>	<b>-</b>	<b>1,403,578</b>	<b>18,425,276</b>
<b>FEDERAL FUNDING</b>								
Health Canada						39,000	39,000	39,000
<b>EXPENDITURE RECOVERIES</b>								
Contraceptive Sales	5,000		5,000				-	5,000
Food Handler Course Registrations	4,000		4,000				-	4,000
Menactra Vaccine	14,000		14,000				-	14,000
Human Papilloma Virus (HPV) Vaccine	17,000		17,000				-	17,000
Flu Vaccine	5,000		5,000				-	5,000
Other Vaccines	8,000		8,000				-	8,000
Seniors Dental Program	15,000		15,000				-	15,000
Lease Agreement - Bancroft	23,700		23,700				-	23,700
Interest/Other	110,000		110,000				-	110,000
	201,700	-	201,700	-	-	39,000	39,000	240,700
<b>TOTAL REVENUES</b>	<b>15,633,398</b>	<b>1,590,000</b>	<b>17,223,398</b>	<b>164,000</b>	<b>1,239,578</b>	<b>39,000</b>	<b>1,442,578</b>	<b>18,665,976</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2025 BUDGET - Explanatory Notes and Variance Analysis - REVENUES**  
**For Finance Committee Consideration November 27, 2024**

	Approved Budget MoH/Board 2024	Budget 2025	Variance 2025 vs 2024
<b>1. MINISTRY OF HEALTH</b>			
a) <b><u>Mandatory Programs - Cost shared, change to 75/25</u></b>	\$ 10,614,900	\$ 10,721,100	\$ 106,200
<i>The Ministry of Health (MoH) issues an accountability agreement each year outlining the terms of transfer payments to public health. For 2025, 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>	1,597,000	1,590,000	(7,000)
<b>Total Ministry of Health Accountability Agreement</b>	<b>\$ 12,211,900</b>	<b>\$ 12,311,100</b>	<b>\$ 99,200</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 2025.</i>			
MOH Compensation Grant	76,000	130,000	54,000
Public Health Inspector Practicum Student	32,000	34,000	2,000
Purpose Built Vaccine Fridge	-	-	-
Ontario Seniors Dental Care Program	-	-	-
<b>Total Annual and one-time funding Ministry of Health Grants</b>	<b>108,000</b>	<b>164,000</b>	<b>56,000</b>
<b>2. MUNICIPAL LEVY</b>			
<i>Municipal levies have been increased in the 2025 budget by six per cent.</i>			
City of Belleville	1,238,352	1,307,567	69,215
City of Quinte West	1,046,970	1,105,488	58,518
Hastings County	934,987	987,246	52,259
Prince Edward County	577,992	610,298	32,306
	<b>3,798,301</b>	<b>4,010,598</b>	<b>212,297</b>

Schedule 8.2

<p><b>3. MINISTRY OF CHILDREN, COMMUNITY &amp; SOCIAL SERVICES</b>  <i>MCCSS funds the Healthy Babies, Healthy Children program; an increase was realized in 2024 and no increase is anticipated for 2025. The HBHC contract is based on a March 31 fiscal year.</i></p>	1,160,543	1,239,578	79,035
<p><b>4. HEALTH CANADA</b>  <i>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.</i></p>	39,000	39,000	-
<p><b>5. EXPENDITURE RECOVERIES</b>  <i>Expenditure recoveries include vaccine recoveries, seniors dental recoveries, contraceptives and interest earnings on transfer payments.</i></p>	150,500	201,700	51,200
<p><b>6. TRANSFER FROM RESERVES</b></p>	459,000	700,000	241,000
<p><b>TOTAL BUDGETED REVENUES</b></p>	<hr/> <b>\$ 17,927,244</b>	<hr/> <b>\$ 18,665,976</b>	<hr/> <b>\$ 738,732</b>



## HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Expenses - For the period January 1, 2025 to December 31, 2025

For Finance Committee Consideration November 27, 2024

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	10,341,348	102,880	846,080	27,168	976,128	11,317,476
Employee Benefits	3,190,550	61,120	249,598	8,732	319,450	3,510,000
Staff Training	162,000	-	-	-	-	162,000
Travel Expenses	151,500	-	30,000	500	30,500	182,000
Building Occupancy	1,075,400	-	56,600	-	56,600	1,132,000
Office Expenses, Printing, Postage	60,000	-	2,000	-	2,000	62,000
Program Materials, Supplies	380,500	-	4,000	500	4,500	385,000
Professional & Purchased Services	1,112,900	-	2,000	2,100	4,100	1,117,000
Communication Costs	113,900	-	9,100	-	9,100	123,000
Information Technology	554,800	-	40,200	-	40,200	595,000
Capital Expenditures	80,500	-	-	-	-	80,500
Transfer to Capital/Operating Funds	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>17,223,398</b>	<b>164,000</b>	<b>1,239,578</b>	<b>39,000</b>	<b>1,442,578</b>	<b>18,665,976</b>

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2025 BUDGET - Explanatory Notes and Variance Analysis - EXPENSES**  
***For Finance Committee Consideration November 27, 2024***

**1. SALARIES & WAGES**

*This budget represents 128 full-time equivalent (FTE) positions, which is an overall increase of 2 FTEs from 2024; as well as a negotiated Cost of Living increase. This increase supports the addition of an IT Service Desk Analyst, as well as a shared Communications Manager. All efforts have been made to retain staff as we prepare for a merger.*

**2. EMPLOYEE BENEFITS**

*Employee benefits are expected to increase at a significant rate due to utilization. In addition, increases to the Enhanced CPP program. Overall, benefits amount to 31 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 2025 budget shows a reduction in overall training costs as more training is offered online. Training still required for program delivery (e.g., NFP, equity, etc.) and compliance training (e.g., WHMIS) 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 healthy babies home visits.*

**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. As we approach the ten year mark in this building, there are a number of upkeep items to be addressed. Costs for rental space in Quinte West will increase for 2025, as we renew for one year in anticipation for a move to the Trenton Hub in 2026.*

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

*Office expenses are expected to remain steady for 2025. We anticipate small savings as we continue to search for competitive pricing.*

**7. PROGRAM MATERIALS, SUPPLIES**

*Program materials and supplies budget has increased based on individual program plans and expectations for 2025. Inflation has an impact on this budget line.*

**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. We are actively tracking the impact of the Federal Dental program and its effects on the provincial program which are not yet clear.*

**9. COMMUNICATION COSTS**

*Minor increases here to reflect current expenses.*

**10. INFORMATION TECHNOLOGY**

*There are some inflationary increases to service agreements. With the potential for mergers, we have limited our investments to network hardware for 2025 as we consider the potential alignment of technology with future partners. To address potential physical risks (fire, flood, etc.) to critical server hardware, they have been moved to an off-site data centre.*

**11. CAPITAL EXPENDITURES**

*Planned expenditures include a required, end-of-life update to network hardware.*

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

*In an effort to reduce burden to our contributing municipalities, these funds will be used to offset increasing building occupancy expenses.*

**HASTINGS PRINCE EDWARD PUBLIC HEALTH  
2025 - Calculation of Municipal Levy**

*Municipal levy for 2025 includes a 6% increase, plus the maintenance of the Building fund levy.  
Allocation of municipal levy is based on 2021 Statistics Canada population figures.*

Contributing Municipalities	2024 Levy			2025 Levy				
	Population	% of Total	Levy	Population	% of Total	Levy	\$ Change	% Change
Base Levy	168,915	100.00%	3,538,300	168,915	100.00%	3,750,598	212,298	6.0%
Building Levy			260,000			260,000		
<b>Total Levy</b>			<b>3,798,300</b>			<b>4,010,598</b>		
City of Belleville	55,071	32.6%	1,238,352	55,071	32.6%	1,307,567	69,215	5.6%
City of Quinte West	46,560	27.6%	1,046,969	46,560	27.6%	1,105,488	58,518	5.6%
Hastings County	41,580	24.6%	934,987	41,580	24.6%	987,246	52,259	5.6%
Prince Edward County	25,704	15.2%	577,992	25,704	15.2%	610,298	32,306	5.6%
<b>TOTAL</b>			<b>3,798,300</b>			<b>4,010,598</b>		