

**AGENDA**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**Finance and Facilities Committee**

50 King Street, London  
Middlesex-London Health Unit – Room 3A  
Thursday, March 3 2016 9:00 a.m.

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES – January 28, 2016**

**4. NEW BUSINESS**

4.1 2015 Fourth Quarter Budget Variance Report and Factual Certificate (Report No. 07-16FFC)

4.2 2015 Vendor and Visa Payments (Report No.08-16FFC)

**5. CONFIDENTIAL**

The Finance and Facilities Committee will move in camera to discuss a matter concerning the following:

5.1. A proposed or pending acquisition of land by the Middlesex-London Board of Health

**6. OTHER BUSINESS**

6.1 Thursday April 7, 2016

**7. ADJOURNMENT**



**PUBLIC MINUTES**  
**Finance and Facilities Committee**  
**50 King Street, Room 3A**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**2016 January 28 9:00 a.m.**

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**COMMITTEE**

**MEMBERS PRESENT:** Ms. Trish Fulton (Committee Chair)  
Mr. Marcel Meyer  
Mr. Ian Peer  
Ms. Joanne Vanderheyden  
Mr. Jesse Helmer

**OTHERS PRESENT:**

Dr. Christopher Mackie, Medical Officer of Health and CEO  
Ms. Elizabeth Milne, Executive Assistant to the Board of Health & Communications (Recorder)  
Mr. Wally Adams, Director, Environmental Health & Infectious Diseases  
Ms. Mary Lou Albanese, Manager, Child Health Team  
Ms. Tammy Beaudry, Accounting and Budget Analyst  
Ms. Laura Di Cesare, Director, Corporate Services  
Ms. Kathy Dowsett, Manager, Best Beginnings East  
Ms. Anita Cramp, Manager, Young Adult Team  
Ms. Tracey Gordon, Manager, Reproductive Health  
Ms. Nancy Greaves, Manager, Best Beginnings Central  
Dr. Gayane Hovhannisyan, Associated Medical Officer of Health  
Ms. Donna Kosmack, Manager, South West Tobacco Control Area Network  
Ms. Heather Lokko, Director, Healthy Start  
Ms. Sarah Maaten, Manager, Foundational Standard  
Mr. John Millson, Associate Director, Finance  
Mr. David Pavletic, Manager, Food Safety & Healthy Environments  
Mr. Fatih Sekercioglu, Manager, Safe Water, Rabies & Vector-Borne Disease  
Ms. Deb Shugar, Manager, Screening, Assessment & Intervention  
Ms. Linda Stobo, Manager, Chronic Disease & Tobacco Control  
Ms. Suzanne Vandervoort, Director, Healthy Living

At 9:00 a.m., Dr. Christopher Mackie welcomed everyone in attendance and reviewed the 2016 Terms of Reference for the FFC which indicate that the Chair must be nominated before the meeting proceeds.

**1. DISCLOSURES OF CONFLICT(S) OF INTEREST**

Dr. Mackie inquired if there were any disclosures of conflict of interest to be declared. None were declared.

**2. APPROVAL OF AGENDA**

Dr. Mackie made the following amendments to the agenda:

- Family Health Services Program Budget Template to be presented first.
- Addition of agenda item 4.5 2015 Record of Employee's Salaries and Benefits ([Report No. 06-16FFC](#))
- Election of the Chair for the Finance and Facilities Committee for 2016

It was moved by Ms. Vanderheyden, seconded by Mr. Meyer that the **AGENDA** of the January 28, 2016 Finance and Facilities Committee meeting be approved with amendments.

Carried

Dr. Mackie opened the floor for election of the Chair for the Finance and Facilities Committee for 2016.

It was moved by Ms. Vanderheyden, seconded by Mr. Peer *that Ms. Trish Fulton be nominated for Chair of the Finance and Facilities committee for 2016.*

Ms. Fulton agreed to let her name stand. No other nominations were forthcoming.

By unanimous vote, Ms. Fulton was *elected as Chair of the Finance and Facilities Committee for 2016.*

Ms. Fulton took over as chair at 9:01 a.m. and commended the Directors and the Managers for the time and effort put into the Program Budget Templates.

### 3. APPROVAL OF MINUTES

It was moved by Mr. Peer, seconded by Ms. Vanderheyden *that the [MINUTES](#) from the January 14, 2016 Finance and Facilities Committee meeting be approved.*

Carried

### 4. NEW BUSINESS

#### 4.1 2016 Budget Process – Part II ([Report No. 02-16FFC](#))

##### Service Area #1 Family Health Services

Ms. Suzanne Vandervoort, Acting Director, Family Health Services reviewed the Family Health Services 2016 Planning and Budget Templates that are attached as [Appendix B](#) to [Report No. 02-16FFC](#) .

Discussion ensued about the e-learning pilot, enhancing collaboration with London Health Science Centre, the placement of two Public Health Nurses in the hospital for follow up with new parents, and the total the timeline for referral in the Screening, Assessment and Intervention program (about 4 months).

After discussion, it was moved by Mr. Meyer, seconded by Mr. Helmer *that the Finance & Facilities Committee review the 2016 Planning and Budget Templates for Family Health Services attached as [Appendix B](#).*

Carried

##### Service Area #2 – Environmental Health & Chronic Disease Prevention Services

Mr. Wally Adams, Director, Environmental Health & Chronic Disease Prevention Services reviewed the Environmental Health and Chronic Disease Prevention Services 2016 Planning and Budget Template that is attached as [Appendix A](#) to [Report No. 02-16FFC](#) and answered questions.

Discussion ensued about the Nutritious Food Basket Survey, the availability of Food Handlers Certification training and testing services in Strathroy, MLHU mental health promotion work and a program review of road safety which will be done to address risk factors and identify how MLHU staff can best continue this work.

The Committee took a brief break at 11:12 a.m. with the meeting resuming again at 11:17 a.m. to review the remaining Environmental Health and Chronic Disease Prevention budget templates.

After discussion, it was moved by Mr. Peer, seconded by Ms. Vanderheyden *that the Finance and Facilities Committee review the 2016 Planning and Budget Templates for Environmental Health & Chronic Disease Prevention Services attached as [Appendix A](#).*

Carried

A lunch break was taken at 11:46 a.m., with the meeting resuming again at 12:11 p.m.

### **Service Area #3 – General Expenses and Revenues**

Mr. John Millson, Associate Director, Finance, reviewed the General Expenses and Revenues 2016 Planning and Budget Template that is contained in [Appendix C](#) to [Report No. 02-16FFC](#) and answered questions.

Mr. Millson clarified this Program Budget Template and the amount of cost shared revenue for 2015.

After discussion, it was moved by Mr. Helmer, seconded by Mr. Meyer *that the Finance and Facilities Committee review the 2016 Planning and Budget Templates for General Expenses and Revenues attached as [Appendix C](#).*

Carried

It was moved by Mr. Peer, seconded by Mr. Helmer *that the Finance and Facilities Committee approve the components of the 2016 budget with amendments, and bring the recommendations to the February 18, 2016 Board of Health meeting.*

Carried

#### **4.2 2015 Board of Health Remuneration ([Report No. 03-16FFC](#))**

Dr. Mackie provided context to this report, advising that this is a benchmark used to compensate Board of Health members. Dr. Mackie reminded the Committee that according to the Health Protection and Promotion Act that governs local public health in Ontario, MLHU cannot compensate salaried city councillors unless they are Chair of the Board of Health. He also noted that the compensation rate for County of Middlesex councillors is proposed to increase by 1.5%.

It was moved by Mr. Helmer, seconded by Ms. Vanderheyden *that the Finance & Facilities Committee review and recommend that the Board of Health to receive Report No. 03-16FFC, “2015 Board of Health Remuneration” for information.*

Carried

#### **4.3 Finance and Facilities Committee Reporting Calendar ([Report No. 04-16FFC](#))**

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Board of Health receive the Finance and Facilities Committee – Reporting Calendar for information.*

Carried

#### **4.4 Review of Terms of Reference ([Report No. 05-16FFC](#))**

Discussion ensued around the appointment of Chair for a two-year term. Ms. Di Cesare clarified this item and advised that wording will be adjusted. Dr. Mackie added that this does not contradict the Finance and Facilities Terms of Reference.

Mr. Peer identified the value of continuity of the chair role during the budget process. Mr. Helmer agreed and inquired if budgets could be completed earlier, within the calendar year. Dr. Mackie described the provincial budget approval processes, and how they impacted the ability to and value of completing the MLHU budget process earlier.

It was moved by Mr. Peer seconded by Mr. Helmer *that the Board of Health receive the Finance and Facilities Committee Terms of Reference review for information.*

Carried

#### **4.5 2015 Record of Employee’s Salaries and Benefits ([Report No. 06-16FFC](#))**

Dr. Mackie provided a summary and context to this report, noting that there was an increase in the number of staff on this list due in part to 2015 being a 27-pay year.

It was moved by Mr. Helmer, seconded by Mr. Meyer *that the Finance & Facilities Committee make a recommendation to the Board of Health to receive Report No. 06-16FFC “Public Sector Salary Disclosure Act – 2015 Record of Employee’s Salaries and Benefits” for information.*

Carried

**5. CONFIDENTIAL** - No confidential items.

**6. OTHER BUSINESS**

**6.1 Next Meeting:**

Dr. Mackie advised that a March meeting has not occurred in the past and discussion ensued around this item.

Ms. Fulton summarized the discussion and noted that if the Committee does not hear back from staff, a March meeting will not be held and the next meeting will be April 7, 2016.

**7. ADJOURNMENT**

Ms. Fulton thanked staff for the superb quality and effort put into the Program Budget Templates for 2016.

It was moved by Ms. Vanderheyden, seconded by Mr. Helmer *that the Finance and Facilities Committee meeting be adjourned.*

At 12:47 p.m. Ms. Fulton *adjourned the meeting.*

Carried

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TRISH FULTON  
Committee Chair

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CHRISTOPHER MACKIE  
Secretary-Treasurer



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 March 3

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## 2015 FOURTH QUARTER BUDGET VARIANCE REPORT & FACTUAL CERTIFICATE

### **Recommendation**

#### *It is recommended that*

- 1) *Report No 07-16FFC "2015 Fourth Quarter Budget Variance Report & Factual Certificate" be received for information.*
- 2) *The 2015 Dental Treatment program deficit be funded by general Cost-Shared program surplus.*

### **Key Points**

- The unaudited operating surplus for Health Unit programs of approximately \$150,000 is anticipated. The Health Unit auditors, KPMG will be performing its annual audit beginning April 4, 2016.
- The Dental Treatment Clinic is anticipating a shortfall in the range of \$60,000 relating to fewer claims revenue. The shortfall has been incorporated in the variance projections.
- The integration of dental programs to Healthy Smiles Ontario 2.0 was to take place August 1<sup>st</sup>, 2015, the Ministry of Health & Long-Term Care remains committed to funding Children In Need Of Treatment (CINOT) claims effective August 1<sup>st</sup> and as a result an expected \$147,375 in grant revenue is included in the variance projections.
- Included in the financial update is a signed factual certificate which provides assurance that key financial and risk management functions are being performed.

### **Fourth Quarter Review (2015)**

The purpose of this report is to provide the Board of Health with a summary review of the Health Unit's operating results and to provide projections of expenditures to the end of the year.

The attached Budget Variance Summary ([Appendix A](#)) shows actual and budgeted expenditures net of offset revenues for the twelve months ending December 31<sup>st</sup>, 2015. For programs with a March 31<sup>st</sup> year-end, this report shows the actual and budgeted expenditures and offset revenues for the nine month period April 1<sup>st</sup> to December 31<sup>st</sup>, 2015. The Budget Variance Summary provides management's forecasted year-end balances and a brief explanation or comment.

### **Dental Treatment Deficit**

In 2015, the Dental Treatment Clinic will complete the year with an estimated deficit of \$60,000 resulting from lower fees from CINOT and Ontario Works claims. The year-end variance includes this shortfall. Historically this shortfall has been funded through a contribution from the Dental Treatment Reserve. If the Board continues this practice then the overall surplus would increase to approximately \$210,000. The current balance of the Dental Treatment Reserve is \$128,360.

**Children In Need of Treatment (CINOT)**

Also included in the year-end forecast is the receipt of \$147,375 in additional 100% Ministry of Health & Long-Term Care funding for the upload of the administration of the CINOT claims from local dentists. The transfer was to take place August 1<sup>st</sup>, 2015 however, the implementation was delayed for a number of reasons. A request was made to the MOHLTC for this 100% funding in 2015 as part of the Q3 reporting to the ministry. As of the writing of the report the Health Unit has not received official confirmation if the funding has been approved.

**Factual Certificate**

Attached as [Appendix B](#), is a signed factual certificate. This certificate is signed by senior administrators of the Health Unit responsible for ensuring certain key financial and risk management functions are being performed to the best of their knowledge. The certificate is revised as appropriate on a quarterly basis and submitted with each financial update and again annually as part of the approval of the audit financial statements.

**Conclusion**

The unaudited operating surplus for the Health Unit's cost-shared programs is expected to be in the range of \$150,000. This includes receiving an extra \$147,375 in 100% funding for the CINOT program and contributing \$60,000 to the operations of the Dental Treatment program. New starting this quarter, a signed factual certificate is included along with the financial update. This is to provide an increase level of assurance to the Committee members that key financial and risk management functions are being performed.

This report was prepared by Mr. John Millson, Associate Director of Finance.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health

**MIDDLESEX-LONDON HEALTH UNIT  
BUDGET VARIANCE SUMMARY**

As at December 31, 2015

**APPENDIX A**

|  | 2015<br>YTD ACTUAL<br>(NET) | 2015<br>FORECAST<br>(NET) | 2015<br>REVISED<br>NET BUDGET | DECEMBER<br>SURPLUS /<br>(DEFICIT) | %<br>VARIANCE | Comment / Explanation   |
|--|-----------------------------|---------------------------|-------------------------------|------------------------------------|---------------|---|
| <b><i>Oral Health, Communicable Disease &amp; Sexual Health Services</i></b>     |                             |                           |                               |                                    |               |   |
| Office of the Associate Medical Officer of Health                                | \$ 817,958                  | \$ 817,958                | \$ 832,058                    | \$ 14,100                          | 1.7%          | \$31,600 favourable variance due to Program Evaluator vacancy and resources shifted to Panorama and Food Net implementation, partially offset by lower than anticipated OHIP billings and lecture revenue (\$16,000), and (\$1,500) in professional development and other program costs .   |
| Vaccine Preventable Diseases   | 1,383,215                   | 1,383,215                 | 1,497,215                     | 114,000                            | 7.6%          | \$58,800 favourable variance is due to fewer Zostavax immunizations and TB skin tests, and lower costs of triage staff, \$60,000 for clinical supplies (mainly vaccines for Zostavax and TB Skin tests) and public awareness activities, and \$7,200 for program travel and professional development. Offset by (\$12,000) in Zostavax revenue shortfall.   |
| Infectious Disease Control   | 1,430,129                   | 1,430,129                 | 1,396,229                     | (33,900)                           | -2.4%         | (\$33,900) Increased costs associated with complex Tuberculosis case management.  |
| The Clinic & Sexual Health Promotion   | 2,225,730                   | 2,225,730                 | 2,264,305                     | 38,575                             | 1.7%          | \$49,000 favourable variance due vacant Health Promoter and PHN position on medical leave, \$11,000 relating to the RHAC (needle exchange) contract as a result of receiving additional 100% funding, \$12,000 relates to changes in Physician billing, and \$6,575 if professional development / travel and other program costs, partially offset by (\$40,000) in contraceptive revenue due to changes in clinic operations.                                  |
| Oral Health  | 1,982,039                   | 1,982,039                 | 2,158,414                     | 176,375                            | 8.2%          | \$52,000 in wages and benefits due to delay in implementing PBMA proposal for Dental Hygienist and Health Promoter positions. \$147,375 in CINOT claims due to program integration to Healthy Smiles Ontario 2.0 and claims from Aug 1st being funded 100%, \$27,000 for program supplies, and \$10,000 relating to equipment and public awareness activities, partially offset by (\$60,000) for the anticipated shortfall in Dental Treatment Clinic revenue. |
| <b><i>Total Oral Health, Comm. Disease &amp; Sexual Health Services</i></b>      | <b>\$ 7,839,071</b>         | <b>\$ 7,839,071</b>       | <b>\$ 8,148,221</b>           | <b>\$ 309,150</b>                  | <b>3.8%</b>   |   |
| <b><i>Environmental Health &amp; Chronic Disease &amp; Injury Prevention</i></b> |                             |                           |                               |                                    |               |   |
| Office of the Director   | \$ 499,721                  | \$ 499,721                | \$ 572,561                    | \$ 72,840                          | 12.7%         | \$68,000 vacant Program Evaluator and Epidemiologist positions and \$4,840 corresponding surpluses due to less administrative expenses associated with these vacant positions.  |
| Chronic Disease Prevention and Tobacco Control                                   | 1,292,414                   | 1,292,414                 | 1,301,679                     | 9,265                              | 0.7%          | \$ 33,800 as a result in the delay in hiring new Dietitian resources partially offset by (\$22,800) in additional NRT to meet growing demands, and (\$1,743) in other program costs.  |
| Food Safety  | 1,321,674                   | 1,321,674                 | 1,345,353                     | 23,679                             | 1.8%          | \$19,315 in additional food handler training revenue expected as a result of delayed disinvestment, and \$4,364 in travel, professional development and other program costs.  |
| Healthy Communities and Injury Prevention  | 1,171,366                   | 1,171,366                 | 1,197,141                     | 25,775                             | 2.2%          | \$11,000 favourable variance in PHN resources due to expected maternity leaves, \$10,000 for in-Motion / Fentanyl patch return program due to collaboration with partners, \$4,775 savings in other program costs.  |
| Health Hazard Prevention and Management/Vector Borne Disease                     | 1,207,241                   | 1,207,241                 | 1,276,891                     | 69,650                             | 5.5%          | \$52,400 due PHI vacancies and 0.2 FTE Manager assigned to the Vector-Borne Disease program, \$2,000 in special risk/recluse costs, \$7,100 program materials, and \$8,150 in program travel and professional development .   |
| Safe Water and Rabies Team   | 798,319                     | 798,319                   | 793,552                       | (4,767)                            | -0.6%         | (\$10,000) lower PHI practicum funding than anticipated offset by savings \$5,233 in program materials, travel and professional development.  |
| Southwest Tobacco Control Area Network   | 436,500                     | 436,500                   | 436,500                       | -                                  | 0.0%          | No significant variance is expected   |
| <b><i>Total Environmental Health &amp; Chronic Disease &amp; Injury Prev</i></b> | <b>\$ 6,727,235</b>         | <b>\$ 6,727,235</b>       | <b>\$ 6,923,677</b>           | <b>\$ 196,442</b>                  | <b>2.8%</b>   |   |



|  | 2015<br>YTD ACTUAL<br>(NET) | 2015<br>FORECAST<br>(NET) | 2015<br>REVISED<br>NET BUDGET | DECEMBER<br>SURPLUS /<br>(DEFICIT) | %<br>VARIANCE | Comment / Explanation   |
|--|-----------------------------|---------------------------|-------------------------------|------------------------------------|---------------|---|
| <b>Family Health Services</b>                                      |                             |                           |                               |                                    |               |   |
| Office of the Director - Epidemiology & Program Evaluation         | \$ 623,384                  | \$ 626,525                | \$ 752,980                    | \$ 126,455                         | 16.8%         | Staffing changes - delay in hiring a PE and lower position on salary grid. Lower Acting Director on salary grid and casual PHN resources costs reflected in other programs. Underspent in operations due to temporary acting director and fewer service area initiatives  |
| Early Years Team   | 1,558,236                   | 1,558,236                 | 1,582,731                     | 24,495                             | 1.5%          | Delay in hiring PBMA proposal for 0.5 CYN coordinator & 0.5 breastfeeding position, delay in hiring staff into position (3 weeks), 2 casuals covering a full time leave. These savings were offset by increased health promotion activities.  |
| Reproductive Health Team   | 1,464,502                   | 1,464,502                 | 1,500,752                     | 36,250                             | 2.4%          | Delay in hiring a health promoter and PHN (PBMA) and three Maternity leaves. Increase costs for casual PHN orientation.   |
| Best Beginnings Team   | 3,208,938                   | 3,208,938                 | 3,338,294                     | 129,356                            | 3.9%          | FHV vacancies, LOAs, long-term employees being replaced by lower salaried PHNs. Lower costs associated with interpreter service and program travel.   |
| Young Adult Team   | 1,005,295                   | 1,005,295                 | 1,132,614                     | 127,319                            | 11.2%         | Manager position vacant for 3 months, maternity leave replacement at lower salary, 0.5 PHN vacancy for 31/2 months and a delay in hiring 0.5 Dietitian (PBMA) and associated benefits. Decrease operations due to teacher work action at TVDSB.   |
| Child Health Team  | 1,558,099                   | 1,558,099                 | 1,622,190                     | 64,091                             | 4.0%          | Program Mgr. gapping, delay in replacement of a maternity leave and another lower salary grid and WSIB claim. Decreased operations due to work action at TVDSB. Lower than anticipated staff development and travel costs.  |
| Screening Assessment and Intervention (SAI)                        | 1,898,069                   | 2,822,962                 | 2,822,962                     | -                                  | 0.0%          | No significant variance is expected   |
| <b>Total Family Health Services</b>                                | <b>\$ 11,316,523</b>        | <b>\$ 12,244,557</b>      | <b>\$ 12,752,523</b>          | <b>\$ 507,966</b>                  | <b>4.0%</b>   |   |
| <b>Office of the Medical Officer of Health</b>                     |                             |                           |                               |                                    |               |   |
| Office of the Medical Officer of Health & Travel Clinic            | \$ 495,575                  | \$ 495,575                | \$ 498,133                    | \$ 2,558                           | 0.5%          | \$2,558 overall favourable variance primarily due to program supplies in the Travel Clinic program.   |
| Communications   | 357,784                     | 357,784                   | 363,397                       | 5,613                              | 1.5%          | \$2,000 savings in benefits, \$2,500 related to Professional Development, \$3,400 in Staff Day expenditures, partially offset by additional agency health promotion activities.   |
| Emergency Preparedness   | 179,522                     | 179,522                   | 166,922                       | (12,600)                           | -7.5%         | Unfavourable variance due to staff turnover, and lower fit-testing revenue than anticipated.  |
| <b>Total Office of the Medical Officer of Health</b>               | <b>\$ 1,032,881</b>         | <b>\$ 1,032,881</b>       | <b>\$ 1,028,452</b>           | <b>\$ (4,429)</b>                  | <b>-0.4%</b>  |   |
| <b>Finance &amp; Operations</b>                                    | <b>\$ 736,048</b>           | <b>\$ 736,048</b>         | <b>\$ 749,884</b>             | <b>\$ 13,836</b>                   | <b>1.8%</b>   | Favourable variance due to process automation (implementation of My-Time an on-line time tracking system).  |
| <b>Human Resources &amp; Corporate Strategy</b>                    |                             |                           |                               |                                    |               |   |
| Human Resources & Labour Relations                                 | \$ 1,093,731                | \$ 1,093,731              | \$ 1,068,124                  | \$ (25,607)                        | -2.4%         | (\$16,000) of unanticipated training needs, (\$13,500) in employer paid benefits due to rate increase in May 2015, offset by \$3,893 in other program costs.  |
| Privacy/Occupational Health & Safety                               | 178,807                     | 178,807                   | 181,497                       | 2,690                              | 1.5%          | Minor surplus relating to program travel and supplies.  |
| Strategic Projects   | 117,103                     | 117,103                   | 135,287                       | 18,184                             | 13.4%         | \$15,100 wages and benefits related to having a newly hired employee in the Manager position, \$3,084 in professional development and other program costs.  |
| <b>Total Human Resources &amp; Corporate Strategy</b>              | <b>\$ 1,389,641</b>         | <b>\$ 1,389,641</b>       | <b>\$ 1,384,908</b>           | <b>\$ (4,733)</b>                  | <b>-0.3%</b>  |   |
| <b>Information Technology Services</b>                             | <b>\$ 1,139,535</b>         | <b>\$ 1,139,535</b>       | <b>\$ 1,111,372</b>           | <b>\$ (28,163)</b>                 | <b>-2.5%</b>  | Additional IT related software and hardware requirements to eliminate the need to make a drawdown from the Technology & Infrastructure Reserve Fund.  |
| <b>General Expenses &amp; Revenues</b>                             | <b>\$ 2,740,919</b>         | <b>\$ 2,740,919</b>       | <b>\$ 2,716,288</b>           | <b>\$ (24,631)</b>                 | <b>-0.9%</b>  | Favourable variances of \$7,200 for general office supplies, \$7,800 additional savings in insurance costs, \$58,000 savings in one-time transition costs, \$18,369 in board expenses, offset by (\$20,000) in group benefit costs, (\$64,000) in Supp. Employment Benefits, (\$17,000) for New Nurse Grade programs, (\$15,000) WSIB premiums. |
| <b>Total Board of Health net Expenditures Before Gaping Budget</b> | <b>\$ 32,921,853</b>        | <b>\$ 33,849,887</b>      | <b>\$ 34,815,325</b>          | <b>\$ 965,438</b>                  | <b>2.8%</b>   |   |
| Less: Expected Agency Gapping Budget                               |                             |                           | (815,163)                     | (815,163)                          |               |   |
| <b>TOTAL BOARD OF HEALTH NET EXPENDITURES</b>                      | <b>\$ 32,921,853</b>        | <b>\$ 33,849,887</b>      | <b>\$ 34,000,162</b>          | <b>\$ 150,275</b>                  | <b>0.4%</b>   |   |

**Middlesex-London Health Unit**  
**FACTUAL CERTIFICATE**

**To: Members of the Board of Health, Middlesex-London Health Unit**

The undersigned hereby certify that, to the best of their knowledge, information and belief after due inquiry, as at December 31, 2015:

1. The Middlesex-London Health Unit is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:
  - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
  - Ontario Employer Health Tax;
  - Federal Harmonized Sales Tax (HST)And, they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The Middlesex-London Health Unit has remitted to the Ontario Municipal Employees Retirement System (OMERS) all funds deducted from employees along with all employer contributions for these purposes.
3. The Middlesex-London Health Unit is in compliance with all applicable Health and Safety legislation.
4. The Middlesex-London Health Unit is in compliance with applicable Pay Equity legislation.
5. The Middlesex-London Health Unit has not changed its accounting policies or principles since January 1, 2015.
6. The Middlesex-London Health Unit reconciles its bank accounts regularly and no unexpected activity has been found.
7. The Middlesex-London Health Unit has filed all information requests within appropriate deadlines.
8. The Middlesex-London Health Unit is in compliance with the requirements of the Charities Act, and the return for 2014 has been filled.
9. The Middlesex-London Health Unit has been named in a complaint to the Human Rights Tribunal of Ontario by a former student. The hearing has been set for March 2016.
10. The Middlesex-London Health Unit is fulfilling its obligations by providing services in accordance with our funding agreements, the Health Protection & Promotion Act, the Ontario Public Health Standards, the Ontario Public Health Organizational Standards and as reported to the Board of Health through reports including but not limited to:
  - Quarterly Financial Updates
  - Annual Audited Financial Statements
  - Annual Reporting on the Accountability Indicators
  - Annual Planning and Budget Templates
  - Information and Information Summary Reports

Dated at London, Ontario this 25th day of February, 2016



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Dr. Christopher Mackie  
Medical Officer of Health & CEO



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John Millson  
Associate Director, Finance



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Laura Di Cesare  
Director, Corporate Services



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 March 3

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## 2015 VENDOR / VISA PAYMENTS

### **Recommendation**

*It is recommended that the Finance & Facilities Committee receive Report No. 08-16FFC “2015 Vendor / VISA Payments” as information.*

### **Key Points**

- [Appendix A](#) provides a list of vendors that received \$100,000 or greater from the Middlesex-London Health Unit in 2015.
- [Appendix B](#) provides a summary of purchases made using the corporate purchase cards.

### **Procurement Policy – Reporting Requirement**

In accordance with Section 5.17 of the Procurement Policy, the Director of Finance and Operations is to report annually the suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. Attached as [Appendix A](#) is a list of such vendors for 2015.

The Finance & Facilities Committee also requested an annual summary report for purchases made with corporate purchase cards. Attached as [Appendix B](#), is a summary by category of the purchases made using the corporate credit cards in 2015.

John Millson, Director of Finance & Operations will be in attendance at the March 3<sup>rd</sup> meeting to answer any questions the Committee members may have.

This report was prepared by Mr. John Millson, Associate Director of Finance.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health

**2015 Vendor Payment Summary > \$100,000**

| <b>Vendor Name</b>                       | <b>Total Invoiced</b> | <b>Comments</b>  |
|--|-----------------------|--|
| OMERS                                    | \$ 4,196,488.50       | Pension payments<br>(includes employee share)                |
| Great West Life                          | \$ 1,394,301.70       | Employer Health Benefits<br>(includes LTD paid by employees) |
| Thames Valley Children's Centre          | \$ 984,836.70         | Service contracts (tykeTALK / IHP)                           |
| County of Middlesex                      | \$ 798,843.94         | Lease related payments - 50 King St.                         |
| University of Western Ontario            | \$ 546,274.22         | Service contracts (tykeTALK / IHP)                           |
| Regional HIV/Aids Connection             | \$ 481,691.57         | Needle Exchange program<br>(majority 100% funded by MOHLTC)  |
| Richmond Block London Corp               | \$ 332,020.22         | Lease payments - 201 Queens Ave                              |
| Woodstock General Hospital               | \$ 313,589.19         | Service contracts (tykeTALK / IHP)                           |
| Workplace Safety & Insurance             | \$ 251,224.00         | WSIB premiums  |
| Compugen Inc.                            | \$ 237,454.84         | Photocopier leases and consumables                           |
| Merck Frosst Canada Inc.                 | \$ 198,749.15         | Vaccine purchases  |
| Elgin Audiology Consultants              | \$ 188,408.11         | Service Contracts (Infant Hearing Program)                   |
| The Canadian Centre for Mosquito Control | \$ 187,969.62         | Mosquito control contract for Vector-Borne Disease program   |
| Dr. Jeffrey H. Richmond                  | \$ 186,769.65         | Dental Services – CINOT/HSO                                  |
| McKesson Canada                          | \$ 179,291.16         | Distributor for NRT and Contraceptives                       |
| London Health Sciences Cent/UH           | \$ 168,337.78         | Service contracts (tykeTALK / IHP)                           |
| CDW Canada Inc.                          | \$ 143,415.35         | IT Hardware/ Software purchases                              |
| CNIB                                     | \$ 138,628.41         | Service contracts (Blind Low Vision)                         |
| GDI Services (Canada) LP                 | \$ 135,315.24         | Cleaning of 50 King Street premises                          |
| Centre for Organizational Effectiveness  | \$ 117,887.15         | Special Needs Strategy contract                              |
| CANBA Investments Limited                | \$ 115,260.46         | Lease related payments – Strathroy office                    |
| Dell Canada Inc.                         | \$ 106,891.33         | IT Hardware/ Software purchases                              |

## Summary of 2015 Corporate Purchase Card Purchases

| Expense Category               | 2014                 |                   | 2015                 |                   |
|--------------------------------|----------------------|-------------------|----------------------|-------------------|
|                                | Amount               | # of transactions | Amount               | # of transactions |
| Accommodations / Meals         | \$ 80,399.45         | 468               | \$ 66,172.63         | 417               |
| Advertising / Health Promotion | 33,685.74            | 356               | 55,950.17            | 277               |
| Computer Equipment/Supplies    | 9,925.88             | 12                | 18,217.68            | 15                |
| Materials & Supplies           | 134,930.52           | 673               | 145,227.38           | 1,016             |
| Medical / Clinic Supplies      | 15,723.42            | 71                | 10,314.56            | 74                |
| Memberships / Agency Fees      | 10,461.84            | 14                | 25,079.24            | 70                |
| Other Expenses                 | 25,601.22            | 134               | 8,620.96             | 107               |
| Professional Development       | 47,286.63            | 145               | 40,022.68            | 165               |
| Travel <sup>1</sup>            | 39,810.97            | 495               | 41,289.39            | 491               |
| <b>Total</b>                   | <b>\$ 397,825.06</b> | <b>2,368</b>      | <b>\$ 410,894.69</b> | <b>2,632</b>      |

Notes:

- 1) Travel includes all modes of travel such as air, train, vehicle rentals and gas and parking costs.