

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

Microsoft Teams  
Thursday, April 7, 2022 at 9:00 a.m.

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA – April 7, 2022**

**3. APPROVAL OF MINUTES – March 3, 2022**

**4. NEW BUSINESS**

- 4.1 Cyber Security Training (Report No. 06-22FFC)
- 4.2 Financial Borrowing Update (Report No. 07-22FFC)
- 4.3 2021 Vendor and Visa Payments (Report No. 08-22FFC)
- 4.4 2021 Board of Health Remuneration (Report No. 09-22FFC)
- 4.5 Q4 Financial Update and Factual Certificate (Report No. 10-22FFC)

**5. OTHER BUSINESS**

- 5.1 Next meeting: Thursday, May 5, 2022 at 9:00 a.m.

**6. ADJOURNMENT**



**PUBLIC MINUTES**  
**FINANCE & FACILITIES COMMITTEE**  
Microsoft Teams  
Thursday, March 3, 2022 9:00 a.m.

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**MEMBERS PRESENT:** Mr. Mike Steele (Chair)  
Mr. Matt Reid  
Ms. Kelly Elliott  
Mr. Selomon Menghsha

**REGRETS:** Ms. Maureen Cassidy

**OTHERS PRESENT:** Dr. Alexander Summers, Acting Medical Officer of Health  
Ms. Emily Williams, Chief Executive Officer  
Ms. Maureen MacCormick, Director, Healthy Living  
Ms. Mary Lou Albanese, Director, Environmental Health and Infectious Diseases  
Ms. Heather Lokko, Director, Healthy Start/Chief Nursing Officer  
Mr. David Jansseune, Assistant Director, Finance  
Ms. Stephanie Egelton, Senior Executive Assistant to the Medical Officer of Health/Associate Medical Officer of Health (Recorder)  
Ms. Carolynne Gabriel, Communications Coordinator and Executive Assistant to the Board of Health (arrived at 9:11 a.m.)  
Ms. Mariam Hamou, Board Member

At **9:02 a.m.**, Chair Mike Steele called the meeting to order.

**DISCLOSURES OF CONFLICT OF INTEREST**

Chair Steele inquired if there were any disclosures of conflict of interest. None were declared.

**APPROVAL OF AGENDA**

It was moved by **Mr. Matt Reid**, seconded by **Ms. Kelly Elliott**, that the **AGENDA** for the March 3, 2022 Finance & Facilities Committee meeting be approved.

Carried

**APPROVAL OF MINUTES**

It was moved by **Mr. Reid**, seconded by **Ms. Elliott**, that the **MINUTES** of the February 3, 2022 Finance & Facilities Committee meeting be approved.

Carried

**NEW BUSINESS**

**2022 Middlesex-London Health Unit Budget (Report No. 05-22FFC)**

Ms. Emily Williams, Chief Executive Officer, introduced the 2022 Budget report. Ms. Williams noted that the budget process was expedited by 6 weeks this year to accommodate the provincial election in the spring. Further, the appearance of the budget ledger has changed to have split line items to improve transparency with funders and Board members, showing where funding sources are coming from. It was also noted that a 1% increase to funding from the Ministry of Health to the 2019 base budget was added as per Ministry direction, equating to approximately \$198,000.

Ms. Williams introduced Mr. David Jansseune, Assistant Director, Finance to review the budget. The following was noted by Mr. Jansseune during his presentation:

- The budget process will change to a zero-based process for 2023.
- To enable programs to be delivered, we have: 2 companies (Jan-Dec and Mar-Apr), 6 divisions, and 61 departments for 47 programs.
- The departmental budget will need to be re-created into a program budget for the Ministry, known as the Annual Service Plan.
- Funding sources:
  - Ministry of Health and Long-Term Care (MOH) (80%)
  - Ministry of Children, Community & Social Services (MCCSS) (4%)
  - City of London (12%)
  - The County of Middlesex (2%)
  - Public Health Agency of Canada (PHAC) (0.5%)
  - Public Health Ontario (0.2%)
  - Miscellaneous Revenue through Client Services (1.3%)
- Salaries and wages include 1.7% inflation and 0.3% step increases for staff as required by Collective Agreements, PBMA incremental investments (1.4% and 4.5 FTE), the electronic medical records special project (1.0% and 2.0 FTE) and CLIF funding with no impact.
- Benefits with Canada Life: premiums for life, AD&D and LTD increased by 7.3% or \$101,685 with additional increases on the ASO policy covering EHC (health, drug, vision) by 5.3% and dental by 10.6%.
- General expenses include expenses other than salaries, wages and benefits. Increases going up 6.8% and are largely related to retiree benefits, increases in insurance costs and software licensing costs
- Extraordinary costs are funded by the Province for COVID-19 case and contact management, vaccine and recovery.
  - \$12,517,509 budgeted for vaccine.
  - \$13,981,346 budgeted for case and contact management.
  - \$1,570,039 budgeted for recovery work.
- There is a budgeted gap of \$1,613,768, which bridges the difference between expenses and funding/revenue to balance the budget. This challenge is met throughout the year through savings on the staffing line:
  - Budget at full complement
  - Delays in filling vacancies
  - New hires usually start at a lower pay band
  - Staff redeployed to COVID when programs are delayed with restarting.
- Total budget for 2022 - \$65,310,006.

It was noted that the City of London has approved the requested increase of \$609,506 and the County of Middlesex funding of \$121,949 is pending. Both funders have been made aware. It was further noted that the separation of companies (MLHU 1 and MLHU 2 on the budget) is based on funding and reporting to different provincial ministries.

It was moved by **Mr. Reid, seconded by Mr. Selomon Menghsha**, that the Finance & Facilities Committee make a recommendation to the Board of Health to:

- 1) Approve the 2022 Proposed Budget in the gross amount of \$65,310,006 as illustrated in the attached Appendix A – Budget Summary;
- 2) Forward Report No. 05-22FFC and Appendix A – Budget Summary to the City of London and the County of Middlesex for information; and
- 3) Direct staff to submit the 2022 Proposed Budget in the various formats required by the different funding agencies and stakeholders.

**OTHER BUSINESS**

The next meeting of the Finance and Facilities Committee will be held on Thursday, April 7, 2022 at 9 a.m.

**ADJOURNMENT**

At **9:34 a.m.**, it was moved by **Mr. Menghsha**, seconded by **Ms. Elliott**, *that the meeting be adjourned.*

Carried

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**MICHAEL STEELE**  
Chair

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**EMILY WILLIAMS**  
Secretary

DRAFT



## MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 06-22FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 April 7

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### **CYBER SECURITY TRAINING**

#### ***Recommendation***

***That the Finance & Facilities Committee recommend to the Board of Health to receive Report No. 06-22FFC, re: Cyber Security Training for information.***

#### **Key Points**

- In early 2022 the MLHU Information Technology team offered two Cyber Security training sessions to all MLHU staff, as well as conducted two Cyber Security tests.
- Training sessions include three-to-four-minute videos on varying Cyber Security subjects with a short questionnaire at the end. The first training session was selected to counter the real time threats that have been seen with increased frequency at MLHU in recent months. Starting with “Introduction to Phishing” and then “CEO Scams”, training sessions were provided to all staff with a completion rate of 32% on the first training and currently 22% on the second. Both sessions remain open and can still be actioned by staff.
- The Cyberthreat tests come in varying degrees of difficulty and the first test was ranked at medium difficulty. It showed a higher-than-expected result of 24% (258) of staff using the link and 17% (189) providing their credentials to the fake site. The second test, being a lower degree of difficulty, showed an expected result of 12% (131) following the link and 2% (25) providing credentials. Training sessions were offered after the first test was completed and prior to the second test being administered.

#### **Background**

This report provides an update on the status of the MLHU Cyber Security Training and Testing efforts. In 2021 a gap in the Cyber Protection was noted and a Cyber training/testing option was selected to counter this challenge. An initial test was completed to determine the overall level of Cyber awareness at the health unit, comprised of a fake email tailored to the environment, with various ways of having staff click an item, provide data, or give username/password. The test was ranked at medium difficulty and demonstrated a concerning result with 24% (258) of staff clicking on the link and 17% (189) providing their credentials to the fake site. Following this baseline result, Cyber training was introduced as highly recommended but voluntary for staff. It was followed with repeat testing which, although ranked at a lower level of difficulty, produced improved results with 12% (131) following the link and 2% (25) providing credentials.

#### **Next Steps**

Currently the IT team is in the early stages of Cyber training/testing at MLHU. Staff education is a key defense against Cyber-attacks, and the IT team will continue to send out monthly training and tests to MLHU staff that cover various threats. Given the importance of this training, as well as the dependence on it

to ensure ongoing Cybersecurity insurance coverage for the health unit, the IT team will be recommending to Senior Leadership that four key modules of the training become mandatory for all staff, with the training spread throughout the year.

This report was prepared by the Manager of Information Technology, Healthy Organization Division.

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Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 07-22FFC

TO: Chair and Members of the Finance and Facilities Committee  
FROM: Emily Williams, Chief Executive Officer  
DATE: 2022 April 7

**FINANCIAL BORROWING UPDATE**

**Recommendation**

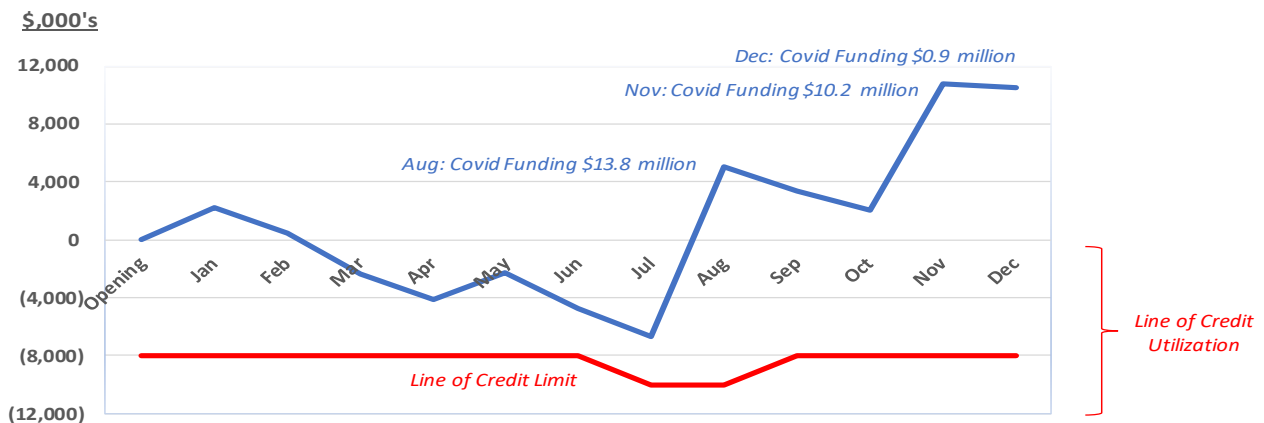
*That the Finance & Facilities Committee recommend to the Board of Health to receive Report No. 07-22FFC, re: Financial Borrowing Update for information.*

**Key Points**

- The MLHU bank balance is positive at \$10.5 million as of December 31<sup>st</sup>, 2021. The Ministry has provided COVID-19 extraordinary funding during 2021 in the amount of \$24.9 million over the following four instalments: August \$13,781,600; November \$9,714,601; November \$462,599; December \$925,200.
- The MLHU operating line of credit has an \$8 million limit and is not being utilized at present.
- The Health Unit continues to service a \$4.2 million demand instalment loan with annual repayments of \$260,000 for principal and interest.

**Background – Bank Balance (and COVID-19 Impact)**

The following graph represents MLHU monthly bank balances during 2021.



The initial budget for COVID-19 was estimated at \$28.7 million (\$7,275k for Case and Contact Management and \$21,423k for the Vaccine Program).

From February to July 2021, the line of credit supported operations as COVID-19 related expenses had depleted cash. The Ministry funded \$13,782k in August, approximately half of the original estimate.

During late November, MLHU received direction from the Ministry that surplus funds generated from mandatory programs were to be used to offset COVID-19 expenses. This direction halted plans to pay down variable debt with CIBC as surplus funds were shifted to support ongoing COVID-19 efforts.

Q4 draft estimates COVID-19 expenditures to total \$31,604,541 of which \$4,943,736 will be funded from mandatory program surplus, leaving a balance of \$26,660,805 receivable from the Ministry. To date, MLHU has received \$24,884,000 with an outstanding receivable of \$1,776,805 (*this receivable is still to be confirmed by the Ministry and/or offset with additional mandatory program surplus after finalizing 2021*).

### **Background – Operating Line of Credit**

The operating line of credit has an \$8 million limit and is currently not being utilized due to the positive cash position. As at Q4 – December 31<sup>st</sup>, MLHU has paid \$27,001 related interest which has been charged to COVID-19 and since reimbursed.

### **Background – Demand Instalment Loan**

During December 2020, the Health Unit entered into a loan agreement with CIBC to finance the fit-up and relocation costs related to consolidating offices to Citi Plaza. The loan was for \$4.2 million, 20-year amortization and had two components:

Variable: \$1,150,000. Interest is charged at prime less 0.75% per annum.

Fixed: \$3,050,000. Interest is charged at 1.915% per annum over a 5-year term, renewal December 2025.

All amounts are repayable immediately on demand by the bank. Annual payments are approximately \$260,000. The variable portion can be repaid at any time without penalties.

The repayment structure for 2022 is approximately:

Variable: \$ 75,625 (principal \$ 57,500 and interest is \$18,125)

Fixed: \$183,684 (principal \$128,823 and interest is \$54,861).

Approximate remaining loan amounts as at December 31, 2021:

Variable: \$1,092,500

Fixed: \$2,923,619.

This report was prepared by the Finance Team, Healthy Organization Division.



Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer





TO: Chair and Members of the Finance and Facilities Committee  
FROM: Emily Williams, Chief Executive Officer  
DATE: 2022 April 7

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## 2021 VENDOR AND VISA PAYMENTS

### *Recommendation*

*That the Finance & Facilities Committee recommend to the Board of Health to receive Report No. 08-22FFC, re: 2021 Vendor and VISA Payments for information.*

### Key Points

- [Appendix A](#) provides a list of vendors that received payments totalling \$100,000 or more from the Middlesex-London Health Unit in 2021.
- [Appendix B](#) provides a summary of purchases made using the corporate purchase (Visa) cards.

### Vendor Payments

In accordance with Section 5.17 of the Procurement Policy, Finance is to report annually those suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. [Appendix A](#) is a list of twenty-eight vendors who were issued cumulative payments in excess of \$100,000 in 2021. The list includes payments related to operationalizing the COVID-19 Vaccine program (clinic fit-up including information technology requirements, on-line booking system, partner staffing agreements, advertising, security etc.), employer pension and benefit payments, building lease payments, and contracts for technology support and equipment.

### Corporate Purchase Card (Visa) Payments

An annual summary is also prepared to report purchases made with corporate purchase cards. [Appendix B](#) is a summary by category of the purchases made using the corporate credit cards in 2021. The total amount purchased using these cards was \$315,280 over 1,308 transactions, which is an increase from prior year of \$38,624 and 236 transactions respectively. Corporate purchase cards are used frequently to facilitate the efficient payment of goods and services or in instances where companies will not accept invoicing or electronic transfer.

This report was prepared by the Finance Team, Healthy Organization Division.

A handwritten signature in cursive script that reads 'EWilliams'.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer

## 2021 Vendor Payment Summary &gt; \$100,000

## Appendix A

No.	Vendor Name	Total Invoiced	Comments
1	OMERS	\$4,204,107	Pension Payments (includes employee share)
2	Citi Plaza London Inc.	\$2,320,379	Lease Related Payments - Office
3	City of London	\$2,032,764	Rental of Facilities for COVID Clinics, Labour Costs
4	Canada Life	\$1,283,004	Employer Health Benefits (including LTD paid by employees)
5	Stronghold Services	\$1,107,665	IT Service Contract (includes \$318,005 for managed IT services, \$115,724 for additional staff, \$256,458 for purchase of computer equipment and \$417,478 for managed software licenses including O365 & anti-virus protection)
6	Regional HIV/AIDS Connection	\$586,114	Needle Exchange Program (majority 100% funded by Ministry of Health)
7	Garda	\$494,110	Security Services for COVID Clinics
8	Verto Inc.	\$422,715	System for COVID Clinics
9	Workplace Safety & Insurance	\$405,854	WSIB Premium
10	Middlesex-London EMS Authority	\$387,757	Services for COVID Clinics
11	Ceridian Canada Ltd.	\$370,211	Dayforce Services
12	Southwest Ontario Aboriginal Health Access Centre	\$317,243	OSDCP - Dental Clinic Services & COVID Clinic Services
13	DragonCore	\$273,502	Professional Fees for COVID Clinics
14	The Wright Clinic	\$235,712	Dental Services for Senior Dental Program
15	Kostecki Dentistry Professional Corp.	\$211,401	Dental Services for Senior Dental Program
16	Rogers Wireless	\$194,112	Wireless Communications Provider - including purchases for Vaccine Clinics
17	Municipality of Strathroy-Caradoc	\$171,216	Rental of Facilities for COVID Clinics
18	Platinum Printing London Inc.	\$156,940	Printing Costs for Programs and COVID Clinics
19	Michael + Clark Construction	\$155,148	Construction Payments for Fit-Up at Citi Plaza
20	Voyageur (947465 Ontario Ltd.)	\$152,644	Shuttles for NLOCC COVID Clinics
21	Stinson Security Services Ltd.	\$146,940	Security Services for COVID Clinics
22	KPMG LLP	\$144,866	Audit Fees and Consulting Services for Vaccine Central Support \$120,684
23	McKesson Canada	\$139,135	Distributor of NRT and Contraceptives
24	Western Fair District	\$138,998	Rental of Facilities for COVID Clinics
25	Thames Valley Family Health Team	\$129,274	Services for COVID Clinics
26	Express Employment Professionals	\$118,426	Temporary Help
27	Mccabe Promot'l Advert'g Inc.	\$113,709	Promotional Materials including COVID Supplies
28	The Canadian Centre for Mosquito	\$103,219	VBD Larval Mosquito Surveillance Control

**Summary of 2021 Corporate Purchase Card Purchases**  
**Appendix B**

Expense Category	2020		2021	
	Amount	# of Transactions	Amount	# of Transactions
Accommodations / Meals	\$ 15,916	97	\$ 9,639	14
Advertising / Health Promotion	23,612	122	19,979	114
Computer Equipment / Supplies	33,749	83	22,759	145
Materials & Supplies	123,242	514	180,027	784
Medical / Clinic Supplies	10,402	61	8,490	48
Memberships / Agency Fees	18,568	37	24,274	84
Other Expenses	13,114	20	14,114	16
Professional Development	20,277	34	24,726	78
Travel <sup>1</sup>	17,776	104	11,272	25
<b>Total</b>	<b>\$ 276,656</b>	<b>1,072</b>	<b>\$ 315,280</b>	<b>1,308</b>

Notes:

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



TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 April 7

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## 2021 BOARD OF HEALTH REMUNERATION

### *Recommendation*

*That the Finance & Facilities Committee recommend to the Board of Health to receive Report No. 09-22FFC, re: 2021 Board of Health Remuneration for information.*

### **Key Points**

- Section 49 of the *Health Protection and Promotion Act* outlines the reimbursement of Board of Health members.
- Under Section 284 (1) of the *Municipal Act*, the City of London and Middlesex County Administration are required to report on the remuneration paid to Council members, including remuneration paid to members of Council by Boards and Commissions.

### **Background**

[Section 49 of the \*Health Protection and Promotion Act\*](#) (HPPA) speaks to the composition, term, and remuneration of Board of Health members. Subsections (4), (5), (6), & (11) below relate specifically to remuneration and expenses.

#### **Remuneration**

*(4) A board of health shall pay remuneration to each member of the board of health on a daily basis and all members shall be paid at the same rate. R.S.O. 1990, c. H.7, s. 49 (4).*

#### **Expenses**

*(5) A board of health shall pay the reasonable and actual expenses of each member of the board of health. R.S.O. 1990, c. H.7, s. 49 (5).*

#### **Rate of remuneration**

*(6) The rate of the remuneration paid by a board of health to a member of the board of health shall not exceed the highest rate of remuneration of a member of a standing committee of a municipality within the health unit served by the board of health, but where no remuneration is paid to members of such standing committees the rate shall not exceed the rate fixed by the Minister and the Minister has power to fix the rate. R.S.O. 1990, c. H.7, s. 49 (6).*

#### **Member of municipal council**

*(11) Subsections (4) and (5) do not authorize payment of remuneration or expenses to a member of a board of health, other than the chair, who is a member of the council of a municipality and is paid annual remuneration or expenses, as the case requires, by the municipality. R.S.O. 1990, c. H.7, s. 49 (11).*

In relation to Section 49(6), the Board of Health's meeting rate for 2021 was \$151.49.

## 2021 Remuneration and Expenses

Under [Section 284 \(1\) of the \*Municipal Act\*](#), the City of London and Middlesex County Administration are required to report on the remuneration paid to Council members, including remuneration paid to members of Council by Boards and Commissions. The remuneration report, attached as [Appendix A](#), includes stipends paid for meetings, reimbursements for travel and related expenses that the Health Unit provided to each Board of Health member in 2021.

In addition to the regular Board of Health meetings, the Board of Health operated four committees in 2021: The Finance & Facilities Committee, the Governance Committee, and two special ad-hoc committees: the CEO and MOH Performance Review Committee; and the Governance Responsibilities Committee.

The following was the membership of those Committees in 2021:

### Finance & Facilities Committee

Mr. Matt Reid (Chair)	Mr. Aaron O'Donnell
Ms. Tino Kasi	Ms. Maureen Cassidy
Ms. Aina DeViet	

### Governance Committee

Mr. Bob Parker (Chair)	Ms. Aina DeViet
Ms. Arielle Kayabaga	Ms. Maureen Cassidy
Mr. Mike Steele	

### CEO and MOH Performance Review Committee

Mr. Matt Reid (Chair)	Ms. Aina DeViet
Ms. Maureen Cassidy	Mr. Mike Steele
Mr. Bob Parker	

### Governance Responsibilities Committee

Mr. Bob Parker (Chair)  
Ms. Maureen Cassidy  
Ms. Aina DeViet

Consistent with Section 49(11) of the *Health Protection and Promotion Act*, City Councilors Ms. Maureen Cassidy, Ms. Arielle Kayabaga and Ms. Mariam Hamou did not receive remuneration for any Board of Health or Committee meetings unless acting in a Board Chair capacity. It is noted that Ms. Maureen Cassidy was Board Chair in 2021.

This report was prepared by the Healthy Organization Division.



Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer

**MIDDLESEX-LONDON BOARD OF HEALTH  
2021 REMUNERATION REPORT**

<b>Board Member</b>	<b>Board/Committee Meetings</b>	<b>Board Mtg. Travel</b>	<b>Other Mtgs./ Conferences</b>	<b>Other Travel &amp; Accom.</b>	<b>Total</b>
Mr. John Brennan	\$ 2,120.86				\$ 2,120.86
Ms. Maureen Cassidy <sup>1</sup> (Chair)	6,627.65	12.00	757.45		7,397.10
Ms. Aina DeViet (Vice-Chair)	5,756.62	127.50	605.96		6,490.08
Ms. Kelly Elliott	1,666.39				1,666.39
Ms. Mariam Hamou					-
Ms. Arielle Kayabaga					-
Ms. Tino Kasi	3,029.80				3,029.80
Mr. Selomon Menghsha	605.96		151.49		757.45
Mr. Aaron O'Donnell	3,332.78				3,332.78
Mr. Robert Parker	4,393.21		302.98		4,696.19
Mr. Matt Reid	4,241.72		454.47		4,696.19
Mr. Mike Steele	3,938.74				3,938.74
<b>TOTAL</b>	<b>\$ 35,713.73</b>	<b>\$ 139.50</b>	<b>\$ 2,272.35</b>	<b>\$ -</b>	<b>\$ 38,125.58</b>

**Notes:**

1) Remuneration for meetings for City Councillors is included in their annual salary which is paid by the City of London (unless councillor is acting in a Chair capacity).



TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 April 7

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## Q4 FINANCIAL UPDATE AND FACTUAL CERTIFICATE

### *Recommendation*

*That the Finance & Facilities Committee recommend to the Board of Health to receive Report No. 10-22FFC, re: Q4 Financial Update and Factual Certificate for information.*

### **Key Points**

- The 2021 approved budget consists of a zero percent increase in Mandatory Program funding from the Ministry of Health (MoH).
- Interim funding received from the MoH for COVID-19 related activities amounted to \$24.9 million based on projected full year spending at Q2.
- Based on full year spending for COVID-19, adjusted for cost of seconded staff from Mandatory Programs and application of unspent surplus funds from Mandatory Programs, the Health Unit will request an additional \$1.45 million of extraordinary funding from the MoH.
- Included in the financial update is a signed factual certificate, which provides assurance that financial and risk management functions are being performed.
- These Q4 numbers are draft until final audit has been completed, which is scheduled from April 11-22.

### **Background**

The Board of Health approved the 2021 operating budget on February 18, 2021 ([Report No. 04-21FFC](#)). The approved budget consists of no increase in Mandatory Program funding from the Ministry of Health (MoH) but does reflect a change of funding mix between the province and municipalities for previously 100% provincially funded programs.

### **Financial Highlights**

The Budget Variance Summary, which provides budgeted and actual expenditures for the year ended December 31<sup>st</sup> for the programs and services governed by the Board of Health, is attached as [Appendix A](#). This analysis is based on the original budget for 2021 as approved by the Board of Health but does reflect further amendments to extraordinary funding for COVID-19 related activities, as advised by the MoH.

Themes within the Q4 variance analysis contributing to positive variances within some program areas are related to staffing gaps and reduced travel, staff development, professional services, and program supply costs.

Due to the Health Unit's continued focus on administration of COVID-19 related programs, including case and contact management (CCM) and operation of the vaccine program, delays to restart Mandatory Programs in the community continued in the 4<sup>th</sup> quarter.

## COVID-19 and Extraordinary Funding

In response to the COVID-19 pandemic, the Health Unit has hired temporary personnel and reassigned staff from Mandatory Programs that have been paused, to roles related to Case and Contact Management (CCM) and the Vaccine Program. The Budget Variance Summary has been modified to show the costs related to supporting the response to COVID-19, and to demonstrate what costs were covered by approved budgets for salaries and benefits of redeployed staff, and which costs were extraordinary. Extraordinary costs continue to be funded through a one-time funding mechanism established by the MoH.

Due to further delays to restart Mandatory Programs, the Health Unit was unable to fully spend the budget during the year even after fully offsetting the expected agency gapping budget of \$1,257,473. As directed by the MoH, a surplus of unspent program funding, amounting to approximately \$2.0 million, will support total spending for COVID-19-related expenditures. As outlined in the table below, due to additional expenditures in the 4<sup>th</sup> quarter, related in large part to extension of vaccine programs to ensure rapid access to third dose boosters due to spread of the Omicron variant, additional funding amounting to \$1.45 million will be requested from the MoH.

<b>Summary of Covid Funding</b>	
Total Covid expenditures	\$ 31,563,759
Transfer of costs - seconded staff	(3,218,146)
Transfer of unspent surplus - shared funding	(2,009,948)
Net costs to be funded - extraordinary costs	26,335,665
Funds previously committed by MoH	(24,884,000)
Additional MoH funding required	<b>\$ 1,451,665</b>

A summary of incremental funding adjustments to the 2021 Budget is provided below. In addition to incremental funding for COVID-19-related activities, the Health Unit has requested \$654,470 for school focused nurses, a separate program funded by the MoH to support rapid-response support to school boards and schools in facilitating public health and preventive measures relating to the COVID-19 pandemic. Additional adjustments reflect a decision to return supplementary funding from City of London and County of Middlesex in excess of amounts covered by mitigation funding provided from the MoH.

<b>Summary of Funding Adjustments</b>	
Incremental Covid Funding	\$ 1,451,665
School Focused Nurses Funding	654,470
City of London Funding Returned	(640,233)
County of Middlesex Funding Returned	(121,949)
	<b>\$ 1,343,953</b>

## Factual Certificate

A factual certificate, attached as [Appendix B](#), is to be signed by senior Health Unit administrators 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.



This report was prepared by the Finance Team, Healthy Organization Division.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive, flowing style.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer

**MIDDLESEX-LONDON HEALTH UNIT**  
**NET BUDGET VARIANCE SUMMARY**  
As at December 31, 2021

	2021 YTD ACTUAL (NET)	COVID RECLASS	2021 YTD RESTATED (NET)	2021 YTD BUDGET (NET)	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	FUNDING ADJUSTMENTS	2021 ANNUAL NET BUDGET	ANNUAL SURPLUS / (DEFICIT)	% VARIANCE	Comment / Explanation
<b>Environmental Health &amp; Infectious Disease</b>												
Office of the Director	\$ 255,045	\$ 342	\$ 255,387	\$ 270,673	\$ 15,286	5.6%	\$ 255,387		\$ 270,673	\$ 15,286	5.6%	Favourable variances reflect lower than planned program supplies \$4,060, travel \$2,258, staff development \$1,626, professional services \$6,000 and other program costs \$2,564.
Emergency Management	7,788	76,295	84,083	135,530	51,447	38.0%	\$ 84,083		135,530	\$ 51,447	38.0%	Favourable variances in wages and benefits \$38,747 relate to hiring gap for manager position. Additional favourable variances in other program costs \$6,590, travel \$3,000 and program supplies \$8,968 were partly offset by unplanned professional fees (\$6,666).
Food Safety & Healthy Environments	1,405,979	131,042	1,537,021	1,800,026	263,005	14.6%	\$ 1,537,021		1,800,026	\$ 263,005	14.6%	Reduced spending in salaries \$195,552, benefits \$36,052, travel \$10,209, staff development \$7,735, other program costs \$2,097 and unplanned user fees \$3,094.
Infectious Disease Control	1,394,333	149,907	1,544,239	1,787,202	242,963	13.6%	\$ 1,544,239		1,787,202	\$ 242,963	13.6%	Favourable variances in salaries \$161,930 and benefits \$62,651, travel \$6,291, staff development \$3,659, program supplies \$7,154, and other program costs \$2,263, partly offset by higher professional services (\$1,404).
Safe Water, Rabies & Vector-Borne Disease	1,066,201	158,635	1,224,836	1,380,120	155,284	11.3%	\$ 1,224,836		1,380,120	\$ 155,284	11.3%	Favourable variances include lower spending for salaries and benefits \$10,795, program supplies \$22,532, travel \$19,502, staff development \$8,870, other program costs \$30,283, unplanned other revenues \$5,692 and professional service fees \$56,825 which primarily include mosquito ID and abatement programs.
Sexual Health	1,870,258	131,571	2,001,829	2,470,443	468,614	19.0%	\$ 2,001,829		2,470,443	\$ 468,614	19.0%	Lower spending for salaries \$284,449 and benefits \$102,821 due to decreased clinics and less need for casual employees, and lower spending for travel \$10,019, staff development \$4,284 and other program costs \$2,894. Lower than planned clinic revenues (\$205,825) are partly offset by lower program supplies \$204,145 and professional services \$67,599.
Vaccine Preventable Disease	1,428,414	181,554	1,609,968	1,536,128	(73,840)	-4.8%	\$ 1,609,968		1,536,128	\$ (73,840)	-4.8%	Salaries and benefits costs exceeded budget (\$39,268) due to higher cost of casual PHNs. In addition, lower revenues (\$98,819) were reported due to reduction in vaccines delivered in immunization clinics and schools due to closures and reduced clinic attendance coupled with higher-than-planned equipment costs (\$6,270) for a refrigerator purchase and travel costs (\$2,809) were partly offset by lower spending for program supplies \$68,941, staff development \$1,900 and other program costs \$1,424.
COVID-19	15,097,133	(2,731,006)	12,366,127	12,693,700	327,573		12,366,127	(327,573)	12,693,700	\$ 0	0.0%	Incremental costs to support COVID-19 beyond transfer of operating budgets for staff redeployed and additional programming funds underutilized during the year due to program interruptions and program delivery delays. All out-of-budget incremental costs for COVID 19 will be funded by Ministry of Health. Funding requirements have been adjusted in response to actual costs incurred.
COVID-19 Vaccine	16,466,626	(487,140)	15,979,486	12,190,300	(3,789,186)		15,979,486	1,779,238	12,190,300	\$ (2,009,948)	0.0%	Incremental costs to support COVID-19 Vaccine Clinic beyond transfer of operating budgets for staff redeployed and additional programming funds underutilized during the year due to program interruptions and program delivery delays. All out-of-budget incremental costs to support COVID-19 Vaccine Clinics to be fully funded by the Ministry of Health. Funding requirements have been adjusted in response to actual costs incurred.
School Focused Nurse Program	654,470	-	654,470	-	(654,470)		654,470	654,470	-	\$ -		School-focused nurse program was established by Ministry of Health (MoH) to support rapid-response support to school boards and schools in facilitating public health and preventative measures relating to the COVID-19 pandemic. Funding has been adjusted to reflect eligible costs incurred during the year.
<b>Total Environmental Health &amp; Infectious Disease</b>	<b>\$ 39,646,247</b>	<b>\$ (2,388,800)</b>	<b>\$ 37,257,447</b>	<b>\$ 34,264,122</b>	<b>\$ (2,993,325)</b>	<b>-8.7%</b>	<b>\$ 37,257,447</b>	<b>\$ 2,106,135</b>	<b>\$ 34,264,122</b>	<b>\$ (887,190)</b>	<b>-2.6%</b>	
<b>Healthy Living</b>												
Office of the Director	\$ 237,239	\$ 407	\$ 237,646	\$ 266,814	\$ 29,168	10.9%	\$ 237,646		\$ 266,814	\$ 29,168	10.9%	Lower spending in salaries \$57,559 and benefits \$16,053 due to gapping were largely offset by unplanned overtime costs (\$64,852). In addition, lower spending occurred in travel \$4,000, program supplies \$5,450, staff development \$3,562, other program costs \$1,500 and professional services \$5,000.
Child Health	1,322,926	648,882	1,971,809	1,663,541	(308,268)	-18.5%	\$ 1,971,809		1,663,541	\$ (308,268)		Unfavourable variances included higher spending for salaries (\$220,264) and benefits (\$55,066) primarily for additional casual public health nurses, higher overtime hours (\$91,163) and planned revenues that did not materialize (\$12,560). These were partly offset by lower spending in travel \$18,195, program supplies \$45,960 and staff development \$4,880.

**MIDDLESEX-LONDON HEALTH UNIT  
NET BUDGET VARIANCE SUMMARY**  
As at December 31, 2021

	2021 YTD ACTUAL (NET)	COVID RECLASS	2021 YTD RESTATED (NET)	2021 YTD BUDGET (NET)	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	FUNDING ADJUSTMENTS	2021 ANNUAL NET BUDGET	ANNUAL SURPLUS / (DEFICIT)	% VARIANCE	Comment / Explanation
Chronic Disease and Tobacco Control	729,741	135,048	864,789	1,321,493	456,704	34.6%	\$ 864,789		1,321,493	\$ 456,704	34.6%	Lower spending in salaries \$279,030 and benefits \$75,715 due to staffing gaps. Lower than planned program supplies \$64,913, travel \$12,302, staff development \$1,032, professional services \$9,921 and unplanned revenue \$11,240.
Healthy Communities and Injury Prevention	25,040	180,638	205,678	1,244,496	1,038,819	83.5%	\$ 205,678		1,244,496	\$ 1,038,819	83.5%	Lower spending in salaries \$742,893 and benefits \$189,700 due to staffing gap and reassignment of roles. Additional savings in travel \$8,110, program supplies \$27,873, staff development \$5,300, professional services \$5,500 and other program costs \$4,200 as program delivery was delayed due to COVID-19. In addition, unplanned revenue of \$54,642 was reported.
Oral Health	240,356	106,216	346,572	1,010,243	663,671	65.7%	\$ 346,572		1,010,243	\$ 663,671		Favourable variances for salaries \$471,030, benefits \$131,084 and lower spending for travel \$15,080, program supplies \$17,935, staff development \$4,640, equipment costs \$15,676 and other program costs \$6,269.
Senior Dental Program	1,671,528		1,671,528	\$ 1,671,528	-	0.0%	1,671,528	-	1,671,528	\$ -		Senior Dental Program is 100% funded by Ministry of Health. Funding received up to December 31, 2021 includes an additional \$700,000 for a second dental clinic to be built in Strathroy.
Southwest Tobacco Control Area Network	131,187	44,252	175,439	442,301	266,862	60.3%	\$ 175,439		442,301	\$ 266,862	60.3%	Favourable variances in salaries \$100,642 and benefits \$14,073, program supplies \$109,910, other program costs \$37,480, staff development \$1,756 and travel \$5,000 contributed to positive variances as program delivery was delayed due to COVID-19.
Young Adult Health	941,574	450,151	1,391,725	1,123,044	(268,681)	-23.9%	\$ 1,391,725		1,123,044	\$ (268,681)	-23.9%	A portion of the Young Adult Team were seconded to Covid and some roles were backfilled. Higher spending in wages (\$157,505) overtime (\$118,970) and benefits (\$39,377) was partly offset by favourable spending in travel \$11,388, program supplies \$27,462, staff development \$3,650 and professional services \$4,000.
<b>Total Healthy Living</b>	<b>\$ 5,299,591</b>	<b>\$ 1,565,594</b>	<b>\$ 6,865,185</b>	<b>\$ 8,743,460</b>	<b>\$ 1,878,275</b>	<b>21.5%</b>	<b>\$ 6,865,185</b>	<b>\$ -</b>	<b>\$ 8,743,460</b>	<b>\$ 1,878,275</b>	<b>21.5%</b>	
<b>Healthy Start</b>												
Office of the Director	\$ 201,533	\$ 2,903	\$ 204,436	\$ 215,306	\$ 10,870	5.0%	\$ 204,436		\$ 215,306	\$ 10,870	5.0%	Lower than planned salaries \$7,180 and benefits \$1,795, travel \$1,227, program supplies \$6,468, equipment costs \$1,127 and other program costs \$1,520 were partly offset by unplanned overtime (\$7,302) and additional staff development costs (\$1,145).
Best Beginnings	2,906,674	252,711	3,159,385	3,385,167	225,781	6.7%	\$ 3,159,385		3,385,167	\$ 225,781		Healthy Babies Healthy Children and Smart Start for Babies Programs are included with March 31 year-end programs (MLHU2) - assume that funding will be fully spent by March 31, 2022. Lower than planned spending in shared-funding programs for salaries \$142,146 and benefits \$34,666 from gapping, travel \$3,067, program supplies \$13,158, staff development \$1,040 and professional services \$31,203.
Early Years Health	1,459,086	65,140	1,524,226	1,535,123	10,897	0.7%	\$ 1,524,226		1,535,123	\$ 10,897	0.7%	Lower spending for salary mix due to hiring of casual PHNs \$13,351, travel \$5,591 and program supplies \$4,624. These were partly offset by unplanned overtime (\$10,385) and professional fees (\$1,954).
Reproductive Health	212,982	261,124	474,106	1,264,712	790,606	62.5%	\$ 474,106		1,264,712	\$ 790,606	62.5%	Lower spending in salaries \$575,719 and benefits \$151,212 due to staffing gap. Lower than planned program supplies \$35,600, travel \$7,954, staff development \$3,911, professional services \$12,264 and other program costs \$3,296.
<b>Total Healthy Start</b>	<b>\$ 4,780,275</b>	<b>\$ 581,878</b>	<b>\$ 5,362,153</b>	<b>\$ 6,400,308</b>	<b>\$ 1,038,154</b>	<b>16.2%</b>	<b>\$ 5,362,153</b>	<b>\$ -</b>	<b>\$ 6,400,308</b>	<b>\$ 1,038,154</b>	<b>16.2%</b>	
<b>Office of the Chief Nursing Officer</b>	<b>\$ 441,268</b>	<b>\$ 70,742</b>	<b>\$ 512,010</b>	<b>\$ 734,963</b>	<b>\$ 222,953</b>	<b>30.3%</b>	<b>\$ 512,010</b>	<b>\$ -</b>	<b>\$ 734,963</b>	<b>\$ 222,953</b>	<b>30.3%</b>	Lower spending in salaries \$74,683 and benefits \$29,070 due to staffing gap. Lower than planned spending occurred for travel \$6,000, program supplies \$12,250, staff development \$6,014, professional services \$17,100 and other program costs \$77,836.
<b>Office of the Medical Officer of Health</b>												
Office of the Medical Officer of Health	\$ 437,723	\$ (171)	\$ 437,552	\$ 472,965	\$ 35,413	7.5%	\$ 437,552		\$ 472,965	\$ 35,413	7.5%	Lower spending for salaries and benefits \$22,415, travel \$4,307, program supplies \$1,789, staff development \$4,146, professional services \$784 and other program costs \$1,800.
Communications	725,725	2,333	728,058	593,067	(134,991)	-22.8%	\$ 728,058		593,067	\$ (134,991)	-22.8%	Higher than planned spending for salaries (\$114,244), benefits (\$28,038) and program costs (\$2,655) were partly offset by lower spending for travel \$3,020, staff development \$2,265 and other program costs \$4,122.
Associate Medical Officer of Health	309,354	250	309,604	308,413	(1,191)	-0.4%	\$ 309,604		308,413	\$ (1,191)	-0.4%	Higher spending for salaries (\$39,510), benefits (\$3,892) was largely offset by unplanned revenue \$41,644 and staff development \$842.

**MIDDLESEX-LONDON HEALTH UNIT**  
**NET BUDGET VARIANCE SUMMARY**  
As at December 31, 2021

	2021 YTD ACTUAL (NET)	COVID RECLASS	2021 YTD RESTATED (NET)	2021 YTD BUDGET (NET)	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	FUNDING ADJUSTMENTS	2021 ANNUAL NET BUDGET	ANNUAL SURPLUS / (DEFICIT)	% VARIANCE	Comment / Explanation
Population Health Assessment & Surveillance	528,473	126,825	655,298	603,071	(52,227)	-8.7%	\$ 655,298		603,071	\$ (52,227)	-8.7%	Unplanned overtime (\$74,898) was partly offset by lower than planned salaries \$11,686, benefits \$2,922, travel \$3,000, program supplies \$1,862 and staff development \$3,000.
Community Outreach & Clinical Support Servi	1,036,186	4,698	1,040,884	870,954	(169,930)	-19.5%	\$ 1,040,884		870,954	\$ (169,930)	-19.5%	Higher spending in salaries (\$136,689), benefits (\$18,557) and program supplies (\$34,825) were partly offset by lower spending in travel \$10,471, staff development \$2,770, equipment costs \$3,800 and other program costs \$3,120.
<b>Total Office of the Medical Officer of Health</b>	<b>\$ 3,037,461</b>	<b>\$ 133,935</b>	<b>\$ 3,171,396</b>	<b>\$ 2,848,470</b>	<b>\$ (322,926)</b>	<b>-11.3%</b>	<b>\$ 3,171,396</b>	<b>\$ -</b>	<b>\$ 2,848,470</b>	<b>\$ (322,926)</b>	<b>-11.3%</b>	
<b>Healthy Organization</b>												
Office of the Director	\$ 382,365	\$ 17	\$ 382,382	\$ 363,368	\$ (19,014)	-5.2%	\$ 382,382		\$ 363,368	\$ (19,014)		Higher salaries (\$98,607) and benefits (\$6,750) were partially offset by reduced spending for travel \$15,735, staff development \$39,183 and professional services \$30,694.
Finance	495,964	731	496,695	378,369	(118,326)	-31.3%	\$ 496,695		378,369	\$ (118,326)		Higher costs included salaries (\$98,242) and benefits (\$4,156) due to increased staffing requirements coupled with unplanned severance costs (\$16,808). Lower spending for supplies contributed \$881.
Human Resources	\$ 694,059	\$ 63,178	\$ 757,237	\$ 753,499	(3,738)	-0.5%	\$ 757,237		753,499	\$ (3,738)		Higher than planned salaries (\$9,607) and benefits (\$2,162) were partly offset by reduced spending for professional services \$7,823.
Information Technology	1,337,862	6,855	1,344,717	1,314,725	(29,992)	-2.3%	\$ 1,344,717		1,314,725	\$ (29,992)		Higher than planned salaries (\$51,195), benefits (\$12,799), software (\$28,482) and cell phone costs (\$15,036) were partly offset by lower spending for IT consulting \$65,766, telecom charges \$8,062 and program supplies \$3,692.
Privacy Risk & Governance	\$ 32,376	\$ 804	\$ 33,180	\$ 157,039	123,859	78.9%	\$ 33,180		157,039	\$ 123,859		Reduced salaries \$97,605 and benefits \$23,570 due to manager vacancy coupled with reduced spending for program supplies \$2,379.
Procurement & Operations	247,138	264	247,402	193,968	(53,435)	-27.5%	\$ 247,402		193,968	\$ (53,435)	-27.5%	Higher salaries and benefits (\$53,734) due to changes in staff mix.
Program Planning & Evaluation	\$ 344,464	\$ 137,603	\$ 482,067	\$ 885,610	403,543	45.6%	\$ 482,067		885,610	\$ 403,543	45.6%	Lower spending in salaries \$328,456 and benefits \$82,114 due to staffing gap for program evaluator and manager and lower spending for program supplies \$3,951 partly offset by higher professional fees (\$10,445).
Strategic Projects	128,429	79,911	208,340	283,660	75,320	26.6%	\$ 208,340		283,660	\$ 75,320		Favourable variance in salaries \$72,031, benefits \$16,949, and other program costs \$1,280 partly offset by higher than planned program supplies (\$12,041) and professional fees (\$2,899).
<b>Total Healthy Organization</b>	<b>\$ 3,662,657</b>	<b>\$ 289,364</b>	<b>\$ 3,952,021</b>	<b>\$ 4,330,238</b>	<b>\$ 378,217</b>	<b>8.7%</b>	<b>\$ 3,952,021</b>	<b>\$ -</b>	<b>\$ 4,330,238</b>	<b>\$ 378,217</b>	<b>8.7%</b>	
<b>General Expenses &amp; Revenues</b>	3,271,152	-	3,271,152	2,221,141	(1,050,011)	-47.3%	\$ 3,271,152	\$ (762,182)	\$ 2,983,323	\$ (1,050,011)	-35.2%	Higher operating costs include higher than anticipated benefits administration costs (\$181,400), higher than planned professional services fees (\$155,759) and lower than planned misc. revenues (\$6,085). These were partly offset by lower spending for occupancy \$51,811 and equipment costs \$9,284. A funding adjustment reflects decision to return additional funding from municipalities (\$762,182) in excess of amounts covered by mitigation funding from Ministry of Health.
<b>Total Expenditures Before Expected Gapping</b>	<b>\$ 60,138,651</b>	<b>\$ 252,712</b>	<b>\$ 60,391,363</b>	<b>\$ 59,542,701</b>	<b>\$ (848,663)</b>	<b>-1.4%</b>	<b>\$ 60,391,363</b>	<b>\$ 1,343,953</b>	<b>\$ 60,304,883</b>	<b>\$ 1,257,472</b>	<b>2.1%</b>	
Less: Expected Agency Gapping Budget				(1,257,473)	(1,257,473)				(1,257,473)	\$ (1,257,473)		
<b>TOTAL BOARD OF HEALTH EXPENDITURES</b>	<b>\$ 60,138,651</b>	<b>\$ 252,712</b>	<b>\$ 60,391,363</b>	<b>\$ 58,285,228</b>	<b>\$ (2,106,135)</b>	<b>-3.6%</b>	<b>\$ 60,391,363</b>	<b>\$ 1,343,953</b>	<b>\$ 59,047,410</b>	<b>\$ (0)</b>	<b>0.0%</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, 2021:

1. The Middlesex-London Health Unit is compliant, 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; and
  - Federal Harmonized Sales Tax (HST).Further, staff 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 compliant with all applicable Health and Safety legislation.
4. The Middlesex-London Health Unit is compliant with applicable Pay Equity legislation.
5. The Middlesex-London Health Unit has not substantially changed any of its accounting policies or principles since December 8, 2016.
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 compliant with the requirements of the Charities Act, and the return for 2020 has been filed.
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 completed and a decision to dismiss has been rendered that found no violation of human rights. The individual filed an Application to Divisional Court for a Judicial Review which was dismissed. The individual was seeking motion for leave to appeal, which was also dismissed. This matter is now closed. MLHU has also been named in a second complaint to the Human Rights Tribunal of Ontario by the same individual. This application is in respect to the recruitment of three management positions from 2017 and 2018 for which he was not selected for an interview. This matter is outstanding and there has been no follow up from HRTO.

10. The Middlesex-London Health Unit has been named in a legal action with respect to ‘Cali Nails’ or ‘the numbered company that operated Cali Nails’ for damages arising from the Order to close for Infection Prevention and Control (IPAC) infractions, and the publication of the associated Closure Order. The claim alleges that, as the Order to close and the associated public notice that the IPAC infractions could lead to blood borne infections, this directly led to the drop in its business and the closure of the salon. Ultimately damages are being sought as a result. Discovery processes have been completed, however a final outcome has not yet been determined; the matter has not been listed for trial.
11. 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, 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 Service Plans; and
  - Information and Information Summary Reports.

Dated at London, Ontario this 31<sup>st</sup> day of March, 2022.

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Dr. Alexander Summers  
Medical Officer of Health

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Ms. Emily Williams  
Chief Executive Officer