

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Finance and Facilities Committee

Thursday, March 20, 2025 at 6 p.m.
MLHU Board Room – CitiPlaza
110-355 Wellington Street
London, ON N6A 3N7

1. ELECTION OF CHAIR, FINANCE AND FACILITIES COMMITTEE

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF AGENDA – March 20, 2025

4. APPROVAL OF MINUTES – September 19, 2024

5. NEW BUSINESS

- 5.1.** Amending the 2025 Board and Committee Reporting Calendar (Finance and Facilities) (Report No. 01-25FFC)
- 5.2.** 2025 Finance and Facilities Committee Terms of Reference (Report No. 02-25FFC)
- 5.3.** 2024 Board of Health Remuneration (Report No. 03-25FFC)
- 5.4.** 2024 Vendor Payments (Report No. 04-25FFC)
- 5.5.** 2025 Insurance Policies (Report No. 05-25FFC)

6. OTHER BUSINESS

The next meeting of the Finance and Facilities Committee will be Thursday, July 24, 2025 at 6 p.m.

7. ADJOURNMENT



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
FINANCE AND FACILITIES COMMITTEE

Thursday, September 19, 2024, 6 p.m.
MLHU Board Room – Citi Plaza
355 Wellington Street, London ON

MEMBERS PRESENT: Michael Steele (Chair) (exited at 6:41 p.m.)
Matthew Newton-Reid
Selomon Menghsha (attended virtually)
Dr. Joanne Kearon, Acting Medical Officer of Health (ex-officio)
Emily Williams, Chief Executive Officer (ex-officio)

REGRETS: Dr. Alexander Summers, Medical Officer of Health (ex-officio)
Howard Shears
Michael McGuire

OTHERS PRESENT: Stephanie Egerton, Executive Assistant to the Board of Health (recorder)
Mary Lou Albanese, Director, Environmental Health, Infectious Diseases and Clinical Services
Jennifer Proulx, Director, Family and Community Health
Warren Dallin, Manager, Procurement and Operations
Cynthia Bos, Associate Director, Human Resources and Labour Relations
Michelle Smibert, Board Member

At **6 p.m.**, Chair Michael (Mike) Steele called the meeting to order.

DISCLOSURES OF CONFLICT OF INTEREST

Chair Steele inquired if there were any disclosures of conflict of interest.

At **6:02 p.m.**, it was noted that Chair Steele declared a conflict of interest related to Report No. 12-24FFC. Within this report, the Committee will be receiving information related to the Health Unit's new benefits provider (Manulife) effective January 1, 2025. This declaration was made due to Chair Steele's employment and active shareholding with Manulife but noted that he does not work within the Manulife Group Benefits department.

APPROVAL OF AGENDA

Chair Steele noted that the Committee will be requiring a closed session at the start of this meeting and that the agenda would be required to be amended.

It was moved by **M. Newton-Reid**, seconded by **S. Menghsha**, that the **AGENDA** for the September 19, 2024 Finance and Facilities Committee meeting be approved as amended.

Carried

APPROVAL OF MINUTES

It was moved by **M. Newton-Reid**, seconded by **S. Menghsha**, that the **MINUTES** of the May 16, 2024 Finance and Facilities Committee meeting be approved.

Carried

CLOSED SESSION

At **6:02 p.m.** it was moved by **M. Newton-Reid, seconded by S. Menghsha**, *that the Middlesex-London Board of Health (Finance and Facilities Committee) will move into a closed session to consider matters a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value, personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.*

Carried

At **6:23 p.m.** it was moved by **S. Menghsha, seconded by M. Newton-Reid**, *that the Finance and Facilities Committee return to public session from closed session.*

Carried

NEW BUSINESS

2024 Q2 Financial Update, Borrowing Update and Factual Certificate (Report No. 10-24FFC)

Emily Williams, Chief Executive Officer presented the 2024 Q2 Financial Update, Borrowing Update and Factual Certificate to the Committee.

E. Williams summarized the financial status of Q2. Q2 is currently \$431,071 unfavourable to the budget. Vacancies (of positions) were offset with approximately \$628,000 non-budgeted expenditures including approximately:

- \$292,000 in Early Retirement Incentives (from 2023)
- \$120,000 in severances greater than forecast
- \$191,000 in casual workforce
- \$67,000 in increased on-call premiums (identified as risk in the 2024 budget)
- \$45,000 in increased supplemental top-ups for parental leaves
- \$44,000 in increased retiree benefits
- \$34,000 in labour/salary related to measles cases

E. Williams noted that the Ministry of Health would not be supporting the Health Unit's application to apply the early retirement incentives as a one-time cost for reimbursement. Additionally, there were several disease outbreaks causing more labour costs associated with them, which potentially may be covered by the Ministry of Health. Salaries are set to the budget and currently, actual on-call costs are twice as high compared to budgeted. E. Williams advised that if the Health Unit did not make any changes to the next quarter, there would be a deficit of \$796,591 at the end of the year. E. Williams noted that general expenses and position gapping is favourable and will assist with making up the gap, however with increased hours of staff work, it is not making up the gap currently.

E. Williams reviewed financial updates for the Health Unit 100% funded programs. For COVID-19 vaccine funding from the Ministry of Health, the Health Unit was approved for \$100,000 from January-March, with no approval for funding from April to December at this time. The Health Unit spent approximately \$34,000 of the \$100,000 funding provided. E. Williams added that the Ministry has indicated they are considering further funding for COVID-19 vaccine for the remainder of the year.

E. Williams indicated that the Health Unit has not received a letter for further funding at this time for the Ontario Seniors Dental Care program – there is currently an estimated overspend of \$112,450. There were recently two (2) additional operatories added at Citi Plaza which has decreased the client wait list.

E. Williams noted that the City of London Cannabis Legalization (CLIF) program was budgeted at \$0.2 million. Funding for this program will stop at the end of 2024, but it is noted that the Health Unit has been approved to carry over any unspent funds to 2025. The actual spending for Q2 was approximately \$64,000.

In the Shared Funding programs (MLHU2), the Best Beginnings/Healthy Babies, Healthy Children program through the Ministry of Children, Community and Social Services received an additional \$304,120 (an additional 12.5%) in funding. This additional funding will be used in 2024 to offset costs for this program charged to Shared Funding dollars. Staff will be added into this program in 2025. E. Williams concluded that the other three (3) programs in MLHU2 are flat to budget.

E. Williams noted that the Health Unit had to utilize its line of credit for slightly over two (2) weeks in Q2. E. Williams added that the variable loan outstanding amount has been reduced to due accelerated payments in previous years with \$445,000 owing.

E. Williams noted the next steps and recovery strategies for the remainder of the year. Position control will continue, and existing gapped positions will remain gapped. The Health Unit will also be seeking cost recovery from the Ministry of Health for COVID-19 vaccine and disease outbreaks. Senior Leadership will also be continuing to review and restrict general expenses where possible. At this time, no new professional development, meals and accommodations can be purchased unless previously approved, with the addition of restricting materials and supplies, program resources, printing and meeting expenses.

Committee Member Matthew Newton-Reid inquired if the Health Unit has calculated the amount of Health Unit funds that will be applied for cost recovery to the Ministry of Health for outbreaks of diseases. E. Williams noted that at this time, it is uncertain of the dollar amount. E. Williams added that senior leadership is working on calculating time spent on outbreaks of diseases and will submit to the Ministry of Health by the deadline of October 31.

It was moved by **M. Newton-Reid, seconded by S. Menghsha**, *that the Finance and Facilities Committee recommend to the Board of Health to:*

- 1) *Receive Report No. 10-24FFC re: “2024 Q2 Financial Update, Borrowing Update and Factual Certificate” for information; and*
- 2) *Approve the use of reserve funding from the Employment Costs Reserve and the Funding Stabilization Reserve to a maximum of \$276,077 for in year pressures.*

Carried

Legal Services Roster – Request for Proposal Results (Report No. 11-24FFC)

E. Williams noted that the Health Unit has never conducted a request for proposal for legal services and thanked Warren Dallin, Manager, Procurement and Operations and Cynthia Bos, Associate Director, Human Resources and Labour Relations for their work on this request for proposal. W. Dallin presented the results for the legal services roster and explained the process to the Committee.

W. Dallin explained that a request for proposal was posted on the Health Unit’s procurement website (Bidding) on June 3 and closed on June 28. The purpose was to establish a roster of legal services providers in six (6) areas for three (3) years:

- Labour & Employment Law
- Contracts/Corporate/Commercial Law
- Information Technology Law
- Privacy Law
- General Civil/Insurance Defence Law
- General Municipal Law

W. Dallin noted that the evaluation team for the request for proposal was made up of the Board of Health Chair, Chief Executive Officer, Manager, Procurement and Operations, Associate Director, Human Resources and Labour Relations, Manager, Privacy, Risk and Client Relations and the Executive Assistant to the Board of Health.

Bidders (legal firms) were evaluated in the following categories, noting that those who passed 75% in the categories would proceed to evaluation of the financial proposal:

- Corporate Profile and Experience
- Counsel Team
- Approach and Work Plan
- Communication Plan
- Value-Added Services
- Financial Proposal

The following legal firms have been awarded a position on the roster of legal services:

- Rae Christen Jeffries - Labour & Employment Law
- Clyde and Co - Labour & Employment Law
- Clyde and Co - Contracts/Corporate/Commercial Law
- Harrison Pensa - Contracts/Corporate/Commercial Law
- Clyde and Co - Information Technology Law
- Harrison Pensa - Information Technology Law
- Clyde and Co - Privacy Law
- Harrison Pensa - Privacy Law
- Stieber Berlach - General Civil/Insurance Defence Law
- Clyde and Co - General Civil/Insurance Defence Law
- Clyde and Co - General Municipal Law
- Boghosian and Allen – General Municipal Law

All aspects of this process were in alignment with the Health Unit's Policy G-230 on Procurement and the Province of Ontario's Broader Public Sector Procurement Directive.

It was moved by **M. Newton-Reid**, seconded by **S. Menghsha**, that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 11-24FFC re: "Legal Services Roster – Request for Proposal Awards" for information.

Carried

Employee Benefits Provider - Request for Proposal Results (Report No. 12-24FFC)

It was noted that Chair Steele declared a conflict of interest related to Report No. 12-24FFC. Within this report, the Committee will be receiving information related to the Health Unit's new benefits provider (Manulife) effective January 1, 2025. This declaration was made due to Chair Steele's employment and active shareholding with Manulife but noted that he does not work within the Manulife Group Benefits department.

At **6:41 p.m.**, Chair Steele exited for the remainder of the meeting. Secretary Emily Williams presided for the remainder of the meeting.

W. Dallin presented the results for the employee benefits request for proposal and explained the process to the Committee.

W. Dallin explained that the Health Unit has been with Canada Life (formerly Great West Life) for employee benefits since 2013 and with Homewood Health for the Employee and Family Assistance program (EFAP) since 2016. The current term with these providers ends on December 31, 2024. A request for proposal was posted on the Health Unit's procurement website (Biddingo) on April 26 and closed on May 24.

W. Dallin noted that the evaluation team for the request for proposal was made up of the Manager, Procurement and Operations, Associate Director, Human Resources and Labour Relations, Health and

Safety Advisor, Payroll and Benefits Administrator and representatives from both union groups. The Health Unit was also supported by AON, who is the Health Unit's broker providing benefit plan administration support, which includes market research and competitive pricing analysis.

Bidders were evaluated in the following categories:

- Competitiveness of costs
- Service
- Disability management
- Value-Added innovative products and wellness solutions

W. Dallin noted there were four (4) proposals submitted for benefits and three (3) proposals submitted for employee and family assistance programs. The bidder with the top score for benefits and employee and family assistance was requested to present in person to the evaluation team. All aspects of this process were in alignment with the Health Unit's Policy G-230 on Procurement and the Province of Ontario's Broader Public Sector Procurement Directive.

The successful award for benefits and employee and family assistance was made to Manulife with Telus Health as a partner. The annual cost for benefits and employee and family assistance is \$445,855 for the Health Unit, which is a cost savings of \$234,360 annually. Manulife and Telus Health will begin serving the Health Unit on January 1, 2025.

W. Dallin noted that the Health Unit formally notified Canada Life on September 18 that their benefits service to the organization would be terminated on December 31, 2024.

It was moved by **M. Newton-Reid, seconded by S. Menghsha**, *that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 12-24FFC re: "Employee Benefits – Request for Proposal Awards" for information.*

Carried

OTHER BUSINESS

The next meeting of the Middlesex-London Board of Health (Finance and Facilities Committee) is on Thursday, December 12, 2024 at 6 p.m.

ADJOURNMENT

At **6:46 p.m.**, it was moved by **M. Newton-Reid, seconded by S. Menghsha**, *that the meeting be adjourned.*

Carried

MICHAEL STEELE
Committee Chair

EMILY WILLIAMS
Secretary

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 01-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Secretary

DATE: 2025 March 20

**AMENDING THE 2025 BOARD AND COMMITTEE REPORTING CALENDAR
(FINANCE AND FACILITIES)**

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:

- 1) *Receive Report No. 01-25FFC re: “Amending the 2025 Board and Committee Reporting Calendar (Finance and Facilities)” for information; and*
 - 2) *Amend the 2025 Board and Committee Reporting Calendar to remove “Visa Payments Update” Finance and Facilities Committee Terms of Reference.*
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Report Highlights

- The Board of Health and Committee Reporting Calendar was approved at the January 23, 2025 Board of Health meeting.
- It is recommended for the Committee to recommend to the Board to approve the amending of the reporting calendar to remove “Visa Payments” from its deliverables ([Appendix A](#)).

Finance and Facilities Committee Reporting Calendar for 2025

The financial section of the 2025 Board of Health Reporting Calendar provides a prudent and effective means of assessing reporting requirements, ensuring compliance with relevant statutes, and initiating a proactive approach to Board of Health accountability and performance. The Reporting Calendar is an account of the planned activities required of the Committee and Board. The reporting calendar was originally approved by the Board of Health at the January 23, 2025 Board of Health meeting.

The items on the Reporting Calendar are organized around the requirements for the Finance & Facilities Committee to uphold public accountability over the use of resources; to manage the budget process efficiently; to align the budget to strategic priorities of the Board of Health; to communicate and report on the status of actual funding and expenditures in relation to budget; and to monitor facilities, risk management and administration.

Upon review of historical reports, it has been determined that the “Visa Payments” portion of the “Visa and Vendor Payments” report does not require oversight of the Finance and Facilities Committee or the Board of Health. The first “Visa and Vendor Payments” report was in March 2014 after a request from the Board of Health in November 2013 for an annual report of purchases made with corporate credit cards. In 2025, the Health Unit has decreased the number of credit cards in the organization as more vendors are now taking electronic funds transfers (EFT).

The Board is required to have oversight of vendor payments over \$100,000 per the Broader Public Sector Procurement Directive and Policy G-230 Procurement. Staff are committed to providing this information annually to the Board through the Committee.

The draft reporting calendar is affixed as [Appendix A](#).

Next Steps

It is proposed by staff for the Committee to recommend to the Board of Health to amend the reporting calendar to remove the “Visa Payments” deliverable from the calendar. The Committee may decide to amend the Reporting Calendar at their discretion at any time.

This report was prepared by the Secretary of the Board of Health.



Emily Williams, BScN, RN, MBA, CHE
Secretary

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The good governance and management practice requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).

2025 Middlesex-London Board of Health Reporting Calendar – **DRAFT as of March 20, 2025**

<u>Q1 2025: January 1 – March 31</u>	<u>Q2 2025: April 1 – June 30</u>
<p>Meetings: January, February, March</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Review Terms of Reference • Public Sector Salary Disclosure • Review and Recommend Board of Health Remuneration • Q4 Financial Update, Financial Borrowing and Factual Certificate Update • Review Insurance Coverage <p>Quality and Governance</p> <ul style="list-style-type: none"> • Annual Privacy Program Update • Q4 Risk Registry • Annual Declarations – Confidentiality and Conflict of Interest • Q4 Strategic Plan Update • Q4 Performance Reporting • Activity Reports – CEO, MOH, Board Chair • Review Governance By-laws and Policies <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • As required 	<p>Meetings: April, May</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q1 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend – Audited Financial Statements for MLHU • Recommend Budget Parameters, Planning Assumptions and Municipal Funding Targets • Review Funding and Service Level Agreements • Review and Recommend Budget Process • Visa and Accounts Payable Update <p>Quality and Governance</p> <ul style="list-style-type: none"> • Occupational Health and Safety Program Update • Q1 Risk Registry • Review Governance By-laws and Policies • Initiate Board of Health Self-Assessment (2025) • Review Governance Policies and By-Laws • Q1 Strategic Plan Update • Annual Service Plan • Annual Report and Attestation • Q1 Performance Reporting • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • Nurse Family Partnership Annual Report <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Initiate Terms of Reference Review (2025) • Confirm Performance Appraisal process, supporting documents required and timelines for the year • Chair of the Board to conduct meetings with Board Members • Select Consultant to facilitate Performance Appraisal process via external and internal survey

<p style="text-align: center;"><u>Q3 2025: July 1 – September 30</u></p> <p>Meetings: July and September</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q2 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend Audited Financial Statements for April 1 to March 31 Programs • Review Multi-Year Budget <p>Quality and Governance</p> <ul style="list-style-type: none"> • Q2 Risk Registry • Q2 Strategic Plan Update • Report on Board of Health Self-Assessment (2025) • Q2 Performance Reporting • Review Governance By-laws and Policies • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • As required <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Debrief with Consultant • Chair of the Board to conduct open office hours with direct reports • Review Performance Appraisal Reports 	<p style="text-align: center;"><u>Q4 2025: October 1 – December 31</u></p> <p>Meetings: October, November, December</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q3 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend Final Board of Health Budget • Review Employee Benefits Coverage <p>Quality and Governance</p> <ul style="list-style-type: none"> • Q3 Risk Registry • Q3 Performance Reporting • Q3 Strategic Plan Update • Board of Health Orientation • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • 2024-2025 Respiratory Season Update • Immunization of School Pupils Act Compliance Report • Monitoring Food Affordability <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Report Performance Appraisal Reports to the Board of Health • Report Performance Appraisal Reports to MOH and CEO
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MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 02-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Secretary

DATE: 2025 March 20

2025 FINANCE AND FACILITIES COMMITTEE TERMS OF REFERENCE

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:

- 1) *Receive Report No. 02-25FFC re: “2025 Finance and Facilities Committee Terms of Reference” for information; and*
 - 2) *Approve the 2025 Finance and Facilities Committee Terms of Reference.*
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Report Highlights

- It is proposed that Finance and Facilities Committee meetings remain quarterly and begin at 6 p.m. before the regularly scheduled Board of Health meeting.
- The draft Terms of Reference for the Finance and Facilities Committee is affixed as [Appendix A](#).

Finance and Facilities Committee Reporting Calendar for 2025

The financial section of the 2025 Board of Health Reporting Calendar provides a prudent and effective means of assessing reporting requirements, ensuring compliance with relevant statutes, and initiating a proactive approach to Board of Health accountability and performance. The Reporting Calendar is an account of the planned activities required of the Committee and Board. The reporting calendar was approved by the Board of Health at the January 23, 2025 Board of Health meeting.

The items on the Reporting Calendar are organized around the requirements for the Finance & Facilities Committee to uphold public accountability over the use of resources; to manage the budget process efficiently; to align the budget to strategic priorities of the Board of Health; to communicate and report on the status of actual funding and expenditures in relation to budget; and to monitor facilities, risk management, and administration.

It is noted that in Report No. [01-25FFC](#), staff have proposed that the reporting calendar for the Finance and Facilities category be amended.

Finance and Facilities Committee Terms of Reference for 2025

At the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)), the Board of Health approved the change of Committee meeting cadences, which amended the Terms of Reference for the Finance and Facilities Committee.

For 2025, the Finance and Facilities Committee will meet quarterly in March, July, October and December at 6 p.m. before the regularly scheduled Board of Health meeting on those dates.

The Terms of Reference for the Committee are affixed as [Appendix A](#).

Next Steps

The Committee may decide to amend the Terms of Reference at their discretion at any time.

This report was prepared by the Secretary of the Board of Health.



Emily Williams, BScN, RN, MBA, CHE
Secretary

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The good governance and management practice requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).

FINANCE & FACILITIES COMMITTEE – TERMS OF REFERENCE

PURPOSE

The Finance & Facilities Committee serves to provide an advisory and monitoring role. The Committee's role is to assist and advise the Board of Health, the Chief Executive Officer (CEO), and the administration of matters related to the finances and facilities of the organization.

REPORTING RELATIONSHIP

The Finance & Facilities Committee is a committee reporting to the Board of Health of the Middlesex-London Health Unit (MLHU). The Chair of the Finance & Facilities Committee, with the assistance of the CEO and the Associate Director of Operations will make reports to the Board of Health as a whole following each of the meetings of the Finance & Facilities Committee.

MEMBERSHIP

The membership of the Finance & Facilities Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board member, one City of London Board member and one provincial Board member.

The Secretary and Treasurer will be an ex-officio non-voting member.

Staff support includes:

- Chief Executive Officer;
- Associate Director of Operations; and
- Executive Assistant (EA) to the Board of Health and/or the EA to the CEO.

Other Board of Health members can attend the Finance & Facilities Committee but are unable to vote.

CHAIR

The Finance & Facilities Committee will elect a Chair at the first meeting of the year to serve for a one or two-year term. The Chair of the Committee may be appointed for additional terms following the completion of an appointment to enhance continuity of the Committee.

TERM OF OFFICE

At the first Board of Health meeting of the year, the Board will review the committee membership. At this time, if any new appointments are required, the position(s) will be filled by majority vote. The appointment will be for at least one year, and where possible, staggered terms will be maintained to ensure a balance of new and continuing members. A member may serve on the committee as long as they are a Board of Health member.



DUTIES

The Finance & Facilities Committee will seek the assistance of and consult with the CEO and the Associate Director of Operations for the purposes of making recommendations to the Board of Health on the following matters:

1. Financial statements and analyses,
2. Annual cost-shared and 100% funded program budgets,
3. Annual financial statements and auditor's report,
4. Insurance carried by MLHU,
5. Physical assets and facilities,
6. Service level agreements,
7. Funding agreements,
8. Finance-related governance policies, and
9. Financial risks faced by the organization and the appropriateness of related controls to minimize their potential impact.

FREQUENCY OF MEETINGS

The Finance & Facilities Committee will meet quarterly in advance of the Board of Health meetings. A meeting can be cancelled at the call of the Chair of the Committee if the meeting is deemed to be not required.

AGENDA & MINUTES

1. The Chair of the Committee, with input from the CEO and the Associate Director of Operations, will prepare agendas for regular meetings of the Committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the EA to the Board of Health or the EA to the CEO.
4. Agenda and minutes will be made available at least five (5) days prior to meetings.
5. Agenda and meeting minutes are provided to all Board of Health members.

BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

REVIEW

The Terms of Reference will be reviewed every two (2) years or when an amendment is deemed necessary by the Committee or Board of Health.

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 03-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Alexander Summers, Medical Officer of Health

DATE: 2025 March 20

2024 BOARD OF HEALTH REMUNERATION

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 03-25FFC re: “2024 Board of Health Remuneration” for information.

Report Highlights

- 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.
- [Appendix A](#) outlines remuneration for 2024.

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) and Board of Health Policy G-410 (Board Member Remuneration and Expenses), the Board of Health's meeting rates for 2024 were \$177.77 per meeting, with the following calculations:

- 100% of the remuneration rate for meetings 1.5 hours or longer
- 50% of the remuneration rate for meetings 30 minutes to 1.5 hours
- 25% of the remuneration rate for meetings less than 30 minutes

2024 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 2024.

In addition to the regular Board of Health meetings, the Board of Health operated three committees in 2024: Finance and Facilities Committee, Governance Committee, and the Medical Officer of Health and Chief Executive Officer Performance Appraisal Committee.

The following was the membership of those Committees in 2024:

Finance and Facilities Committee

Matthew (Matt) Newton-Reid (Board Chair)
Michael (Mike) Steele (Vice-Chair)
Selomon Menghsha
Michael (Mike) McGuire
Howard Shears

Governance Committee

Matt Newton-Reid (Board Chair)
Mike Steele (Vice-Chair)
Michelle Smibert
Selomon Menghsha

Medical Officer of Health and Chief Executive Officer Performance Appraisal Committee

Matt Newton-Reid (Board Chair)

Mike Steele (Vice-Chair)

Michelle Smibert

Selomon Menghsha

Consistent with Section 49(11) of the *Health Protection and Promotion Act*, City of London Councillors (Peter Cuddy and Skylar Franke) did not receive remuneration for any Board of Health or Committee meetings unless they act in a Board or Vice-Chair capacity.

This report was prepared by the Associate Director, Operations and Privacy Officer.



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



Alexander Summers, MD, MPH, CCFP, FRCPC
Medical Officer of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7
- The *Municipal Act, 2001*, S.O. 2001, c. 25

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).

Middlesex-London Board of Health
2024 Annual Statement of Remuneration and Expenses

Board Member	Meeting Remuneration	Travel	Education	Total
Cuddy, Peter	\$0	\$0	\$0	\$0
DeViet, Aina	\$1,521.10	\$85.00	\$0	\$1,606.10
Franke, Skylar	\$0	\$0	\$0	\$0
McGuire, Michael	\$1,557.42	\$110.13	\$0	\$1,667.55
Menghsha, Selomon	\$2,553.32	\$45.40	\$0	\$2,598.72
Newton-Reid, Matthew*	\$9,936.84	\$1,450.19	\$1,213.62	\$12,600.65
Shears, Howard	\$2,046.29	\$80.21	\$0	\$2,126.50
Smibert, Michelle	\$2,749.28	\$104.44	\$0	\$2,853.72
Steele, Michael**	\$7,090.25	\$862.03	\$1,664.49	\$9,616.77

*2024 Board of Health Chair

**2024 Board of Health Vice-Chair

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 04-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Alexander Summers, Medical Officer of Health

DATE: 2025 March 20

2024 VENDOR PAYMENTS

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 04-25FFC re: "2024 Vendor Payments" for information.

Report Highlights

- [Appendix A](#) provides a list of vendors that received payments totaling \$100,000 or more from the Middlesex-London Health Unit in 2024.

Vendor Payments

In accordance with Section 5.17 of the Middlesex-London Health Unit Procurement Policy, the Health Unit is required to report annually those suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. Attached ([Appendix A](#)) is a list of twenty-four (24) vendors who were issued cumulative payments in excess of \$100,000 in 2024.

This report was written by the Associate Director, Operations/Privacy Officer.



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



Alexander Summers, MD, MPH, CCFP, FRCPC
Medical Officer of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan) and recommendation #5 (Governance, Taking Action for Reconciliation).

2024 Vendor Payment Summary > \$100,000

No.	Vendor Name	Total Invoiced	Comments
1	OMERS	\$ 4,978,795	Pension Payments (includes employee share)
2	Citi Plaza London Inc.	\$ 2,243,395	Lease Related Payments - Office
3	Canada Life	\$ 1,905,287	Employer Health Benefits (including LTD paid by employees)
4	Regional HIV/AIDS Connection	\$ 695,240	Needle Exchange Program
5	Stronghold Services	\$ 624,774	IT Service Contract
6	Brian Kyle Denturist Professional Corp.	\$ 468,687	Dental Services for Senior Dental Program
7	Henry Schein Canada Inc.	\$ 411,838	Dental Supplies for Senior Dental Program
8	Interface Centre	\$ 321,639	Dental Services for Senior Dental Program
9	London West Denture Clinic	\$ 296,023	Dental Services for Senior Dental Program
10	Cattan Technologies Inc.	\$ 273,867	IT Equipment Provider
11	Front Street Revival	\$ 250,886	Lease Related Payments - Office - Strathroy
12	Workplace Safety & Insurance	\$ 245,738	WSIB Premium
13	Ontario Nurses Association	\$ 190,499	Nurses Union
14	Intact Public Entities	\$ 169,093	Cyber Insurance
15	CCS Engineering & Construction Inc.	\$ 164,972	General Contractor Services Senior Dental Strathroy
16	RBC Life Insurance Company	\$ 156,788	Life Insurance
17	Ceridian Canada Ltd.	\$ 151,438	Dayforce Services
18	Canadian Union of Public Employees	\$ 142,648	CUPE Union
19	The Wright Clinic	\$ 142,641	Dental Services for Senior Dental Program
20	GARDA Canada Security	\$ 141,500	Security Services for COVID Clinics
21	Western Fair District	\$ 133,336	Rental of Facilities for COVID Clinics
22	Turner's Farm Market	\$ 130,074	Harvest Bucks
23	The Canadian Centre for Mosquito	\$ 120,153	VBD Larval Mosquito Surveillance Control
24	DragonCore Canada Inc	\$ 111,115	IT Development Services

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 05-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Alexander Summers, Medical Officer of Health

DATE: 2025 March 20

2025 INSURANCE POLICIES

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 05-25FFC re: “2025 Insurance Policies” for information.

Report Highlights

- **General Insurance:** Premium has increased by \$9000 to \$163,285 in 2025 from \$154,287 in 2024. No change in coverage.
- **Cyber Insurance:** No increase in premiums for 2025. No change in coverage.

Background

The Middlesex-London Health Unit (MLHU) has general insurance provided through Intact Public Entities Incorporated. MLHU has partnered with Intact Public Entities for coverage since 2019. The provider is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration, and community-based organizations across Canada.

Cyber insurance is provided by CFC, a company in the United Kingdom. The policy is underwritten by Lloyd's underwriters who work closely with MLHU's broker Holman Insurance Brokers Ltd.

Terms and Conditions

General insurance is provided through Intact Public Entities Incorporated, and the term is March 31, 2025, to March 31, 2026. Coverage is the same as the previous year.

Coverage highlights include:

Coverage Description	Deductible	Limit of Insurance
General & Liability	\$10,000	\$15 million per claim <i>No aggregate</i>
Malpractice	\$10,000	\$15 million
Abuse	\$10,000	\$2 million per claim \$2 million aggregate
Errors & Omissions	\$10,000	\$15 million aggregate
Directors & Officers	\$5,000	\$5 million aggregate
Crime		\$100,000
Accident (BOH)		Up to \$200,000
Conflict of Interest		\$100,000 per claim <i>No aggregate</i>
Legal Expense		\$100,000 per claim \$250,000 aggregate
Property	\$10,000	\$13,988,115

Cyber insurance is provided by CFC, and the term is March 1, 2025, to March 1, 2026. Coverage is the same as the previous year.

Coverage is provided under four (4) clauses:

Coverage Description	Deductible	Limit of Insurance
Cyber Incident Response		\$5 million per claim
Cyber Crime	\$30,000	\$500,000 aggregate
System Damage and Business Interruption	\$30,000	\$500,000 per claim
Network Security and Liability	\$30,000	\$5 million aggregate

Working in collaboration with CFC, MLHU will enhance Multi-Factor Authentication (MFA) for all remote network access in 2025 which would yield a reduction in premium rates next year.

Comprehensive risk identification and mitigation through enhanced policy, technology and education practices has positioned MLHU well to obtain fair insurance rates within the sector.

This report was written by the Associate Director, Operations/Privacy Officer.



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



Alexander Summers, MD, MPH, CCFP, FRCPC
Medical Officer of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The Good Governance and Management Practices standard as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The following goal or direction from the [Middlesex-London Health Unit's Strategic Plan](#):
 - Organizational Excellence – we make decisions, and we do what we say we are going to do.
 - Direction 4.2 – Develop and initiate an organizational quality management system.

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation of Governance.