

Ministry of Health

Ministère de la Santé

Office of Chief Medical Officer of Health,
Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Bureau du médecin hygiéniste en chef,
santé publique
393 avenue University, 21^e étage
Toronto ON M5G 2M2

Telephone: (416) 212-3831
Facsimile: (416) 325-8412

Téléphone: (416) 212-3831
Télécopieur: (416) 325-8412

eApprove-182-2020-58

JUN 15 2020

Dr. Elizabeth Richardson
Medical Officer of Health
City of Hamilton, Public Health Services
100 Main Street West
Hamilton ON L8P 1H6

Dear Dr. ^{hiz}Richardson:

Re: Ministry of Health Public Health Funding and Accountability Agreement with the Board of Health for the City of Hamilton, Public Health Services (the “Board of Health”) dated January 1, 2014, as amended (the “Agreement”)

This letter is further to the recent letter from the Honourable Christine Elliott, Deputy Premier and Minister of Health, in which she informed your organization that the Ministry of Health will provide the Board of Health with up to \$311,800 in one-time funding for the 2020-21 funding year to support the temporary pandemic pay initiative as part of the COVID-19 response in the public health sector.

Please note that this funding is subject to the following terms and conditions:

- Temporary Pandemic Pay funds must be used in accordance with the criteria and reporting requirements set out in **Appendix A** of this letter; and,
- The funding is subject to the terms and conditions of the Agreement dated January 1, 2014, as amended.

We appreciate your cooperation with the ministry in managing your funding as effectively as possible. You are expected to adhere to our reporting requirements, particularly for in-year service and financial reporting, which is expected to be timely and accurate. Based on our monitoring and assessment of your in-year service and financial reporting, your cash flow may be adjusted to match actual services provided.

It is also essential that you manage costs within your approved budget.

Dr. Elizabeth Richardson

In order to accept the conditions to receive this funding, please return a signed/scanned copy of **Appendix B** attached to this letter to: Brent Feeney, Manager, Funding and Oversight Unit, Accountability and Liaison Branch, via email at Brent.Feeney@ontario.ca.

The Board of Health will be notified of the 2020 provincial funding allocations for all other public health programs and services at a later date. At that time, the Board of Health will receive new Schedules for the Agreement, which will include the requirements for this temporary pandemic pay Initiative as noted in **Appendix A**.

Should you require any further information and/or clarification, please contact Elizabeth Walker, Director, Accountability and Liaison Branch, at 416-212-6359 or by email at Elizabeth.Walker@ontario.ca.

Yours truly,



David C. Williams, MD, MHSc, FRCPC
Chief Medical Officer of Health

Attachments

c: Mayor Fred Eisenberger, Board Chair, City of Hamilton, Public Health Services
David Trevisani, Manager, City of Hamilton, Public Health Services
Jim Yuill, Director, Financial Management Branch, MOH
Teresa Buchanan, Director (A), Fiscal Oversight & Performance Branch, MOH

APPENDIX A: Temporary Pandemic Pay Initiative

Grants and Budget

Program/Initiative Name	2020-21 Approved Allocation (\$)
Maximum One-Time Funds	
Temporary Pandemic Pay Initiative	\$311,800

Payment Schedule

- Maximum one-time funding is flowed on a mid and end of month basis. Cash flow will be adjusted when the Board of Health has signed **Appendix B** (attached to this letter).

Related Program Policies and Guidelines

1. Purpose

- To provide additional support for eligible Board of Health employees who are experiencing severe challenges and are at heightened risk during the COVID-19 outbreak, the Province is providing a pandemic pay increase between April 24, 2020 and August 13, 2020 for the public health sector.
- The Temporary Pandemic Pay Initiative is a targeted program designed to support Board of Health employees who face a real and perceived risk of COVID-19 exposure, where maintaining physical distancing is difficult or not possible.

2. Pandemic Pay Funds

- The Province will: determine the Board of Health's eligibility; the amount of Pandemic Pay one-time funding the Board of Health may be eligible to receive; and, provide the Board of Health with Pandemic Pay one-time funding for the purposes of administering the Temporary Pandemic Pay Initiative.

3. Board of Health's Obligations

- The Board of Health will:
 - Be required to determine and identify eligible employees;
 - Pay Pandemic Pay funds to each eligible employee that the Board of Health employs in accordance with the Temporary Pandemic Pay calculations as set out in section 5;
 - Make reasonable efforts to set out Temporary Pandemic Pay as a separate line item from other amounts paid to eligible employees in a pay stub or other document provided to eligible employees;
 - Only use Pandemic Pay one-time funding for the purposes of paying eligible employees and the costs incurred under statute or contract because of the payment of Temporary Pandemic Pay. For greater clarity, the Temporary Pandemic Pay one-time funding may not be used for administrative costs or any other purpose for which funding is provided to the Board of Health under the Agreement.
 - Create and maintain records that document: number of employee hours eligible for hourly pandemic pay, tracked per mid-term and final reporting periods, gross amount of hourly pandemic pay paid out to eligible employees, gross amount of

pandemic pay lump sum paid out to eligible workers, amount of statutory contributions paid by employers as a result of providing pandemic pay to eligible workers, amount paid by the Board of Health to address statutory or collective agreement entitlements as a result of providing pandemic pay, and completed attestations for lump sum payments;

- Provide the Province with such information and records, including the records listed above as may be requested in order to calculate the Board of Health's entitlement to Pandemic Pay one-time funding or to evaluate the outcomes and effectiveness of the Board of Health's use of Pandemic Pay one-time funding; and,
- At the request of the Province, provide communications materials to eligible employees concerning the Temporary Pandemic Pay Initiative.

4. Eligibility

- The eligibility period for the Temporary Pandemic Pay Initiative is from April 24, 2020 up to and including August 13, 2020.
- The following Board of Health employees (in a full-time or part-time capacity) are eligible for Temporary Pandemic Pay:
 - Nurses that have consistent and ongoing risk of exposure (i.e., direct/in-person client interaction) to COVID-19 (Infection Prevention and Control Nurses, Nurse Practitioners, Registered Nurses, Registered Practical Nurses, Public Health Nurses).
- For additional clarity, all other Board of Health employees (including individuals employed in a management capacity) are not eligible for Temporary Pandemic Pay one-time funding approved as part of this Agreement.

5. Calculation of Temporary Pandemic Pay

- Temporary Pandemic Pay for each eligible employee shall be calculated based on the following criteria during the eligibility period set out in section 4.
 - Temporary Pandemic Pay is to be calculated in addition to an employee's regular wages and is not part of base salary;
 - For each hour worked during the eligibility period, the eligible employee shall be paid four dollars (\$4);
 - Where an eligible employee works more than one hundred (100) hours in one of the designated four-week periods set out below, they shall be paid an additional lump sum payment of two hundred and fifty dollars (\$250) for that period and up to one thousand dollars (\$1,000) over these sixteen (16) week:
 - April 24, 2020 to May 21, 2020
 - May 22, 2020 to June 18, 2020
 - June 19, 2020 to July 16, 2020
 - July 17, 2020 to August 13, 2020
- Subject to the Province's sole discretion to determine the amount, the following shall be included in the calculation of Temporary Pandemic Pay Funds:
 - The total amount that eligible Board of Health employees are eligible to receive as Temporary Pandemic Pay; and,
 - An amount equal to the increased costs that the Board of Health incurs pursuant to its obligations as an employer under a statutory or contractual requirement but does not include increased costs associated with any required contributions to a

pension plan or benefits plan. Examples of increased costs include: Employers' statutory contributions to the Canada Pension Plan, Employers' statutory contributions to Employment Insurance, Employer Health Tax on payroll, Employers' statutory obligation to pay Workplace Safety and Insurance Board premiums, Employers' statutory payment of Vacation Pay, Employers' statutory payment of Public Holiday Pay, and Employers' statutory payment of Overtime Pay.

- The Board of Health will be required to return any funding not used for the intended purpose. Unspent funds are subject to recovery in accordance with the Province's year-end reconciliation policy.

Reporting Requirements

Name of Report	Reporting Period	Due Date
1. Temporary Pandemic Pay Monthly Reports	For the period of April 24, 2020 to August 31, 2020	Monthly
2. Annual Reconciliation Report	For the period of April 24, 2020 to August 31, 2020	See Schedule C of the Agreement
3. Attestation to the Use of Funding	For the period of April 24, 2020 to August 31, 2020	To Be Determined

Temporary Pandemic Pay Monthly Reports

- Temporary Pandemic Pay Initiative reports will be submitted to the Province on a defined template on a monthly basis, in line with provincial requirements.
- Monthly reports will be signed-off as appropriate (e.g., Medical Officer of Health, Chief Executive Officer, Business Administrator).
- Reporting requirements will include the provision of information such as the number of eligible Board of Health employees, their positions, hours of work, and status report regarding utilization of funds (for the purposes of reallocation funding if needed).

Annual Reconciliation Report

- The Board of Health will submit a program-specific Annual Reconciliation Report for the financial year ending December 31st.
- Accounting for the reporting of both the revenue and expenditures for the Temporary Pandemic Pay Initiative should appear as separate and distinct items within the Annual Reconciliation Report.
- The Board of Health is required to submit Audited Financial Statements with its Annual Reconciliation Report. The Audited Financial Statement must include appropriate disclosure regarding the Board of Health's revenue and expenditures related to the Temporary Pandemic Pay Initiative.

Attestation to the Use of Funding

- For the purposes of program evaluation and audit, the Province will seek assurances the funds have been disbursed as intended by the Agreement's terms and conditions, through the submission of a written attestation from the Board of Health.

APPENDIX B: Sign-Back Agreement for the Board of Health

On behalf of the Board of Health, I acknowledge that our organization has been approved a total of up to \$311,800 in one-time funding that is to be used to support the Temporary Pandemic Pay Initiative.

A signature from a representative who has the authority to bind the Board of Health for the City of Hamilton, Public Health Services is required below to indicate acceptance of the conditions as noted in this letter, including **Appendix A**. I acknowledge that this funding is being provided subject to the terms and conditions in the Public Health Funding and Accountability Agreement.

Signature: _____

Name: _____

Position: _____

Date: _____

I have the authority to bind the Board of Health.

Please return a signed/scanned copy of this form to the email address provided in the funding letter.

Ministry of Health

Office of the Deputy Premier
and Minister of Health

777 Bay Street, 5th Floor
Toronto ON M7A 1N3
Telephone: 416 327-4300
Facsimile: 416 326-1571
www.ontario.ca/health

Ministère de la Santé

Bureau du vice-premier ministre
et du ministre de la Santé

777, rue Bay, 5^e étage
Toronto ON M7A 1N3
Téléphone: 416 327-4300
Télécopieur: 416 326-1571
www.ontario.ca/sante



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JUN 15 2020

Mayor Fred Eisenberger
Chair, Board of Health
City of Hamilton, Public Health Services
71 Main Street West
Hamilton ON L8P 4Y5

Dear Mayor Eisenberger:

Thank you for your continued partnership in supporting the effective delivery of essential public health programs and services during this unprecedented time.

I am pleased to advise you that the Ministry of Health will provide the Board of Health for the City of Hamilton, Public Health Services up to \$311,800 in one-time funding for the 2020-21 funding year to support the temporary pandemic pay initiative as part of the COVID-19 response in the public health sector.

Dr. David Williams, Chief Medical Officer of Health, will write to the City of Hamilton, Public Health Services shortly concerning the terms and conditions governing the funding.

Thank you for the important service that your public health unit provides to Ontarians, and your ongoing dedication and commitment to addressing the public health needs of Ontarians.

Sincerely,

A handwritten signature in cursive script that reads "Christine Elliott".

Christine Elliott
Deputy Premier and Minister of Health

c: Dr. Elizabeth Richardson, Medical Officer of Health, City of Hamilton, Public Health Services