

<b>Reserve Policy – Neonatal Interfacility Transfers</b>	 <b>Hamilton</b>	<b>Corporate Services Department</b>
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<b>POLICY STATEMENT</b>	This Policy sets out the guidelines for the sources, uses and appropriate target level for the balance in the Neonatal Interfacility Transfers Reserve.
<b>PURPOSE</b>	To fund the life-cycle replacement, conversion and fit-up of a Paramedic Service ambulance and related equipment which is dedicated to supporting the Ministry of Health's Neonatal Interfacility Transfers program.
<b>SCOPE</b>	This Policy applies to all City employees who manage financial resources.
<b>PRINCIPLES</b>	<p>The following principles apply to this Policy:</p> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>The General Manager of Finance and Corporate Services has the authority to recommend the use of the Neonatal Interfacility Transfers Reserve in accordance with the Provincial funding agreement terms and conditions.</li> </ul> <p>The <b>source of funds</b> that are to be transferred to this Reserve include:</p> <ul style="list-style-type: none"> <li>Funds received from the Province specified for the life-cycle replacement, conversion and fit-up of a Paramedic Service ambulance and related equipment which is dedicated to supporting the Ministry of Health's Neonatal Interfacility Transfers program.</li> <li>replacement of a paramedic</li> <li>Annual Council approved operating budget transfer to reserve.</li> <li>Year-end operating budget surplus, subject to final approval of the Tax and Rate Operating Budget Variance Report by Council.</li> <li>Repayment of principal plus interest for any internal borrowings from the reserve as per policies and procedures.</li> <li>Remaining balances in reserves approved for closure.</li> <li>Investment income earned on the reserve's balance as per policies and procedures.</li> <li>One-time unexpected sources of operating revenues.</li> </ul> <p>The <b>use of funds</b> from this Reserve is not permitted for any other use in accordance with the Provincial funding agreement.</p>
<b>RESERVE BALANCE TARGET LEVEL</b>	<p>The balance in the reserve has a target level and ceiling as follows:</p> <p>Target Level: \$250,000</p>

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	Target Ceiling: \$300,000 (adjusted for the future cost of the life-cycle replacement, conversion and fit-up of a Paramedic Service ambulance and related equipment)
<b>GOVERNING LEGISLATION</b>	This reserve is governed by an agreement between the City of Hamilton Paramedic Services with the Ministry of Health for the Province of Ontario to deliver land inter-facility ambulance transports for critically-ill neonatal and pediatric patients facilitated by the specialized transport team that operates out of the McMaster Children's Hospital (MCH).
<b>RESPONSIBILITY FOR THE POLICY</b>	Corporate Services Department Director of Financial Planning, Administration and Policy
<b>POLICY HISTORY</b>	N/A