



Ontario

**Ministry of Health
and Long-Term Care**
**Ministère de la Santé
et des Soins de longue durée**

Assistant Deputy Minister

Sous-ministre adjoint

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RECEIVED

MAY 10 2011

M.O.H. OFFICE

*Correspondence@
Beth C. Matthews
recmdn*

APR 28 2011

Dr. Elizabeth Richardson
Medical Officer of Health
City of Hamilton - Public Health Services
1 Hughson Street North, 4th Floor
Hamilton ON L8R 3L5

Dear Dr. Richardson:

Further to the recent letter from the Honourable Deb Matthews, Minister of Health and Long-Term Care, approving one-time funding of up to \$234,254 (at 100%) for the City of Hamilton - Public Health Services for the period ending March 31, 2012 to support local initiatives aimed at preventing and controlling bed bug infestations, I am writing to provide the accountability and administrative details.

Please note this one-time funding is subject to the following conditions:

- Funding must align with the activities and services detailed in your application for funding.
- Funding is intended to support activities in one or both of the following streams:
 - (a) Education and outreach to the public and stakeholders to enhance awareness and knowledge in the identification, prevention and control of bed bug infestations, and/or
 - (b) Supports to vulnerable populations (e.g. individuals with physical, mental health or addiction issues; people living in poverty; the under-housed or homeless, or frail elderly) impacted most negatively by bed bug infestations.
- Initiatives will be completed and costs must be fully incurred by March 31, 2012.
- Funding is subject to the 2010 Program-Based Grants Terms and Conditions.
- City of Hamilton - Public Health Services will be expected to collect data on the degree of infestations, and the populations and settings most impacted by bed bug infestations in their area. Reporting of this data to the province will allow for assessment of the scope of the bed bug issue in the province and the effectiveness of implemented interventions.
- Further to Section 18 of the 2010 Program-Based Grants Terms and Conditions, the Ministry of Health and Long-Term Care (MOHLTC) requires that the Board of Health also prepare and submit to the MOHLTC the reports as outlined in Appendix A.

Dr. Elizabeth Richardson

In order to accept the above conditions to receive the one-time funding, please return a signed copy of **Appendix B** of this letter to:

Jacky Sweetnam
Manager (A), Practice and Standards Unit
Public Health Practice Branch
Public Health Division, Ministry of Health and Long-Term Care
393 University Avenue, Suite 2100, 21st Floor
Toronto ON M7A 2S1


As you are aware, Ontario has felt the effects of the global recession and is running a deficit in order to create jobs and protect public services. While the contributions of those who deliver public services are valued and appreciated, the public also expects those who are paid by tax dollars to do their part to help sustain public services.

The government has passed the Public Sector Compensation Restraint to Protect Public Services Act, 2010, which freezes compensation plans for all non-bargaining employees in the broader public sector, including the Ontario Public Service, for two years. For employees who bargain collectively, the government will respect all current collective agreements. When these agreements expire and new contracts are negotiated, the government will work with transfer payment partners and bargaining agents to seek agreements of at least two years' duration that do not include net compensation increases. The fiscal plan provides no funding for compensation increases for future collective agreements.

Funding provided by the province to transfer payment partners and agencies is for the purpose of providing and protecting public services and is not to be diverted to fund increases in employee compensation.

If you have any questions about this initiative, please contact Jacky Sweetnam at jacky.sweetnam@ontario.ca or at (416) 314-1042.

Yours truly,



Sylvia Shedden
Assistant Deputy Minister (A)

c: Dr. Arlene King, Chief Medical Officer of Health
Michele Harding, Director (A), Public Health Practice Branch, Public Health Division
Helen Klumpp, Manager, Finance and Administration, City of Hamilton, Public Health Services

Appendix A

Reporting Requirements for the period April 1, 2011 to March 31, 2012

Name of Report	For the Period Of	Due Date
Initial Project Report for 2011	April 1, 2011 to June 30, 2011	July 31, 2011
Final Project Report for 2011	July 1, 2011 to March 31, 2012	April 30, 2012

Report Details

Initial/Final Project Report to include:

- Description of activities implemented and delivered under the one-time funding including the streams under which activities were identified (e.g. education and outreach, and/or supports to vulnerable populations).
- Description of successes of the delivered activities under both streams if applicable.
- Impact of activities on decreasing bed bug infestations in the public health unit.

Surveillance and Evaluation Reporting

In order to collect data on the extent of the issue of bed bug infestations and to evaluate the effectiveness of implemented interventions as per the funding application, the public health unit will be required to report on the degree of infestations in the public health unit (e.g. types of data could include number of complaints/reports of infestations, number of inspections and/or investigations, calls to pest control operators, anecdotal data).

Reporting will include:

- An assessment of those populations and settings most impacted by bed bug infestations, and
- The methods and activities that were implemented to address the issue.

In Section 1 of the funding applications under the Bed Bug Support Fund, public health units were asked to identify the current status or level of bed bug infestations in their area. The Ministry will consider this information as a current state assessment of the issue of bed bugs in the public health unit and expect the board of health to prepare and submit to the MOHLTC the following reports, at the following times:

For the period April 1, 2011 to March 31, 2012

Name of Report	For the Period Of	Due Date
Initial Surveillance and Evaluation Report for 2011	April 1, 2011 to September 30, 2011	October 31, 2011
Final Surveillance and Evaluation Report for 2011	October 1, 2011 to March 31, 2012	April 30, 2012

Surveillance and Evaluation Report Details

Initial and Final Project Report to include:

- Data/evidence on current level of bed bug infestations in the public health unit area including any detail on particular settings and populations impacted by infestations.
- Data/evidence on any increase or decrease in bed bug infestations in your public health unit area.
- Effectiveness of interventions to address the level of bed bug infestations and for these particular settings and populations impacted by infestations.

Appendix B

Sign-Back Agreement for Board of Health - One-Time Funding

On behalf of the board of health, I acknowledge that our organization has been approved total funding of up to \$234,254 that is to be used for bed bug related activities and services identified in the accompanying Assistant Deputy Minister letter, with anticipated expenditures as follows:

For the period April 1, 2011 to March 31, 2012 \$ _____

A signature from a representative who has the authority to bind the Board of Health for City of Hamilton - Public Health Services is required below to indicate acceptance of the conditions as noted in Appendix A, and the funding letter. This funding will be subject to audit, report back and reconciliation. This funding is also subject to the 2010 Program-Based Grants Terms and Conditions.

Signature: _____

Name: _____

Board of Health: _____

Position: _____

Date: _____

Please return a signed copy of this form using one of the following methods:

By fax to: 416-314-7078, attention to Jacky Sweetnam; or

Scanned copy by email to: jacky.sweetnam@ontario.ca

Addendum - One-time Funding for Bed Bug Related Activities

Clarification of Items and Activities Considered Ineligible for Funding

The Public Health Division reviewed each application for funding under the Bed Bug Support Fund on individual merit as well as on common assessment criteria.

Ineligible Activities/Items

To ensure consistency and accountability for the funding, the following have been identified as ineligible activities/items as part of this one-time funding:

- Translation costs for communication resources and materials. Translated resources are available at www.bedbugsinfo.ca and can be customized for your health unit or a stakeholder organization.
- Costs associated with the creation of communication resources and materials already available for use and customization by health units at www.bedbugsinfo.ca.
- Office supplies and IT equipment such as laptops.
- Any funding identified only as “miscellaneous” or as “other items”.
- Costs associated with the replacement, depreciation or repair of bed bug related equipment (e.g. monitoring equipment such as the Night Watch).

Where applicable, funding requests have been adjusted to take into account any items or activities that are considered ineligible under this one-time funding.

Catering/Refreshment Costs

- Costs associated with catering and refreshments for workshops or educational sessions for the public and/or stakeholders are considered eligible. However, there is an expectation that health units will apply due diligence in setting a threshold on costs associated with catering and refreshments. You may wish to consult the Government of Ontario’s “Travel, Meal and Hospitality Expenses Directive” with regard to planning events and expenses associated with them.

The Directive is available here:

http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD_080798.html