

**Ministry of Health
and Long-Term Care**

Primary Health Care Branch
Community, Mental Health and
Addictions, and French
Language Services Division

Director

1075 Bay Street, 9th Floor
Toronto ON M5S 2B1

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**Ministère de la Santé
et des Soins de longue durée**

Direction des soins de santé primaires
Division des services communautaires, des
services de santé mentale et de lutte contre
les dépendances, et des services en français

Directrice

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Sent Via Email

HLTC2980IT-2019-262

May 24, 2019

Ms. Wendy Payne
Board Chair
Algoma Nurse Practitioner-Led Clinic
443 Northern Avenue
Sault Ste Marie ON P6B 5L3

Dear Ms. Payne:

Re: Agreement between Her Majesty the Queen in right of Ontario as represented by the Minister of Health and Long-Term Care (the "ministry") and Algoma Nurse Practitioner-Led Clinic as amended, dated April 1, 2012 (the "Agreement")

The Ministry of Health and Long-Term Care (the "ministry") recognizes that interprofessional primary care teams work hard every day to deliver comprehensive primary care services for patients.

The government is taking a comprehensive approach to modernizing Ontario's public health care system. By relentlessly focusing on patient experience and on better connected care, the government will reduce wait times and end hallway health care.

As you are aware, on April 11, 2019 the government tabled its 2019 Budget. This year's budget reflects the outcomes of a comprehensive multi-year planning process that built on the findings of EY Canada's line-by-line review, and the ideas identified in the Planning for Prosperity Survey and the Big Bold Ideas Challenge. The government conducted a thorough review of all government programs in order to ensure investments are sustainable and modernized. The review was also meant to ensure that duplication is eliminated, and valuable programs and services are sustainable and delivering outcomes for the people of Ontario.

In addition to this review, all ministries were required to identify administrative savings. This was to be done by identifying opportunities to modernize services in order to reduce administrative costs and burden, while improving services across ministries, agencies and transfer payment partners. Ministries considered how they could eliminate duplicative and non-value added processes, and implement automation and other streamlining solutions where repetitive and routine tasks existed previously.

Ms. Wendy Payne

Ministries, agencies and transfer payment partners are all expected to think differently about how programs and services can be delivered in an improved and sustainable manner that drives efficiencies and maximizes value for money. The government is focused on moving to an efficient, transparent and accountable transfer payment system that will enable evidence-based decision making and reduce costs and administrative burden. As the province is taking steps to modernize and transform its own operations, it expects service delivery partners to do the same, to identify and realize opportunities for efficiencies, improved service delivery, and better client/user outcomes.

Each fiscal year, the ministry closely reviews the budgets of primary health care providers and recovers any unspent funds through annual financial reconciliations. A detailed review of all Nurse Practitioner-Led Clinic expenditures over the last three years (2015-2018) demonstrates that the ministry continues to recover a significant amount of funds each year. As a result, the ministry is adjusting the previously approved 2019-20 Annual Budgets of Nurse Practitioner-Led Clinics that have continually under-spent in previous fiscal years.

Based on the ministry's review and pursuant to s.3.03 of the Agreement, the Algoma Nurse Practitioner-Led Clinic's Annual Budget for 2019-20 is now adjusted to a maximum of up to \$1,319,256. In accordance with s.3.03 of the Agreement, I am providing you with new Budgets and new Banking and Payment Information Schedules for 2019-20, which shall replace the Budget in Schedule "A" and shall replace the Banking and Payment Information in Schedule "C". All terms and conditions contained in the Agreement remain in full force and effect.

The government is committed to embedding a focus on efficiencies into future multi-year planning processes and into the culture of the Ontario Public Service more broadly. To that end, the government will undertake program evaluations on a permanent and ongoing basis to ensure government services are meeting people's needs and to identify ways to modernize programs and save money.

Should you require any further information or clarification, please contact Michelle Lisi, Senior Program Consultant, at 705-564-6147 or by email at Michelle.Lisi@ontario.ca.

Thank you for your ongoing support as the ministry continues to build a modern, sustainable and integrated health care system that meets the needs of Ontario's patients.

Sincerely,



Nadia Surani
A/Director

Enclosure

c: Mr. Dominic Noel, Interim Administrative Lead, Algoma Nurse Practitioner-Led Clinic
Mr. Jim Yuill, Director, Financial Management Branch, MOHLTC
Ms. Teresa Buchanan, A/Director, Fiscal Oversight & Performance Branch, MOHLTC

Schedule A: Approved Annual Operating Budget
Algoma Nurse Practitioner-Led Clinic
Annual Base Funding Beginning April 1, 2019
The total of each category includes HST where applicable

Approved Annual Base Funding Budget Beginning 2019-2020		
HUMAN RESOURCES SALARIES & BENEFITS		
1. Stipend	# of NPS	Approved Funds
Collaborating Physician (\$838.40/month/FTE)	4.0	\$40,243
Nurse Practitioner Lead	1.0	\$10,000
Total Stipends		\$50,243
2. Inter-professional Health Providers (IHP)	# of FTE	Approved Funds
Nurse Practitioner	4.0	n/a
Registered Nurse	1.0	n/a
Registered Practical Nurse	2.0	n/a
Pharmacist	0.2	n/a
Social Worker	0.8	n/a
3. Management and Administrative (M & A) Personnel	# of FTE	Approved Funds
Administrative Lead	1.0	n/a
Receptionist/Clerical Staff	1.0	n/a
Administrative Assistant	1.0	n/a
Total Salaries		\$748,461
Total Benefits		\$149,692
Recruitment and Retention*		\$200,000
TOTAL HUMAN RESOURCES		\$1,148,396
OVERHEAD		
1. Equipment (INCLUDES HST)	Approved Funds	
Telecommunication, oxygen, etc.	\$4,068	
2. General Overhead (INCLUDES HST)	Approved Funds	
Advertising, Bank fees, Supplies/materials, Postage/courier, Operational service contracts, etc.	\$43,152	
3. Information Technology (IT) (INCLUDES HST)	Approved Funds	
Hosting Support and Maintenance, Connectivity, Software License, etc.	\$34,000	
4. Insurance/Professional Liability (INCLUDES HST)	Approved Funds	
Director's, General Liability, Contents, etc.	\$10,000	
5. Premises (INCLUDES HST)	Approved Funds	
Total Premises	\$83,224	
6. Service Fee (INCLUDES HST)	Approved Funds	
Audit, Legal, Clinical Travel, Professional Development, General Consultant Fees, Recruitment, Contingency, Retention, Relief, etc.	\$59,518	
TOTAL OVERHEAD		\$233,962
Adjustment	-\$63,102	
Total Approved Annual Base Funding Beginning 2019-2020		\$1,319,256

*See Schedule A-Appendix 2: Additional Budget Terms and Conditions

Schedule A: Approved Annual Operating Budget
Algoma Nurse Practitioner-Led Clinic
Annual Base Funding Beginning April 1, 2020
The total of each category includes HST where applicable

Approved Annual Base Funding Budget Beginning 2020-2021		
HUMAN RESOURCES SALARIES & BENEFITS		
1. Stipend	# of NPS	Approved Funds
Collaborating Physician (\$838.40/month/FTE)	4.0	\$40,243
Nurse Practitioner Lead	1.0	\$10,000
Total Stipends		\$50,243
2. Inter-professional Health Providers (IHP)	# of FTE	Approved Funds
Nurse Practitioner	4.0	n/a
Registered Nurse	1.0	n/a
Registered Practical Nurse	2.0	n/a
Pharmacist	0.2	n/a
Social Worker	0.8	n/a
3. Management and Administrative (M & A) Personnel	# of FTE	Approved Funds
Administrative Lead	1.0	n/a
Receptionist/Clerical Staff	1.0	n/a
Administrative Assistant	1.0	n/a
Total Salaries		\$748,461
Total Benefits		\$149,692
Recruitment and Retention*		\$248,000
TOTAL HUMAN RESOURCES		\$1,196,396
OVERHEAD		
1. Equipment (INCLUDES HST)	Approved Funds	
Telecommunication, oxygen, etc.	\$4,068	
2. General Overhead (INCLUDES HST)	Approved Funds	
Advertising, Bank fees, Supplies/materials, Postage/courier, Operational service contracts, etc.	\$43,152	
3. Information Technology (IT) (INCLUDES HST)	Approved Funds	
Hosting Support and Maintenance, Connectivity, Software License, etc.	\$34,000	
4. Insurance/Professional Liability (INCLUDES HST)	Approved Funds	
Director's, General Liability, Contents, etc.	\$10,000	
5. Premises (INCLUDES HST)	Approved Funds	
Total Premises	\$83,224	
6. Service Fee (INCLUDES HST)	Approved Funds	
Audit, Legal, Clinical Travel, Professional Development, General Consultant Fees, Recruitment, Contingency, Retention, Relief, etc.	\$59,518	
TOTAL OVERHEAD		\$233,962
Adjustment	-\$63,102	
Total Approved Annual Base Funding Beginning 2020-2021		\$1,367,256

*See Schedule A-Appendix 2: Additional Budget Terms and Conditions

Schedule "A" - Appendix 2: Additional Budget Terms and Conditions
Algoma Nurse Practitioner-Led Clinic
Beginning April 1, 2019

The amount showing represents an increase to the base Budget which may only be applied by the Recipient for the sole purpose of compensation (salaries, benefits, holiday pay, leave, etc.) increases for existing ministry/LHIN-funded positions with the goal of addressing challenges associated with or otherwise improving recruitment and retention.

The Recipient must make best efforts to prioritize salary increases for ministry/LHIN-funded Nurse Practitioners (and Psychologists in CHCs and AHACs). If these positions are not prioritized, the Recipient must report back to the Ministry the rationale for why they were not prioritized.

The Recipient must ensure that the level of benefits (including pensions) provided to existing ministry/LHIN-funded positions supports improved recruitment and retention and addresses barriers that limit the ability of providers to move from other settings into primary care.

The Recipient must be transparent in defining its method of allocating funding and must avoid any conflicts of interest (actual, potential or perceived) in arriving at decisions.

The Recipient must make best efforts to ensure all staff are able to receive some level of compensation increase.

For Executive management positions, defined as management positions that report directly to the governing body, the Recipient must:

- i. Undertake a factor-based analysis to arrive at specific compensation level(s);
- ii. Not exceed the following rates of salary increases: 2018/19: 4.3%; 2019/20: 4.3% and 2020/21: 3.9%, irrespective of the results of the factor-based analysis;
- iii. Not provide an increase if current salary level(s) exceed ministry funding level(s).

The Recipient must submit a report to the ministry/LHIN by end of Quarter 3 of 2018-19, 2019-20 and 2020-21 identifying how funds were used for each funded position, as directed by the ministry.

Schedule C: Banking and Payment Information
Algoma Nurse Practitioner-Led Clinic

Annual Base Funding

2019-2020	2020-21
\$1,319,256	\$1,367,256

The Ministry has granted to the "Recipient" funding for the implementation of the Plan. This amount will be deposited in:	
Bank:	Northern Credit Union
Address:	PO Box 2200, 280 McNabb Street, Sault Ste Marie ON P6B 1Y6
Account Name:	Algoma Nurse Practitioner-Led Clinic
Branch Transit Number:	14492
Institution Number:	828
Account Number:	700057670
The payment amount for the Plan will be allocated as follows:	

One-Time Funding

2019-2020	2020-21
\$0	\$0

Total Funding Amount	\$1,319,256	\$1,367,256
Total Payment Amount	\$1,319,256	\$1,367,256

Base Funding Beginning

Date	2019-2020 Payments ⁽¹⁾	2020-2021 Payments ⁽¹⁾
Mid of the Month in April of each funding year	\$109,938	\$113,938
Mid of the Month in May of each funding year	\$109,938	\$113,938
Mid of the Month in June of each funding year	\$109,938	\$113,938
Mid of the Month in July of each funding year	\$109,938	\$113,938
Mid of the Month in August of each funding year	\$109,938	\$113,938
Mid of the Month in September of each funding year	\$109,938	\$113,938
Mid of the Month in October of each funding year	\$109,938	\$113,938
Mid of the Month in November of each funding year	\$109,938	\$113,938
Mid of the Month in December of each funding year	\$109,938	\$113,938
Mid of the Month in January of each funding year	\$109,938	\$113,938
Mid of the Month in February of each funding year	\$109,938	\$113,938
Mid of the Month in March of each funding year	\$109,938	\$113,938

NOTES:

The Recipient is required to deposit the funding amount into this specified account immediately upon the receipt of the funds, and must report back to the Ministry of the deposit date. This is the date the Ministry acknowledges as the date the funding bears interest.

The funding will cover expenditures incurred for each funding year or upon completion of the Plan, or the termination of this agreement, whichever occurs first.