



Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: September 3, 2025

Prepared by: Joe Malandruccolo, Director, Legal and Legislative Services/Clerk

Report Number: Legal and Legislative Services-2025-15

Subject: Amendment to the Agreement to provide Consulting Services for a Nurse Practitioner

Number of Pages: 3 + attachments

Recommendation(s)

That Legal and Legislative Services Report 2025-15 entitled Amendment to the Agreement to provide Consulting Services for a Nurse Practitioner prepared by Joe Malandruccolo, Director, Legal and Legislative Services/Clerk dated September 2, 2025 be received, and

That By-Law 2479 being a by-law to authorize the execution of an Agreement to amend a Consulting Services Agreement between the Corporation of the Town of Essex and Doctor Jessica Laba-Kaczmarek be read a first, a second and a third time and finally passed on September 2, 2025.

Purpose

A by-law and revisions to a by-law, including related schedules, must be adopted by Council.

Background and Discussion

In 2004, the Town of Essex (“Town”) entered into a funding agreement with the Ministry of Health and Long-Term Care to operate a program in the Town of Harrow and the Township of Colchester South to ensure the provision of primary health care services that a nurse practitioner is authorized by law to provide as a registered nurse in the extended class. This agreement has remained in place since that time. As part of this agreement, the Town is required to enter into an agreement with a collaborating physician for the period during which the nurse practitioner provides services.

In 2005 the Town entered into an agreement with The Harrow Health Clinic to provide these services at a rate of \$2,700 per year. In 2007, a new agreement with the Harrow Health Centre Inc. was entered into at a rate of \$4,000 per year. This rate has remained unchanged since 2007.

The Town initially entered into an agreement with Dr. Jessica Laba- Kaczmarek in 2016. This agreement has been extended over the years however no increase in compensation has been proposed.

As part of the 2025 budget, an increase to the per year consulting fee to be paid to Dr. Laba- Kaczmarek of \$1,104 was proposed and approved during the 2025 budget deliberations.

As a result, an amending agreement is necessary to amend the agreement for the consulting services for a nurse practitioner and increase the rate from \$4,000 per year to \$5,104 per year commencing January 2025.

Financial Impact

The increase of \$1,104 for the consulting services for a nurse practitioner agreement was approved as part of the 2025 Budget.

Consultations

Shelley Brown, Deputy Clerk

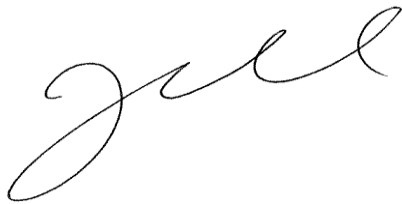
Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Amendment to Nurse Practitioner and Lease Agreement By-Law - LLS-2025-15.docx
Attachments:	- By-Law 2479 Agreement to Amend a Consulting Services Agreement - Dr Laba.pdf - By-Law No. 2479 - Consulting Services Agreement.pdf
Final Approval Date:	Aug 25, 2025

This report and all of its attachments were approved and signed as outlined below:



Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Aug 25, 2025 - 11:06 AM

No Signature - Task assigned to Kate Giurissevich, Chief Administrative Officer was completed by delegate Jake Morassut, Director, Community Services

Kate Giurissevich, Chief Administrative Officer - Aug 25, 2025 - 12:04 PM