



Report to Council

Department: Office of the CAO
Division: Human Resources
Date: December 15, 2025
Prepared by: Brandi Sieben, Manager, Human Resources
Report Number: 2025-07
Subject: Primary Care Nurse Practitioner Funding Reimbursement
Number of Pages: 4

Recommendation(s)

That Human Resources Report 2025-07 entitled Primary Care Nurse Practitioner Funding Reimbursement prepared by Brandi Sieben, Manager, Human Resources dated December 15, 2025, be received; and

That Council approve the transfer of funds from the Contingency Reserves – Salary Stabilization in the amount of \$31,827 and Public Health in the amount of \$6,994 to fund the repayment for unspent grant funding from the Primary Care Nurse Practitioner Program to be paid to the Ministry of Health and Long Term Care.

Purpose

Council approval is required for funding allocations outside of the annual budget.

Background and Discussion

In 2003, the Town received approval for grant funding through the Ministry of Health and Long Term Care to hire a Nurse Practitioner as part of the province's strategy to improve access to primary care, specifically in high need areas, including rural and remote communities.

Per the original agreement executed in December 2003, any part of the funds that have not been used or accounted for by the Corporation by the end of any fiscal period during the term of the agreement shall belong to the Ministry.

The Ministry completed audits spanning their fiscal years of 2015-2016 and 2017-2018 to 2024-2025, which identified the Town had underspent the funding provided in the amount of \$38,831. The chart below identifies the underspent funding by fiscal year.

ESSE108	2015-2016	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Approved	\$122,853	\$143,053	\$148,752	\$157,056	\$165,456	\$165,456	\$165,453	\$165,453	\$165,453
Less: Total Approved Expenditures	\$115,859	\$143,053	\$148,626	\$157,053	\$165,453	\$165,453	\$152,061	\$147,143	\$165,453
Under/Over Spending	\$6,994	\$ -	\$126	\$3	\$3	\$3	\$13,392	\$18,310	\$ -

In the 2015-2016 fiscal year, the Town underspent on overhead expenditures by \$6,994. These unused amounts were transferred to the Public Health Reserve. In the fiscal years 2022-2023 and 2023-2024, the Town underspent on wages and benefits, this was a result of the nurse practitioner employed at the time turning sixty-five and no longer being eligible for benefits and OMERS pension contributions. The unspent amount for those fiscal years was transferred to the

Salary Stabilization Reserve. At the end of the 2023-2024 fiscal year there was a retirement, and a new nurse practitioner was recruited, which accounts for the underspending being resolved in the 2024-2025 fiscal year.

Financial Impact

There are sufficient funds in both the Salary Stabilization Reserve and Public Health Reserve for the repayment of unspent grant funding.

Consultations

Anne Marie Unis, Manager, Finance & Business Services

Kate Rowe, Director, Corporate Services

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:	HR-2025-07.docx
Attachments:	
Final Approval Date:	Dec 9, 2025

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

A handwritten signature in black ink that reads "Kate Giurissevich". The signature is written in a cursive style and is centered on the page.

Kate Giurissevich, Chief Administrative Officer - Dec 9, 2025 - 5:24 PM