

**Elgin St. Thomas Site**

Administrative Office  
1230 Talbot Street  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**

410 Buller Street  
Woodstock, ON  
N4S 4N2

October 13, 2021

Mr. Michael Duben, Chief Administrative Officer  
Ms. Lynn Buchner, Director of Corporate Services  
County of Oxford  
21 Reeve Street  
Woodstock, ON N4S 7Y3

Dear Michael and Lynn,

SWPH has encountered significant cash flow concerns due to the delay in reimbursement by the Ministry of Health for our Covid-19 expenditures related to our Covid-19 response and vaccination work. To manage this concern, staff have continued to monitor cash flow and update projections. As well, SWPH has utilized additional cash on hand from the 2019-year end surplus per Board direction and SWPH has increased its line of credit from \$800,000 to the maximum of \$3,000,000.

Due to the ongoing cashflow situation, the Board of Health has determined it necessary to levy each of the obligated municipalities proportionately of a total of \$4,000,000. This will lessen the pressure between the maximum amount of SWPH's line of credit and SWPH's actual expenditures to December 31<sup>st</sup>, given SWPH's continued need for a Covid-19 response including the vaccination work. This will ensure that SWPH's financial obligations are met, and this will bridge the gap between now and the date the Ministry of Health reimburses SWPH for its Covid-19 expenditures.

The County of Oxford's portion of this levy is \$2,219,015. The Board determined that these funds will be returned to the County upon receipt of the Ministry of Health funding. The Board and staff recognize an additional levy is the last resort. The Board hopes that the reserve monies that were returned to you in 2019 earmarked for public health work, will assist in managing the burden.

Please forward payment to Southwestern Public Health by November 1<sup>st</sup>, 2021.

If you have any questions, please don't hesitate to contact us.

Sincerely,

A handwritten signature in blue ink that reads "Larry D. Martin". The signature is fluid and cursive, with the first name "Larry" and last name "Martin" clearly distinguishable.

Mr. Larry Martin  
Chair, Board of Health  
Southwestern Public Health

A handwritten signature in black ink that reads "Cynthia St. John". The signature is fluid and cursive, with the first name "Cynthia" and last name "St. John" clearly distinguishable.

Cynthia St. John  
Chief Executive Officer  
Southwestern Public Health

copy: Monica Nusink, Director of Finance, SWPH