



RENFREW COUNTY HOUSING CORPORATION

Wednesday, June 10, 2020 at 1:00 p.m.

AGENDA

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held March 11, 2020 (attached).
5. Delegations: None at time of mailing.
6. Renfrew County Housing Corporation

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7. New Business.
8. Closed Meeting: None at time of mailing.
9. Date of next meeting (Wednesday, August 12, 2020) and adjournment.

Note: Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW
DEPARTMENT OF SOCIAL SERVICES
RENFREW COUNTY HOUSING CORPORATION**

TO: Renfrew County Housing Corporation Board of Directors

FROM: Laura LePine, Director of Social Services

DATE: June 10, 2020

SUBJECT: Director's Report

INFORMATION

1. Opeongo Non-Profit Housing Amalgamation Update

The anticipated amalgamation of Opeongo Non Profit to Renfrew County Housing has been delayed. The maintenance agreement that was entered into in 2019 will continue until the transfer can occur. Updates will be provided at future meetings.

2. Residential Tenancy Dispute Delays

Committee will recall at the March Board of Directors' Meeting a resolution was passed recommending that the Warden send a letter to the Ontario Ombudsman addressing the concerns Renfrew County Housing Corporation has with respect to the serious delays in resolving residential tenancy disputes at the Landlord and Tenant Board.

As a result of the Province of Ontario's order to close all non-essential services due to the COVID-19 crisis, the Landlord and Tenant Board has been closed. Staff will continue to monitor this situation and a response will be sent at a later date.

**COUNTY OF RENFREW
DEPARTMENT OF SOCIAL SERVICES
RENFREW COUNTY HOUSING CORPORATION**

TO: Renfrew County Housing Corporation Board of Directors

FROM: Carol Neill, General Manager

DATE: June 10, 2020

SUBJECT: Monthly Report

INFORMATION

1. Applicant/Tenant Issues

1.1 RENTCafé Community Housing

2020 Community Housing Registry Waitlist Statistics as of April 30, 2020					
	New Eligible Applications	Total Eligible Applications	Total # of Applicants	Eligible Transfer Applicants	Eligible SP Applicants
Senior	4	79	102	9	2
Adult	10	242	268	23	7
Family	9	132	158	19	19
TOTALS	23	453	528	51	28

Total Number of Applications as of April 30, 2020			
Bedroom Size	Senior	Adult	Family
1	75	231	0
2	4	11	66
3	0	0	44
4	0	0	19
5	0	0	3
TOTALS	79	242	132

Total Number of Applicants as of April 30, 2020				
Bedroom Size	Senior	Adult	Family	Dependents
1	92	246	0	0
2	10	22	78	64
3	0	0	51	89
4	0	0	23	57
5	0	0	6	14
TOTALS	102	268	158	224

The RCHC Comparison Waiting List Report is attached as Appendix RCHC-I.

	Move outs Apr 30, 2020	Move ins May 1, 2020	Internal Transfers May 1, 2020
Arnprior	2	1	0
Renfrew	2	1	0
Pembroke & Area	2	0	0

1.2 Tenant Issues

April 2020	Arnprior	Renfrew	Pembroke & Area
N4's Issued	0	9	0
N5's Issued	0	0	0
N6's Issued	0	0	0
L1's Issued	0	0	0

N4 Notice to Terminate a Tenancy Early for Non-Payment of Rent

N5 Notice to Terminate a Tenancy Early

N6 Notice to Terminate a Tenancy Early for Illegal Acts

L1 Application to Terminate a Tenancy for Non-Payment of Rent

2. Financial

2.1 Operating Budget

The Consolidated Treasurer's Report for Renfrew County Housing Corporation as at March 2020 is attached as Appendix RCHC-II.

2.2 Capital Budget

The Capital Works Variance Report as at May 27, 2020 is attached as Appendix RCHC-III.

2.3 Current Arrears

The April arrears report is attached as Appendix RCHC-IV.

The April comparison arrears report is attached as Appendix RCHC-V.

3. Annual General Meeting (AGM)

In previous years the AGM has been held in the month of June. In 2020 the AGM will be held at a later date once we receive the completed financial statements from the auditor.

4. COVID-19

4.1 Update

- The Renfrew County Housing Corporation (RCHC) offices located in Pembroke, Renfrew and Arnprior remain closed to the public. Staff are present in the office and are providing essential services during our normal hours of business while assisting to maintain regular administrative operations. Although offices are not open to the public, staff are available to the public by phone and email to assist as necessary.
- Some RCHC staff continue to work from home which has provided opportunities to boost employee productivity, improve work/life balance and foster better mental health, while continuing to provide all services to tenants.
- All of our RCHC workplaces are unique given that we have many separate work locations. RCHC encourages things like proper hand hygiene, keeping surfaces and objects clean and physical distancing for staff safety. With our existing safety controls in place and the protection advice that continues to roll-out to ensure we are enhancing our safety precautions staff, are working to help reduce the risk of exposure to all.

4.2 Community Outreach

- Check-ins with staff, tenants and Community Housing partners happen regularly to share information and reassure people that this is not business as usual.
- RCHC sends out communication to our tenants through a number of bulletins, in addition to our newsletters, to help tenants deal with the information around the COVID-19 pandemic.
- To date, we have sent out five notices to tenants sharing ways in which tenants can help to flatten the curve, advising how we are handling maintenance requests during COVID-19, how they can access our services, and where they can find additional information and resources.
- RCHC is “checking-in” with all tenants by phone to ensure their well-being. Tenants are grateful for the reach-out and our goal is to continue with the calls for those tenants who want a return call. We have a standard script which includes such questions as: “how are things going”, “do you need anything”, and “are you in isolation.” These check-in calls allow tenants to feel heard and it helps to reduce the feelings of isolation during the pandemic.

5. Community Gardens

RCHC is in the process of establishing community gardens on our properties to encourage tenants to participate in growing their own food at no cost to them. Community gardens provide tenants with access to fresh produce and an opportunity to be outside and physically active. The Community Garden initiative has also been a good way to connect and engage with tenants. Fourteen vegetable planters have been built and are ready for use. Attached as Appendix RCHC-VI is the Garden Newsletter that was distributed to all tenants. All community gardens will follow the Renfrew County and District Health Unit (RCDHU) requirements which outlines safety procedures.

Four new apple trees have been planted at 200 Caruso Street in Arnprior providing beautification as well as the benefit of apples to enjoy. They are all different varieties that produce early, mid-summer and late fall.



New apple trees planted at
200 Caruso Street, Arnprior

Comparison Waiting List Report - 2020

Appendix RCHC-I

Pembroke & Area	Dec 31 2019	Jan 31 2020	Feb 29 2020	Mar 31 2020	Apr 30 2020	May 31 2020	June 30 2020	July 31 2020	Aug 31 2020	Sept 30 2020	Oct 31 2020	Nov 30 2020	Dec 31 2020
Family	198	200	86	77	67								
Adults	456	438	239	210	206								
Seniors	171	167	81	70	68								
TOTALS	825	805	406	357	341	0	0	0	0	0	0	0	0

Arnprior	Dec 31 2019	Jan 31 2020	Feb 29 2020	Mar 31 2020	Apr 30 2020	May 31 2020	June 30 2020	July 31 2020	Aug 31 2020	Sept 30 2020	Oct 31 2020	Nov 30 2020	Dec 31 2020
Family	116	119	96	47	55								
Adults	127	128	114	54	63								
Seniors	85	78	66	29	30								
TOTALS	328	325	276	130	148	0	0	0	0	0	0	0	0

Renfrew	Dec 31 2019	Jan 31 2020	Feb 29 2020	Mar 31 2020	Apr 30 2020	May 31 2020	June 30 2020	July 31 2020	Aug 31 2020	Sept 30 2020	Oct 31 2020	Nov 30 2020	Dec 31 2020
Family	140	77	67	56	59								
Adults	150	212	172	65	75								
Seniors	65	70	64	30	30								
TOTALS	355	359	303	151	164	0	0	0	0	0	0	0	0

RCHC Totals	Dec 31 2019	Jan 31 2020	Feb 29 2020	Mar 31 2020	Apr 30 2020	May 31 2020	June 30 2020	July 31 2020	Aug 31 2020	Sept 30 2020	Oct 31 2020	Nov 30 2020	Dec 31 2020
Family	454	396	249	180	181	0	0	0	0	0	0	0	0
Adults	733	778	525	329	344	0	0	0	0	0	0	0	0
Seniors	321	315	211	129	128	0	0	0	0	0	0	0	0
TOTALS	1,508	1,489	985	638	653	0	0	0	0	0	0	0	0

Renfrew County Housing Corporation
Consolidated Treasurer's Report
March 2020

Appendix RCHC-II

<u>Description</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Full Year Budget</u>
SALARIES	394,850	513,034	(118,184)	1,905,556
BENEFITS	85,614	125,948	(40,334)	467,800
ADMINISTRATION	388,396	353,115	35,281	1,224,176
BUILDING - HEAT LIGHT POWER	143,578	231,642	(88,064)	926,582
BUILDING - REPAIRS & MAINTENANCE	75,920	106,554	(30,634)	426,245
BUILDING - NATURAL GAS	37,414	52,722	(15,309)	210,875
BUILDING - HEATING & PLUMBING	36,185	34,452	1,733	137,742
BUILDING - TAXES	418,280	425,777	(7,497)	1,674,219
BUILDING - WATER	113,319	176,391	(63,072)	744,349
BUILDING - ELEVATOR	10,055	16,575	(6,520)	66,300
BUILDING - PAINTING	43,256	58,662	(15,406)	234,637
BUILDING - GARBAGE REMOVAL	11,117	18,825	(7,708)	75,316
BUILDING - SNOW REMOVAL	99,513	111,117	(11,604)	222,207
BUILDING - GROUNDS KEEPING	4,350	15,006	(10,656)	60,000
BUILDING - CAPITAL REPAIRS - non TCA	149,502	140,352	9,150	839,136
FINANCIAL - DEPRECIATION	0	298,428	(298,428)	1,193,647
FINANCIAL - RENT WAIVER	48,784	56,727	(7,943)	226,925
FINANCIAL - MORTGAGE - INTEREST	12,205	12,205	0	887,074
FINANCIAL - RENT SUPPLEMENT	62,187	72,690	(10,503)	290,761
FINANCIAL - STRONG COMMUNITY RENT SI	35,207	35,022	185	140,086
FINANCIAL - CHPI	440,227	343,806	96,421	1,375,228
FINANCIAL - SDV - PHB 90%	0	0	0	0
FINANCIAL - COCHI	0	61,662	(61,662)	246,643
FINANCIAL - OPHI	27,016	100,581	(73,565)	402,325
FINANCIAL - ONTARIO RENOVATES (IAH & S	118,157	9,000	109,157	36,000
FINANCIAL - IAH HADD	15,250	18,000	(2,750)	72,000
FINANCIAL - IAH - HOME OWNERSHIP	0	0	0	0
Surplus Adjustment - Depreciation	0	(298,428)	298,428	(1,193,647)
Surplus Adjustment - Mortgage Principal	98,324	98,324	(0)	384,192
Surplus Adjustment - Transfer to Reserves	0	0	0	0
Surplus Adjustment - TCA	0	0	0	1,713,062
EXPENSES	2,868,706	3,188,189	(319,483)	14,989,436
GAIN / (LOSS) - DISPOSAL OF ASSETS	0	0	0	0
INTEREST ON INVESTMENTS	12,686	13,500	(814)	54,000
MISC REVENUE	19,452	20,397	(946)	81,579
PROV SUBSIDY - DEBENTURES	0	0	0	829,150
Surplus Adjustment - Transfer from Reserves	0	0	0	60,000
TENANT REVENUE	1,163,311	1,143,492	19,819	4,573,930
COUNTY TRANSFER - BASE	1,284,728	1,284,728	0	5,358,897
COUNTY TRANSFER - CAPITAL	0	0	0	1,653,062
COUNTY TRANSFER - CHPI	1,109,721	343,806	765,915	1,375,228
COUNTY TRANSFER - CHPI ADMIN	16,018	18,095	(2,077)	72,380
COUNTY TRANSFER - COCHI	78,000	61,660	16,340	246,643
COUNTY TRANSFER - COCHI Admin	4,105	3,245	860	12,981
COUNTY TRANSFER - OPHI	750,108	100,581	649,527	402,325
COUNTY TRANSFER - OPHI Admin	40,871	5,293	35,578	21,175
COUNTY TRANSFER - IAH - Ontario Renovate	319,148	9,000	310,148	36,000
COUNTY TRANSFER - IAH - HADD	26,250	18,000	8,250	72,000
COUNTY TRANSFER - IAH Home Ownership	0	0	0	0
COUNTY TRANSFER - IAH Admin	6,314	0	6,314	0
COUNTY TRANSFER - SIF - SDV - PHB	51,337	0	51,337	0
COUNTY TRANSFER - SIF - SDV - PHB Admir	500	0	500	0
COUNTY TRANSFER - SIF- Ontario Renovate:	0	0	0	0
COUNTY TRANSFER - SIF ADMIN	0	0	0	0
COUNTY TRANSFER - SHIP	13,479	0	13,479	0
COUNTY TRANSFER - STRONG COMM Rent	35,021	35,022	(1)	140,086
REVENUES	4,931,050	3,056,819	1,874,231	14,989,436
Municipal SURPLUS / (DEFICIT)	2,062,343	(131,370)	2,193,713	0
less: Surplus Adjustment - Depreciation	0	(298,428)	298,428	(1,193,647)
add: Surplus Adjustment - TCA	0	0	0	1,713,062
add: Surplus Adjustment - Transfer To Rese	0	0	0	0
less: Surplus Adjustment - Transfer From R	0	0	0	(60,000)
add: Surplus Adjustment - Principal Paymer	98,324	98,324	(0)	384,192
Accounting SURPLUS / (DEFICIT)	2,160,667	(331,474)	2,492,141	843,607

CAPITAL WORKS VARIANCE REPORT

Appendix RCHC-III

Job #	Facility	Category	Action	Comments	Contractor	TCA Status	Approved Budget	Committed	Surp/Def	Job Status
CJ 20-01	510 & 515 MacKay Street - Site	Pedestrian Paving			Demers	TCA	\$ 40,000.00	\$ 27,678.72	\$ 12,321.28	Awarded
CJ 20-02	510 MacKay Street / 515 River Road	Roofing			waiting on engineering scope	TCA	\$ 55,000.00	\$ 1,424.64	\$ 53,575.36	awaiting engineering study (covid issues)
CJ 20-03	510 MacKay Street / 515 River Road	Roofing			waiting on engineering scope	TCA	\$ 80,000.00			awaiting engineering study (covid issues)
CJ 20-04	515 River Road	Exterior doors			waiting on quotes	TCA	\$ 100,000.00			Site meeting May 26 (closes June2)
CJ 20-05	150 Elizabeth Street North - Site	Pedestrian Paving			Demers	TCA	\$ 55,000.00	\$ 61,564.80	\$ 6,564.80	Awarded
CJ 20-06	59 Wallace Street -Site	Pedestrian Paving				TCA	\$ 45,000.00			Tendered awaiting quotes
CJ 20-07	59 Wallace Street -Site	Site lighting				TCA	\$ 50,000.00			Waiting on consultant review (covid issues)
CJ 20-08	130-144 Fraser, 135-147 Arnolds, 520-546 Nelson - (6) Townhomes	Exterior Windows				TCA	\$ 205,000.00			Working on scope of work
CJ 20-09	Bronx/Reynolds	Site lighting				TCA	\$ 25,500.00			Waiting on consultant review (covid issues)
CJ 20-10	260 Elizabeth	Balcony construction				TCA	\$ 55,000.00			Working on scope of work
CJ 20-11	260 Elizabeth - Site	Sidewalks			Demers	TCA	\$ 28,000.00	\$ 21,980.16	\$ 4,019.84	Awarded
CJ 20-12	260 Elizabeth - Site	Site Lighting				TCA	\$ 45,000.00			Waiting on consultant review (covid issues)
CJ 20-13	5967 Palmer Rapids Road	waterline replacement				TCA	\$ 75,000.00			Waiting on consultant covid issues)
CJ 20-14	174/178,202 Massey, 220/350 Arith Blvd - (14) Duplex & (1) Townhouse	Roofing				TCA	\$ 65,000.00			scope of work required
CJ 20-15	1 Mackercher Drive	Interior Lighting				TCA	\$ 30,000.00			Waiting on consultant review (covid issues)
CJ 20-16	236 Hall Avenue	exterior walls				TCA	\$ 33,150.00			Tendering in June
CJ 20-17	8 Burwash	Phase 2 of concrete repairs and sealing of Balconies			waiting on quotes	TCA	\$ 75,000.00			Tendered awaiting quotes
CJ 20-18	63 Russell	concrete repairs and sealing of Balconies				TCA	\$ 100,000.00			Working on scope of work
CJ 20-19	26 Spruce (townhomes)	vinyl siding				TCA	\$ 170,000.00			investigation required
CJ 20-20	26 Spruce (townhomes)	Patio Doors				TCA	\$ 70,000.00			investigation required
CJ 20-21	26 Spruce (townhomes)	exterior windows				TCA	\$ 220,000.00			investigation required
CJ 20-22	Opeongo Family	porch repairs				TCA	\$ 60,000.00			engineering required

TCA Total							\$ 1,679,650.00	\$ 114,072.96	\$ 1,565,577.04	
NON TCA PROJECTS										
CJ 20-23	515 & 510 MacKay Street - Site	Pedestrian Paving			Demers	Non-TCA	\$ 13,250.00	\$ 17,706.24	\$ 4,456.24	Awarded
CJ 20-24	510 MacKay	Flooring				Non-TCA	\$ 22,000.00			tendering
CJ 20-25	55 Poplar Street	Common Area				Non-TCA	\$ 10,200.00			clarification required
CJ 20-26	55 Poplar Street	Heat tape on massard roof				Non-TCA	\$ 20,000.00			scope of work required
CJ 20-27	55 Poplar Street	Site lighting				Non-TCA	\$ 10,200.00			awaiting on consultant review
CJ 20-28	150 Elizabeth	Foundation			Demers	Non-TCA	\$ 10,200.00	\$ 3,256.32		Awarded
CJ 20-29	150 Elizabeth	Site lighting			waiting on quotes	Non-TCA	\$ 15,000.00			awaiting on consultant review (covid issues)
CJ 20-30	59 Wallace	Replacement of interior waterlines				Non-TCA	\$ 20,000.00			investigation required
CJ 20-31	435-481 Nelson Street - Townhouse	Furnace replacement				Non-TCA	\$ 100,000.00			scope of work required
CJ 20-32	1 Mackercher Drive	Flooring				Non-TCA	\$ 22,000.00			awaiting designated substance testing
CJ 20-33	1 Mackercher Drive	exterior doors				Non-TCA	\$ 7,140.00			Tendered awaiting quotes
CJ 20-34	1 Mackercher Drive	sidewalks				Non-TCA	\$ 8,000.00			tendering
CJ 20-35	400 Nelson Street	Replacement of interior waterlines				Non-TCA	\$ 12,000.00			tendering
CJ 20-36	19 Smith Street	Flooring				Non-TCA	\$ 8,000.00			scope of work required
CJ 20-37	172 & 174 Cecil Street	Roofing				Non-TCA	\$ 10,200.00			tendering
CJ 20-38	202 Cecil	Windows				Non-TCA	\$ 7,500.00			tendering
CJ 20-39	202 Cecil	Siding and insulation				Non-TCA	\$ 10,000.00			tendering
CJ 20-40	44 Lorne Street	Replacement of interior waterlines				Non-TCA	\$ 12,000.00			engaging plumber
CJ 20-41	199-201 Wilfred Cres, 208-307 Edward St - (10) Duplex-site	fencing / site development				Non-TCA	\$ 35,000.00			investigation in the spring
CJ 20-42	8 Burwash Street	Elevator and Lifts				Non-TCA	\$ 10,100.00			waiting on the latest TSSA report
CJ 20-43	8 Burwash Street	Replacement of interior waterlines				Non-TCA	\$ 24,000.00			engaging a plumber
CJ 20-44	8 Burwash Street - Site	Parking lot				Non-TCA	\$ 17,000.00			investigation in the spring
CJ 20-45	8 Burwash Street - Site	Parking lot				Non-TCA	\$ 14,000.00			investigation in the spring
CJ 20-46	63 Russel	generator transfer switch				Non-TCA	\$ 10,000.00			exterior (on roof) spring
CJ 20-47	26 Spruce - Town homes	exterior walls				Non-TCA	\$ 36,093.00			investigation required
CJ 20-48	5967 Palmer Rapids Road	water treatment system				Non-TCA	\$ 12,000.00			annual repair costs
CJ 20-49	Crack filling and line painting	various sites				Non-TCA	\$ 15,000.00			various sites
CJ 20-50	Domestic water systems	various facilities				Non-TCA	\$ 38,253.00			various sites
		231 Albert unit 7	Tub Surround	5295	Layton-Knight			\$ 3,744.77		
		208 Cecil	faucet and line replacement	293	JRG Plumbing			\$ 409.00		
		119-4th Ave	Tub Surround	5205	Layton-Knight			\$ 4,231.59		
		232 Cecil	Tub Surround	273	JRG Plumbing			\$ 5,535.74		
		235 Cecil Street	Bathub	inv 224	JRG Plumbing	Non-TCA		\$ 4,721.66		
		2- 510 Mackay street	bathub	inv 00153	?	Non-TCA		\$ 4,925.18		
CJ 20-51	Bathrooms	various facilities				Non-TCA	\$ 65,000.00	\$ 23,567.95	\$ 41,432.05	various sites
CJ 20-52	Flooring	various facilities				Non-TCA	\$ 140,000.00	\$ 57,397.88	\$ 82,602.12	various sites
			2 X Fridge	58743	Scheel	Non-TCA		\$ 1,320.84		
			1 x Fridge	2131	Yantha	Non-TCA		\$ 763.20		
			3 x Fridges	88014	Henry's	Non-TCA		\$ 2,136.93		
			1 x fridge	2025	Yantha	Non-TCA		\$ 742.84		
			1 fridge	2060	Yantha	Non-TCA		\$ 742.84		
CJ 20-53	Appliances	various facilities				Non-TCA	\$ 65,000.00	\$ 5,706.65	\$ 59,293.35	various sites
CJ 20-54	Accommodation / Accessibility	various facilities				Non-TCA	\$ 40,000.00	\$ 4,912.00	\$ 35,087.54	various sites
Non-TCA Total							\$ 839,136.00	\$ 205,703.88	\$ 633,432.12	
UNPLANNED CAPITAL										
Job #	Facility	Category	Action	Comments	Contractor	TCA Status	Approved Budget	Committed	Surp/Def	Job Status
UCJ 20-55	219 Cecil	Insulation	spray foam insulation	inv. 103396	Efficiency First Insulation and Contracting Inc.	Non-TCA	\$ 4,419.10	\$ -	\$ 4,419.09	
UCJ 20-56	2-510 Mackay	VCT remediation	Remediation of flooring	inv. 103396	Asbex	Non-TCA	\$ 1,984.32	\$ -	\$ 1,984.32	
UCJ 20-57	214-150 Elizabeth	VCT remediation	Remediation of flooring	inv. 103397	Asbex	Non-TCA	\$ 1,958.88	\$ -	\$ 1,958.88	
UCJ 20-58	404-260 Elizabeth	VCT remediation	Remediation of flooring	inv. 103407	Asbex	Non-TCA	\$ 1,958.88	\$ -	\$ 1,958.88	
UCJ 20-59	236 Hall - Mechanical room	Asbestos Pipe insulation	Glove Bag of pipe insulation for	inv. 103408	Asbex	Non-TCA	\$ 1,958.88	\$ -	\$ 1,958.88	
UCJ 20-60	281 Edward Street	New Kitchen	New Kitchen	inv. 181128-367	Bosa Cabinets	Non-TCA	\$ 6,060.99	\$ -	\$ 6,060.99	
UCJ 20-61	443, 445, 447 & 449 Nelson	Roof repaired due to water leaks	roof repairs	inv 2020-04	Lair's Construction	Non-TCA	\$ 7,245.31	\$ -	\$ 7,245.31	
UCJ 20-62	150 Nelson	Insulation	Garbage room repairs	inv 320-1	Demers	Non-TCA	\$ 9,291.71	\$ -	\$ 9,291.71	
UCJ 20-63	6- 26 Spruce	New Kitchen	New Kitchen	inv 5986	Peter E Sylvestre	Non-TCA	\$ 3,964.57	\$ -	\$ 3,964.57	
UCJ 20-64	63 Russell Road				Thyssenkrupp	Non-TCA	\$ 16,259.23	\$ -	\$ 16,259.23	
UCJ 20-65	236 Hall	Door operators	two new horton door operators	inv 327005	Capital	Non-TCA	\$ 11,496.00	\$ -	\$ 11,496.00	
UCJ 20-66	41 Vimy	Door operators	two new horton door operators	inv 327003	Capital	Non-TCA	\$ 7,180.00	\$ -	\$ 7,180.00	
UCJ 20-67	7-231 Albert Street	New Kitchen	New Kitchen	inv 6009	Peter E Sylvestre	Non-TCA	\$ 3,296.01	\$ -	\$ 3,296.01	
UCJ 20-68	145 Arnold's Lane	Foundation Repairs	Foundation	inv 41223	Demers Masonry Inc	Non-TCA	\$ 4,627.39	\$ -	\$ 4,627.39	
UCJ 20-69	75 Stafford - Elevator	Emergency locking device replacement	replacement	F017414001	OTIS	Non-TCA	\$ 1,679.04	\$ -	\$ 1,679.04	
UCJ 20-70	Trailer for Renfrew maintenance crew	Trailer	replacement	may 20 2020	March Road Motorsports	Non-TCA	\$ 8,298.78	\$ -	\$ 8,298.78	
UNPLANNED CAPITAL ****							\$ 83,380.60	\$ -	\$ 83,380.60	

TCA	TCA	\$ 1,679,650.00	\$ 114,072.96	\$ 1,565,577.04	Surplus
Non-TCA	Non-TCA	\$ 839,136.00	\$ 205,703.88	\$ 633,432.12	Surplus
Unplanned Capital			\$ 83,380.60	\$ -	Deficit

CAPITAL WORKS VARIANCE REPORT

Job #	Facility	Category	Action	Comments	Contractor	TCA Status	Approved Budget	Committed	Surp/Def	Job Status
Totals							\$ 2,518,786.00	\$ 403,157.44	\$ 2,115,628.56	Surplus
OPHI MONEY										
RCHC-OPHI-20-01	44 Lorne	Backflow preventor	Supply and install				\$2,950.00			
Back flow preventers	55 Poplar	Backflow preventor					\$2,389.00			
	59 Wallace	Backflow preventor					\$3,115.00			
	63 Russell	Backflow preventor					\$5,030.00			
	236 Hall	Backflow preventor					\$3,763.00			
	425 Nelson	Backflow preventor					\$2,500.00			
	510 MacKay	Backflow preventor					\$3,000.00			
	400 Nelson	Backflow preventor					\$2,000.00			
	5151 River Road	Backflow preventor					\$3,000.00			
	75 Stafford	Backflow preventor					\$3,000.00	\$2,905.25		Surplus
	26 Spruce	Backflow preventor		inv 8079	Rock Fire Protection inc	Non-TCA	\$2,000.00			
							\$32,747.00	\$ 2,905.25	\$29,841.75	
RCHC-OPHI-20-02	44 Lorne	Fire alarm panel	supply and install				\$12,600.00			
Fire alarm panel	236 Hall	Fire alarm panel					\$43,600.00			
	425 Nelson	Fire alarm panel					\$14,000.00			
	510 MacKay	Fire alarm panel					\$21,200.00			
	400 Nelson	Fire alarm panel					\$13,600.00			
	515 River Rd	Fire alarm panel					\$14,800.00			
	26 Spruce	Fire alarm panel					\$14,400.00			
	260 Elizabeth	Fire alarm panel					\$32,000.00			
	150 Elizabeth	Fire alarm panel					\$23,600.00			
	8 Burwash	Fire alarm panel					\$29,600.00			
							\$219,400.00			
RCHC-OPHI-20-03	44 Lorne	Flow switches for sprinklers					\$600.00			
Flow switches for sprinklers	55 Poplar	Flow switches for sprinklers					\$600.00			
	59 Wallace	Flow switches for sprinklers					\$600.00			
	63 Russell	Flow switches for sprinklers					\$600.00			
	236 Hall	Flow switches for sprinklers					\$600.00			
	425 Nelson	Flow switches for sprinklers					\$600.00			
	510 MacKay	Flow switches for sprinklers					\$600.00			
	400 Nelson	Flow switches for sprinklers					\$600.00			
	515 River Rd	Flow switches for sprinklers					\$600.00			
	75 Stafford	Flow switches for sprinklers					\$600.00			
	515 River Rd	Flow switches for sprinklers					\$600.00			
	75 Stafford	Flow switches for sprinklers					\$600.00			
	26 Spruce	Flow switches for sprinklers					\$600.00			
	260 Elizabeth	Flow switches for sprinklers					\$600.00			
	150 Elizabeth	Flow switches for sprinklers					\$600.00			
	8 Burwash	Flow switches for sprinklers					\$600.00			
	41 Vimy	Flow switches for sprinklers					\$600.00			
	19 Smith	Flow switches for sprinklers					\$600.00			
							\$10,800.00			
RCHC-OPHI-20-04	44 Lorne	Emergency / exit lighting					\$5,000.00			
	55 Poplar	Emergency / exit lighting					\$7,500.00			
	59 Wallace	Emergency / exit lighting					\$6,600.00			
	63 Russell	Emergency / exit lighting					\$5,000.00			
	236 Hall	Emergency / exit lighting					\$20,000.00			
	425 Nelson	Emergency / exit lighting					\$5,000.00			
	510 MacKay	Emergency / exit lighting					\$10,000.00			
	515 River Rd	Emergency / exit lighting					\$5,000.00			
	75 Stafford	Emergency / exit lighting					\$10,000.00			
	260 Elizabeth	Emergency / exit lighting					\$20,000.00			
	150 Elizabeth	Emergency / exit lighting					\$10,000.00			
	8 Burwash	Emergency / exit lighting					\$4,982.00			
	1 Mackercher	Emergency / exit lighting					\$7,500.00			
	229-231 Albert	Emergency / exit lighting					\$2,500.00			
							\$ 119,082.00			
RCHC-OPHI-20-05	425 Nelson	Sprinkler system upgrade as identified by our local fire department					\$7,000.00			
RCHC-OPHI-20-06	510 MacKay	Outdoor lighting - ie parking lot and sidewalks and wall packs					\$ 60,000.00			
	400 Nelson						\$ 4,686.00			
	515 River Rd						\$ 60,000.00			
	260 Elizabeth						\$ 55,000.00			
	150 Elizabeth						\$ 27,000.00			
							\$ 5,810.50			
CJ 19-89	Cobden Snow removal		2 year contract			Non-TCA	\$ 10,000.00			currently tendering
CJ 19-90	Deep River Snow removal contract		2 year contract			Non-TCA	\$ 10,000.00			currently tendering
CJ19-91	219 Cecil		Tenant left unit is disrepair			Non-TCA	\$ 1,058.53			Dumpyz
CJ 19-92	fire alarm testing annual		Pembroke, Deep River , Pa	inv 2020-46		Non-TCA	3805.824			
CJ 19-93	Fire alarm testing annual		Amprior, Renfrew, Cobden	inv 2020-48		Non-TCA	\$ 3,599.15			
CJ19-98	Vimy Opeongo family snow removal		Renfrew Ontario			Non-TCA				

	Arrears Previous Month (Mar 2020)		Arrears Owing for April 2020		Number of Tenants	Comments <i>(a tenant may have multiple charges)</i>
Arnprior	Rent	\$ 10,013.00	Rent	\$ 12,214.00	17	6 L1 Application to Evict Tenant for Non-Payment of Rent
	Maint.	\$ 3,138.00	Maint.	\$ 2,966.00		1 L2 Application to End a Tenancy and Evict a Tenant
	Misc.	\$ 1,490.00	Misc.	\$ 1,490.00		23 N4 Eviction - Arrears Letters Sent in Lieu of N4's
						2 N5 Notice to Terminate a Tenancy Early
						7 Maintenance Charges
	Total	\$ 14,641.00	Total	\$ 16,670.00		1 NSF Fees
						1 Tribunal Fees
						0 Utilities
Renfrew	Rent	\$ 12,075.00	Rent	\$ 11,584.00	11	4 L1 Application to Evict Tenant for Non-Payment of Rent
	Maint.	\$ 1,750.00	Maint.	\$ 1,870.00		1 L2 Application to End a Tenancy and Evict a Tenant
	Misc.	\$ 940.00	Misc.	\$ 762.00		34 N4 Eviction - Arrears Letters Sent in Lieu of N4's
						1 N5 Notice to Terminate a Tenancy Early
						2 Maintenance Charges
	Total	\$ 14,765.00	Total	\$ 14,216.00		0 Sheriff Eviction
						1 NSF Fees
						4 Tribunal Fees
Pembroke & Area	Rent	\$ 30,462.00	Rent	\$ 38,286.00	56	0 L1 Application to Evict Tenant for Non-Payment of Rent
	Maint.	\$ 1,518.00	Maint.	\$ 1,511.00		32 N4 Eviction - Arrears Letters Sent in Lieu of N4's
	Misc.	\$ 3,462.00	Misc.	\$ 3,384.00		0 N5 Notice to Terminate a Tenancy Early
						0 N6 Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income
						0 N7 Notice to Terminate a Tenancy for Impaired Safety
	Total	\$ 35,442.00	Total	\$ 43,181.00		25 Air Conditioner Fees
						20 Maintenance Charges
						11 NSF Fees
						33 Parking Fees
						5 Tribunal Fees
TOTAL		\$ 64,848.00		\$ 74,067.00	84	

Rent Charged \$ 378,046.00

Adjustments \$ 11,679.00

Adjustments Processed = 61

Renfrew County Housing Corporation

Comparison Arrears

	April-20	April-19	April-18	April-17	April-16
Arnprior	\$16,670.00	\$6,001.00	\$9,199.00	\$20,368.00	\$16,793.00
Renfrew	\$14,214.00	\$6,423.00	\$2,995.00	\$4,339.00	\$2,585.00
Pembroke & Area	\$43,181.00	\$18,358.00	\$16,951.00	\$14,306.00	\$14,637.00
TOTAL	\$74,065.00	\$30,782.00	\$29,145.00	\$39,013.00	\$34,015.00

Arrears consist of the following:

Rent
Maintenance
Tribunal fee (minimum \$170)
Parking
Air Conditioning
NSF charges



COMMUNITY GARDENS

Renfrew County Housing Corporation
Spring 2020

Renfrew County Housing Corporation is requesting your input on Community Gardening. We are promoting community gardens/vegetable planters on our properties. At this point we would like to see what interest there is from all of you.

Please contact us by Thursday, May 28, 2020 and let us know if you are interested:

Contact: Arnprior & Renfrew: Call Lori at 343-369-0309

Pembroke & Area: Call Tracey at 613-281-4184



You can also contact us at one of the offices by phone or email at:

Arnprior — Phone: 613-623-7951; Email: ArnpriorRCHC@countyofrenfrew.on.ca

Renfrew — Phone: 613-432-3679 or Toll Free: 1-855-432-6450; Email: RenfrewRCHC@countyofrenfrew.on.ca

Pembroke — Phone: 613-735-0782 or Toll Free: 1-888-256-0063; Email: PembrokeRCHC@countyofrenfrew.on.ca

Community Gardens:

- Increase access to fresh foods
- Increase physical activity through garden maintenance
- Increase fruit and vegetable intake
- Improve food security
- Improve mental health and promote relaxation
- A cleaner environment



RENT PAYMENT

It is your responsibility to always pay rent on or before the first of each month. We offer the following methods of payment:

- Online Banking
- Cheque
- Money Order
- Tele-banking
- Pre-authorized withdrawal
- Pay Direct if OW or ODSP



Swimming Pools in Family Units

RCHC only allows small kiddie-type pools. If you wish to have a small kiddie pool you must:

1. Check with the housing supervisor first.
2. The pool must be portable.
3. The pool must be emptied at night for safety reasons.
4. The pool must be properly supervised.
5. Maximum depth of water is 10 inches.



Trampolines are not allowed on RCHC properties.

LARGE ITEM COLLECTION THE WEEK OF MAY 25

Pile accepted items appropriately



PEMBROKE LOCATION ONLY - Large Item Collection is coming in Pembroke the week of May 25.

Do not place items curbside before Sunday, May 24, and please do not approach collection staff in order to respect physical distancing.

Scavenging materials that are set out for large item collection is not permitted under municipal bylaws and the current emergency measures in place.

Scrap metal and non-Freon metal appliances, Freon appliances, electronic waste and acceptable large items must be placed in separated piles (as show in the photos). Construction material, small items, material in cardboard boxes or bagged garbage will not be collected for Large Item Collection.

For more details on the collection and acceptable materials, head to <https://bit.ly/LargeItemCollection2020>.

"Don't forget to change my filter!"

Every
3
months





SOCIAL SERVICES COMMITTEE

Wednesday, June 10, 2020

AGENDA

1. Call to Order.
2. Roll Call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held March 11, 2020 (attached).
5. Delegations (None at time of mailing).
6. Social Services Department Report:

	<u>Page</u>
(a) Department Report	2
(b) Ontario Works Division Report	26
(c) Child Care and Early Years Division Report	31
7. New Business.
8. Closed Meeting (None at time of mailing).
9. Date of next meeting (Wednesday, August 12, 2020) and adjournment.

NOTE: (a) **County Council: Wednesday, June 24, 2020.**

(b) Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW
SOCIAL SERVICES REPORT**

TO: Social Services Committee

FROM: Laura LePine, Director of Social Services

DATE: June 10, 2020

SUBJECT: Department Report

INFORMATION

1. City of Kitchener Resolution for Establishment of Universal Basic Income

Attached as Appendix I is a resolution received from the City of Kitchener requesting that the Ontario Provincial government pursue a partnership with the Federal government to establish a universal basic income which would aid in reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures.

2. Public Health Inspection of Programs

Attached as Appendix II is correspondence from the Ministry of Health that provides minimum guidance regarding public health inspections.

3. Dementia Society of Ottawa and Renfrew County

Attached as Appendix III is a list of events and classes that are being hosted by the Dementia Society of Ottawa and Renfrew County using various media platforms such as YouTube and Facebook. As well the Dementia Society has prepared activity packages that are available through curbside pick-up.

4. Community Garden Update

Attached as Appendix IV are four documents received from the Renfrew County and District Health Unit. These documents provide guidelines that are to be followed to ensure a safe environment for all when setting up community gardens. This is being shared with all applicants for the Community Garden funding through the Social Services Relief funding.

5. Ontario Works Division Report

Attached as Appendix V is the Ontario Works Division Report prepared by Ms. Andrea Patrick, Manager of Ontario Works, providing an update on activities.

6. Child Care and Early Years Division Report

Attached as Appendix VI is the Child Care and Early Years Division Report, prepared by Ms. Judy Mulvihill, Manager of Child Care and Early Years Services, providing an update on activities.



JEFF BUNN
Manager, Council & Committee Services & Deputy City Clerk
Finance & Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7278 Fax: 519.741.2705
jeff.bunn@kitchener.ca
TTY: 519-741-2385

May 15, 2020

Appendix I

The Right Honourable Justin Trudeau, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

"WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn
Manager, Council & Committee Services/
Deputy City Clerk

- c. Honourable, Doug Ford, Premier
Honourable Amy Fee, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Todd Smith, Minister of Children, Community & Social Services
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Kris Fletcher, Regional Clerk, Region of Waterloo
Bill Karsten, Federation of Canadian Municipalities
Ashley Sage, Clerk, Township of North Dumfries
Danielle Manton, City Clerk, City of Cambridge
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot
Grace Kosch, Clerk, Township of Wellesley
Olga Smith, City Clerk, City of Waterloo
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich
All Ontario Municipalities

Ministry of Health

Office of Chief Medical Officer of Health, Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Tel.: 416 212-3831
Fax: 416 325-8412

Ministère de la Santé

Bureau du médecin hygiéniste en chef, santé publique
393 avenue University, 21^e étage
Toronto ON M5G 2M2

Tél. : 416 212-3831
Télec. : 416 325-8412

May 29, 2020

MEMORANDUM

TO: Medical Officers of Health and Associate Medical Officers of Health

RE: Public Health Inspection of Programs

Dear Colleagues:

As Ontario begins to loosen public health restrictions and allow certain businesses, services, and public spaces to re-open, we wanted to provide minimum guidance regarding public health inspections. While there have been no decisions with regard to when facilities may be permitted to re-open, public health units may want to consider the following in preparation for the phased approach as outlined in *A Framework for Reopening our Province*:

- Continue to respond to COVID-19, allocating resources where necessary;
- Continue to conduct investigations in response to injury or illness reports (e.g., foodborne illness, IPAC lapses);
- Consider a risk-based inspection approach for re-opening and routine inspections including seasonal or new premises/facilities;
- Where possible, consider using phone consultations prior to on-site inspection; and
- While conducting inspections in accordance with applicable legislation/regulations, consider sharing COVID-19 related guidance (listed below) with business operators and direct any workplace questions or concerns to the appropriate ministry or municipal by-law as needed.

In accordance with the Ontario Public Health Standards and related protocols, the following do not need re-opening inspections:

- Food premises;
- Personal service settings;
- Child care settings;
- Day camps;
- Small drinking water systems;
- Splash pads; and
- Wading pools.

Although there are no decisions at this time regarding when some of these facilities may be permitted to re-open, at a minimum, facilities that require inspection prior to re-opening include public pools, spas and public beaches.

When conducting inspections, in accordance with the applicable legislation/regulations, please refer business operators to [Sector-Specific Guidance Documents](#) that are made available by the Ministry of Labour, Training and Skills Development. These documents cover a variety of settings, including:

Restaurant and food services sector; Food processing sector; Food retail; Personal Service Settings; Restaurant servers, cooks and dishwashers, to name a few. If unavailable, please refer business operators to the Ministry of Health [Guidance Document for Essential Workplaces](#).

Sincerely,

Original signed by

David C. Williams, MD, MHSc, FRCPC
Chief Medical Officer of Health

cc: Dr. Barbara Yaffe, Associate Chief Medical Officer of Health
Dr. David McKeown, Associate Chief Medical Officer of Health
Nina Arron, Director, Health Protection and Surveillance and Programs Branch
Colleen Kiel, Director, Strategy and Planning Branch

The Dementia Society of Ottawa and Renfrew County

Education

- **NEW** - Tuesday, June 2 @ 1pm - **Supporting Dementia** - The Supporting Dementia learning series is for caregivers of persons with dementia. This learning series will provide caregivers with information about symptoms that may accompany the progression of dementia
 - [For more information and to register click here](#)
- **NEW** - Monday, June 8 @ 12pm - **How Dementia Impacts Behaviour - Understanding is the key to coping** - Hosted by, Marge Dempsey RN, BA (Honours) – Marge is a retired nurse with a degree in neuropsychology
 - [For more information and to register click here](#)
- **Webinar - Anxiety and Caregiving Tips and Tools to deal with Anxiety in this environment**
 - [Watch it Here](#)

Meaningful Activities

- **SOLD OUT**- Wednesday, June 24 @ 11am - Join us to create **A Masterpiece!** This online art course, led by renowned local artist Gillian King, will teach people living with dementia and a care partner how to **paint on canvas!** Upon registration, individuals will receive art kits – delivered straight to their doors – to make participation fun and easy. And it's free! This program is a partnership between [Carefor](#) and [The Dementia Society of Ottawa & Renfrew County](#)
 - [Register here before June 18th](#)
- **Arts and Minds** classes are now on YouTube for on-demand viewing.
 - [To view them please click here](#)

- **Circle of Song sing-a-long** classes are now on YouTube for on-demand viewing.
 - [To view them please click here](#)
- We're excited to announce the launch of our new **Virtual Respite Program**, where persons living with dementia will have the opportunity to be matched with volunteers for regular virtual visits. Visits can be tailored to each individual's interests and hobbies, and could take the form of either simple chatting or planned sessions involving music, singing, photo slideshows, or videos. Virtual Respite Visits can take place on a variety of different platforms based on comfort levels and personal preference, and might include telephone, Zoom, Facetime, or another mutually agreed upon technology. If you are interested in signing up to be matched with a volunteer, [please click here to submit your request online.](#)
- The Dementia Society is pleased to be offering a regular weekly curbside pick-up of **Activity Packages** for clients. **Activity Packages include a collection of puzzles, games, and activities** for someone to enjoy from the comfort of their own home. If you would like to request pickup for an Activity Package.
 - [Please place your request online here](#)

Tip of the Week

- **NEW** - Want some help with technology? Contact Connected Canadians a not-for-profit organization that helps ensure that all Canadians are connected. Call toll free 1-877-304-5813 to leave a message and a staff member will reach out to you shortly for support.
 - [Click here for more information](#)
- For more information on meaningful activities you can do at home [click here.](#)

Just for Fun

- **NEW** - Nightly, 9 p.m. ET: Jim Clayton has been performing nightly "piano bar" streams since the pandemic began, where he takes requests from his growing audience.
 - [Find it here on Facebook](#)
- **NEW** - For an up-to-date list of Canadian live streams to watch during COVID-19 check out [CBC.ca](#)

Support

NEW - Caregiver Support Groups for June:

- Caregiver Support Groups for those supporting someone living with dementia in long term care or a retirement home.
 - [Click here](#)
- [Click here](#) for upcoming Support Groups in Ottawa.
- [Click here](#) for upcoming Support Groups in Renfrew County.



- Every \$1 donated to the Dementia Society **IN JUNE** is an automatic entry (minimum \$3 donation required)
- Challenge begins June 1, 2020

- If the Dementia Society wins the grand prize draw, that would mean a \$20,000 donation to help support caregivers and people living with dementia.

[DONATE HERE](#)

No one should face dementia alone. We appreciate your unwavering support during these challenging times. We were created by our community for our community and we stand with our community, continuing to provide much needed services and support to people living with dementia, their caregivers and their families.



COVID-19 FACTSHEET Community Gardens - Safe Operating Requirements for Gardeners & Coordinators

On April 25, 2020, the province of Ontario announced that community gardens are now permitted to open **following the guidance of Renfrew County and District's Medical Officer of Health**. Renfrew County and District Health Unit provides the following requirements, incorporating instructions from the Ontario Ministry of Health on the safe use of community gardens.

Until further notice, community gardens are not a recreational space or place for social gatherings. Their purpose is solely for planting, maintenance, and harvesting food only. In-person events such as work bees, **children's events**, workshops or potlucks are not allowed. If guidelines change with respect to provincially mandated physical distancing guidelines, those guidelines will also apply.

This factsheet provides specific guidance for gardeners and for garden coordinators as both groups play a role in creating safe spaces for community gardening.

Under the Emergency Order, only gardens with the capacity to meet the public health requirements for community garden use are permitted to operate.

1) Directives for Gardeners

All garden users and plot owners should read and agree to follow these practices prior to using the garden. Please confirm your membership and current contact information with your community garden coordinator, and your agreement to follow the requirements.

Entrance Restrictions

Each gardener must self-screen prior to entering the garden. Review the ["Should I Enter the Garden?"](#) signage posted at the garden entrance for signs and symptoms of COVID-19. Do the COVID-19 [self-assessment](#) tool daily. DO NOT come to the garden if you:

- Have a fever, new or worsening cough, difficulty breathing or other symptoms of illness
- Have had close contact with a confirmed case of COVID-19
- Have been asked to self-isolate due to travel or close contact with someone who is ill with respiratory symptoms
- No guests are allowed in the community garden.
- Children can only be in the garden as necessary, and must follow all physical distancing (e.g., using a stroller or baby carrier) and hygiene recommendations.
- No pets are allowed. Service animals must be leashed, wearing service vest or identification, and may not be in direct contact with the edibles.



Renfrew County and District Health Unit

COVID-19 FACTSHEET

Community Gardens - Safe Operating Requirements for Gardeners & Coordinators

Physical Distancing

- Everyone must always stay 2 metres or 6 feet apart (unless gardening with members of the same household).
- A maximum of 5 people are allowed in the garden at any given time.
- Avoid gathering in or around the garden.
- Keep trips to and time spent at the garden to a minimum. Follow the garden schedule and only go when it is your scheduled time.
- Sign-in before and sign-out after using the garden to help public health contact gardeners in case another gardener becomes ill.

Cleaning and Disinfection

Hand hygiene is key to preventing the spread of COVID-19.

- Wash hands with soap and water before and after handling common equipment such as hoses or gates, and before and after gardening, entering or leaving the site.
 - If there is not a sink available, bring hand wipes to remove dirt, followed by alcohol-based hand sanitizer (containing at least 70% alcohol). Do this often.
 - Gloves are not a substitute for washing hands.
 - Avoid touching your nose, mouth, eyes and face.
- Wearing a personal mask is a recommended precaution to protect others from the spread of droplets from breathing, talking, coughing, sneezing, etc.
 - Wash hands before putting the mask on.
 - **Don't share** personal masks with others. Wash reusable masks after each use.
 - Dispose of single-use masks and gloves in a lined (garbage bag) trash bin only.
- Cover your cough or sneeze with your sleeve or a tissue, then immediately throw the tissue in the garbage and wash your hands.
- Bring your own garden tools, equipment, gardening gloves, and disinfecting products and take these items with you when you leave.
 - [Clean and sanitize](#) tools after use, following the manufacturer's instructions.
 - Each gardener must wear their own pair of gloves, and launder after use.
 - Speak with the garden coordinator if bringing your own tools is not an option.
 - Place all trash in a lined trash bin. If one is not available, gardeners must take trash with them to dispose of at home.



Renfrew County and District Health Unit

COVID-19 FACTSHEET

Community Gardens - Safe Operating Requirements for Gardeners & Coordinators

2) Directives for Garden Coordinators

Before opening gardens, garden coordinators must ensure the following are in place to protect gardeners and reduce the spread of COVID-19. Use the [COVID-19 Action Plan Template for Opening of Community Gardens](#) to decide how you will meet the necessary public health requirements for your garden layout, number of plots, amenities on site, etc.

Physical Distancing

- Post signage that the garden is closed to the public. Only staff, garden members, and volunteers can access it. If there is no fence or gate, monitor to make sure crowding doesn't occur.
- Each person must always maintain a distance of 2 metres (6 feet), unless from the same household. A maximum of 5 people are allowed in the garden at any given time. Make a schedule to let gardeners know when they can safely tend to their plot.
- When scheduling times, consider the space between plots and stagger accordingly to maximize the space between gardeners at the time of use and ensure that the 2 metres (6 feet) distances can be maintained.
- Remove or tape-off picnic tables and other structures meant for communal seating and gathering.
- Make a garden plan showing the configuration of the garden, plot layouts, spacing changes because of physical distancing, etc. Share with members.

Infection Control: Cleaning and Disinfection

- If possible, provide a hand washing station and/or hand sanitizer at the garden, with signage on how to wash hands properly, or how to use hand sanitizer correctly.
 - Sanitizer should be at least 70% alcohol.
 - Ask gardeners to bring hand wipes and hand sanitizer with them when gardening.
 - If hands are visibly soiled, handwashing with soap and water is preferred, but hand sanitizer can be effective provided grime and dirt is removed from hands first.



Renfrew County and District Health Unit

COVID-19 FACTSHEET

Community Gardens - Safe Operating Requirements for Gardeners & Coordinators

- Instruct garden users and plot owners to wash their hands or use hand sanitizer before entering and after leaving the garden site, as well as before and after using shared equipment (e.g., garden hose, wheel barrow).
- Post signage at the garden entrance(s) and spaces where shared equipment is held.
 - [How to Wash Your Hands](#)
 - [How to Use Hand Sanitizer](#)
 - [Physical Distancing](#)
 - [Cleaning and Disinfection for Public Settings](#)

Tools and Equipment

- Remove shared tools and gloves and encourage gardeners to bring their own.
 - If removing shared tools is not possible, gardeners are to wear their own gloves when using shared tools or wash/sanitize their hands after using shared tools.
 - When cleaning tools, be sure to follow the **manufacturer's instructions**.
- Set up a sanitizing schedule for equipment and tools using approved disinfectant and cleaners that are effective for COVID-19:
 - Clean equipment and high-touch surfaces such as water taps and hoses, locks, and gates at opening and closing.
 - Post signage instructing individuals to wash hands before and after handling common items like hoses, gates etc.
 - If needed, have a system where used dirty tools are dropped off in one area for cleaning, and clean disinfected tools picked up in another. A designated person must clean and disinfect tools.
- Make up a system to minimize touching of shared surfaces such as shed doors such as assigning one person to open at the start of the day, and another to lock up.
- Post signage and provide resources to gardeners so they know the steps they must take to safely use tools, how to clean and disinfect frequently touched surfaces, hand hygiene, and other requirements.
- Garden coordinators may wish to have a scheduled rotation of members to perform site maintenance duties.



Renfrew County and District Health Unit

COVID-19 FACTSHEET

Community Gardens - Safe Operating Requirements for Gardeners & Coordinators

Signage and Communication

- Inform all garden users and plot owners of the requirements prior to allowing access to the garden. Use the ["Tracking Tool for Community Garden Coordinators"](#) to update contact information and confirm membership prior to opening.
- Have a sign-in/sign-out sheet to track who uses the garden. Include name, date, time in and time out to help public health with communication and contact tracing, if needed.
- Post clear, visible signage throughout the garden reminding users of the requirements that must be followed when using the garden, the number of persons allowed in the garden at a time, no sharing of food or personal items, physical distancing, how to safely share garden tools, how to clean and disinfect frequently touched surfaces.
- Post the ["Should I Enter the Community Garden"](#) signage instructing those with symptoms or who have had contact with a confirmed case of COVID-19 to not enter the garden. Advise garden users to monitor their health and do the [self-assessment](#) each day. Direct members to stay home if they are sick and contact the Renfrew County and District Health Unit COVID-19 Intake Line at 613-735-8654 for a COVID-19 risk assessment.

Compliance

- Review the requirements with members, users, and volunteers, explaining they must be followed in order to have continued access to the garden. To help you track those who have agreed to participate under COVID-19 requirements consider using the [Tracking Tool for Community Garden Coordinators](#).

Renfrew County and District Health Unit Resources for Community Gardens

- [COVID-19: Action Plan for Opening of Community Gardens](#)
- [Tracking Tool for Community Garden Coordinators: COVID-19 Requirements](#)
- [Should I Enter the Community Garden? Signage](#)

Information

- [Sustain Ontario - COVID-19 Recommendations for Community Gardens](#)
- [Public Health Ontario](#)
- [Public Health Agency of Canada](#)

If you have any questions, please feel free to reach out to Carolyn Froats-Emond, RD at 1-800-267-1097 or 613-735-8654, ext. 517. Thank you for all you do to promote community gardens and support garden safety.

Source: Ontario Ministry of Health COVID-19 Advice to Public Health Units regarding Community Gardens. Adapted from KFL&A Public Health, Sustain Ontario, Durham Region Health Department, Windsor Essex County Health, and Hastings Prince Edward Public Health. Current as of May 15, 2020.



Renfrew County and District Health Unit

COVID-19: Action Plan Template for Opening of Community Gardens

Community gardens are now considered essential services and permitted to open, provided instructions from local public health agencies are followed. Gardens operating in Renfrew County and the District must follow the [Safe Operating Requirements for Gardeners & Coordinators](#) from Renfrew County and District Health Unit (RCDHU).

This *Action Plan for Opening of Community Gardens* is a tool to help community gardens meet the requirements set by RCDHU. Coordinators and members of community gardens are encouraged to use this tool as they plan to safely re-open gardens.

NOTE: Renfrew County and District Health Unit has signage for: Handwashing, Hand Sanitizing, Physical Distancing, and [Should I Enter the Community Garden?](#) See the resources below.

Before your garden opens, take the time to think about how you will meet the following public health requirements in order to be permitted to open.

Physical Distancing

Community gardeners must maintain a physical distance of at least 2 metres (6 feet) from each other while at the garden, except for members of the same household. A maximum of 5 people are allowed in the garden at any given time. Children should only be brought to the garden on an as-needed basis and physical distancing should be considered when bringing children to the garden. Pets should not be brought to the garden. Service animals are permitted with proper identification/vest.

Other tips that may help your garden maintain physical distancing:

- Remove or tape-off communal seating and picnic areas.
- Make a schedule to ensure a maximum of 5 people in the garden at any given time. Consider scheduling gardeners based on the location of their plot to maintain physical distancing.
- Have members sign in before entering and after leaving the garden so members know who is already in the garden.

For your community garden, how will physical distancing be managed? (e.g., schedules, closing communal areas, etc.)



Renfrew County and District Health Unit

COVID-19: Action Plan Template for Opening of Community Gardens

Member List and Attendance Log

The community garden coordinator must keep a list of all gardeners, volunteers, and staff who may use the garden, including the name and contact information for each. Garden members are expected to provide current contact information to their community garden coordinator and must agree to follow the [Safe Operating Requirements for Gardeners & Coordinators](#). Here is a link to a sample [Tracking Tool for Community Garden Coordinators](#).

In addition, gardens should use a sign-in and sign-out system to track who is in the garden each day. This can be a paper or electronic sign-in sheet. This helps public health reach out to gardeners who may be affected if another gardener becomes ill. If your garden uses a paper sign-in sheet, encourage gardeners to bring their own pens. See below for an example of a sign-in sheet. A printable template is at the end of this document.

Name	Date	Time In	Time Out

For your community garden, what needs to be done to create an updated contact list? (e.g., notify gardeners to share current contact information with the coordinator, by a specific date).

For your community garden, what would the best option be for a sign-in sheet? (e.g., Electronic? Paper? Other?) Where should it go? How will the sign-in sheet be communicated to gardeners?



Renfrew County and District Health Unit

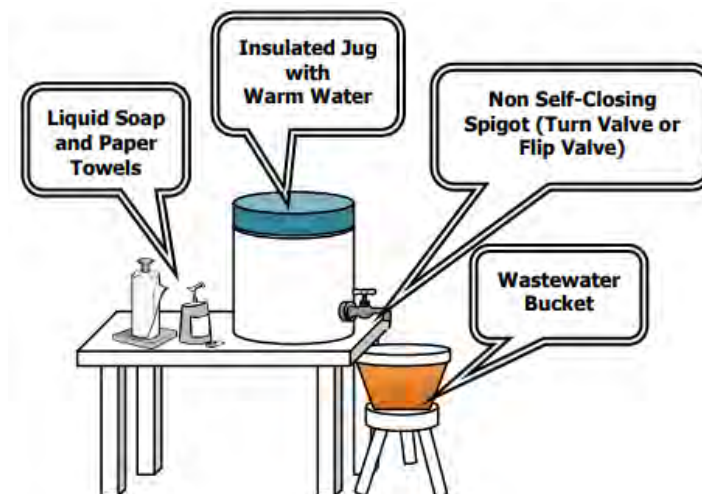
COVID-19: Action Plan Template for Opening of Community Gardens

Hand Hygiene

Good hand hygiene helps to prevent the spread of COVID-19. Have a place for gardeners to wash their hands or use hand sanitizer. Ask gardeners to bring their own hand sanitizer with them when gardening. Each person must ensure proper hand hygiene: before entering and after leaving the community garden; before or after touching their face; and, before or after touching common touch areas, shared tools or other objects. Signage must be posted instructing community gardeners to maintain proper hand hygiene.

The following methods for hand hygiene in a community garden setting are acceptable. Think about which method will work best for your garden.

- Handwashing sink equipped with hot and cold running water under pressure, liquid soap and paper towels.
- Hand wipes to remove dirt and debris, followed by alcohol-based hand sanitizer (containing at least 70% alcohol).
- Temporary handwashing station prepared as per the picture below. This method may only be used if wastewater can be discarded appropriately, such as into a sink or toilet. Wastewater containing soap may not be discharged onto the ground.



Source: https://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/Health-Topics/Food-Safety/Temporary_Food_Premises_Application.pdf

For your community garden, what actions can be taken to help facilitate handwashing and hand hygiene? (e.g., set up a temporary handwashing station, ask gardeners to bring their own handwipes and hand sanitizer, etc.) Who will clean and maintain the handwashing set-up?



Renfrew County and District Health Unit

COVID-19: Action Plan Template for Opening of Community Gardens

Cleaning and Disinfection

Frequently touched surfaces/items should be cleaned and disinfected at least twice daily or more often as required: garden hoses, spigots, faucet and door handles, shed locks/handles, gate locks, as well as shared garden tools. Items must be cleaned and free of debris before they are disinfected and the manufacturer's recommended contact time for disinfection must be followed. Refer to [Public Health Ontario's Cleaning and Disinfection for Public Settings handout](#).

Health Canada has prepared a [list of approved disinfectants](#) that are effective against the COVID-19 virus. Follow the manufacturer's instructions when using the approved disinfectant. Store all disinfectants safely out of children's reach and monitor their use.

A bleach-water solution may be used as an effective disinfectant. To prepare, add 4 teaspoons of bleach for every litre of water. Allow a contact time of at least 60 seconds before wiping away the disinfectant or allow the disinfectant to evaporate. If using a bleach-water solution as a disinfectant, it must be prepared daily. Vinegar is not approved as a disinfectant by Health Canada as it is not effective against pathogens such as the COVID-19 virus.

For your community garden, what actions can be taken to make sure that proper cleaning and disinfection takes place? (e.g., make bleach available, provide a container for mixing and sign with instructions; choose another disinfectant from the Health Canada list, etc.)
Where will products be stored?

Garden Tools

Gardeners must wear their own gloves, and preferably bring their own set of tools. Sharing tools is discouraged, but if necessary, shared tools must be cleaned and disinfected between each use, as described above. For your community garden, what actions can be taken to make sure that gardeners have their own set of gloves and use their own tools, or that tools are disinfected between uses? (e.g., post signs, provide disinfectant, etc.)



Renfrew County and District Health Unit

COVID-19: Action Plan Template for Opening of Community Gardens

Entrance Restrictions

Gardeners must not enter the garden if they are feeling unwell or showing any signs of illness. As of March 30, 2020, those over the age of 65 or those with compromised immune systems or underlying medical conditions, are advised to stay home.

Prior to opening the garden, garden coordinators are to post a sign instructing gardeners with illness to not enter the garden. Each gardener must self-screen prior to entering the garden. A decision tree "[Should I Enter the Community Garden?](#)" has been created to help gardeners decide on whether they may enter the garden. The decision tree includes signs and symptoms of COVID-19 and where to get help if gardeners have symptoms.

If gardeners have symptoms of respiratory illness, they must return home immediately and either complete the online [Ontario Self-Assessment](#) tool or contact the COVID-19 Intake Line Renfrew County and District Health Unit at 613-735-8654. All recommendations from the self-assessment tool or RCDHU must be followed.

How will you communicate the entrance restrictions to gardeners? (e.g., post the decision tree, send an email update on entrance restrictions to members, etc.) What are some strategies your garden could use, if some gardeners cannot use their plots this season? (e.g., gardeners temporarily giving plots to others; using open plots to grow food to donate to community programs, or those who are unable to garden this year, etc.)

Resources:

- RCDHU link: [Community Gardens – Safe Operating Requirements for Gardeners & Coordinators.](#)
- RCDHU Signage link: [Should I Enter the Community Garden?](#)
- RCDHU. [Tracking Tool for Community Garden Coordinators: COVID-19 Requirements Available.](#)
- RCDHU. Community Garden Sign-In Sheet (See below).
- Public Health Ontario (2020). Cleaning and Disinfection for Public Settings. Available from: www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmentalcleaning.pdf?la=en
- Health Canada (2020). Hard Surface Disinfectants and Hand Sanitizers (COVID-19). Available from: www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html



Renfrew County and District Health Unit

COVID-19: Action Plan Template for Opening of Community Gardens

- Public Health Ontario (2020): How to Handwash, How to Hand Rub: <https://www.publichealthontario.ca/en/health-topics/infection-prevention-control/hand-hygiene>
- Physical Distancing Signage. Available from: <https://www.rcdhu.com/novel-coronavirus-covid-19-2/>

If you have any questions, please feel free to reach out to Carolyn Froats-Emond, RD Public Health Dietitian at 1-800-267-1097 or 613-735-8654, ext. 517 for support. Thank you for helping to keep community gardens healthy and safe.

Community Garden Sign-In Sheet

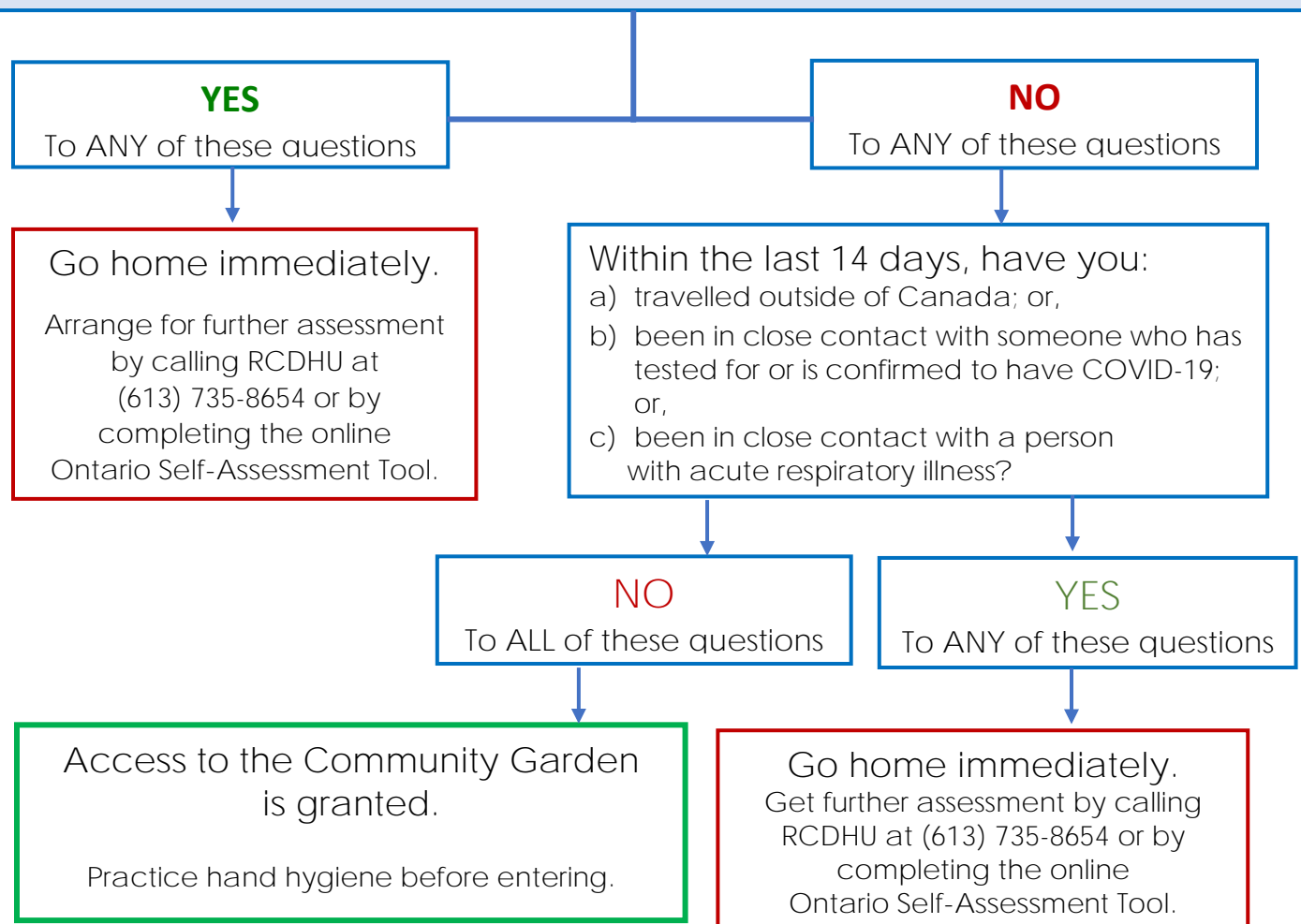
Community Garden:			
Name	Date	Time In	Time Out



STOP

Should I Enter the Community Garden?

- Do you have a fever, new or worsening cough or difficulty breathing?
- Do you have other signs of a respiratory illness, including: barking cough (squeaky or whistling noise when breathing), sore throat, chills, runny nose, sneezing, nasal congestion, hoarse voice, difficulty swallowing, new smell or taste disorder(s), headache, nausea/vomiting, diarrhea or abdominal pain?
- Do you have other new or unexplained symptoms? See Ontario's COVID-19 Self-Assessment at <https://covid-19.ontario.ca/self-assessment/> for most current symptoms.



Remember to clean your hands upon entering and before leaving the community garden.

Adapted and reprinted with permission from Peterborough Public Health. Current as of May 15, 2020.



Renfrew County and District Health Unit

Tracking Tool for Community Garden Coordinators: COVID-19 Requirements

This tool will support community garden coordinators to:

1. Keep an updated list of community garden members and their contact information.
2. Confirm that each member has read and understood the requirements and relevant documents before accessing the community garden.

If a community garden member becomes ill with COVID-19, Renfrew County and District Health Unit might need to contact the community garden coordinator to do contact tracing.

Each gardener using the garden for the 2020 season needs to:

- a) Let you know that they have read, understood and agree to follow the requirements in [Community Gardens – Safe Operating Requirements for Gardeners & Coordinators](#).
- b) Provide you with any updates to their contact information.

Thank you for the service you are providing to the community during challenging times. We appreciate your efforts to keep community gardens safe! If you have any questions, please feel free to reach out to Carolyn Froats-Emond, RD at 1-800-267-1097 or 613-735-8654, ext. 517.

Gardener's Name	Date that the gardener has read, understood and agreed to follow the requirements in "Community Gardens – Safe Operating Requirements for Gardeners & Coordinators"	Current Contact Information	Notes



Renfrew County and District Health Unit

Tracking Tool for Community Garden Coordinators: COVID-19 Requirements

Gardener's Name	Date that the gardener has read, understood and agreed to follow the requirements in "Community Gardens – Safe Operating Requirements for Gardeners & Coordinators"	Updated Contact Information	Notes

Name of Garden: _____

Address of Garden: _____

Name of Coordinator: _____

Coordinator Contact Information: _____

ONTARIO WORKS REPORT

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Social Services Committee

June 10, 2020

INFORMATION

The following is a brief summary of activities that occurred during May 2020:

1. Ontario Works Caseload Statistics

	2020 Total Caseload	2019 Total Caseload
January	1273	1331
February	1287	1302
March	1327	1319
April	1344	1331
May		1341
June		1299
July		1246
August		1227
September		1175
October		1214
November		1231
December		1230

2. Homelessness Prevention Program (HPP)

Number of Approved Applications in March and April 2020	Monthly Expenditure
March – 52	\$18,457.03
April – 34	\$24,222.55
Total – 86	\$42,679.58

3. The Canada Emergency Student Benefit

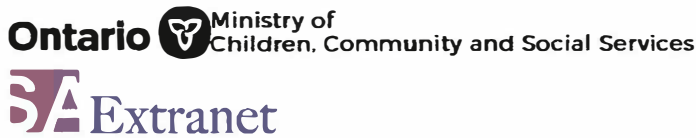
Attached as Appendix OW-I is a memo dated May 25, 2020 from the Ministry of Children, Community and Social Services (MCCSS), outlining how the recently announced Canada Emergency Student Benefit (CESB) will be treated under social assistance. The CESB is a federal income replacement benefit for recent high school graduates and postsecondary students who are unable to find summer employment due to COVID-19 and do not qualify for the Canada Emergency Response Benefit (CERB). Students who are eligible for CESB will receive \$1250/month (or \$2000 if they have dependent children or a disability) for the period of May – August 2020. The CESB income will be treated as follows:

- For Ontario Works recipients granted prior to May 1/20 and all Ontario Disability Support Program recipients – CESB is fully exempt for full-time students, and partially exempt for part-time students (first \$200 is exempt plus 50% of the remainder). Where income deductions render recipients ineligible for social assistance, they will maintain health coverage (e.g. drug/dental).
- For Ontario Works recipients granted after May 1/20 – CESB income is deducted dollar-for-dollar for the first three months of assistance, and in the fourth month the income exemptions would apply as described above. Where income deductions make recipients ineligible, files will be closed at the end of the month to avoid retroactive adjustments/overpayments.

4. Operational Update

The volume of applications for Ontario Works emergency and ongoing assistance has levelled off since the start of the pandemic. Another spike in application volume is anticipated when the four months of CERB comes to an end. Ministry of Children, Community and Social Services (MCCSS) continues to deploy all system interventions to ensure the continuity of benefits for social assistance recipients and allow staff time to be devoted to priority areas of service. The Ministry recognizes that social assistance clients are being connected with essential supports and services in a very streamlined and effective manner during this pandemic and they are looking to incorporate many of the successful strategies into future service delivery planning. Ontario Municipal Social Services Association (OMSSA) has developed several virtual training sessions which our front-line and management staff have participated in such as “Tips and Tools for Working from Home” and “Leading a Team Remotely”. These webinars are proving to be a valuable and cost-effective way to ensure staff continue to receive opportunities for additional learning and skill development. In addition, regular virtual staff meetings are held to share information, connect with other community agencies, and ensure staff have the tools they need to continue delivering a high level of service to vulnerable residents.

Switch to ODSP (<https://www.sa.mcscs.gov.on.ca/communications/the-canada-emergency-student-benefit-cesb-and-social-assistance/?sa=odsp>)



Search all Ontario Works content

The Canada Emergency Student Benefit (CESB) and Social Assistance

Quick Summary

The federal government recently announced a Canada Student Emergency Benefit (CESB) to provide financial support to post-secondary students, and recent post-secondary and high school graduates, who are unable to find work due to the COVID-19 outbreak or are working but their income from employment is less than \$1,000 during the four-week period for which they are applying.

For students on social assistance who are eligible for the CESB, this income replacement will be treated similarly to the way earned income is currently treated for students – consistent with the Ontario government's position on the Canada Emergency Response Benefit (CERB).

FYI for

- Ontario Works Administrators
 - Municipalities and DSSABs
 - First Nations
- Social Assistance Program Division Directors
- Social Assistance Program Managers
- Program Supervisors
- ODSP Managers
- ODSP Staff
- Ontario Works Case Managers

Canada Emergency Student Benefit (CESB)

The CESB is a federal income support benefit, which is intended to provide income support to postsecondary students and new graduates who are not eligible for the Canada Emergency Response Benefit (CERB), Employment Insurance (EI) and are unable to work due to the COVID-19 outbreak or are working but have less than \$1,000 of employment income during the four-week period for which they are applying.

The CESB will provide income support of \$1,250 per month for eligible students or \$2,000 per month for eligible students with dependents or disabilities. This benefit will be available from May to August 2020 and will be delivered through the Canada Revenue Agency (CRA).

Details regarding eligibility for CESB are available on [the federal government's website](https://www.canada.ca/en/departement-finance/economic-response-plan.html#individuals) (<https://www.canada.ca/en/departement-finance/economic-response-plan.html#individuals>)

What's Happening

CESB payments are not employment earnings; however, in the unprecedented context of the COVID-19 outbreak, the government has approved an exemption of CESB payments similar to the way in which earnings are currently treated for students. This also aligns with the treatment of the new Canada Emergency Response Benefit (CERB).

For all ODSP clients and Ontario Works clients who were on the program prior to May 1, 2020, income received under the CESB will be treated as either partially or fully exempt, depending on the person's student status (see below for details including qualifying period for new Ontario Works). This approach enables existing clients to retain the full amount of the CESB and depending on their student status, some or all, of their social assistance payments, and to continue to access health and other benefits while receiving the CESB.

- For existing Ontario Works benefit units (i.e., cases granted prior to May 1, 2020) and all ODSP benefit units, the CESB would be fully exempt for adult students in full-time secondary or postsecondary studies (including the 16-week pre-study period) and students under 18 years of age. For adult part-time postsecondary students and recent postsecondary graduates, the CESB will be partially exempt – the first \$200 is fully exempt and the remaining amount is 50 per cent exempt.

- Recent secondary school graduates are considered postsecondary students if they have completed, or are expected to complete, their high school or their high school equivalency in 2020 or later and have applied for a postsecondary educational program that starts before February 1, 2021.

- For new Ontario Works benefit units granted on or after May 1, postsecondary students and graduates would be subject to a three-month qualifying period, during which time income from the CESB would be deducted dollar-for-dollar. After the qualifying period, the CESB would be partially or fully exempt for these benefit unit members, depending on student status. This would not apply to students who are under 18 or full-time adult secondary students.

- For new Ontario Works applicants granted on or after May 1, CESB payments will be treated as non-exempt when determining eligibility for social assistance. However, recognizing that many clients were waiting for federal benefit payments, delivery partners should not create/issue overpayments for those retroactively reassessed as ineligible.

Ontario Works and ODSP recipients who qualify for the CESB partial exemption but become financially ineligible (i.e., where the income reduction from CESB reduces budgetary requirements to \$0) will not lose access to health and other benefits. These recipients will remain on social assistance, at a nominal amount, to ensure continued access to benefits and case management supports.

If a client is in receipt of the CESB but is participating in activities or receiving employment income that would make them eligible for benefits related to employment, then those benefits should be issued as normal.

Treatment of Earnings, the CERB, and the CESB for Various Types of Students

Recipient	Earnings	CERB	CESB
Student under 18 years old	100% exempt	100% exempt	100% exempt
Adult secondary school graduate enrolling in postsecondary	100% exempt for 16-week pre-study period	100% exempt for 16-week pre-study period	100% exempt for 16-week pre-study period
Full-time postsecondary student	100% exempt*	100% exempt*	100% exempt*
Part-time postsecondary student	\$200+50% exempt*	\$200+50% exempt*	\$200+50% exempt*
Postsecondary graduate	\$200+50% exempt*	\$200+50% exempt*	\$200+50% exempt*

*New Ontario Works applicants would be subject to a 100% deduction during a three-month qualifying period.

Key Dates

- Changes to the treatment of the CESB are effective May 1, 2020.

More Information

- CESB income reporting will operate similarly to the current earnings reporting in Ontario Works and ODSP. Further details, including SAMS information, will be available shortly.
- The CERB Social Assistance Policy Support Document will be updated shortly to include more detailed information about the CESB.

Contact

- Ontario Works – Lee Tregwin, Manager, Social Assistance Program Policy Branch – [416-312-2696 \(tel:416-312-2696\)](tel:416-312-2696) or [Lee.Tregwin@ontario.ca \(mailto:Lee.Tregwin@ontario.ca\)](mailto:Lee.Tregwin@ontario.ca)
- ODSP – James Lee, Manager, A/Manager, Social Assistance Program Policy Branch – [416-399-3547 \(tel:416-399-3547\)](tel:416-399-3547) or [James.Lee@ontario.ca \(mailto:James.Lee@ontario.ca\)](mailto:James.Lee@ontario.ca)

Sent from

- Laura Belfie, Director, Social Assistance Program Policy Branch

Audience

- CMSMs/DSSABs

CHILD CARE AND EARLY YEARS REPORT

Prepared by: Judy Mulvihill, Manager of Child Care and Early Years Division

Prepared for: Social Services Committee

June 10, 2020

INFORMATION

1. 2019 and 2020 Integration Coordinator, Fee Subsidy and Licensed Family Home Statistics

There is no available data for April and May statistics due to the March 15, 2020 order from the Ministry of Education to close Child Care programs.

2. Extension of Order to Close Child Care Centers

Attached as Appendix CC-I is a memo dated May 27, 2020. The County received information from the Ministry of Education that the closure of licensed Child Care programs will continue to June 9, 2020. All licensed Child Care programs in the Province of Ontario, including EarlyON programs have been non-operational since the initial order of March 15, 2020.

3. Emergency Child Care Update

At this time, Renfrew County has two programs operating Emergency Child Care: Cathedral's Garden and Child's Paradise. Cathedral's Garden opened on April 14 to serve five children. Child's Paradise opened on April 21 to serve 5 children, and has recently expanded to serve 10 children.

Two additional sites have recently been approved to offer Emergency Child Care: Deep River Nursery School and the Pembroke Military Family Resource Centre (PMFRC). Deep River Nursery School opened June 3 to serve five children. PMFRC opened on June 1 to serve eight children. PMFRC will only be serving military members and will manage their own waitlist.

4. Child Care Program Re-Opening

The Province of Ontario had included the gradual re-opening of licensed Child Care programs in Stage Two of the provincial plan. To date, no further announcements have been made regarding this. The County of Renfrew has been involved in the planning of the re-opening at a provincial and local level, through weekly provincial teleconferences and weekly County of Renfrew Child Care program teleconferences.

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M5V 3A4

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M5V 3A4



TO: Consolidated Municipal Service Managers and District
Social Service Administration Boards, Chiefs of First
Nations with Child Care Agreements, Licensed Child Care
Programs and Licensed Child Care Administrators

FROM: Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

DATE: May 27, 2020

SUBJECT: Extension of Emergency Orders

I would like to acknowledge your sustained commitment to the health and well-being of Ontario families and to our vital child care sector during the COVID-19 outbreak. Your patience is greatly appreciated, and your ongoing partnership has been crucial during these challenging times.

Based on the advice of our Chief Medical Officer of Health and other leading public health officials, the Emergency Order closing licensed child care centres and all facilities providing indoor recreational programs, including EarlyON Child and Family Centres, has been extended until **June 9, 2020**. The emergency order to immediately prohibit organized public events and social gatherings of more than five people has also been extended to **June 9, 2020**.

The orders do not apply to those licensed child care centres approved to provide emergency care for health care and other eligible frontline workers. Additionally, the two orders do not apply to home-based child care (licensed and unlicensed).

As the COVID-19 outbreak in Ontario continues to evolve, we are committed to keeping you informed and keeping everyone safe. Thank you again for your flexibility and continued collaboration.

Sincerely,

Shannon Fuller