



## **RENFREW COUNTY HOUSING CORPORATION**

Wednesday, September 9, 2020 – 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 on August 12, 2020.
5. Delegations: None at time of mailing.

- |  | <u>Page</u> |
|--|-------------|
| 6. General Manager's Monthly Report                                    | 2           |
| 7. New Business.   |             |
| 8. Closed Meeting – None at time of mailing.                           |             |
| 9. Date of next meeting (Wednesday, October 14, 2020) and adjournment. |             |

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

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

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**TO:** Renfrew County Housing Corporation Board of Directors

**FROM:** Carol Neill, General Manager

**DATE:** September 9, 2020

**SUBJECT:** Monthly Report

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**INFORMATION**

1. **Applicant/Tenant Issues**

(a) RENTCafé Community Housing

Eligible Applicants on Waitlist as of July 31, 2020

2020 Community Housing Registry Waitlist Statistics as of July 31, 2020

<b>Applicant</b>	<b>New Eligible Applications</b>	<b>Total Eligible Applications</b>	<b>Total # of Applicants</b>	<b>Eligible Transfer Applicants</b>	<b>Eligible SP Applicants</b>
<b>Senior</b>	3	84	97	10	2
<b>Adult</b>	33	264	284	29	8
<b>Family</b>	29	175	109	23	27
<b>TOTALS</b>	<b>65</b>	<b>523</b>	<b>490</b>	<b>62</b>	<b>37</b>

Total Number of Applications as of July 31, 2020

<b>Bedroom Size</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>
1	80	248	0
2	4	16	83
3	0	0	58
4	0	0	28
5	0	0	6
<b>TOTALS</b>	<b>84</b>	<b>264</b>	<b>175</b>

Total Number of Applicants as of July 31, 2020

Bedroom Size	Senior	Adult	Family	Dependents
1	89	261	0	0
2	8	23	96	78
3	0	0	67	75
4	0	0	33	84
5	0	0	9	22
<b>TOTALS</b>	<b>97</b>	<b>284</b>	<b>205</b>	<b>259</b>

Move Ins, Move Outs and Transfer Comparison

Location	Move Outs July 30, 2020	Move Ins Aug. 1, 2020	Internal Transfers Aug. 1, 2020
Arnprior	0	4	0
Renfrew	0	2	0
Pembroke & Area	1	3	1

(b) Tenant Issues

July 2020	Arnprior	Renfrew	Pembroke & Area
N4's Issued	0	0	0
N5's Issued	2	1	0
N6's Issued	0	0	2
L2's Issued	0	0	0
Sherriff Eviction	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

N7 Notice to End Tenancy for Causing Serious Problems in the Rental Unit or Residential Complex

N8 Notice to Terminate a Tenancy at End of Term

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

L2 Application to Terminate a Tenancy and Evict a Tenant

L4 Application to Terminate a Tenancy Tenant Failed to Meet Conditions of a Settlement or Order

## 2. **Financial**

### (a) Operating Budget

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

### (b) Capital Budget

The Capital Works Variance Report as at August 26, 2020 is attached as Appendix RCHC-II.

### (c) Current Arrears

The July arrears report is attached as Appendix RCHC-III.

The July comparison arrears report is attached as Appendix RCHC-IV.

## 3. **COVID-19**

### (a) Update

Staff are present in the office and are providing services during our normal hours of business while maintaining regular administrative operations. Contact is available by phone, email and depending on the situation by appointment. Our maintenance staff continue to maintain our buildings and properties with safety protocols and physical distancing to help reduce the risk of exposure for all.

Communications to our tenants was reinforced through a number of initiatives such as posters and newsletters outlining how to reduce exposure to COVID-19 including the importance of social distancing by staying at least two metres away from anyone who they do not live with, the benefits of wearing a mask, and to limit the number of visitors into their home.

### (b) Community Outreach

Thanks to the United Way and the Renfrew County and District Health Unit, RCHC received 400 cloth masks and 1000 disposable masks for distribution to our tenants to reduce the risk of transmission of COVID-19 when physical distancing and keeping two-metres' distance from others is challenging or not possible.

#### 4. **Training**

On August 25, 2020 five staff participated in a training webinar provided by the Ontario Non-Profit Housing Corporation on the subject of “Privacy Law in Housing”. In the one-hour presentation the speaker Ismail Ibrahim, Lawyer (Robins Appleby LLP) spoke about managing the privacy of staff and tenants, best practices around video and surveillance equipment, how to manage privacy breaches and freedom of information in a housing context.

**Renfrew County Housing Corporation**  
**Consolidated Treasurer's Report**  
**July 2020**

Appendix RCHC-I

<u>Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Full Year</u> <u>Budget</u>
SALARIES - 1100..1110	980,555	1,099,358	(118,803)	1,905,556
BENEFITS -1200..1290	222,503	269,888	(47,385)	467,800
ADMINISTRATION - 1293..1500,1120,6280	559,822	603,935	(44,113)	1,224,176
COVID 6900	267,120	0	267,120	0
BUILDING - HEAT LIGHT POWER - 1501	455,310	540,498	(85,188)	926,582
BUILDING - REPAIRS & MAINTENANCE - 1502,1540	171,009	248,626	(77,617)	426,245
BUILDING - NATURAL GAS - 1503	94,775	123,018	(28,243)	210,875
BUILDING - HEATING & PLUMBING - 1504	69,098	80,388	(11,290)	137,742
BUILDING - TAXES - 1505	922,996	939,690	(16,694)	1,674,219
BUILDING - WATER - 1506	385,468	424,505	(39,037)	744,349
BUILDING - ELEVATOR - 1510	31,918	38,675	(6,757)	66,300
BUILDING - PAINTING - 1525	84,118	136,878	(52,760)	234,637
BUILDING - GARBAGE REMOVAL - 1530	31,610	43,925	(12,315)	75,316
BUILDING - SNOW REMOVAL CONTRACT - 1542	154,483	148,156	6,327	222,207
BUILDING - GROUNDS KEEPING - 1560	29,475	35,014	(5,539)	60,000
BUILDING - CAPITAL REPAIRS - non TCA - 1565	454,259	521,470	(67,211)	839,136
FINANCIAL - DEPRECIATION - 6210	650,548	696,332	(45,784)	1,193,647
FINANCIAL - RENT WAIVER - 6207	133,102	132,363	739	226,925
FINANCIAL - MORTGAGE - INTEREST - 6341	27,600	27,600	0	887,074
FINANCIAL - RENT SUPPLEMENT - 6344	147,087	169,610	(22,523)	290,761
FINANCIAL - STRONG COMMUNITY RENT SUPP - 6345	83,755	81,718	2,037	140,086
FINANCIAL - CHPI - 6352	741,973	802,214	(60,241)	1,375,228
FINANCIAL - SDV - PHB 90% - 6355	0	0	0	0
FINANCIAL - COCHI - 6357	0	143,878	(143,878)	246,643
FINANCIAL - OPHI - 6358	54,721	234,689	(179,968)	402,325
FINANCIAL - IAH - ONTARIO RENOVATES - 6350	143,809	21,000	122,809	36,000
FINANCIAL - IAH HADD - 6354	39,500	42,000	(2,500)	72,000
FINANCIAL - IAH - HOME OWNERSHIP - 6348	0	0	0	0
Surplus Adjustment - Depreciation - 6210	(650,548)	(696,332)	45,784	(1,193,647)
Surplus Adjustment - Mortgage Principal - 7500	230,300	230,300	0	384,192
Surplus Adjustment - Transfer to Reserves - 7600	0	0	0	0
Surplus Adjustment - TCA - 7700	8,140	0	8,140	1,713,062
<b>EXPENSES</b>	<b>6,524,505</b>	<b>7,139,396</b>	<b>(614,891)</b>	<b>14,989,436</b>

GAIN / (LOSS) - DISPOSAL OF ASSETS - 3173..3174	0	0	0	0
INTEREST ON INVESTMENTS - 3175,3176	25,257	31,500	(6,243)	54,000
MISC REVENUE - 3180,3630,3970,3448	39,061	47,593	(8,532)	81,579
PROV SUBSIDY - DEBENTURES - 3476	0	0	0	829,150
Surplus Adjustment - Transfer from Reserves - 7800	0	0	0	60,000
TENANT REVENUE - 3470..3472	2,725,358	2,668,148	57,210	4,573,930
COUNTY TRANSFER - BASE - 3631	2,997,692	2,997,692	0	5,358,897
COUNTY TRANSFER - CAPITAL	0	0	0	1,653,062
COUNTY TRANSFER - SSRF (COVID)	211,533	0	211,533	0
COUNTY TRANSFER - CHPI - 3665	1,797,335	802,214	995,121	1,375,228
COUNTY TRANSFER - CHPI ADMIN - 3666	52,208	36,190	16,018	72,380
COUNTY TRANSFER - COCHI - 3675	185,478	123,320	62,158	246,643
COUNTY TRANSFER - COCHI Admin - 3676	9,762	6,490	3,272	12,981
COUNTY TRANSFER - OPHI - 3677	952,611	201,162	751,449	402,325
COUNTY TRANSFER - OPHI Admin - 3678	51,529	10,587	40,942	21,175
COUNTY TRANSFER - IAH - Ontario Renovates - 3663	319,148	21,000	298,148	36,000
COUNTY TRANSFER - IAH - HADD 3668	44,250	42,000	2,250	72,000
COUNTY TRANSFER - IAH Home Ownership - 3652	0	0	0	0
COUNTY TRANSFER - IAH Admin - 3662	6,314	0	6,314	0
COUNTY TRANSFER - SIF - SDV - PHB Admin - 3669	51,337	0	51,337	0
COUNTY TRANSFER - SIF - SDV - PHB Admin - 3670	500	0	500	0
COUNTY TRANSFER - SIF- Ontario Renovates - 3674	0	0	0	0
COUNTY TRANSFER - SIF ADMIN - 3673	0	0	0	0
COUNTY TRANSFER - SHIP - 3671	13,479	0	13,479	0
COUNTY TRANSFER - STRONG COMMUNITY Rent Supp - 3660	105,064	81,718	23,346	140,086
<b>REVENUES</b>	<b>9,587,917</b>	<b>7,069,614</b>	<b>2,518,303</b>	<b>14,989,436</b>

<b>Municipal SURPLUS / (DEFICIT)</b>	<b>3,063,412</b>	<b>(69,782)</b>	<b>3,133,194</b>	<b>0</b>
less: Surplus Adjustment - Depreciation	(650,548)	(696,332)	45,784	(1,193,647)
add: Surplus Adjustment - TCA	8,140	0	8,140	1,713,062
add: Surplus Adjustment - Transfer To Reserves	0	0	0	0
less: Surplus Adjustment - Transfer From Reserves	0	0	0	(60,000)
add: Surplus Adjustment - Principal Payments	230,300	230,300	0	384,192
<b>Accounting SURPLUS / (DEFICIT)</b>	<b>2,651,304</b>	<b>(535,814)</b>	<b>3,187,118</b>	<b>843,607</b>

Job #	Facility	Category	Action	Comments	Contractor	TCA Status	Approved Budget	Committed	Estimated Expenditure	Surp/Def	Job Status
CJ 20-01	510 & 515 MacKay Street - Site	Pedestrian Paving			Demers	TCA	\$ 40,000.00	\$ 24,320.64		\$ 15,679.36	completed (under budget)
CJ 20-02	510 MacKay Street / 515 River Road	Roofing			waiting on final drawings from JP2G	TCA	\$ 55,000.00	\$ 1,424.64	\$ 55,000.00	\$ 53,575.36	awaiting engineering study (covid issues)
CJ 20-03	510 MacKay Street / 515 River Road	Roofing			waiting on final drawings from JP2G	TCA	\$ 80,000.00		\$ 80,000.00		awaiting engineering study (covid issues)
CJ 20-04	515 River Road	Exterior doors	patio / balcony doors	fire exit doors	Valley Window and doors and Pembroke Glass	TCA	\$ 100,000.00	\$ 36,534.89		\$ 63,465.11	in progress (under budget)
CJ 20-05	150 Elizabeth Street North -Site	Pedestrian Paving			Demers	TCA	\$ 55,000.00	\$ 112,444.80		\$ -	completed (over budget)
CJ 20-06	59 Wallace Street -Site	Pedestrian Paving			Gerbers	TCA	\$ 45,000.00	\$ 7,072.32		\$ 37,927.68	in progress (under budget)
CJ 20-07	59 Wallace Street -Site	Site lighting				TCA	\$ 50,000.00			\$ 50,000.00	Deferred
CJ 20-08	130-144 Fraser, 135-147 Arnolds, 520-546 Nelson - (6) 1	Exterior Windows				TCA	\$ 205,000.00	\$ 205,000.00	\$ 205,000.00	\$ -	tender closes July 30
CJ 20-09	Brown/Reynolds	Site lighting				TCA	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ -	
CJ 20-10	260 Elizabeth	Balcony construction			waiting on consultants costs for design (JP2G)	TCA	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00		Waiting on consultant
CJ 20-11	260 Elizabeth -Site	Sidewalks			Demers	TCA	\$ 26,000.00	\$ 26,457.60	\$ 26,457.60	\$ -	457.60
CJ 20-12	260 Elizabeth -Site	Site Lighting				TCA	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00		completed (over budget)
CJ 20-13	5967 Palmer Rapids Road	waterline replacement				TCA	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00		Waiting on consultant review (covid issues)
CJ 20-14	174/178,202 Massey, 220/350 Arith Blvd - (14) Duplex &	Roofing				TCA	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00		Waiting on consultant covid issues)
CJ 20-15	1 Mackercher Drive	Interior Lighting				TCA	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	scope of work required
CJ 20-16	236 Hall Avenue	exterior walls			Spitznagler	TCA	\$ 33,150.00	\$ 19,776.59		\$ 13,373.41	Waiting on consultant review (covid issues)
CJ 20-17	8 Burwash	Phase 2 of concrete repairs and sealing of Balconies			Demers	TCA	\$ 75,000.00	\$ 180,000.00		\$ -	Awarded
CJ 20-18	63 Russell	concrete repairs and sealing of Balconies			Deferred	TCA	\$ 100,000.00			\$ 100,000.00	Completed
CJ 20-19	26 Spruce (townhomes)	vinyl siding			Closes Sept 2	TCA	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00		Deferred
CJ 20-20	26 Spruce (townhomes)	Patio Doors			Closes Sept 2	TCA	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00		Tendering Closes sept 2
CJ 20-21	26 Spruce (townhomes)	exterior windows			Closes Sept 2	TCA	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00		Tendering Closes sept 2
CJ 20-22	Opeongo Family	porch repairs			waiting on consultants costs for design (JP2G)	TCA	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00		Engineer (JP2G) hired
TCA Total							\$ 1,679,650.00	\$ 1,429,956.12	\$ 1,181,957.60	\$ 171,118.52	
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
CJ 20-24	510 Mackay	Flooring			Sential Polymers	Non-TCA	\$ 22,000.00	\$ 19,090.18		\$ 2,909.82	completed
CJ 20-25	55 Poplar Street Deep River	Common Area			Deferred	Non-TCA	\$ 10,200.00			\$ 10,200.00	scheduled work for October
CJ 20-26	55 Poplar Street Deep River	Heat tape on massard roof			Roger lafrance	Non-TCA	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	Deferred
CJ 20-27	55 Poplar Street Deep River	Site lighting			waterman	Non-TCA	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	\$ -	waiting on contractors quote
CJ 20-28	150 Elizabeth Pembroke	Foundation			Demers	Non-TCA	\$ 10,200.00	\$ 3,256.32		\$ 6,943.68	awaiting on consultant review
CJ 20-29	150 Elizabeth Pembroke	Site lighting			waterman	Non-TCA	\$ 15,000.00	\$ 8,000.00		\$ 7,000.00	Awarded
CJ 20-30	59 Wallace Eganville	Replacement of interior waterlines			work in progress	Non-TCA	\$ 20,000.00	\$ 1,205.86		\$ 18,794.14	Deferring
CJ 20-31	435-481 Nelson Street - Townhouse	Furnace replacement			scope being worked on	Non-TCA	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	in progress
CJ 20-32	1 Mackercher Drive	Flooring				Non-TCA	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ -	scope of work required
CJ 20-33	1 Mackercher Drive	exterior doors	Fire exit doors		Pembroke Glass	Non-TCA	\$ 7,140.00	\$ 10,000.00	\$ 10,000.00	\$ -	awaiting designated substance testing
CJ 20-34	1 Mackercher Drive	sidewalks			greenwood	Non-TCA	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	awarded
CJ 20-35	400 Nelson Street	Replacement of interior waterlines			JRG Plumbing	Non-TCA	\$ 12,000.00	\$ 14,000.00	\$ 12,000.00	\$ -	awarded , work to proceed shortly
CJ 20-36	19 Smith Street	Flooring			Sential Polymers	Non-TCA	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	awarded
CJ 20-37	172 & 174 Cecil Street	Roofing				Non-TCA	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	\$ -	
CJ 20-38	202 Cecil	Windows				Non-TCA	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	
CJ 20-39	202 Cecil	Siding and insulation				Non-TCA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
CJ 20-40	44 Lorne Street	Replacement of interior waterlines			layton knight /Asbex	Non-TCA	\$ 12,000.00	\$ 16,000.00		\$ -	4,000.00
CJ 20-41	199-201 Wilfred Cres, 208-307 Edward St - (10) Duplex &	fencing / site development				Non-TCA	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	work to be completed sept 21
CJ 20-42	8 Burwash Street	Elevator and Lifts				Non-TCA	\$ 10,100.00	\$ 10,100.00	\$ 10,100.00	\$ -	Tendering currently
CJ 20-43	8 Burwash Street	Replacement of interior waterlines				Non-TCA	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	waiting on the latest TSSA report
CJ 20-44	8 Burwash Street - Site	Parking lot	Crack filling and line painting		Greenwood paving	Non-TCA	\$ 17,000.00	\$ 4,829.53		\$ 12,170.47	awarded , work to proceed shortly
CJ 20-45	8 Burwash Street - Site	Parking lot			Greenwood paving	Non-TCA	\$ 14,000.00	\$ 8,624.16		\$ 5,375.84	awarded , work to proceed shortly
CJ 20-46	63 Russel	generator transfer switch				Non-TCA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	exterior (on roof) spring
CJ 20-47	26 Spruce - Town homes	exterior walls				Non-TCA	\$ 36,093.00			\$ 36,093.00	Deferred
CJ 20-48	5967 Palmer Rapids Road	water treatment system				Non-TCA	\$ 12,000.00	\$ 7,122.16		\$ 4,877.84	annual repair costs
CJ 20-49	Crack filling and line painting	various sites				Non-TCA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	various sites
CJ 20-50	Domestic water systems	various facilities				Non-TCA	\$ 38,253.00	\$ 4,841.74	\$ 38,253.00	\$ 33,411.26	various sites
CJ 20-51	Bathrooms	various facilities				Non-TCA	\$ 65,000.00	\$ 38,320.78	\$ 65,000.00	\$ 26,679.22	various sites
CJ 20-52	Flooring	various facilities				Non-TCA	\$ 140,000.00	\$ 95,598.18	\$ 140,000.00	\$ 44,401.82	various sites
CJ 20-53	Appliances	various facilities				Non-TCA	\$ 65,000.00	\$ 29,544.95	\$ 65,000.00	\$ 35,455.05	various sites
CJ 20-54	Accommodation / Accessibility	various facilities				Non-TCA	\$ 40,000.00	\$ 24,248.32	\$ 40,000.00	\$ 15,751.68	various sites
Non-TCA Total							\$ 839,136.00	\$ 772,100.65	\$ 660,253.00	\$ 67,035.35	
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	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	inv. 103408	Asbex	Non-TCA	\$ 1,958.88		\$ -	1,958.88
UCJ 20-60	281 Edward Street	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			inv 5986	Peter E Sylvestre	Non-TCA	\$ 3,964.57		\$ -	3,964.57
UCJ 20-64	63 Russell Road					Thyssenkrupp	Non-TCA	\$ 16,259.53		\$ -	16,259.53
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			inv 6009	Peter E Sylvestre	Non-TCA	\$ 3,296.01		\$ -	3,296.01
UCJ 20-68	145 Arnold's Lane	Foundation Repairs			inv 41223	Demers Masonry Inc	Non-TCA	\$ 4,273.92		\$ -	4,273.92
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 Nonfirew maintenance crew	replacement			may 20 2020	March Road Motorsports	Non-TCA	\$ 8,138.76		\$ -	8,138.76
UCJ 20-71	150 Elizabeth Pembroke	Foundation work (upper ground)		Repairs to foundation	June 16th quote	Demers	Non-TCA	\$ 18,866.30		\$ -	18,866.30
UCJ 20-72	150 Elizabeth Pembroke	Foundation repairs to back upper ground corner		foundation repairs	June 16th quote	Demers	Non-TCA	\$ 16,810.75		\$ -	16,810.75
UCJ 20-73	75 Stafford	Mixing valve replacement		Mixing Value	inv 15694	Welk Electric Ltd.	Non-TCA	\$ 4,063.28		\$ -	4,063.28
UCJ 20-74	8 Burwash	Voice annunciator for elevator			OT-20005	Thyssenkrupp Elevator	Non-TCA	\$ 1,856.10		\$ -	1,856.10
UCJ 20-75	Lea street and Borox	eavestrough repairs			June 19 2020	Waterways Seamless Eavestroughing	Non-TCA	\$ 5,821.69		\$ -	5,821.69
UCJ20-76	19 Smith Street , Beachburg	Top soil over the septic system			2020-368	Yanika Backhoe and Trucking	Non-TCA	\$ 9,158.40		\$ -	9,158.40
UCJ20-77	10-1260 Elizabeth	VCT remediation		Remediation of flooring	inv 103569	Asbex	Non-TCA	\$ 2,106.43		\$ -	2,106.43
UCJ20-78	4-55 Polpar	VCT remediation		Remediation of flooring	inv 103568	Asbex	Non-TCA	\$ 2,967.32		\$ -	2,967.32
UNPLANNED CAPITAL****								\$ 152,817.19		\$ -	152,817.19
TCA							TCA	\$ 1,679,650.00	\$ 1,429,956.12		\$ 171,118.52
Non-TCA							Non-TCA	\$ 839,136.00	\$ 772,100.65		\$ 67,035.35
Unplanned Capital										\$ -	152,817.19
Totals								\$ 2,518,786.00	\$ 2,354,873.97	\$ 1,842,210.60	\$ 85,336.67

	Arrears Previous Month (June 2020)		Arrears Owing for July 2020		Number of Tenants	Comments <i>(a tenant may have multiple charges)</i>
Arnprior	Rent	\$ 16,382.00	Rent	\$ 14,645.65	19	7 L1 Application to Evict Tenant for Non-Payment of Rent
						1 L2 Application to End a Tenancy and Evict a Tenant
	Maint.	\$ 2,816.00	Maint.	\$ 5,685.00		12 N4 Eviction
						4 L4 Application to Terminate a Tenancy Tenant failed to meet Conditions
						4 N5 Notice to Terminate a Tenancy Early
	Misc.	\$ 1,425.00	Misc.	\$ 1,611.00		6 Maintenance Charges
						1 NSF Fees
	<b>Total</b>	<b>\$ 20,623.00</b>	<b>Total</b>	<b>\$ 21,941.65</b>		6 Tribunal Fees
						1 Parking Fees
Renfrew	Rent	\$ 14,887.00	Rent	\$ 17,363.29	21	4 L1 Application to Evict Tenant for Non-Payment of Rent
						1 L2 Application to End a Tenancy and Evict a Tenant
	Maint.	\$ 1,870.00	Maint.	\$ 1,870.00		18 N4 Eviction
						1 N5 Notice to Terminate a Tenancy Early
	Misc.	\$ 543.00	Misc.	\$ 715.00		2 Maintenance Charges
	<b>Total</b>	<b>\$ 17,300.00</b>	<b>Total</b>	<b>\$ 19,948.29</b>		0 Sheriff Eviction
						1 NSF Fees
						4 Tribunal Fees
Pembroke & Area	Rent	\$ 44,327.00	Rent	\$ 43,521.64	80	8 L1 Application to Evict Tenant for Non-Payment of Rent
						23 N4 Eviction
						0 N5 Notice to Terminate a Tenancy Early
	Maint.	\$ 604.00	Maint.	\$ 1,002.50		0 N6 Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income
						0 N7 Notice to Terminate a Tenancy for Impaired Safety
	Misc.	\$ 3,536.00	Misc.	\$ 1,748.25		19 Air Conditioner Fees
	<b>Total</b>	<b>\$ 48,467.00</b>	<b>Total</b>	<b>\$ 46,272.39</b>		12 Maintenance Charges
						5 NSF Fees
						32 Parking Fees
						3 Tribunal Fees
<b>TOTAL</b>		<b>\$ 86,390.00</b>		<b>\$ 88,162.33</b>	<b>120</b>	

Rent Charged \$ 381,277.00

Adjustments \$ 29,379.00

Adjustments Processed = 66



## Renfrew County Housing Corporation

### Comparison Arrears

	July-20	July-19	July-18	July-17	July-16
<b>Arnprior</b>	\$21,941.65	\$8,065.80	\$8,338.83	\$7,994.60	\$8,773.31
<b>Renfrew</b>	\$19,948.29	\$10,327.33	\$9,300.98	\$7,423.17	\$4,898.00
<b>Pembroke &amp; Area</b>	\$46,272.39	\$25,117.26	\$18,683.83	\$12,980.50	\$17,919.40
<b>TOTAL</b>	<b>\$88,162.33</b>	<b>\$43,510.39</b>	<b>\$36,323.64</b>	<b>\$28,398.27</b>	<b>\$31,590.71</b>

**Arrears consist of the following:**

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



**SOCIAL SERVICES COMMITTEE**  
Wednesday, September 9, 2020

**AGENDA**

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meetings held on August 12, 2020 and August 26, 2020.
5. Delegations (None at time of mailing).
6. Social Services Department Page
  - (a) Department Report 2
  - (b) Ontario Works Division Report 50
  - (c) Child Care and Early Years Division Report 55
7. New Business.
8. Closed Meeting – None at time of mailing.
9. Date of next meeting (Wednesday, October 14, 2020) and adjournment.

**NOTE: (a) County Council: Wednesday, September 30, 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**

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**TO:** Social Services Committee

**FROM:** Laura LePine, Director of Social Services

**DATE:** September 9, 2020

**SUBJECT:** Department Report

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**INFORMATION**

**1. Social Services Relief Fund Phase 2 Program**

Attached as Appendix I is a letter dated August 12, 2020 from Hon. Steve Clark, Minister of Municipal Affairs and Housing, regarding a second phase of funding under the Social Services Relief Fund (SSRF). Also included is the Social Services Relief Fund Phase 2 Program Guidelines.

**2. Legal Challenge of the Amendments made under Bill 184, Section 83**

Attached as Appendix II is a resolution from the City of St. Catharines regarding their support to the City of Toronto in their legal challenge of the Amendments made under Bill 184, Section 83.

**3. Ontario Works Division Report**

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

**4. Child Care and Early Years Division Report**

Attached as Appendix IV 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.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



August 12, 2020

Debbie Robinson  
Warden, County of Renfrew  
9 International Drive  
Pembroke ON K8A 6W5

Dear Debbie Robinson:

I am writing to provide you with details regarding the \$150 million in new provincial funding announced by Premier Ford and myself on July 2, 2020, and the additional \$212 million of funding announced on August 12, 2020 as part of the federal-provincial Safe Restart Agreement for a total of \$362 million.

These funds will be made available as part of a second phase of funding under the Social Services Relief Fund (SSRF), and increase the government's total SSRF investment for Service Managers and Indigenous Program Administrators to \$510 million.

I would like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

Protecting the health and well-being of all Ontarians continues to be our government's number one priority. We appreciate your efforts to assist vulnerable people in your communities throughout the COVID-19 outbreak and understand that additional assistance is needed to meet ongoing needs, including for those struggling to pay rent. Long-term housing solutions is also a priority under SSRF Phase 2, and we encourage investments in this area to allow for greater resiliency for future pandemic waves and emergencies.

To ensure SSRF Phase 2 funding is targeted to where it is needed most, the Ministry will hold back a portion of the total SSRF Phase 2 funding from funding allocations and will determine how to allocate it in the coming months based on public health needs.

I am pleased to inform you that under SSRF Phase 2 County of Renfrew will be eligible to receive an initial planning allocation of **\$1,137,918** in 2020-21.

In addition, and in light of the increasing pressures being experienced by Service Managers, you will receive the remainder of your initial SSRF funding, upon the Ministry receiving a full copy of this letter with the sign-back section completed and signed.

Below are additional details about the SSRF Phase 2 funding.

### **Business Case Process**

Prior to receiving SSRF Phase 2 funds, you will be required to submit a business case to the Ministry. The business case process will provide an opportunity to outline how your initial planning allocation will be used, and will assist the Ministry in ensuring that funds are being directed to communities most in need.

Business cases will be reviewed by an inter-ministerial working group, which will make recommendations on funding decisions. Your initial planning allocation could be subject to change based on COVID-19 needs and emerging public health emergencies across the province, which may result in the re-allocation of funds between service areas. Following the review process, you will be notified of your approved SSRF Phase 2 funding allocation.

The business case template is available through the Transfer Payment Ontario (TPON) system, and must be completed and submitted to the Ministry via TPON by **September 11, 2020**.

### **Program Details**

Similar to the initial SSRF funding provided to you in April 2020, SSRF Phase 2 funding will flow through the Community Homelessness Prevention Initiative (CHPI). For funding provided under SSRF Phase 2, amendments to the CHPI Program Guidelines are set out in the attached Addendum B (SSRF Phase 2 Program Guidelines).

Please note that this funding is in addition to your base 2020-21 CHPI allocation, which the Ministry previously communicated to you on April 17, 2019, and the initial SSRF funding. There will be no change to the program administration or payment process for payments under CHPI.

SSRF Phase 2 will include an operating component and two new capital components. Please refer to the SSRF Phase 2 Program Guidelines for details on eligible use of funding and project approval process.

The objectives of the SSRF Phase 2 funding are to:

1. Mitigate ongoing risk for vulnerable people, especially in congregate settings;
2. Encourage long-term housing-based solutions to homelessness post-COVID-19; and
3. Enhance rent assistance provided to households in rent arrears due to COVID-19.

In recognition of the costs you are facing, funding provided under SSRF Phase 2 may be used to offset eligible costs incurred on or after **July 2, 2020**. The Ministry will require Service Managers to submit an interim report in mid-December on the use of SSRF Phase 2 funds and projected spending.

Approved funding allocations may be subject to re-allocation or adjustment if funds cannot be spent this fiscal year based on the business case and reporting. Details on payment and reporting information can be found in the Program Guidelines for SSRF Phase 2, which are added as Addendum B to the CHPI Guidelines.

This amendment forms part of your Service Manager Service Agreement (“Agreement”) and any breach of any of the terms of the Guidelines shall constitute an Event of Default under the Agreement. All other provisions of the Agreement remain in full force and effect.

You are required to sign this letter and return it to the Ministry to confirm your agreement to the terms and conditions of SSRF Phase 2 and to receive the remainder of your initial SSRF funding.

You may submit your signed confirmation via e-mail to:

Jim Adams, Director of the Housing Programs Branch  
Ministry of Municipal Affairs and Housing  
[jim.e.adams@ontario.ca](mailto:jim.e.adams@ontario.ca)

Thank you to those who participated in confidential consultation sessions, which were organized by Ontario Municipal Social Services Association (OMSSA) to inform the design of the Program Guidelines and business case. I look forward to continuing our work together as we serve the people of Ontario.

Sincerely,



Steve Clark  
Minister

Enclosures

c. Paul Moreau, Chief Administrative Officer  
Laura Lepine, Director, Social Services

The undersigned agrees to the above letter and to comply with the **Social Services Relief Fund Phase 2 Program Guidelines** attached as Addendum B, as the same may be amended by the Ministry from time to time. The undersigned further agrees to use funds from the Social Services Relief Fund Phase 2 as set out in the Community Homelessness Prevention Initiative Program Guidelines (April 2017), under the Service Manager Service Agreement, including Addendum B to this letter.

The undersigned further agrees to receive the remaining balance of its initial SSRF funding and to use the funding as set out in the Community Homelessness Prevention Initiative Program Guidelines (April 2017), under the Service Manager Service Agreement, including the Notice of Amendment set out in my letter to you dated April 1, 2020.

**Service Manager:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

I/We have authority to bind the organization.

#### **Addendum B – Social Services Relief Fund Phase 2 Program Guidelines**

# **Addendum B to the Community Homelessness Prevention Initiative Program Guidelines**

## **Ministry of Municipal Affairs and Housing Program Guidelines – Social Services Relief Fund Phase 2**

### **1 Introduction**

The housing and homelessness sectors in Ontario have had to alter the ways in which they provide services to vulnerable populations due to the COVID-19 outbreak. The Social Services Relief Fund (SSRF) Phase 2 will provide \$362 million in provincial and federal funding (federal funding through the Safe Restart Agreement) to help a diverse range of vulnerable people, create longer-term housing solutions for people in need, and ensure that the housing and homelessness sector has the tools and support that they need to safely and successfully transition to recovery.

SSRF Phase 2 builds on the province's initial \$200 million investment under the Social Services Relief Fund announced on March 23, 2020. The initial SSRF was a shared initiative between the Ministry of Municipal Affairs and Housing (MMAH) and the Ministry of Children, Community and Social Services (MCCSS), with funding provided under two streams:

1. \$148 million in block funding provided to Service Managers and Indigenous Program Administrators to support municipalities and organizations that administer social services in their response to the COVID-19 outbreak (administered by MMAH); and
2. \$52 million to individuals in financial crisis with no access to other supports, and those currently on social assistance requiring additional resources (administered by the MCCSS and delivery partners).

The initial SSRF was intended to support a range of vulnerable populations, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, and others who require social services support as well as those experiencing homelessness.

Phase 2 brings the total SSRF investment for Service Managers and Indigenous Program Administrators to \$510 million (i.e., \$148 million in initial SSRF funding announced on March 23, 2020, \$150 million in SSRF funding announced on July 2, 2020, and \$212 million in additional SSRF funding announced on August 12, 2020).



SSRF Phase 2 builds on the support being delivered as part of the COVID-19 Action Plan to Protect Vulnerable Ontarians and will help Ontario safely restart its economy and become more resilient to future waves of COVID-19, which are key priorities of the federal funding under the Safe Restart Agreement.

The objectives for SSRF Phase 2 are as follows:

1. **Mitigate ongoing risk for vulnerable people, especially in congregate care settings:**
  - Where appropriate, support changes to the physical design of congregate spaces, permit physical distancing and other modifications based on public health guidance; and
  - Provide ongoing services and supports to address immediate pandemic needs of vulnerable people.
2. **Encourage longer-term housing-based solutions to homelessness post-COVID-19:**
  - Service Managers and Indigenous Program Administrators are encouraged to use funding in ways that create longer-term housing solutions, move towards client service models that are innovative, and support client and organizational readiness for potential future outbreaks or emergencies.
3. **Enhance rent assistance provided to households in rent arrears due to COVID-19:**
  - Service Managers and Indigenous Program Administrators are encouraged to consider using funding to support renter households who may be in rental arrears and at a high risk of becoming homeless.

MMAH will again be administering this investment to Service Managers through distinct components of the existing Community Homelessness Prevention Initiative (CHPI) Service Agreement.

## 1.1 Allocations

For SSRF Phase 2, all Service Managers will be provided with an initial planning allocation.

Prior to funds being flowed and allocations confirmed, Service Managers will be required to submit a business case to demonstrate how their initial planning allocations will be used to meet the objectives of the program.

The \$362 million in new funding is being allocated to Service Managers and Indigenous Program Administrators as follows:

- Five per cent for Indigenous Program Administrators:
- Remaining funds will be distributed to Service Managers.

Approximately 30 per cent of the funding set aside for Service Managers will be held back, to be allocated after the third quarter of the 2020-21 fiscal year. The ministry will determine how to allocate these funds based on how the public health situation unfolds in the coming months and interim reporting from Service Managers.

SSRF Phase 2 funding is in addition to Service Managers' base CHPI funding. It is also in addition to funding provided under the Temporary Pandemic Pay Program and SSRF Phase 1.

This funding investment may be used to offset eligible costs incurred on or after July 2, 2020.

## 1.2 Reallocation

MMAH reserves the right to reallocate funding at its sole discretion based on: a review and evaluation of business cases, consideration of COVID-19 related needs and emerging public health emergencies across the province, and/or the Service Manager's or Indigenous Program Administrator's progress towards use of the SSRF Phase 2 allocations.

## 1.3 Business Case Submission

As mentioned above, Service Managers will be required to submit a business case to demonstrate how their initial planning allocations would be used.

The purpose of the business case process is as follows:

1. To assess proposed uses of SSRF Phase 2 funding, in terms of eligibility under these Program Guidelines and alignment with local needs in their respective communities; and
2. To help ensure that program delivery planning fulfills specific criteria and reflects consideration of intersecting service systems and issues.

The Business Case Template which includes the business case criteria is attached as Schedule "B". **The deadline to submit business cases to MMAH through the Transfer Payment Ontario (TPON) system is September 11, 2020.**

MMAH will review and approve all or part of each business case with assistance from partner ministries, taking into consideration matters including community needs and spending forecasts, as well as to assess the proposed value for money. MMAH may

seek clarification and/or additional information from the Service Managers during the review process.

The following ministries will take part in an inter-ministerial working group to review the business cases along with MMAH:

- Ministry of the Attorney General (MAG); Ministry of Government and Consumer Services (MGCS); Ministry of the Solicitor General (SOLGEN); Ministry of Children, Community, and Social Services (MCCSS); Ministry of Health (MOH); Ministry of Indigenous Affairs (IAO); and Infrastructure Ontario (IO).

The business cases should aim to demonstrate how SSRF Phase 2 funding will be used to respond to local needs related to COVID-19 and include details on how the plan addresses the following criteria:

- Supports public health guidance and promotes resiliency in the event of future outbreak waves;
- Meets the short-term critical and diverse needs of various communities (e.g., Indigenous communities, clients discharged from correctional facilities, youth, seniors, those at risk of homelessness who require rent assistance and other vulnerable population groups);
- Aligns with broader service systems (e.g., emergency shelters and unsheltered needs such as encampments; supportive and transitional housing; discharge planning from correctional facilities to avoid homelessness; Violence Against Women and victim services systems);
- Aligns with the communities' long-term housing and homelessness goals, including building resiliency within their system to advance permanent housing solutions to homelessness or those at risk of homelessness;
- Supports renter households (e.g., rental assistance), who may be in rental arrears and at a high risk of becoming homeless; and
- Considers uptake of initial SSRF funding.

Service Managers are encouraged to use a variety of information sources in completing their business cases, such as: independent research; Council and Board reports; strategic planning documents; media reports; anticipated cashflow requirements; and COVID-19 data, guidelines, and enforcement requirements issued from local public health units, as appropriate.

## **1.4 Program Administration and Flexibility**

Service Managers will determine local needs and distribute the funding consistent with approved business cases, ensuring people are receiving the support they need.

There will be no requirement for a minimum or maximum amount of capital and/or operating expenses – Service Managers are best placed to determine local needs and will be provided the flexibility to determine these amounts in their business case.

However, no changes can be made between capital and operating components after January 31, 2021, except under exceptional circumstances.

## **1.5 Administration Fees**

Service Managers will be permitted to use up to three (3) per cent of their approved funding allocation for administration costs.

Program administration costs may include costs for staff involved in the planning and administration of the program. It is expected that Service Managers will ensure that program administration funds are used efficiently.

Please note that costs for staff who directly deliver services to clients are not considered administration costs under the Program Guidelines. These costs are instead considered as eligible program operating costs and may be reported as such.

## **1.6 Accountability and Reporting**

To help inform allocation of the “hold back”, Service Managers are required to submit an interim report by December 15, 2020 on use of SSRF Phase 2 funds and projected spending.

As part of the quarterly reporting requirements, Service Managers will be required to report actual expenditures for the previous financial quarter and revised projections for subsequent quarters by the relevant spending category by January 31, 2020.

In addition, for year-end reports, Service Managers will be required to report on the data collected on specific performance indicators.

Reporting under the SSRF Phase 2 will be separate from the reporting on base CHPI funding, as well as the initial SSRF funding and Temporary Pandemic Pay.

MMAH reserves the right to request additional reporting as required.

## **1.7 Audits and Reviews**

The Service Manager shall support MMAH in exercising its rights to audit and inspect the Service Manager to ensure program funding is used in compliance with these Program Guidelines as is set out in section 17 of the Service Manager’s CHPI Transfer Payment Agreement, with the necessary changes.

## **2 Operating Funding**

### **2.1 Objectives**

The intention of SSRF Phase 2 operating funding is to continue to help a diverse range of vulnerable people to meet short-term critical needs, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, or others who require social services support as well as those that are experiencing homelessness.

### **2.2 Eligible Use of Funding**

All eligible operating expenses under the initial SSRF funding will be maintained under SSRF Phase 2. A wide variety of services and supports are eligible for funding.

Service Managers are required to consider the use of operating funding for rental assistance to support renter households who may be in rental arrears and at a high risk of becoming homeless, and to describe how they intend to support this in their business case.

Eligible operating expenses refer to the use of funding in any of the four service categories under CHPI: Emergency Shelter Solutions, Housing and Related Supports, Other Services and Supports and Homelessness Prevention.

The eligible operating expenses include but are not limited to:

- Building homeless shelter capacity;
- Use of motels or hotels as isolation centres or to support social distancing;
- Rental assistance such as funding for rent arrears and short-term housing allowances;
- Transportation costs;
- Food and supplies;
- Enhanced cleaning services;
- Non-medical staffing requirements (e.g., enhanced outreach services);
- Personal protective equipment; and
- Minor retrofits, alterations and repairs under \$50,000 that do not extend the useful life of pre-existing buildings or assets.

More broadly, this funding could also be used towards initiatives delivered through local service agencies like:

- Rent bank and emergency energy funds;
- Food banks and grocery gift cards;
- Community outreach to support vulnerable populations in self-isolation;

- Transportation for low-income individuals to get to and from medical appointments; and
- Funding administration needs, including staffing.

In the event of uncertainty regarding the eligibility of a specific expense, Service Managers are encouraged to contact MMAH staff to seek clarification. For contact information, please see the “MMAH Staff Contacts” section.

## **2.3 Operating Payments and Reporting**

Following the approval of SSRF Phase 2 business cases, MMAH will provide an initial payment of up to 75 per cent of operating funding to Service Managers based on projections in their approved business cases.

A subsequent operating payment will be made following the submission and approval of the Interim Report and attestation.

Service Managers will be required to report on the data collected on specific performance indicators in year-end reports. For the operating component, the year-end report will capture information according to the requirements in the existing program agreement (e.g., by service category). Additionally, given the SSRF objectives, year-end reports will require information on the number of vulnerable households assisted by vulnerable population group.

MMAH reserves the right to request additional reporting as required.

## **2.4 Return of Funding**

All eligible operating expenses must be spent by March 31, 2021.

All funding provided under the operating component that is not spent by March 31, 2021 or that is not used for an eligible expense under these Program Guidelines shall be returned to MMAH on demand.

All remedies under these Program Guidelines shall survive any termination or expiry of the Program.

## **3 Capital Funding**

### **3.1 Objectives**

Under SSRF Phase 2, capital costs will be permitted as a new area of eligible expenses. Capital funding would enable the acquisition of new, or modifications to existing facilities such as emergency shelters, supportive housing, transitional housing, and related facilities.

The objectives under this component, which includes the attached Schedule “A”, are:

- To provide longer-term housing-based solutions to homelessness post-COVID-19 outbreak;
- To better address need and to encourage movement toward client service models that are innovative, and seek to support client and organizational readiness in preparation for potential future outbreaks or emergencies; and
- To change the physical design of congregate care settings such as emergency shelters, to permit elements such as physical distancing and self-contained bedrooms and washrooms.

### **3.2 Eligible Use of Funding**

There are two components of major capital funding:

- New Facilities; and
- Retrofits and Upgrades.

Eligible uses of funding under the two components include:

- Major retrofits and upgrades to an existing Service Manager-administered emergency shelter, over-flow shelter, and/or congregate living space to help ensure shelter spaces adhere to public health directives (e.g., additions to an existing facility to allow minimum spacing of beds; self-contained bedrooms and washrooms) and support independent units aligned with more permanent forms of housing where possible;
- Purchase of a hotel, motel or other facility that would be converted/upgraded to provide longer-term housing solutions; and
- Retrofit of existing Service Manager-administered transitional or supportive housing facility, and/or creating new innovative models of transitional and supportive housing.

Other eligible costs may include labour, applicable taxes, building permits, legal fees, certificates, appraisal fees, inspection fees, drawing and specification and any other costs that the Service Manager deems reasonable and that are agreed to by MMAH.

Ongoing operating costs associated with capital projects will be the responsibility of Service Managers.

For-profit proponents may be eligible under the Retrofits and Upgrades component, however for-profit proponents are not eligible under the Capital Funding – New Facilities component.

### **3.3 Funding Commitment**

Funding under the capital component must be committed by January 31, 2021 and must be spent by December 31, 2021. Details on commitment and spending requirements are provided under each capital component section.

Any funding remaining to be committed after January 31, 2021 may be reallocated to another Service Manager or Indigenous Program Administrator.

### **3.4 Return of Funding**

All funding provided under the capital component that is not spent by December 31, 2021 or that is not used for an eligible capital expense under these Guidelines shall be returned to MMAH on demand. All remedies under these Program Guidelines shall survive any termination or expiry of the Program and/or funding for a project.

### **3.5 Capital Funding – New Facilities**

#### **3.5.1 General Eligible Activities and Costs**

Eligible projects must be one of the following:

- Acquisition and, where required, rehabilitation of existing buildings to meet program objectives;
- Conversion of an existing property to create transitional housing or permanent supportive housing and/or expanding an existing facility;
- Expansion or enhancement of a construction project in-progress to increase capacity; or
- Modular housing\*.

New conventional construction projects not currently under construction are not anticipated to be eligible given the timelines of SSRF Phase 2. However, these and other projects may be considered with supporting documentation, at the discretion of MMAH.



\*For additional clarity, modular housing is typically considered a faster construction option than conventional, new construction methods. Self-contained permanent housing units are prefabricated in a factory and then transported to the site and assembled. This option may also require the on-site construction of such things as, for example, common space, elevators, laundry, HVAC, electrical, plumbing, sewage, etc. Supportive housing services may also be provided in modular housing.

### **3.5.2 Project Submission Process**

Service Managers will solicit proposals and select projects through appropriate procurement processes to recommend to MMAH for funding approval within their allocations.

Recommended projects shall:

- Be approved by council and/or board;
- Be able to sign a Contribution Agreement along with an Agreement of Purchase and Sale (acquisition projects) or registration of mortgage security or an alternate form of security (modular housing projects) no later than January 31, 2021;
- In the case of acquisition projects, have a closing date on or before March 31, 2021;
- Commence construction, acquisition, rehabilitation and/or conversion within ninety (90) days of the date of commitment;
- Be completed by December 31, 2021;
- Meet the current Ontario Building Code, public health, and other applicable requirements;
- Include information on how the on-going operating financial requirements for the project will be met; and
- Address local housing/homelessness needs.

All projects must be submitted through the TPON system along with additional project background information such as information contained in Council/board reports. Service Managers should demonstrate a plan on how the on-going operating financial requirements for the project will be met (e.g., alternate sources of funding).

### **3.5.3 Project Approval Process**

Project approval will be based on alignment with the approved business case, consideration of the information submitted to MMAH and the ability to meet the program's eligibility criteria.

Once approved, a project will receive a Conditional Letter of Commitment from MMAH, which confirms MMAH approval and outlines the steps to take prior to signing a Contribution Agreement.

The Contribution Agreement shall describe legal obligations and reporting requirements for the project. All Service Managers are required to enter into Contribution Agreements directly with proponents and shall require the forgivable loan to be secured through a mortgage or alternate form of security.

The deadline to commit funding – i.e., execute Contribution Agreements and submit executed Agreements of Purchase and Sale (for acquisition projects), registration of mortgage security or an alternate form of security (for modular housing projects) – will be January 31, 2021, to allow time for reprofiling between operating and capital funding, or reallocation of funds if necessary.

MMAH reserves the right to return a project application for revision and resubmission if it is not consistent with the Program Guidelines.

### **3.5.4 Funding**

Funding under the Capital Funding – New Facilities component must be provided as a secured forgivable capital loan.

Service Managers are required to perform their due diligence to ensure that a project is financially viable from a construction cost and on-going operating perspective, and the program expenditures represent a prudent and best value use of public dollars.

### **3.5.5 Payment Process**

MMAH will advance funding directly to Service Managers, who will be responsible for making project payments to housing proponents.

Service Managers will advance funds to proponents based on the completion of milestones and compliance with the program requirements.

Funding for acquisition, rehabilitation and/or modular housing will be advanced to Service Managers based on the following instalments:

1. Up to 90 per cent following signing of the Contribution Agreement and,
  - a. submission of Agreement of Purchase and Sale for acquisition projects (funding will be advanced within 15 business days of the closing date); or,
  - b. registration of mortgage security or an alternate form of security (modular housing projects) that is acceptable to the ministry.
2. Remaining funding upon confirmation of completion no later than December 31, 2021.

Up to 100 per cent of the funding may be provided, if required, to finance the purchase. If the capital funding provided under the SSRF Phase 2 is insufficient to cover the cost

of the acquisition of the building and/or any rehabilitation work required, the Service Manager must demonstrate the additional funding sources being accessed to complete the project.

Funding for conversion and other projects will be based on the following instalments:

1. 50 per cent at signing of the Contribution Agreement and submission of mortgage security registration or alternate form of security that is acceptable to the ministry;
2. 40 per cent at confirmation of 50 per cent construction completion; and
3. Remaining upon confirmation of completion no later than December 31, 2021.

### 3.5.6 Reporting

Service Managers must complete a Project Information Form through the TPON System supplemented by regular milestone updates in TPON, along with detailed construction/acquisition/rehabilitation progress reports to MMAH contacts describing project progress and potential issues of concern that might delay or jeopardize the project.

Service Managers must also submit signed project checklists and documentation in the TPON System as follows:

- For acquisition projects, registration of mortgage security or an alternate form of security;
- Confirmation of Project Start (for conversion and other projects);
- Confirmation of Project Completion; and
- An Audited Financial Statement for the project within six months following project completion initial occupancy date, or such additional time acceptable to MMAH.

Project Information Forms will require Service Managers to report on the following information for performance indicators:

- Number of **new** facilities/housing (and number of units) created (i.e. acquisition, conversions, modular units) by type of housing; and
- Vulnerable population group(s) targeted for the housing project.

Housing Type	# facilities	# units
Transitional housing		
Supportive housing		
Permanent, long-term housing		
Other		

Service Managers must confirm that projects funded under the Capital Funding – New Facilities component continue to be used for their intended purpose, or for longer-term housing solutions, for a minimum period of 10 years following completion.

During the minimum 10 year intended use period, proponents may not, without MMAH's consent, dispose of assets acquired with Funds under these Program Guidelines. However, new facilities acquired by the Service Manager under this component may be sold prior to the expiry of the minimum 10-year the intended-use period, so long as the Service Manager is of the view that the facility is no longer needed for its intended use, and ensures that all proceeds are reinvested into the housing and homelessness sector. For details, please see Schedule "A".

## **3.6 Capital Funding – Retrofits and Upgrades**

### **3.6.1 General Eligible Activities and Costs**

Major eligible retrofits and upgrades over \$50,000 may include the following activities:

- Renovation, retrofitting and upgrading of existing emergency shelters, transitional housing, and permanent supportive housing facilities to meet building code standards and public health requirements (e.g., building self-contained bedrooms, adding walls/partitions, washrooms); and
- Costs for professional services associated with the activities noted above.

Other activities may be considered, with supporting documentation, at the sole discretion of MMAH.

Work must commence within 90 days of the date of the funding agreement and completed by December 31, 2021. Copies of all financial invoices must be kept for reporting and audit purposes.

### **3.6.2 Project Submission and Approval Process**

The Service Manager is responsible for selecting all eligible projects, monitoring progress, completion of projects, quality of work, and for advancing funds.

Once an eligible project has been approved by the Service Manager, a completed Project Information Form along with an executed loan agreement and promissory note securing the funding must be entered and submitted in the TPON System for ministry review and approval to commit the funding.

MMAH reserves the right to return a project application for revision and resubmission if it is not consistent with the Program Guidelines.

### **3.6.3 Funding**

Funding must be provided to proponents in the form of a forgivable loan based on the cost of the work items approved by the Service Manager. Loans are to be secured by a mortgage registered on title upon project completion.

### **3.6.4 Payment Process**

Funding will be advanced to Service Managers and based on the following instalments:

1. 50 per cent when a completed Project Information Form along with an executed loan agreement between the Service Manager and proponent, and signed promissory note are submitted and approved by MMAH in TPON;
2. 40 per cent at confirmation of 50 per cent project completion; and
3. 10 per cent at confirmation of final project completion and mortgage registered on title.

MMAH may consider a higher upfront payment based on local need with supporting documentation.

Service Managers must ensure project status is updated and documents are posted in TPON on an on-going basis. Retrofit and Upgrade activities must start within 90 days of the date of the funding agreement.

Service Managers are responsible for project selection and approval, monitoring progress and completion of projects, quality of work, and for the advancement of funds. Retrofit and Upgrade activities must be completed by December 31, 2021.

### **3.6.5 Reporting**

Service Managers are required to report quarterly to MMAH on the status of each project during its retrofit and upgrade activities. Service Managers must regularly update progress on project activities and payments to proponents through the TPON system. Confirmation of construction start and completion for each project must be submitted in TPON.

Project Information Forms will require Service Managers to report on the following information for performance indicators:

- Number of facilities (and number of units) **upgraded/retrofitted** (i.e., physical changes made to facilities in response to the COVID-19 outbreak, such as adding walls) to permit physical distancing, by type of housing; and
- Vulnerable population group(s) targeted for the housing project.

<b>Housing Type</b>	<b># facilities</b>	<b># units</b>
Emergency shelter		
Transitional housing		
Supportive housing		
Permanent, long-term housing		
Other		

Service Managers are required to confirm that projects continue to be used for its intended purposes, or for longer-term housing solutions, for a minimum period of five years following completion of upgrade/retrofit projects.

## 4 Important Dates

SSRF Phase 2 will be delivered according to the following timelines:

Activity	Date
Deadline to submit business cases to MMAH	September 11, 2020
Inter-ministerial working group reviews business cases	September 2020
Business cases are approved and initial operating payments are issued	October 2020
Interim Report due	December 15, 2020
Third Quarter Report due	January 31, 2021
Deadline to commit capital funding	January 31, 2021
Deadline to spend operating funding	March 31, 2021
SSRF Year End Report and Final Attestation due	May 31, 2021
Deadline to complete capital projects	December 31, 2021

## 5 MMAH Staff Contacts

Questions regarding SSRF Phase 2 may be directed to the respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

Region & Contact	Contact Information
Toronto and Indigenous Program Administrators: Bailey Anderson <ul style="list-style-type: none"> <li>Serving Toronto, Ontario Aboriginal Housing Services and Miziwe Biik Development Corporation</li> </ul>	<a href="mailto:Bailey.Anderson@ontario.ca">Bailey.Anderson@ontario.ca</a>
MSO Central: Ian Russell <ul style="list-style-type: none"> <li>Serving Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York</li> </ul>	<a href="mailto:Ian.Russell@ontario.ca">Ian.Russell@ontario.ca</a>
MSO Eastern: Mila Kolokolnikova <ul style="list-style-type: none"> <li>Serving Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew</li> </ul>	<a href="mailto:Mila.Kolokolnikova@ontario.ca">Mila.Kolokolnikova@ontario.ca</a>
MSO Western: Tony Brutto <ul style="list-style-type: none"> <li>Serving Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor</li> </ul>	<a href="mailto:Tony.Brutto@ontario.ca">Tony.Brutto@ontario.ca</a>
MSO Northeastern: Cindy Couillard <ul style="list-style-type: none"> <li>Serving Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming</li> </ul>	<a href="mailto:Cindy.Couillard@ontario.ca">Cindy.Couillard@ontario.ca</a>
MSO Northwestern: Andrew Carr <ul style="list-style-type: none"> <li>Serving Kenora, Rainy River, and Thunder Bay</li> </ul>	<a href="mailto:Andrew.Carr@ontario.ca">Andrew.Carr@ontario.ca</a>



## **SCHEDULE “A” CAPITAL COMPONENT**

### **1. Interpretation.**

- (1) In this Schedule “A”, capitalized terms have the meaning given to them herein and the following terms shall have the following meanings:

**“Intended Use”** means the intended use of the Project once it is complete, as set out in the Project Information Form for the Project;

**“Intended Use Period”** means the minimum ten (10) year period following the date of the Project completion for new facilities or conversion Projects;

**“Capital Component”** means the Capital Component under the Program Guidelines and this Schedule “A”;

**“Conditional Letter of Commitment”** means a letter issued by the Minister of Municipal Affairs and Housing confirming approval of a Project under the Capital Component subject to conditions;

**“Contribution Agreement”** means an agreement entered into by the Recipient and a Proponent for the construction, acquisition and/or rehabilitation of, or the conversion of a property into a Project and which shall set out the terms for a forgivable loan, including mortgage security;

**“Development Activities”** means those activities which are normally undertaken for the development, construction, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;

**“Permitted Encumbrances”** means (i) the construction, acquisition, rehabilitation and/or conversion financing in respect of the Project approved by the Recipient, (ii) if the Project is to be added to, or part of, a building with an existing mortgage, the existing mortgage on the building up to the amount owing under it prior to putting the construction, acquisition, rehabilitation and/or conversion financing in place (iii) any necessary easements for the supply of domestic utility or telecommunications services to the Project or adjacent properties, (iv) any necessary easements for drainage, storm or sanitary sewers, public utility lines, or other services which do not materially affect the use of the property as residential dwellings; (v) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, and (vi) any registered restrictions that run with the land providing such are complied with;

**“Program”** means the Social Services Relief Fund Phase 2 Program set out in the Program Guidelines, including this Schedule “A”;

**“Program Guidelines”** means the Guidelines for the Program forming part of the Recipient’s TPA;

**“Project”** means the construction, acquisition, and/or rehabilitation of, or the conversion of a property into, a facility contemplated by the Program Guidelines, or the resulting facility as the context may require;

**“Project Information Form”** means the project information form submitted by the Recipient to the Province for consideration of the construction, acquisition, and/or rehabilitation of, or the conversion of a property into, a Project;

**“Proponent”** means a Proponent selected by the Recipient to carry out a Project;

**“Recipient”** means the Service Manager, as applicable; and

**“TPA”** means the Recipient’s Transfer Payment Agreement for Community Homelessness Prevention Initiative, as applicable.

- (2) In the event of a conflict or inconsistency between the provisions of this Schedule and the provisions of an Appendix, the provisions of this Schedule shall prevail.
  - (3) All references in this Schedule to section numbers are references to sections of this Schedule unless stated otherwise.
  - (4) This Schedule does not apply with respect to the Retrofit and Upgrade portion of the Capital Component included in the Program Guidelines.
2. **Proposed Projects.** The Recipient shall submit to the Province a Project Information Form for each Project that it would like funded. The Project Information Form must be approved by the Recipient’s council, through delegated authority or by the Board, as applicable. The Recipient shall update the Project Information Form in accordance with the Program Guidelines, in the event of a project milestone being achieved and/or in the event of any proposed change.
  3. **Project Eligibility.** Each Project must comply with the project eligibility requirements set out in the Program Guidelines, including the following:
    - (a) all acquisitions/purchases must be procured in accordance with procurement policies adopted and maintained under the Municipal Act, 2001;
    - (b) the Project must have all required municipal approvals such as zoning, minor variances, land severances, or site plan approvals in place to permit the proposed development, or be well advanced in the planning approvals process;

- (c) the Project must be financially viable from a construction and operating cost perspective based on Recipient confirmation;
  - (d) the Project must meet current Ontario Building Code requirements;
  - (e) the completed Project must comply with the Program Guidelines; and
  - (f) the Recipient must have a plan in place to ensure that the Project will be used for its Intended Use for the entire Intended Use Period.
4. **Conditional Letter of Commitment.** If the Province approves the Project, the Province shall advise the Recipient of the approval and provide the Recipient with a Conditional Letter of Commitment.
5. **Changes.** The Recipient shall advise and request approval from the Province for any changes to the Project(s) which may affect how the Project will be used.
6. **Contribution Agreement.** Following the approval of each Project by the Province, the Recipient shall, where a Proponent other than the Recipient will own the Project, arrange for an appropriate form of Contribution Agreement with the Proponent to be executed.
7. **Funding Conditions.**
- (1) Before the Recipient enters into a Contribution Agreement with a Proponent for an approved Project, the Recipient shall:
    - (a) ensure that the Proponent has disclosed all of its creditors, debt and the proposed construction, acquisition, rehabilitation and/or conversion costs in full; and
    - (b) confirm to the Province the source and availability of adequate ongoing funding for any acquisition of property or Development Activities for the Project and the support services that will be made available to the public through the Project once complete.
  - (2) The Recipient shall ensure that the Contribution Agreement with each Proponent requires the Proponent to comply with the requirements of the Capital Component, and, if the Project involves Development Activities, includes obligations to:
    - (a) complete the construction of the approved Project within construction budgets and financing approved by the Recipient and required timelines;
    - (b) ensure that until construction of the approved Project is complete (i) all claims for lien registered against the Project(s) are promptly vacated, (ii) the Proponent does not incur any additional construction financing, capital

or operating debt related to the Project without the Recipient's consent (iii) the Project(s) are not encumbered by any registered encumbrances other than Permitted Encumbrances, (iv) the Proponent remains in good standing under the Permitted Encumbrances and (v) any work orders issued against the Project(s) by any governmental entity, agency or official are addressed to the satisfaction of the Recipient;

- (c) obtain all the insurance the a reasonably prudent person carrying out the Project would obtain, including at least \$2,000,000 in commercial general liability insurance, and all other the insurance required by the main body of the TPA read as if it applied to the Proponent and/or the Proponent's Project, and including:

- (i) Builder's Risk Insurance (property insurance) for the full replacement value of the completed construction projects, including a negotiated sub-limit for earthquake and flood. The policy must include the following:

1. replacement cost value;
2. stated amount of co-insurance;
3. waiver of subrogation; and
4. loss payable in favour of the Recipient and the Indemnified Parties.

- (ii) Boiler and Machinery Insurance (including pressure objects, machinery objects and service supply objects) on a comprehensive basis. The policy must include the following:

1. repair and/or replacement value;
2. stated amount co-insurance;
3. waiver of subrogation; and
4. loss payable in favour of the Recipient and the Indemnified Parties.

- (iii) Wrap Up Liability Insurance for Third Party Bodily Injury, Personal Injury and Property Damage to an inclusive limit per occurrence and products and completed operations aggregate that a reasonably prudent person undertaking such a Project would obtain. The insurance shall be in the joint names of the Recipient, the Indemnified Parties, all other contractors, sub-contractors, suppliers and/or tradesmen while working on the site, engineers, architects, consultants or other person which the Recipient may

require to be added as insured parties. The policy must include the following:

1. premises and operations;
2. owner's and contractor's protective liability;
3. broad form products and completed operations liability;
4. cross liability;
5. blanket written and oral contractual liability;
6. all risks tenant's legal liability;
7. hoist liability;
8. firefighting and forest fire fighting expense liability;
9. employer's liability and voluntary compensation;
10. non-owned automobile liability;
11. directors, officers, employees, shareholders, the Recipient and the Indemnified Parties added as insureds and/or additional insureds;
12. shoring, blasting, excavating, under-pinning, demolition, pile driving and caisson work, work below and above ground surface, work below and above water, tunnelling and grading and similar operations associated with construction work, as applicable;
13. sudden and accidental pollution liability with a discovery provision of not less than one hundred and twenty (120) hours and a subsequent reporting provision of not less than one hundred and twenty (120) hours; and
14. thirty (30) days written notice of cancellation.

(iv) Valid coverage and clearance certificates of coverage under the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, c. 16, Schedule A ("WSIA") for all persons working on the Project(s);

- (d) provide to the Recipient valid insurance and WSIA certificates evidencing the above coverage;
- (e) use its property insurance proceeds to repair or rebuild the Project(s) in the event of damage to all or part of them;
- (f) require the Proponent to use the Funds provided for the Project only for eligible expenses in connection with the Project and use the Project for its Intended Use for the entire Intended Use Period;
- (g) refund to the Recipient any misused funds; and
- (h) provide the reports and other things to the Recipient needed to enable the Recipient to comply with requirements of the Program Guidelines and this Schedule "A", including the reporting requirements.

- (3) The Recipient agrees that, where it is to be the owner of a Project, the provisions of subsection 7(2) apply to it with the necessary changes.
- (4) The Recipient shall ensure that each Contribution Agreement contains provisions to the effect that,
- (a) the payment of funds is subject to the necessary appropriations from the Provincial Legislature and the Province shall have no liability to the Recipient or the Proponent in case there are insufficient appropriations for the payments, or in case the total appropriations available for the Province's undertakings are insufficient for all of the Province's undertakings; and
  - (b) the provision by the Recipient of Funds to the Proponent in respect of its Project(s) is subject to the terms and conditions for funding under the Program Guidelines, including this Schedule A".
8. **Payments.** Funds shall be paid in accordance with the Program Guidelines.
9. **Acknowledgement.** The Recipient acknowledges that the requirements in this Schedule "A" relating to the Project(s) are not all that is required, advisable and/or prudent in connection with their construction.
10. **Contribution Agreement Deadline.** No Contribution Agreement under this Schedule can be signed after January 31, 2021, or such earlier or later date as may be determined by the Province and communicated by the Province to the Recipient by Notice.
11. **Monitoring.** The Recipient shall monitor the construction of all Projects which have received a funding allocation to determine whether the Proponents carry out all Development Activities in such manner and within such time periods as are set out in the Contributions Agreement and the Program Guidelines, including this Schedule "A".
12. **Construction, Acquisition, Rehabilitation and/or Conversion Budget and Financing.** The Recipient shall ensure that any property for an approved Project is acquired and that approved Project(s) are constructed by Proponents(s) within construction, acquisition, rehabilitation and/or conversion budgets and financing approved by the Recipient.
13. **Construction Start.** The Recipient shall use its best efforts to ensure that construction for each approved Project commences within the timelines contemplated by the Program Guidelines unless such period is extended by the Province. Despite anything to the contrary in this Agreement, if construction for an approved Project has not commenced within those timelines or the end of the

extended period, whichever is applicable, the Recipient or the Province may cancel the Funds for the Project.

14. **Construction, Acquisition, Rehabilitation and/or Conversion Completion.** Construction, acquisition, rehabilitation and/or conversion for each approved Project must be completed by December 31, 2021. Despite anything to the contrary in this Agreement, if construction for an approved Project is not completed by that date, the Province may cancel the Funds for the Project.
15. **Confirmation of Construction Start.** The Recipient shall provide the Province with a completed Confirmation of Construction Start at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
16. **Proof of Completion.** The Recipient shall provide the Province with proof that that the Project is complete and may be used for its Intended Use.
17. **Enforcing Contribution Agreement.** The Recipient shall, after consultation with and if required by the Province, use its best efforts to enforce the terms of all Contribution Agreements and Security.
18. **Notices.** The Recipient shall immediately inform the Province in writing of the following matters as soon as it becomes aware of them:
  - (a) a request by a Proponent to transfer responsibility for an approved Project to another entity;
  - (b) any failure by the Proponent to carry out Development Activities which threatens the completion of an approved Project;
  - (c) if the construction, acquisition, rehabilitation and/or conversion of an approved Project has not commenced within ninety (90) days of the date of the Commitment for the Project;
  - (d) any substantial breach by the Proponent of its Contribution Agreement with the Recipient;
  - (e) the Proponent becoming bankrupt or insolvent or taking the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;
  - (f) the appointment of a receiver or a receiver and manager for all or a portion of an approved Project;
  - (g) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets;

- (h) if the construction, acquisition, rehabilitation and/or conversion, repair and/or upgrade activity has not been or is not likely to be completed by December 31, 2021; and
  - (i) any significant changes to a Proponent's business structure.
- 19. **Intended Use.** The Recipient shall ensure that each completed Project is used for its Intended Use for the entire Intended Use Period.
- 20. **Disposition of Acquired Facilities.** For Projects acquired by the Recipient for the purposes of the Program, the Recipient may dispose of the Project after the expiry of the Intended Use Period, or at an earlier date if the Recipient is of the view that the Project is no longer needed for its Intended Use, provided that the Recipient has complied with the Program Guidelines, including this Schedule "A," and the Recipient reinvests the proceeds of disposition, if any, in the housing and homelessness sector.
- 20. **Additional Events of Default.**
  - (1) If,
    - (a) a Proponent does not complete construction, acquisition, rehabilitation and/or conversion of an approved Project;
    - (b) a Proponent ceases to use the Project for its Intended Use during the Intended Use Period;
    - (c) a Proponent uses the Funds provided to it by the Recipient for a purpose other than that contemplated by the Project Information Form; or
    - (d) one of the events referred to in section 18 has occurred in relation to a Proponent,

the Province may suspend, reduce or cease funding in relation to the Project, shall have no obligation to provide any further Funds in respect of that Proponent and shall have no liability for any consequential or other damages and/or liability incurred by the Recipient or the Proponent as a result of the suspension, reduction and/or cessation of funding.
  - (2) For greater certainty, the above rights are in addition to any other rights the Province may have under the TPA and any other rights the Province may have at law.
- 21. **Component Availability.** Subject to the termination rights in the TPA, the Capital Component is available from the Effective Date until, and shall expire on, December 31, 2021 (plus the Intended Use Period). All remedies herein shall indefinitely survive any termination or expiry of the Capital Component



## SCHEDULE “B”

### **SSRF Phase 2 Business Case Template – Service Managers**

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5. Business Case Questions	Pages 6-16

## **Introduction**

Thank you for your interest in participating in the Social Services Relief Fund (SSRF) Phase 2 initiative. As noted in the initial planning allocation letter from The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Service Managers are required to submit a business case to the Ministry of Municipal Affairs and Housing (MMAH) prior to funding being flowed.

The purpose of the business case process is as follows:

1. To assess Service Managers' proposed uses of SSRF Phase 2 funding, in terms of eligibility under Program Guidelines, and alignment with local needs in their respective communities; and
2. To ensure that Service Managers' program delivery planning fulfills specific criteria and reflects consideration of intersecting service systems and issues (see Questions on pages 6-16).

Please submit your completed business case to MMAH by **September 11, 2020 at 5:00 p.m.** Business cases must be submitted through the Transfer Payment Ontario (TPON) system.

Please note, MMAH is not prescribing a specific level of authority to approve business cases. Service Managers should follow their respective organization's approval process to approve the business case, prior to submitting it to the Ministry. Please also note that Service Manager approval does not guarantee that the business case will be satisfactory to meet the objectives for additional funding.

The level of detail required in responding to each question should be scaled against the types of activities being proposed. For example, fewer details would be needed to propose operating expenses being used to expand existing services for vulnerable people, in comparison to a new and large-scale capital expense (e.g., acquisition or modular housing) being proposed.

MMAH staff will review all business cases received by the deadline with colleagues from the following ministries: Attorney General (MAG); Government and Consumer Services (MGCS); Solicitor General (SOLGEN); Children, Community, and Social Services (MCCSS); Health (MOH); Indigenous Affairs (IAO); and Infrastructure Ontario (IO).

This inter-ministerial approach aims to encourage a diversity of perspectives when reviewing submissions, and to ensure that business cases are consistent with key areas of focus across the health, housing and homelessness, and social services sectors. For more information about the Key Areas of Consideration, please see pages 3-4.

It is anticipated that every Service Manager will be notified of the final decision regarding their business case by early October 2020, with initial funding anticipated to flow shortly thereafter.

Initial planning allocations for SSRF Phase 2 funding are subject to business case review. MMAH reserves the right to adjust allocations based on: the business cases received; Service Managers' progress in using their SSRF Phase 2 allocation; and to ensure that SSRF Phase 2 funding aligns with ongoing COVID-19 related needs, and the potential for emerging or new public health emergencies across Ontario.

To ensure SSRF Phase 2 funding is targeted to where it is needed most, MMAH will hold back a portion of the total SSRF Phase 2 funding from funding allocations, and will determine how to allocate it in the coming months based on public health needs.

Service Managers should consider the objectives and performance indicators as outlined in the Program Guidelines when completing their business case.

SSRF Phase 2 will include an operating component and two new capital components. Please refer to the SSRF Phase 2 Program Guidelines for details on eligible uses of funding and the project approval process.

### **Key Areas of Consideration for Business Case Submissions**

As noted above, business cases will be reviewed by staff from several provincial ministries, who will examine submissions to ensure that they consider key areas of focus for the health, housing and homelessness, and social services sectors. These key areas are as follows:

- Providing assistance to vulnerable members of communities across the province, including: people who are homeless or at-risk of becoming homeless; low-income households; social assistance recipients; people without jobs; households who depend on housing supports to maintain stable housing; people whose financial situation is precarious due to the COVID-19 crisis; people who live in community and supportive housing; and people who depend on social services to meet their basic needs.
  - Some populations, such as racialized communities, youth, seniors, survivors of domestic violence and human trafficking and LGBT2SQ, may be particularly vulnerable and therefore may warrant special consideration in the development of business cases.
  - For more information about vulnerable populations, please see Ontario's *COVID-19 Action Plan for Vulnerable People* available at: <https://www.ontario.ca/page/covid-19-action-plan-protecting-vulnerable-ontarians>.

- Assisting social service providers (e.g., Violence Against Women (VAW) services) with accommodation and support services, which are presently at capacity due to physical distancing requirements (this is resulting in vulnerable populations turning to local housing and homelessness systems).
- Promoting the re-design of congregate care settings such as emergency shelters, to move away from traditional approaches (e.g., bunk beds, shared common areas, close spacing) towards more permanent/independent housing solutions that better allow for physical distancing and other measures to protect the safety and well-being of residents and staff. Capital projects such as acquisition, conversion, and modular home developments are in scope for this funding. For more information, please refer to the Program Guidelines.
- Promoting cost effectiveness of service delivery in congregate care settings (e.g., renting space versus owning a building in order to provide services and supports, or vice versa, as well as the cost effectiveness of permanent housing versus emergency shelters).
- Supporting the housing needs of individuals released into the community from provincial institutions (e.g., health institutions, correctional facilities, and the child welfare system), where some individuals may be at risk of entering into homelessness.
- Supporting renter households (e.g., rental assistance), who may be in rental arrears and at a high risk of becoming homeless.
- Providing culturally responsive and appropriate housing and homelessness supports to Indigenous people.
  - Indigenous populations are over-represented among those experiencing homelessness and are more likely to experience health conditions that may increase vulnerability to COVID-19, particularly in high-risk congregate care settings such as emergency shelters.
  - There is also a significant demand for Indigenous safe spaces for temporary housing, testing, self-isolation, and recovery from COVID-19, including within rural and urban settings.

## **MMAH Contacts**

If you have any questions regarding the completion of this business case, please contact your respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

Toronto and Indigenous Partners: <b>Bailey Anderson</b>	<a href="mailto:Bailey.Anderson@ontario.ca">Bailey.Anderson@ontario.ca</a>
MSO Central: <b>Ian Russell</b> <ul style="list-style-type: none"><li>Serving: Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York</li></ul>	<a href="mailto:Ian.Russell@ontario.ca">Ian.Russell@ontario.ca</a>
MSO Western: <b>Tony Brutto</b> <ul style="list-style-type: none"><li>Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor</li></ul>	<a href="mailto:Tony.Brutto@ontario.ca">Tony.Brutto@ontario.ca</a>
MSO Northeastern: <b>Cindy Couillard</b> <ul style="list-style-type: none"><li>Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming</li></ul>	<a href="mailto:Cindy.Couillard@ontario.ca">Cindy.Couillard@ontario.ca</a>
MSO Northwestern: <b>Andrew Carr</b> <ul style="list-style-type: none"><li>Serving: Kenora, Rainy River, and Thunder Bay</li></ul>	<a href="mailto:Andrew.Carr@ontario.ca">Andrew.Carr@ontario.ca</a>
MSO Eastern: <b>Mila Kolokolnikova</b> <ul style="list-style-type: none"><li>Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew</li></ul>	<a href="mailto:Mila.Kolokolnikova@ontario.ca">Mila.Kolokolnikova@ontario.ca</a>

## **Description of Evaluation Ratings for Questions**

In the event of significant changes to the public health environment, the Ministry reserves the right to revise allocations in order to address emergency/critical situations.

Responses will be evaluated using a qualitative approach, in order to confirm initial planning allocations, and will rate submissions as “satisfactory”, “needs more detail”, or “unsatisfactory”.

### **Satisfactory:**

Responses fully address the information requested in each question, and clearly demonstrate a link to the “Key Areas of Consideration for Business Case Submissions” criteria. Evidence is also provided to reinforce each response (e.g., reference to a source document). Evaluators have few or no follow-up questions for the Service Manager. The end result of a satisfactory business case is to seek clarification on a few

questions during the review process, if applicable, confirmation of the initial planning allocation, and flowing of funds as originally communicated in the Minister's allocation letter.

### **Needs More Detail:**

Responses partially address the information requested in each question, and partially demonstrate a link to the "Key Areas of Consideration for Business Case Submissions". Some evidence is provided to reinforce each response (e.g., reference to a source document), however not a complete amount. Evaluators have some follow-up questions for the Service Manager. The end result of a business case which needs more detail is to seek more information and clarification during the review process from the Service Manager prior to flowing funds as originally communicated in the Minister's allocation letter.

### **Unsatisfactory:**

Responses do not satisfactorily address the information requested in each question, and do not demonstrate a compelling link to the "Key Areas of Consideration for Business Case Submissions". Little to no evidence is provided to reinforce each response (e.g., reference to a source document). Evaluators have a significant number of follow-up questions for the Service Manager. The end result of an unsatisfactory business case is to seek more information and clarification during the review process from the Service Manager and consider adjusting the initial planning allocation.

### **Business Case Questions**

In responding to the questions below, Service Managers encouraged to make references to:

- Independent research;
- Council and Board reports;
- Strategic planning documents;
- Media reports;
- Anticipated cashflow requirements; and
- COVID-19 data, guidelines, and enforcement requirements issued from local public health units, as appropriate

Please be clear and concise in your responses in the business case in order to minimize the amount of follow-up required. If more space is required, a separate document may be submitted as an appendix to the business case submission. The level of detail required in responding to each question will depend on the type and scale of activities being proposed. For example, fewer details would be needed to propose operating expenses being used to expand existing services for vulnerable people, in comparison to a new and/or large-scale capital expense (e.g., acquisition and modular housing) being proposed.

<b>Service Manager:</b>	
-------------------------	--

<b>Initial Planning Allocation (as indicated in the allocation letter):</b>	\$
---	----

**Question 1**

- a) Please describe the current COVID-19 experience in your Service Manager area from March 2020 to present (e.g., number of confirmed cases; related deaths; urgent public health emergencies; impacts on the economy and social service capacity). Elaborate on any leading and innovative practices to address COVID-19, and any challenges and risks your area has experienced. Please include statistics that show the change in services between pre- and post-COVID-19, to help reviewers understand the impact of COVID-19 in your community.
- b) Will your SSRF Phase 2 initial planning allocation be sufficient to meet the level of need in your community? How is the level of need in your community being determined?

**Note:** The intent of this question is to better understand the needs and challenges in your communities. This response will not impact the overall assessment of your business case.

**Question 1 a) Response:**

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**Question 1 b) Response:**

--

**Question 2**

Has your initial SSRF funding already been fully spent? If the answer is no, please provide a rationale. Will your initial SSRF funding plan change with the additional funding provided? Please elaborate.

**Question 2 Response:****Question 3**

- a) Have your local priorities shifted due to the COVID-19 pandemic? Please explain. Have your planned investments under other affordable housing, supportive housing, and homelessness programs (e.g., the Ontario Priorities Housing Initiative (OPHI); the Canada-Ontario Community Housing Initiative (COCHI); and the Community Homelessness Prevention Initiative (CHPI)) been diverted due to COVID-19 related pressures? If so, please describe the fiscal impact of these changes and what activities/initiatives have been deferred as a result.
- b) Please describe how your SSRF Phase 2 funding would be used in accordance with your long-term housing and homelessness goals, and in the context of the following documents: local COVID-19 recovery plans and housing strategies; Investment Plans under other affordable housing, supportive housing, and homelessness programs; and your updated Housing and Homelessness Plan.

**Question 3 a) Response:**



**Question 3 b) Response:**

**Question 4**

Please describe how your SSRF Phase 2 funding would be used to promote resiliency in your local housing and homelessness system in the event of future pandemic waves (e.g., advancing permanent housing solutions to homelessness), and how you will adhere to public health guidance, as well as municipal COVID-19 recovery strategies and plans.

**Question 4 Response:**

**Question 5**

Please describe how your operating and capital funding would be used to benefit the broader service systems in your community (e.g., emergency shelters and unsheltered needs such as encampments; supportive and transitional housing; discharge planning from correctional facilities to avoid homelessness; social assistance; Violence Against Women and victim services systems).

**Question 5 Response:**

**Question 6**

Please describe how your SSRF Phase 2 funding would be used to meet the critical and diverse needs of clients in your communities (including Indigenous communities, clients discharged from correctional facilities, youth, seniors, and other vulnerable population groups). For more information about vulnerable population groups, please see pages 3-4.

**Question 6 Response:**

**Question 7**

Please provide the following information:

- How is your initial planning allocation anticipated to be used in each fiscal quarter (Q2 to Q4 in 2020-21). Please indicate your anticipated cashflow for operating expenses and capital commitments in the chart below.
- **Note:** Operating cash flow will be advanced based on need up to 75% of your operating allocation for your first payment;
- The anticipated number of households to be assisted;
- The anticipated number of capital spaces/facilities to be created/retrofitted;

- The anticipated activities/services for which your SSRF Phase 2 funding would be used (operating and capital funding);
- Steps taken to ensure that operating funding will be spent by **March 31, 2021**, and capital funding committed by **January 31, 2021** (completion by **December 31, 2021**); and;
- Risks, mitigation strategies, and steps taken to address capacity challenges.

**Question 7 Response:**

**Projected Cashflow and Commitments Q2 to Q4 (2020-21)**

Activity	Quarter 2	Quarter 3	Quarter 4	Total	Number of Households Assisted	Number of units created/renovated
<b>Emergency Shelter Solutions</b> (e.g., operating funding used for shelters, motels/hotels)	\$	\$	\$	\$	#	N/A
<b>Housing with Related Supports</b> (e.g., operating funding used for housing allowances)	\$	\$	\$	\$	#	N/A
<b>Services and Supports</b> (e.g., operating funding used for food security, cleaning, personal protective equipment, transportation)	\$	\$	\$	\$	#	N/A
<b>Homelessness Prevention</b> (e.g., operating funding for landlord outreach and mediation, shelter diversion programs) <u>Do not</u> include funds for emergency financial assistance in the form of payment of rental arrears or rent banks here; indicate below.*	\$	\$	\$	\$	#	N/A
<b>*Homelessness Prevention – Rent relief</b> (e.g., operating	\$	\$	\$	\$	#	N/A

funding for short-term rent relief or rent bank initiatives)						
<b>Capital Component – New Facilities</b> (e.g., acquisition, conversion, modular housing)	\$	\$	\$	\$	#	#

<b>Capital Component – Upgrades to existing facilities</b> (e.g., renovations of existing facilities)	\$	\$	\$	\$	#	#
<b>Administration Fees</b> (up to 3% of total allocation)	\$	\$	\$	\$	N/A	N/A
<b>Total</b>	\$	\$	\$	\$	#	#

### Question 8

- Rental assistance is an eligible operating expense under CHPI and the initial \$148 million in SSRF funding. Please describe how renters at risk of becoming homeless due to rent arrears have been assisted through these existing programs.
- With the lifting of the moratorium on evictions, what is the projected need for rent assistance that you anticipate in your service area? How will you mitigate the risk of an increase in homelessness related to a potential increase in eviction applications due to rental arrears?

### Question 8 a) Response:

Please indicate the following:

- Funding amount(s) allocated to assist renter households at risk of homelessness under existing programs (e.g., CHPI)
- Number of households supported this fiscal year under existing programs.

**Question 8 b) Response:**

**Please indicate the following:**

- **How much SSRF Phase 2 funding will be allocated towards assisting renter households at risk of becoming homeless?**
- **How many households do you estimate will be assisted given the potential rent arrears that may have accumulated in your service area?**

**Question 9**

**Please complete this section if proposing funding under the Capital Component. Please provide your best projected information below.**

**Note: Capital projects are subject to final approval through the Project Information Form in TPON.**

Please outline why your capital project(s) would be the best use of funds (e.g., availability of facility space in your community; rationale for renting versus owning a space to provide services; renovate/update, re-design, and new spacing within existing or new facilities to meet local public health requirements), and how program objectives will be met (e.g., assisting vulnerable people with long-term housing solutions).

Please outline the following for each proposed project:

- Specify the Capital Component
- When proposed capital projects will be committed (refer to Program Guidelines for key dates)
- Estimated timing for construction start/renovation work, and completion (refer to Program Guidelines for key dates)
- Proposed funding amount and number of units created/ renovated per proposed capital project
- How ongoing operating costs related to the capital project(s) will be addressed, and note if you are working with partners regarding obtaining and/or developing facility space (e.g., Infrastructure Ontario; interested proponents; local service agencies)

- Explain if any other sources of funding will be used for your capital project(s), to address full project costs

**Question 9 Response:**

**Question 10**

Please outline how funding will be delivered in a quick and timely manner (e.g., leveraging existing community partnerships; strengthening outreach activities; adding funds to an existing service; stacking with other funding opportunities; streamlining client intake and assessment; and taking lessons learned from other funding initiatives into consideration, such as temporary pandemic pay).

**Question 10 Response:**

**Question 11**

Please describe your contingency plan if your proposed capital project(s) cannot be funded by the Ministry or completed once approved. Please outline how funds could be redirected promptly to an alternative capital project (if applicable), or eligible operating expenses within the fiscal year.

**Question 11 Response:****Question 12**

If additional funding were to become available in the future (i.e., reallocations of funds, or the allocation of holdback funding), what other initiatives/projects would you undertake to address immediate pandemic needs and long-term housing-based solutions to homelessness post-COVID-19? Please provide a detailed description on how you could potentially use additional funds and deliver in an expedited manner.

**Question 12 Response:**

**Additional Information**

If you would like to provide any additional information, please do so here.

**Additional Information Response:**





August 17, 2020

Ulli S. Watkiss  
City Clerk  
City of Toronto  
100 Queen St. W.  
Toronto, ON M5H 2N2

Sent via email: [clerk@toronto.ca](mailto:clerk@toronto.ca)

**Re: Support to the City of Toronto in their Legal Challenge of the Amendments  
made under Bill 184, Section 83  
Our File 35.2.2**

Dear Ms. Watkiss,

At its meeting held on August 10, 2020, St. Catharines City Council approved the following motion:

WHEREAS the COVID-19 pandemic has caused much financial strain to residents of St. Catharines; and

WHEREAS many residents without income supports face the reality of evictions under the July 26, 2020 amendment of Provincial Bill 184 Section 83; and

WHEREAS Section 83 of Bill 184 states:

“Refusal for certain arrears of rent”

If a hearing is held in respect of an application under section 69 for an order evicting a tenant based on arrears of rent arising in whole or in part during the period beginning on March 17, 2020 and ending on the prescribed date, in determining whether to exercise its powers under subsection the Board shall consider whether the landlord has attempted to negotiate an agreement with the tenant including terms of payment for the tenant’s arrears; and

WHEREAS the City Council of Toronto voted 22-2 in support of a legal challenge of Bill 184 Section 83;

THEREFORE BE IT RESOLVED that the City of St. Catharines, City Council show support to the City of Toronto in their legal challenge of the amendments made under Bill 184, Section 83; and

BE IT FURTHER RESOLVED that this resolution be provided to the Premier's Office; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; and Niagara MPPs and MPs; and

BE IT FURTHER RESOLVED that a copy of this resolution be circulated to all Ontario municipalities requesting their support.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:em

Cc. Premier Doug Ford, [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
Honourable Steve Clark, Minister of Municipal Affairs and Housing, [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)  
Chris Bittle, MP - St. Catharines, [Chris.Bittle@parl.gc.ca](mailto:Chris.Bittle@parl.gc.ca)  
Dean Allison, MP - Niagara West, [Dean.Allison@parl.gc.ca](mailto:Dean.Allison@parl.gc.ca)  
Vance Badawey, MP - Niagara Centre, [Vance.Badawey@parl.gc.ca](mailto:Vance.Badawey@parl.gc.ca)  
Tony Baldinelli, MP - Niagara Falls, [Tony.Baldinelli@parl.gc.ca](mailto:Tony.Baldinelli@parl.gc.ca)  
Jennifer Stevens, MPP - St. Catharines, [JStevens-CO@ndp.on.ca](mailto:JStevens-CO@ndp.on.ca)  
Jeff Burch, MPP - Niagara Centre, [JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)  
Wayne Gates, MPP - Niagara Falls, [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)  
Sam Oosterhoff, MPP - Niagara West-Glanbrook, [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)  
Ontario Municipalities

**ONTARIO WORKS REPORT**

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Social Services Committee

September 9, 2020

**INFORMATION****1. Ontario Works Caseload Statistics**

<b>Month</b>	<b>2020 Total Caseload</b>	<b>2019 Total Caseload</b>
January	1,273	1,331
February	1,287	1302
March	1,327	1319
April	1,344	1331
May	1,268	1341
June	1,199	1,299
July	1,160	1,246
August	n/a	1,227
September	n/a	1,175
October	n/a	1,214
November	n/a	1,231
December	n/a	1,230

**2. Homelessness Prevention Program (HPP)**

<b>Number of Approved Applications in July 2020</b>	<b>Monthly Expenditure</b>
66	\$60,796.49

Attached as Appendix OW-I is a series of charts providing comparative information regarding HPP trends in 2019 and 2020.

**3. Hydro One Disconnection Ban Extended**

On July 31, 2020 the Ontario Energy Board removed the prohibition against the disconnection of residential customers for non-payment. Despite this, Hydro One has extended their disconnection ban until further notice. Hydro One has announced that they will work with customers to provide time to catch up on

overdue accounts in order to maintain electricity service while customers remain at home during the pandemic.

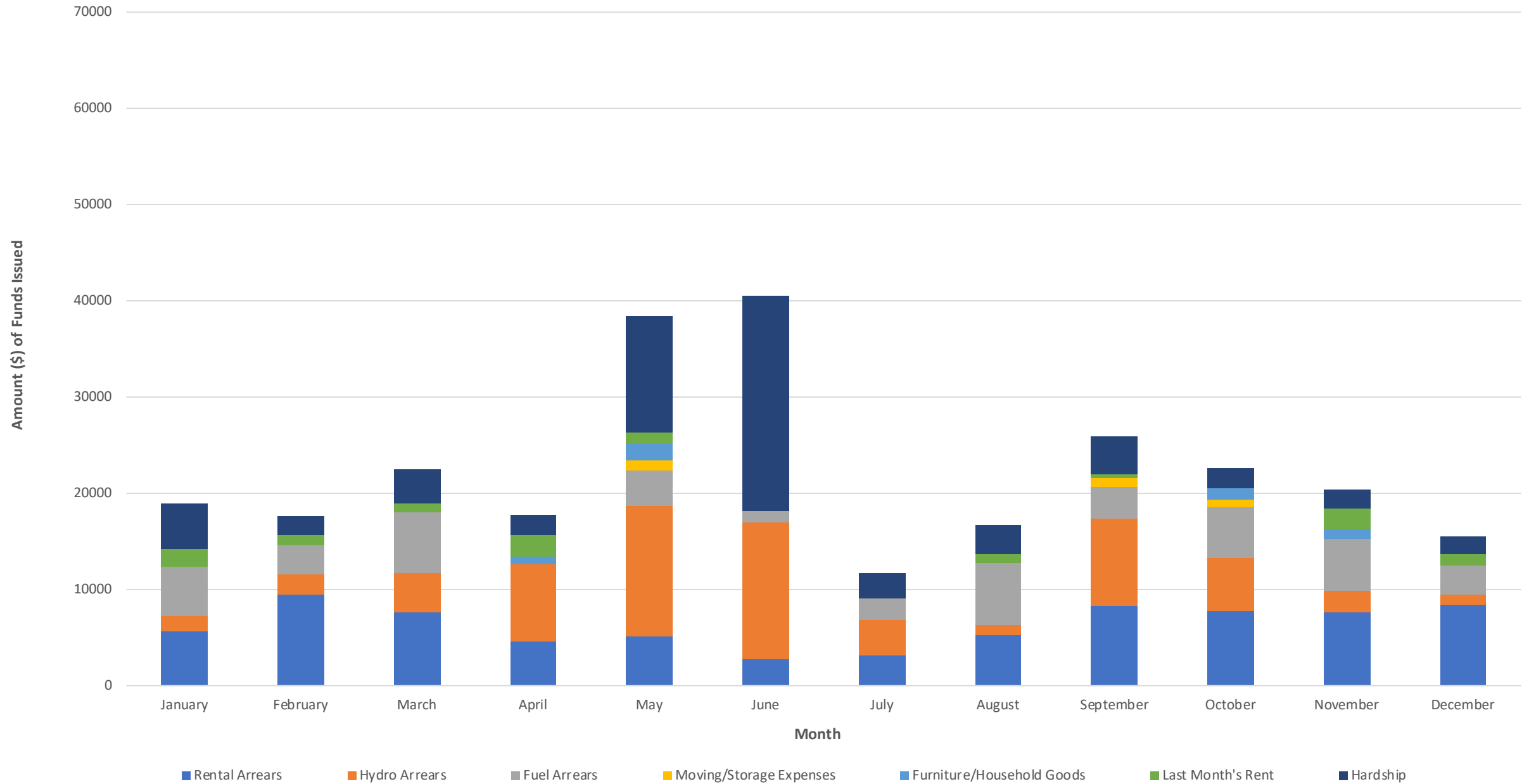
4. **Pembroke Fire**

A fire occurred at a two-unit apartment building in the City of Pembroke in August 2020 resulting in the displacement of five tenants. The Canadian Red Cross provided assistance to families during the first 72 hours of this emergency. Ontario Works staff extended further support and arranged temporary shelter for residents through the Homelessness Prevention Program.

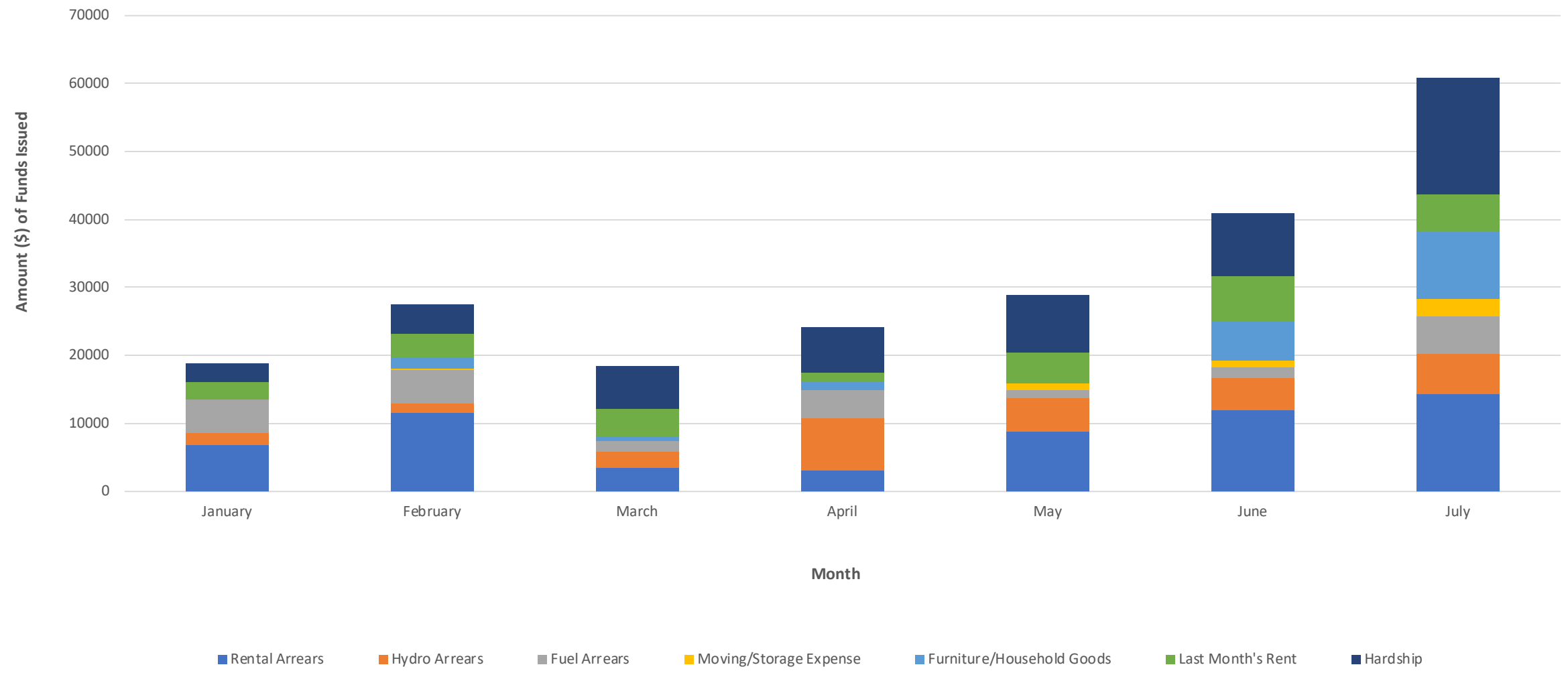
5. **Virtual Training**

The Ontario Municipal Social Services Association (OMSSA) has partnered with the Crisis and Trauma Resource Institute and Achieve Centre for Leadership to develop a series of one-hour training webinars. Ontario Works has obtained the licences for 20 sector-specific webinars which can be viewed by staff up until June 2021. The webinars cover a range of topics including vicarious trauma, mental health, stress management and leadership. OMSSA's innovation in this area enables social services staff to engage in professional development opportunities while working remotely as their schedule permits.

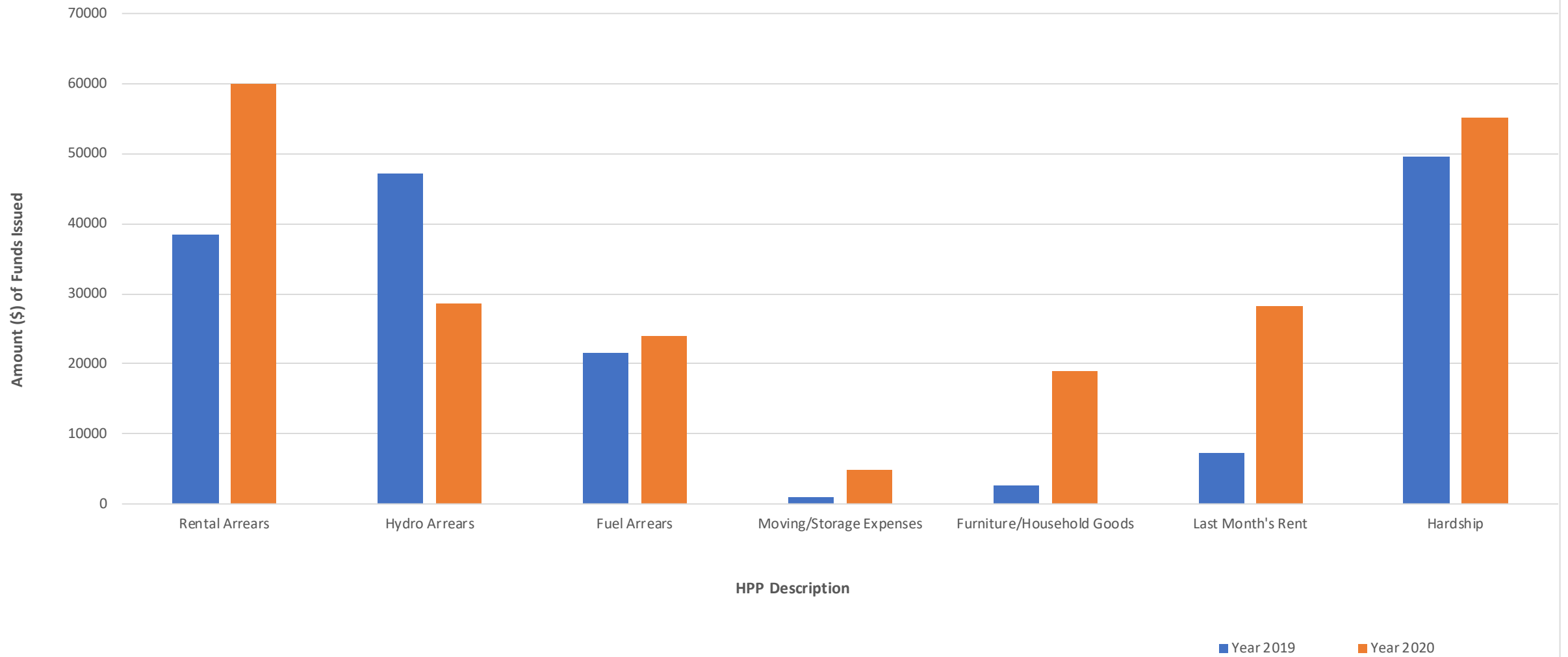
Monthly HPP Funds Issued by Description 2019



Monthly HPP Funds Issued by Description 2020



2019-2020 HPP Spending by Description (January to July)



## **CHILD CARE AND EARLY YEARS REPORT**

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

Prepared for: Social Services Committee

September 9, 2020

### **INFORMATION**

**1. Licensed Child Care Re-opening Statistical Report**

Attached as Appendix CC-I is a Statistical Report outlining the service delivery levels for licensed child care during Emergency Child Care to Re-opening.

**2. Child Care and Early Years Programs Re-Opening Update**

Attached as Appendix CC-II is a memo from the Ministry of Education, dated July 30, 2020, which outlines Stage 3 of the re-opening of licensed child care centres and before and after school programs. With strict health and safety guidelines, these sites will be permitted to begin to operate at full capacity September 1, 2020.

On September 1, 2020, EarlyOn programs can begin to offer in person services and supports while following strict health and safety guidelines.

**3. Child Care & EarlyON Sector Funding – Reconciliation and September Approach**

Attached as Appendix CC-III is a memo from the Ministry of Education, dated August 4, 2020, which outlines the financial approach that will be taken with regards to the re-opening of child care centers.

**4. Operational Guidance for September for Child Care and Early Years Programs**

Attached as Appendices CC-IV, CC-V and CC-VI are memos dated August 13, 2020. The memos provide operational guidance to support with the re-opening of all child care programs, before and after school programs as well and EarlyON programs.

**5. Federal Safe Restart Funding (SRF)**

Attached as Appendix CC-VII is a memo from the Ministry of Education dated August 14, 2020, which outlines the details of the Federal Safe Restart Funding. The County of Renfrew's allocation for the period from September 1 to December 31, 2020 is \$978,947. The investment consists of two components:



- Funding to be used by the Province to procure and deliver face coverings directly to operators and licensed home child care agencies across Ontario in order to comply with the Ministry's reopening operational guidance.
- Funding will be provided to the County of Renfrew for operators, which can be used for additional personal protective equipment, enhanced cleaning, additional staff to meet health and safety requirements, support for short term vacancies and small capital requirements that have been identified as necessary by either the local health unit or the Ministry of Education.

**6. Niagara Region Child Care Resolution**

Attached as Appendix CC-VIII is a resolution from Niagara Region regarding Child Care.

**7. COVID-19 Frequently Asked Questions: Back to School 2020-2021**

Attached as Appendix CC-IX is a Back to School resource guide for school boards, schools, and parents prepared by the Renfrew County and District Health Unit (RCDHU). The document provides information about how the pandemic will be managed during the 2020-2021 academic year, and outlines COVID testing requirements for students, how a positive case will be managed, and responsibilities of the RCDHU.

**8. Child Care Funding to Support Working Parents**

Attached as Appendix CC-X is a news release dated September 3, 2020 in regards to an additional investment through the one-year Canada-Ontario Early Learning and Child Care Agreement. This funding will help licensed child care providers and EarlyON child and family centres.



Department of Social Services  
Child Care and Early Years Division

CHILD CARE STATISTICAL REPORT  
August, 2020

CHILD CARE Pre - COVID

# of Centres and Homes  
Opened in February

40

Licensed Capacity in  
February (Licensed Spaces)

1809

1198  
Operating Capacity

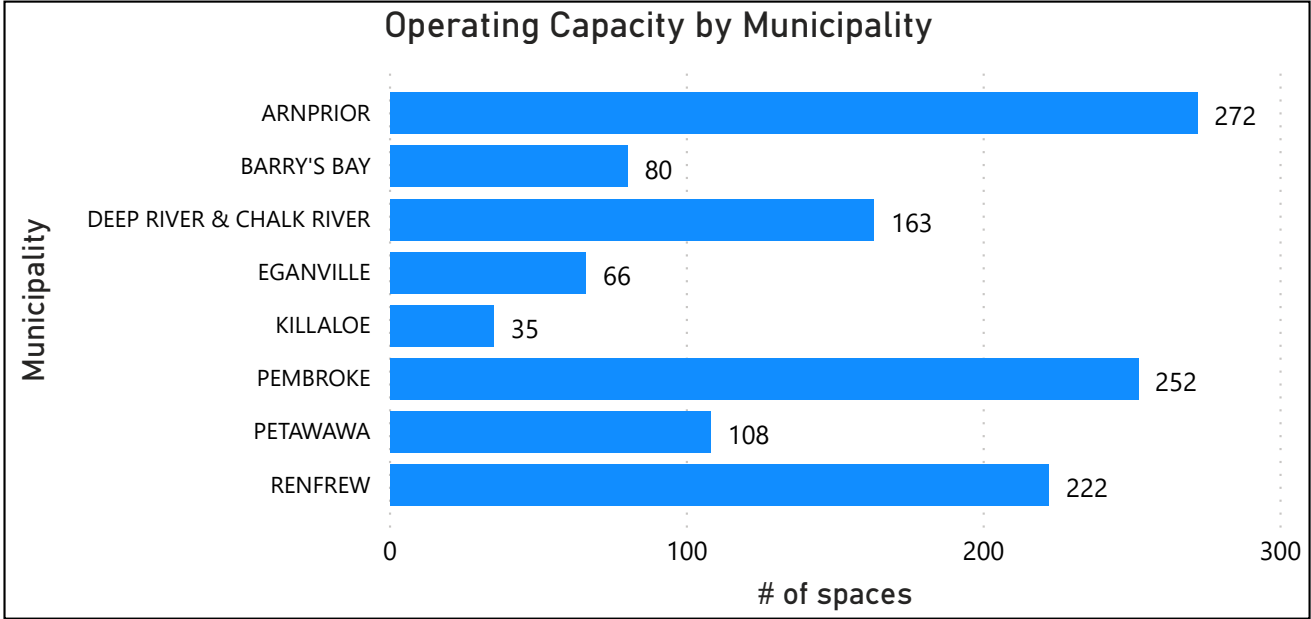
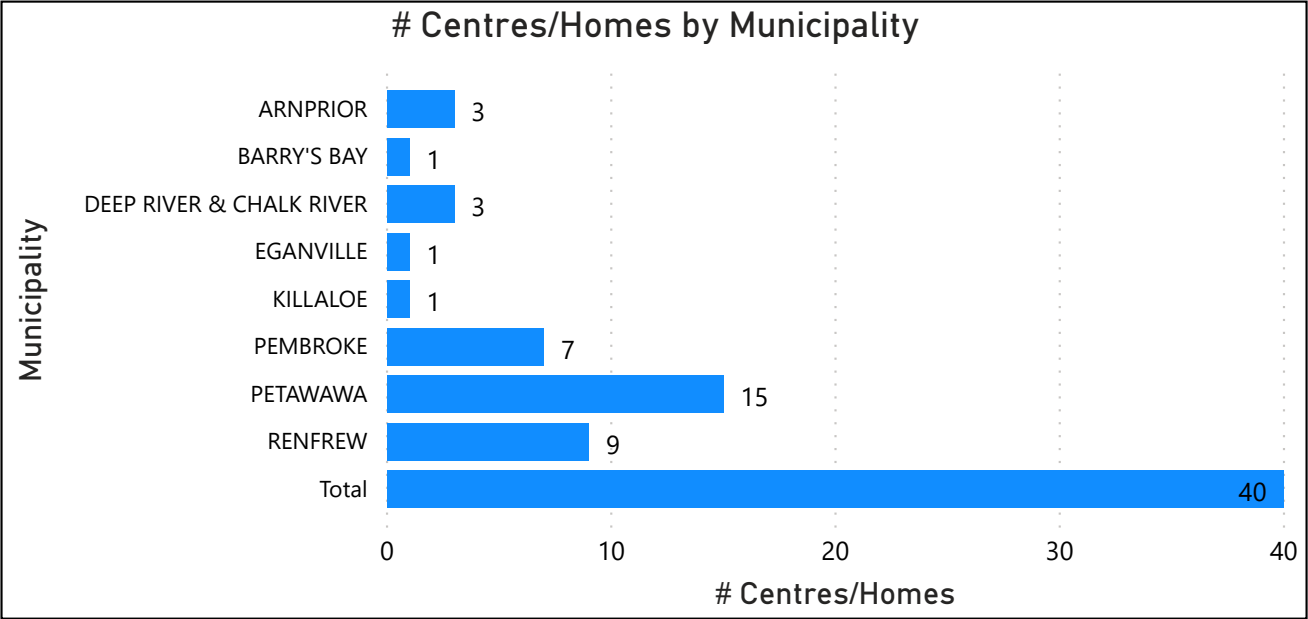
1322  
Children Served (Full Time and Part Time)

54.01  
% Full Time

45.99  
% Part Time

65.51  
% Full Fee

28.44  
% Fee Subsidy



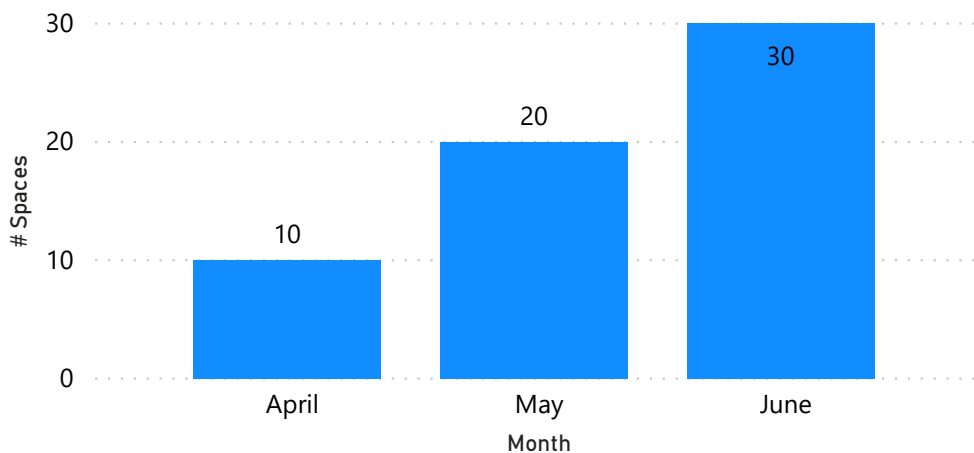
## CHILD CARE - Emergency Child Care

Centres Opened for Emergency Child Care  
(April to June)

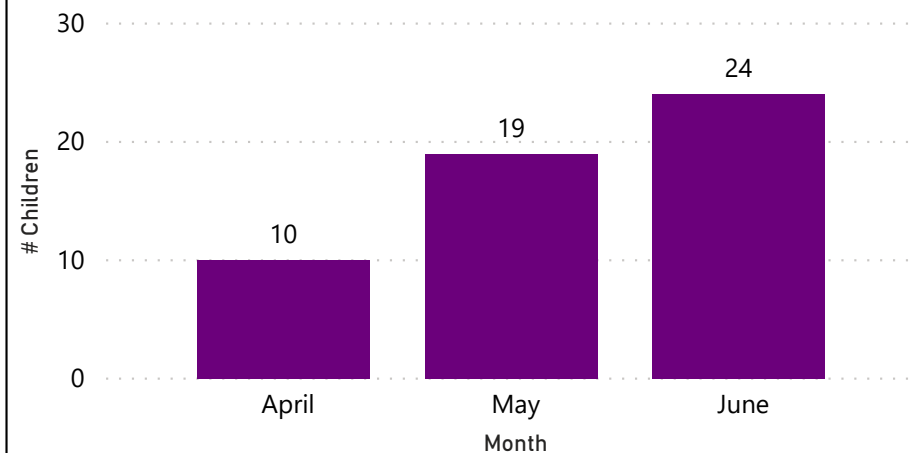
**3**

Children's Garden (Pembroke)  
Child's Paradise (Renfrew)  
Deep River Nursery School (Deep River)

Operating Capacity ECC



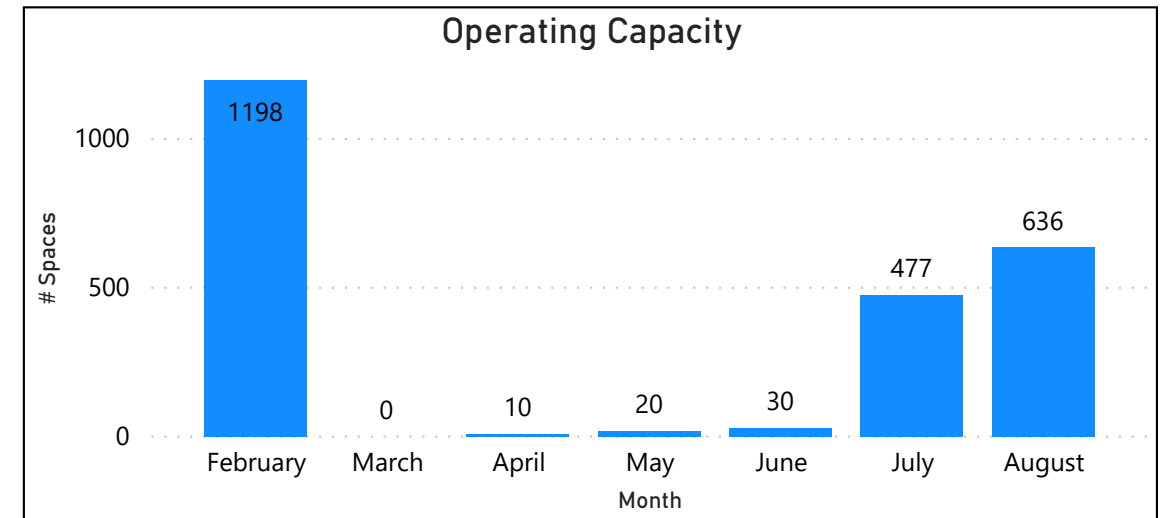
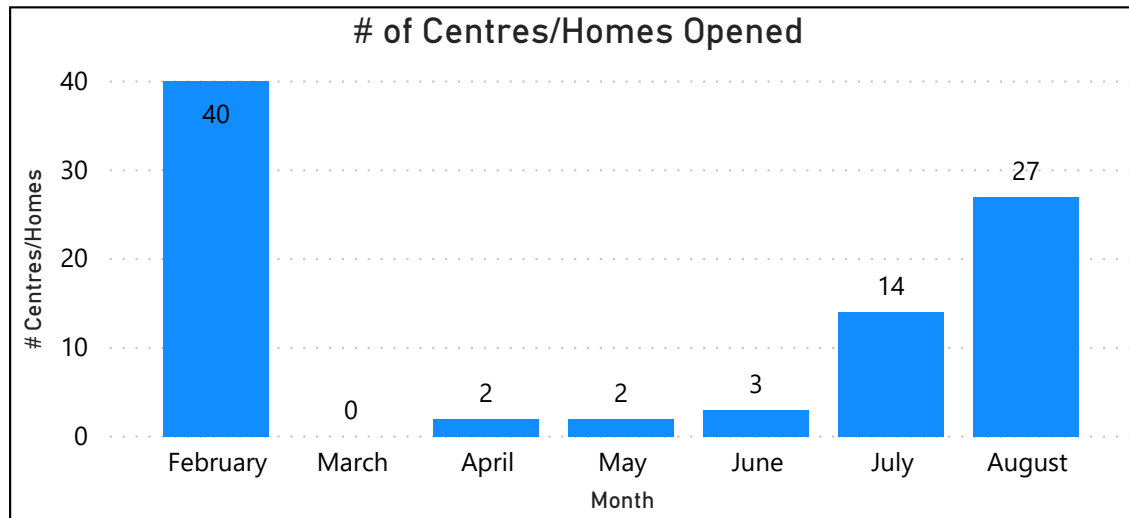
Children Attending ECC



Children attending ECC  
receiving Fee Subsidy

**100%**  
Children

### CHILD CARE Reopening Phase



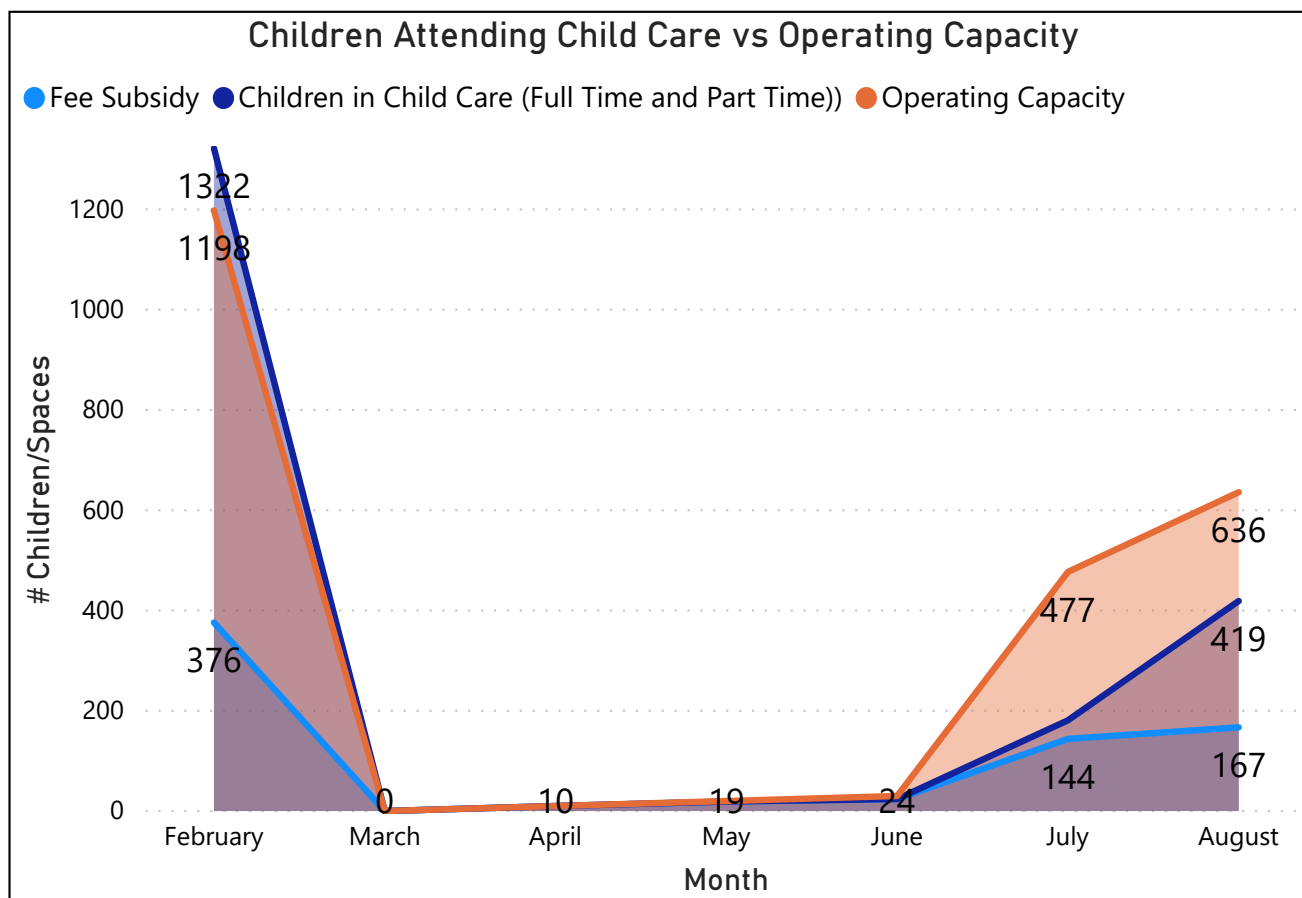
**Operating Capacity Pre-COVID (February, 2020)**

Municipality	Infant	Toddler	Preschool	Kinder	School Age
ARNPRIOR	6	29	61	70	106
BARRY'S BAY	0	15	24	26	15
DEEP RIVER & CHALK RIVER	3	18	55	34	53
EGANVILLE	0	10	16	10	30
KILLALOE	0	0	20	0	15
PEMBROKE	9	35	76	57	75
PETAWAWA	11	15	24	23	35
RENFREW	16	30	64	52	60
<b>Total</b>	<b>45</b>	<b>152</b>	<b>340</b>	<b>272</b>	<b>389</b>

**Operating Capacity Reopening (August, 2020)**

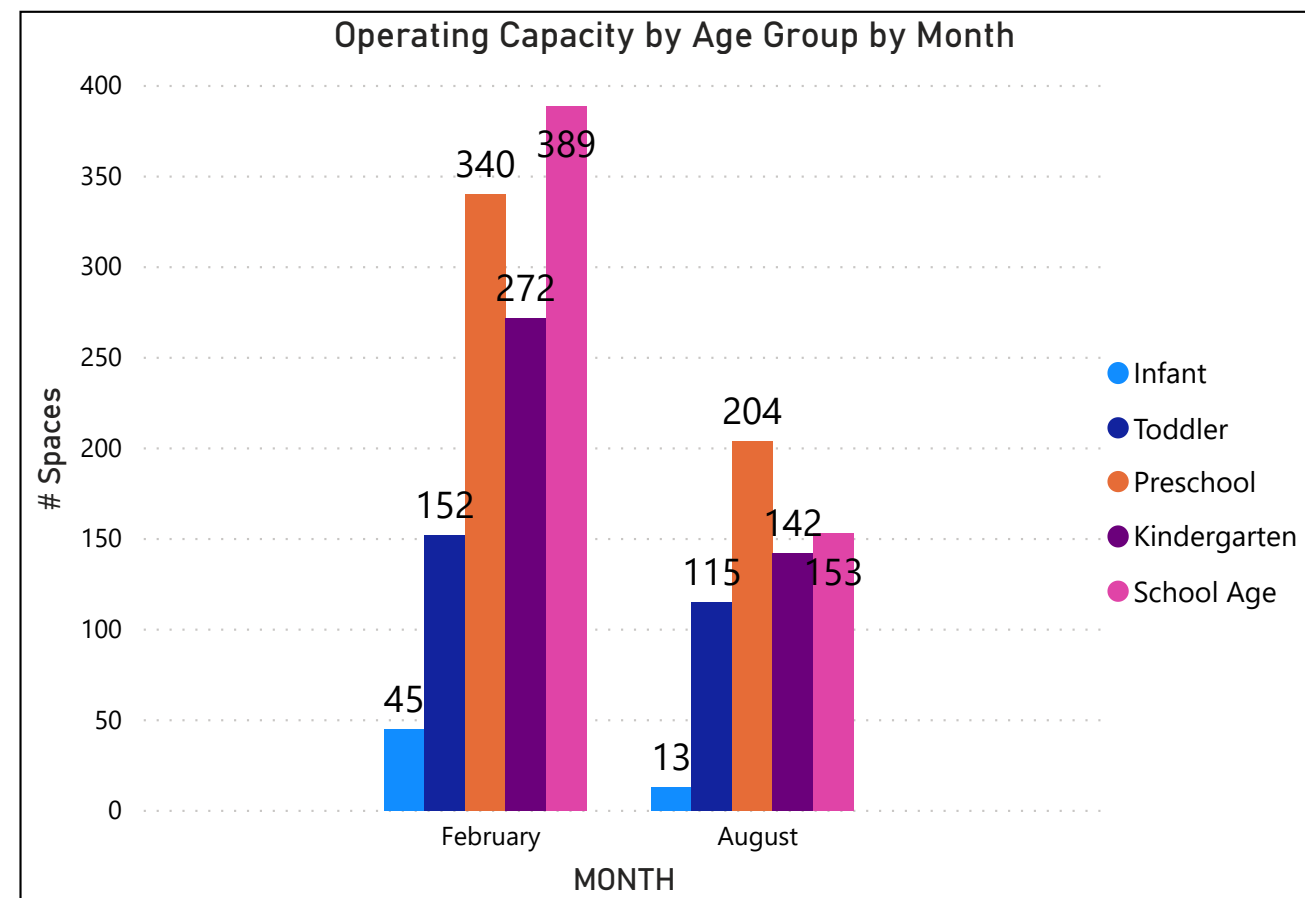
Municipality	Infant	Toddler	Preschool	Kinder	School Age
ARNPRIOR	6	17	31	38	45
BARRY'S BAY	0	15	24	26	15
DEEP RIVER & CHALK RIVER	0	10	24	24	16
EGANVILLE	0	5	8	0	15
KILLALOE	0	0	0	0	0
PEMBROKE	7	28	69	31	46
PETAWAWA	0	28	25	0	0
RENFREW	0	12	23	23	16
<b>Total</b>	<b>13</b>	<b>115</b>	<b>204</b>	<b>142</b>	<b>153</b>

### CHILD CARE Reopening Phase



Fee Subsidy Data remains changing rapidly.

There are approximately **167** children attending Child Care and receiving Fee Subsidy until the elaboration of this report.



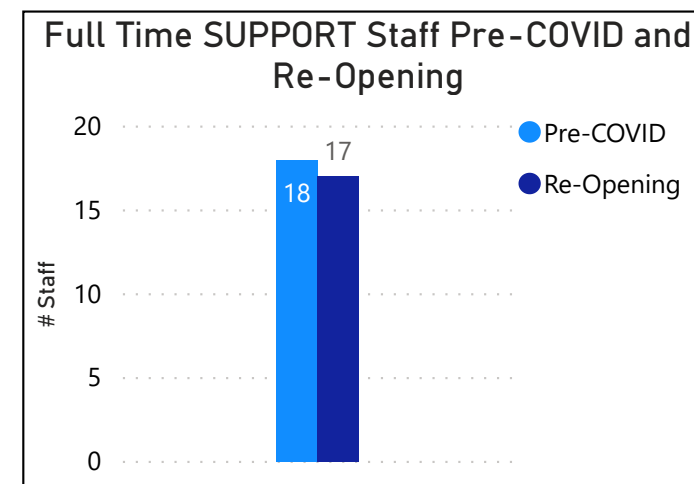
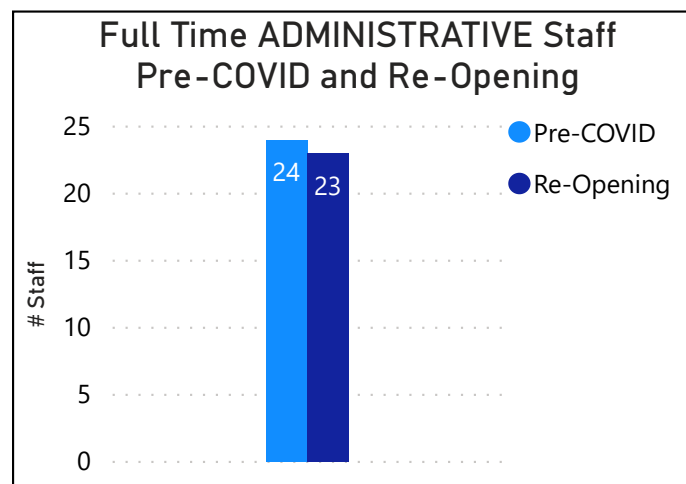
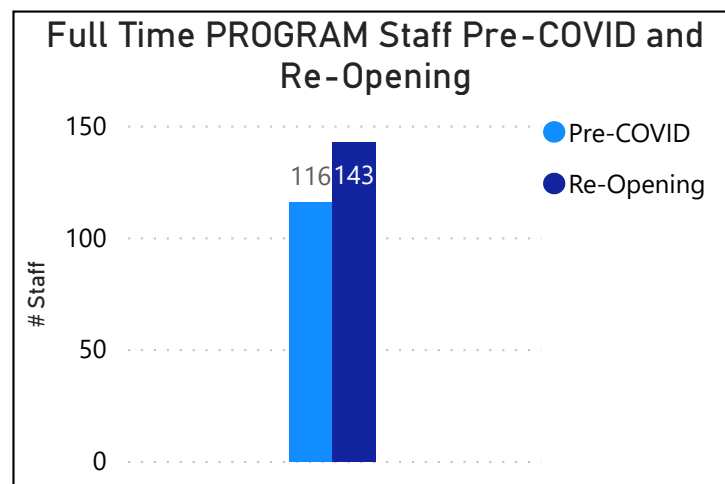
## CHILD CARE Reopening Phase - Staffing Full Time

**1322**

Total Children Served  
Pre-COVID

**419**

Total Children Served  
Reopening



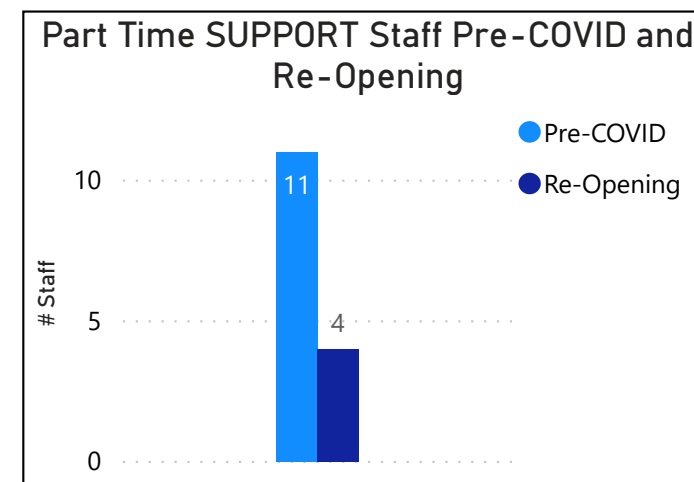
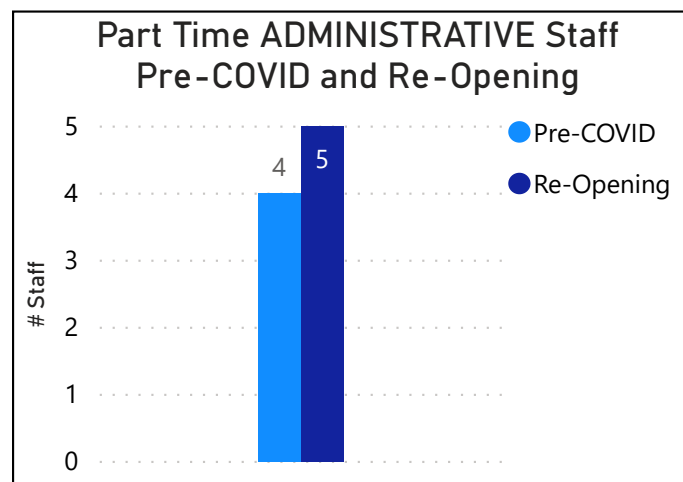
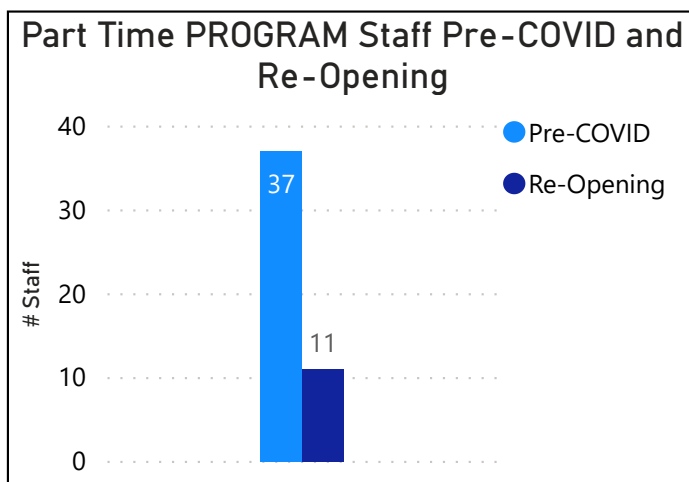
## CHILD CARE Reopening Phase - Staffing Part Time

**1322**

Total Children Served  
Pre-COVID

**419**

Total Children Served  
Reopening



## **CHILD CARE Summary**

**With respect to Child Care Operation Pre-COVID (February, 2020)**

**68**

% Centres Opened

**53**

% Operating Capacity

**32**

% Children back to Child Care



**Memorandum To:** Child Care and Early Years Partners

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

**Date:** July 30, 2020

**Subject** Child Care and Early Years Programs Re-Opening Update

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Thank you for your ongoing partnership as we work together to re-open the child care and early years sector across the province and support children and families. The health and safety of children continues to be the government's top priority.

Today, the government announced next steps to support the healthy and safe reopening of child care and early years programs across the province, including programs in First Nations communities.

We are happy to share that, effective September 1, 2020, all licensed child care centres and before and after school programs will be permitted to operate at full capacity. Licensees will continue to be required to maintain ratios and group sizes as set out under *the Child Care and Early Years Act, 2014* (CCEYA). The enhanced health and safety procedures that were put in place as part of our re-opening plan, will remain in place to protect children, staff and families.

Authorized recreation provider-operated after school programs and extended day before and after school programs will be required to follow standard ratios and maximum group sizes set out in the *Before and After School Kindergarten to Grade 6 Policies and Guidelines*.

Families whose children attended a licensed child care centre immediately before the emergency was declared, must be given at least 14 days' notice to accept a placement available on or after September 1, 2020. Licensees can begin charging fees once a space has been accepted. If a parent chooses not to accept a space, the licensee will be permitted to require fees to hold the space or will be able to offer the space to another family.

As of September 1, 2020, licensees will be expected to ensure that child care staff and home child care providers wear face coverings at all times while they are working, and that ministry guidelines are followed on the use of masks and face coverings for school age children who are at a child care premises.

A supply of face coverings will be delivered to licensed child care settings, EarlyON locations and First Nation on reserve Child and Family Programs, and there will be no charge for these supplies. Further details on this process will be provided in the coming weeks.

The ministry is currently updating the *Operational Guidance During COVID-19 Outbreak: Child Care Reopening* document to support the full re-opening of child care programs and it will be released in the coming days. Updates are also being made to the *Before and After School Kindergarten to Grade 6 Policies and Guideline* to provide COVID-19 operational guidance.

In addition, effective September 1, 2020, EarlyON Child and Family Centres and First Nation on reserve Child and Family Programs will also be permitted to reopen with in-person programming where participants pre-register and additional health and safety protocols are in place. These additional protocols will be outlined in an operational guidance document for EarlyON that will be provided in the coming weeks.

We wanted to share this information as soon as possible to support planning and outreach to families.

Thank you for your continued support and collaboration as we work together in partnership to maintain the delivery of safe and high-quality licensed child care and early years programs across Ontario. We continue to put the health and safety of Ontario's children and families at the forefront and we are basing our decisions on advice from Ontario's Chief Medical Officer of Health and the experts at the COVID-19 Command Table.

Thank you,

Shannon Fuller

**Ministry of Education**  
Early Years and Child Care Division

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**Ministère de l'Éducation**  
Direction de la petite enfance et de la  
garde d'enfant

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Toronto, ON M7A 0B8



**MEMORANDUM TO:** Consolidated Municipal Service Managers and District Social Service Administration Boards

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

**DATE:** August 4, 2020

**SUBJECT:** Child Care & EarlyON Sector Funding – Reconciliation and September Approach

---

Thank you again for your continued partnership during this unprecedented, and evolving time.

The progress we have made to date in the reopening of child care centres across the province is due to the work and continued partnership between the ministry, Consolidated Municipal Service Managers, District Social Service Administration Boards (CMSMs/DSSABs), and service providers. As the province proceeds with reopening, child care remains at the forefront and its necessity has been highlighted at each stage of reopening.

### **Reconciliation Timeline**

Each stage of this pandemic has had a distinct funding approach designed to support the needs of the sector. We have established a Funding Reconciliation Group with representatives from CMSMs/DSSABs to develop the timeline for each phase based on the working group's helpful advice.

The reconciliation timeline (see Appendix A) is intended to provide CMSMs/DSSABs with clarity for workflow and planning purposes. This timeline defines key dates for

submissions and provides CMSMs/DSSABs with an outline of the process. The funding provided to CMSMs/DSSABs for the Closure Period (March 17 to June 11), Emergency Child Care (March 22 to June 26) and Reopening (June 12 to August 31), will be reconciled according to the ministry's funding guidance and the information submitted.

Cash flows will be updated subsequent to the reconciliation process. Based on your feedback, we have provided two timeline options for CMSMs/DSSABs to provide completed templates. CMSMs/DSSABs should submit using one of the two scenarios provided:

1. Emergency Child Care and Closure Period data submitted together by August 31, 2020 followed by the submission of the Reopening template by October 15, 2020
2. Emergency Child Care data submitted by August 31, 2020, followed by the submission of the Closure Period data by September 30, 2020 and then, the submission of the Reopening template by October 15, 2020

The two submission scenarios have been presented as we understand that internal operations and timelines within CMSMs/DSSABs may vary. The ministry is asking that completed templates be sent in according to the dates outlined in the attached timeline document. Please select the submission scenario that works best for your CMSM/DSSAB. CMSMs/DSSABs may also submit earlier than the dates indicated above.

Should your CMSM/DSSAB require more time to complete the template, please inform your ministry Financial Analyst and Early Years Advisor.

As the ministry continues to work with the early years and child care sector throughout this pandemic, we will remain flexible and supportive in our partnerships with CMSMs/DSSABs to ensure that the sector is well positioned to proceed with the next stages of reopening.

### **Emergency Child Care Period and Closure Period**

The templates for the emergency child care period (covering period March 22 to June 26) and closure period, including child care and EarlyON (covering period March 17 to June 11) were provided to you during the week of May 11 and we thank you for your work with our Financial Analysts and Early Years Advisors to complete these templates. If you have any further questions or need additional information regarding the templates or funding approach for these periods, please let us know.

## **Reopening Template**

Further to the memo sent on June 11 with funding guidance for Ontario's child care reopening plan and the funding approach until the end of August, we are sharing the reopening template (covering period June 12 to Aug 31).

The objective of the reopening template is to capture the expenditures incurred by child care and EarlyON centres during the reopening period from June 12 to August 31. (The reopening of child care centres has been a staggered process, and therefore the reopening period will capture costs from both reopened centres and centres that remain closed. Expenditures should be prorated during this time frame as appropriate, to reflect the various reopening dates.)

## **Funding Approach for September**

Starting September 1, 2020, funding allocations to CMSMs/DSSABs will return to a prorated level based on the original 2020 allocations (as released in October 2019). Funding guidance for the period will be consistent with the 2020 Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline.

To help protect staff and families, the Federal government has announced additional funding for Child Care and Early Years as part of the Safe Restart Agreement. Safe Restart Funding (SRF) will support increased health and safety costs such as personal protective equipment (PPE), enhanced cleaning and additional staff requirements. Further details on the SRF will be provided.

In addition, the Canada Emergency Wage Subsidy (CEWS) has been extended until December 19, 2020. Further details on the program extension will be released by the Federal government. Operators should continue to maximize available Federal programs through the COVID-19 Economic Response Plan (where applicable).

## **2019 & 2020 Financial Reporting Update**

The current focus remains on the reopening of child care centres and the reporting for the closure and reopening periods. The 2019 Financial Statements submission will be deferred until a future date. The Ministry will provide you with sufficient time to complete the submission once it is made available to you. Furthermore, the 2020 interim reporting submission in the Education Finance Information System (EFIS) will not be required in order to allow for CMSMs/DSSABs to focus on the reconciliation process outlined above.

In addition to the reconciliation process, the ministry will perform a final year end review of the 2020 Financial Statements submission in EFIS to ensure accuracy and financial accountability. The 2020 EFIS reporting will be modified to capture updated parameters associated with the closure period and reopening, where applicable. While service data will continue to be part of the 2020 reporting, the ministry will not be imposing penalties for missed targets.

### **Next Steps**

The ministry's Financial Analysts and Early Years Advisors will continue to work with CMSMs/DSSABs to complete and submit the required information.

Thank you for your partnership and continued collaboration at all levels, and please let us know how we can continue to provide support, as we safely reopen our child care centres throughout the province.

Thank you,

Shannon Fuller

Appendix A: Funding Reconciliation Timeline

## **APPENDIX A: FUNDING RECONCILIATION TIMELINE**

With accountability in mind, the ministry's timeline for reconciling funding provided to CMSMs and DSSABs for the Closure Period (March 17 to June 11), Emergency Child Care (March 22 to June 26) and Reopening (June 12\* to August 31), is presented below. CMSMs and DSSABs may select one of the following two submission scenarios:

### **Scenario 1: Emergency Child Care and Closure Period Submitted Together**

	<b>Template Submitted to Ministry</b>	<b>Ministry Review and Approval</b>	<b>Allocation confirmed</b>	<b>Cash Flow Adjustment</b>
<b>Emergency Child Care &amp; Closure Period</b>	Aug 31 <sup>st</sup>	Sept - Nov	Nov - Dec	Winter 2021
<b>Reopening</b>	Oct 15 <sup>th</sup>	Oct - Dec	Dec - Jan	Winter 2021

### **Scenario 2: Emergency Child Care Submitted Before Closure Period & Reopening**

	<b>Template Submitted to Ministry</b>	<b>Ministry Review and Approval</b>	<b>Allocation confirmed</b>	<b>Cash Flow Adjustment</b>
<b>Emergency Child Care</b>	Aug 31 <sup>st</sup>	Sept - Nov	Nov - Dec	Winter 2021
<b>Closure Period</b>	Sept 30 <sup>th</sup>	Oct - Dec	Dec - Jan	Winter 2021
<b>Reopening</b>	Oct 15 <sup>th</sup>	Oct - Dec	Dec - Jan	Winter 2021

*\* June 12<sup>th</sup> marks the start of the reopening period and the date when child care centres were officially allowed to reopen. The reopening of child care centres has been a staggered process and therefore the reopening period will include costs for both reopened child care centres and costs for child care centres that remain closed. Please note that the proration of expenditures is acceptable when completing the templates.*

- Where possible, CMSMs/DSSABs may submit earlier than the dates indicated above.
- CMSMs/DSSABs should provide actuals instead of budgeted expenditures if these figures are available.
- The ministry will support CMSMs/DSSABs in completing the required templates, to ensure that submissions are in accordance with the ministry's funding guidance.
- The ministry will perform a final year end review of the financial statements submission in the Education Finance Information System (EFIS), to ensure accuracy and financial accountability.

Ministry of Education  
Early Years and Child Care Division

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**TO:** Consolidated Municipal Service Managers / District Social Services Administration Boards

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

**DATE:** August 13, 2020

**SUBJECT:** Operational Guidance for September for Child Care and Early Years Programs

---

Further to Minister Lecce's announcement on July 30, as of September 1, 2020 child care centres may return to maximum group sizes as set out under the *Child Care and Early Years Act, 2014* (CCEYA) (i.e., licensed age groups prior to the COVID-19 outbreak). EarlyON Centres and before and after school programs may also re-open beginning September 1, 2020. All programs must adhere to strict health and safety measures in order to operate, including but not limited to:

- grouping children and limiting interactions between groups;
- requiring medical masks and eye protection for all adults in the program and requiring non-medical or cloth masks for children in grades 4 and above;
- screening, limiting visitors, and recording attendance for contact tracing;
- developing COVID-19 health and safety protocols; and,
- enhanced cleaning.

To support re-opening of all programs, I am sharing with you three operational guidance documents: a revised version of the [\*Child Care Operational Guidance During COVID-19 Outbreak\*](#) as well as [\*operational guidance for the re-opening of EarlyON Child and Family Centres\*](#), and the [\*2020-21 Before and After School Kindergarten to Grade 6 Policies and Guidelines\*](#). The resource documents have been developed to reflect the updated health and safety measures to be in place for the fall, as well as specific guidance related to each program.

The revised [\*Child Care Operational Guidance During COVID-19 Outbreak\*](#) document provides new information on:

- returning to maximum group sizes as set out under the CCEYA prior to the COVID-19 outbreak;
- providing 14 days for parents to decide to accept a space before resuming parent fees, whether the space is used or not;
- allowing students who are completing post-secondary educational placements into child care settings;



- reporting a serious occurrence related to COVID-19; and
- updated guidance noting that when an individual does not pass the screening it does not need to be reported to the local public health unit.

The *EarlyON Child and Family Centre Operational Guidance During COVID-19 Outbreak* document provides direction to support partners with the re-opening of child and family programs including:

- COVID-19 operational guidance to support operating child and family programs with enhanced health and safety procedures;
- developing policies and processes for reserving and/or registering to participate in in-person programs and services in advance;
- the continued provision of virtual services to support families remotely;
- offering outdoor and mobile program options for families; and,
- not offering child minding and respite child care at this time.

The *2020-21 Before and After School Kindergarten to Grade 6 Policies and Guidelines* include:

- COVID-19 operational guidance to support the re-opening of before and after school programs with enhanced health and safety procedures;
- additional factors to consider when assessing viability and demand for the reopening;
- best practices to limit interactions between groups of students when attending before and after school programs; and,
- an update to reporting information on before and after school programs to the ministry.

These changes have been made in consultation with the Ministry of Health and through conversations with the sector. We continue to put the health and safety of Ontario's children, families, staff and providers at the forefront, and we are basing the updated guidance on advice from Dr. David Williams, Ontario's Chief Medical Officer of Health and the experts at the COVID-19 Command Table.

The Ministry of Education continues to work with the Ministry of Health and other sector partners on the health and safety restrictions in place and will make updates and amendments as the situation safely allows. The ministry remains committed to working closely with all partners to support children and families and to keep everyone safe.

Thank you,

Shannon Fuller

Ministry of Education  
Early Years and Child Care Division

315 Front Street West, 11<sup>th</sup> 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<sup>e</sup> étage  
Toronto ON M5V 3A4



**TO:** Directors of Education  
Secretary/Treasurers of School Authorities

**FROM:** Nancy Naylor  
Deputy Minister  
Ministry of Education

**DATE:** August 13, 2020

**SUBJECT:** Before and After School Programs for the 2020-21 School Year

---

The government recognizes that before and after school programs are a critical support to parents and families. Further to Minister Lecce's announcement on July 30, effective September 1, 2020, all licensed child care and before and after school programs may operate at full capacity with standard ratios/maximum group sizes. In addition, EarlyON Child and Family Centres (EarlyON Centres) will also be permitted to reopen with in-person programming.

Enhanced health and safety measures will be in place for all programs, including but not limited to:

- grouping children and limiting interactions between groups;
- the requirement of medical masks and eye protection for all adults in the program and the requirement of non-medical or cloth masks for children in grades 4 and above;
- screening, limiting visitors, and recording attendance for contact tracing;
- developing COVID-19 health and safety protocols; and,
- enhanced cleaning.

To support the re-opening of before and after school programs, I am pleased to share the [2020-21 Before and After School Kindergarten to Grade 6 Policies and Guidelines](#). This document has been updated and includes:

- COVID-19 operational guidance to support the re-opening of before and after school programs with enhanced health and safety procedures;
- additional factors to consider when assessing viability and demand for the reopening;
- best practices to limit interactions between groups of students when attending before and after school programs; and,
- an update to reporting information on before and after school programs to the ministry.

I am also enclosing a revised version of the [Child Care Operational Guidance During COVID-19 Outbreak](#), as well as the new [EarlyON Child and Family Centre Operational Guidance During COVID-19 Outbreak](#) to support the re-opening of EarlyON Centres. 73

The guidance documents have been developed to reflect the updated health and safety measures to be in place for the fall, as well as specific guidance related to each program.

A revised *Child Care Reopening – Operational Guidance During COVID-19 Outbreak* document provides updated direction on how to support the operation of child care. A highlight of those changes are outlined on page 4 of the guidance document.

The *EarlyON Re-Opening – Operational Guidance During COVID-19 Outbreak* document provides direction to support partners with the re-opening of child and family programs including:

- COVID-19 operational guidance to support operating child and family programs with enhanced health and safety procedures;
- developing policies and processes for reserving and/or registering to participate in programs and services in advance;
- the continued provision of virtual services to support families remotely;
- offering outdoor and mobile program options for families; and,
- not offering child minding and respite child care at this time.

The Ministry of Education has worked closely with the Ministry of Health in the development of these guidance documents, and they are based on updated advice from Dr. David Williams, Ontario's Chief Medical Officer of Health and the experts at the COVID-19 Command Table.

The ministry recognizes that for the operation of before and after school programs in September 2020 there are additional factors to consider in determining demand and viability in the current context. The ministry will work with you to support re-opening and meet the needs of families.

Thank you for your continued support as we move forward to the re-opening of schools, EarlyON Centres and licensed child care in the province. The ministry remains committed to working closely with all partners to support children and families and to keep everyone safe.

Thank you,

Nancy Naylor  
Deputy Minister

c: Senior Business Officials

Executive Director, Council of Ontario Directors of Education (CODE)

**Ministry of Education**      **Ministère de l'Éducation**  
 315 Front Street West      315 rue Front Ouest  
 Toronto ON M7A 0B8      Toronto (Ontario) M7A 0B8

**Memorandum To:** Child Care Licensees  
**From:** Shannon Fuller  
 Assistant Deputy Minister  
 Early Years and Child Care Division  
**Date:** August 13, 2020  
**Subject** Child Care and Early Years Programs Re-Opening in  
 September: Operational Guidance

---

As partners in the child care sector, we all know that child care and early years programming plays an integral role in the learning and development of children. It is critical for families so that they can return to work with confidence knowing that their children are in safe environments.

Further to Minister Lecce's announcement on July 30, beginning September 1, 2020, all child care centres across Ontario will be permitted to operate at full capacity, including centres in First Nations communities. Child care centres will be able to return to maximum group sizes (i.e., licensed age groups prior to the COVID-19 outbreak) as set out under the *Child Care and Early Years Act, 2014* (CCEYA). EarlyON Centres and before- and after-school programs for school-aged children will also be permitted to operate as of September 1, 2020.

All programs will be required to continue following strict health and safety measures while operating at their full licensed capacity, including but not limited to:

- grouping children and limiting interactions between groups;
- requiring medical masks and eye protection for all adults in the program and requiring non-medical or cloth masks for children in grades 4 and above;
- screening, limiting visitors, and recording attendance for contact tracing;
- developing COVID-19 health and safety protocols; and
- enhanced cleaning.

### **Operational Guidance**

To support the full re-opening of child care and early years programs across the province, I am pleased to share a revised [\*Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening\*](#) document which provides new information related to the following key changes for September.

## Return to Full Capacity

As of September 1, 2020, the requirement to limit maximum group size to 15 children will be removed and licensees will be permitted to operate at full capacity. Ratios and group sizes as set out in O. Reg. 137/15 must be maintained for all child care programs, including before- and after-school programs for school-aged children.

## Parental Fees

As centres return to full capacity, licensees will once again be permitted to begin charging fees or deposits in order to hold a space. Parents must be given 14 days' notice to accept a placement for their child that will be available **on or after September 1, 2020**. Unless the parent declines the placement, it must remain available for the full 14-day period, and no fees or deposits can be charged during that period. Parents cannot be penalized for using the full 14-day period to decide whether to accept the placement.

For placements available on August 31, 2020 or earlier, licensees are still prohibited from charging fees or penalizing a parent who was not offered a placement or did not accept a placement for their child at a child care centre.

## Student Placements

Students are now permitted to complete post-secondary educational placements at a child care centre or home child care location. Students are required to abide by all enhanced health and safety measures in place, including being assigned to a single group and limiting their interaction with other groups. Please note that the enhanced health and safety requirement prohibiting on-site volunteers at a child care program remains in place.

## Enhanced Health and Safety

The definition of serious occurrence has been expanded to require serious occurrence reporting for suspected or confirmed cases of COVID-19 in the following individuals:

- a person who is ordinarily a resident of a home child care premises;
- a person who is regularly at a home child care premises; and
- a student at a home child care premises or child care centre.

Licensees of child care centres are also required to ensure that groups maintain a minimum physical distance from one another in accordance with the requirements set out in the updated *Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening* document.

## EarlyON Child and Family Programs

As of September 1, 2020, the operation of EarlyON Child and Family Programs will be permitted so that operators can resume providing in-person programming. EarlyON programs will be required to operate with enhanced health and safety requirements.

## **Other Helpful Resources**

I am also happy to share the following additional resources that reflect the updated health and safety measures to be in place for the fall and specific program guidance.

1. **Before- and After-School Programs:** The updated [\*2020-21 Before and After School Kindergarten to Grade 6 Policies and Guidelines\*](#) document includes COVID-19 operational guidance to support the re-opening of before- and after-school programs with enhanced health and safety procedures.
2. **EarlyON Programs:** The new [\*Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening\*](#) document provides direction to support partners with the re-opening of child and family programs.
3. **Pedagogy:** The recently-released [\*Building on How Does Learning Happen? Pedagogical approaches to re-opening licensed child care\*](#) shares ideas, reflective questions and lessons learned from emergency child care to help to support child care and early years settings as they work to provide healthy physical, social and emotional spaces for children and their families as they gradually re-open.

## **Child Care Funding Supports**

To help protect staff and families, the Federal Government has announced additional funding for child care and early years as part of the Safe Restart Agreement. Safe Restart Funding (SRF) will support increased health and safety costs such as personal protective equipment (PPE), enhanced cleaning and additional staff requirements. Further details on the SRF will be provided.

In addition, the Canada Emergency Wage Subsidy (CEWS) has been extended until December 19, 2020. Further details on the program extension will be released by the Federal government. Operators should continue to maximize available Federal programs through the COVID-19 Economic Response Plan (where applicable).

All resources have been developed in consultation with the Ministry of Health and through conversations with the sector. We continue to put the health and safety of Ontario's children, families, staff and providers at the forefront, and we are basing the updated guidance on advice from Dr. David Williams, Ontario's Chief Medical Officer of Health and the experts at the COVID-19 Command Table.

I encourage you to reach out to your assigned program advisor for more information and support with questions relating to re-opening your child care program.

Thank you,

Shannon Fuller

**Ministry of Education  
Early Years and Child Care Division**

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**TO:** Consolidated Municipal Service Managers and District  
Social Service Administration Boards

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

**DATE:** August 14, 2020

**SUBJECT:** **Federal Safe Restart Funding (SRF) – September Reopening Plan**

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The purpose of this memo is to provide details on the federal Safe Restart Funding (SRF) that supports a shared commitment by the Ontario and Federal governments to ensure a safe, sufficient and adequate supply of child care is available to support the gradual return to work of parents as the economy reopens.

The Government of Canada has committed to provide \$625M in new funding nationwide to help the child care sector adapt to the COVID-19 environment and address the unique needs stemming from the pandemic. In Ontario, SRF will provide \$234.6M in new funding and will complement existing provincial investments to help parents, families and communities so that parents can return to work with confidence.

### **Safe Restart Funding**

The SRF will be provided through CMSMs and DSSABs for child care and EarlyON, through First Nations for child care and Child & Family Programs on reserve and directly from the Ministry of Education for child care centres without a purchase of service agreement. The investment will consist of two components:

- Funding will be used by the Province to procure and deliver face coverings directly to operators and licensed home child care agencies across Ontario in order to comply with the Ministry's reopening operational guidance. Further details were provided in the memo dated August 13, 2020 from Shannon Fuller.
- In addition to face coverings, funding will be provided through CMSMs and DSSABs to operators which can be used for additional personal protective equipment (PPE, such as gloves, gowns, etc.), enhanced cleaning, additional staff to meet health and safety requirements, support for short term vacancies

as operators transition to return to full capacity, and minor capital required in accordance with Ministry's reopening operational guidance or local public health requirements.

SRF will be provided through CMSMs/DSSABs for operators that have a purchase of service agreement for general operating and/or fee subsidies as well as EarlyON Child and Family Centres. CMSMs/DSSABs will work directly with child care operators in their area. Funding has been allocated to CMSMs/DSSABs proportionally based on their total 2020 child care and EarlyON allocations (per the October 2019 budget schedules). See Appendix A for further details. These funds are intended to be spent by December 31, 2020.

Child care operators who do not have a purchase of service agreement will receive funding support directly from the province for SRF. Not having a purchase of service agreement is defined as not having a purchase of service agreement for general operating and/or fee subsidy funding with a CMSM/DSSAB.

### **Reporting**

CMSMs/DSSABs will be required to track and monitor expenditures as well as service data including the number of licensed child care centres and licenced spaces, the number of EarlyON Child and Family Centres and the number of licensed home child care agencies and homes supported by SRF. CMSMs/DSSABs will report back on SRF as part of the 2020 Financial Statement submissions in the Education Finance Information System (EFIS).

### **Next Steps**

Thank you for your partnership and continued collaboration at all levels, and please let us know how we can continue to provide support, as we safely return to full capacity in our child care centres and begin reopening Child & Family Centres throughout the province.

Thank you,

Shannon Fuller



## Appendix A: Federal Safe Restart Funding Allocations

CMSM/DSSAB	2020 SRF Allocation (\$)
Corporation of the City of Brantford	1,439,159
City of Cornwall	1,256,204
City of Greater Sudbury	2,525,683
The City of Hamilton	7,506,502
Corporation of the City of Kawartha Lakes	824,267
Corporation of the City of Kingston	1,614,170
Corporation of the City of London	5,304,174
City of Ottawa	13,381,762
Corporation of the City of Peterborough	1,401,339
Corporation of the City of St. Thomas	1,005,052
Corporation of the City of Stratford	698,427
City of Toronto	47,545,885
Corporation of the City of Windsor	4,659,556
Corporation of the County of Bruce	703,088
Corporation of the County of Dufferin	590,555
Corporation of the County of Grey	954,328
Corporation of the County of Hastings	1,396,734
Corporation of the County of Huron	604,346
Corporation of the County of Lambton	1,873,478
County of Lanark	732,669
County of Lennox & Addington	612,144
County of Northumberland	736,189
County of Oxford	930,815
County of Renfrew	978,947
County of Simcoe	4,326,979
County of Wellington	2,155,034
District Municipality of Muskoka	602,460
Corporation of the Municipality of Chatham-Kent	1,659,676
The Corporation of Norfolk County	948,208
Regional Municipality of Durham	6,811,867
Regional Municipality of Halton	5,578,664
Regional Municipality of Niagara	4,532,998
Regional Municipality of Peel	17,841,056
Regional Municipality of Waterloo	5,719,638
Regional Municipality of York	14,239,708
United Counties of Leeds & Grenville	899,523

CMSM/DSSAB	2020 SRF Allocation (\$)
United Counties of Prescott & Russell	1,113,751
Algoma District Services Administration Board	659,839
District of Cochrane Social Service Administration Board	1,321,710
District of Nipissing Social Services Administration Board	1,360,071
District of Parry Sound Social Services Administration Board	700,757
District of Sault Ste Marie Social Services Administration Board	988,325
District of Timiskaming Social Services Administration Board	876,839
Kenora District Services Board	927,871
Manitoulin-Sudbury District Social Services Administration Board	894,181
Rainy River District Social Services Administration Board	518,831
District of Thunder Bay Social Services Administration Board	1,800,039
<b>Provincial Total</b>	<b>175,753,498</b>



## Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

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[www.niagararegion.ca](http://www.niagararegion.ca)

September 1, 2020

### Council Session CL 15-2020, August 13, 2020

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

### ***SENT ELECTRONICALLY***

**RE: Motion – Child Care  
Minute Item 11.1 CL 15-2020, August 13, 2020**

Regional Council, at its meeting held on August 13, 2020, passed the following resolution:

WHEREAS the Region of Niagara and Niagara's twelve local area municipalities jointly declared a state of emergency on April 3, 2020 to protect the health of our communities;

WHEREAS the COVID-19 pandemic has taken a destructive toll on Niagara's economy, resulting in business closures, job losses or a reduction of wages for Niagara residents and families;

WHEREAS women have been disproportionately impacted by these economic impacts, or have had to leave the labour market altogether in order to provide child care or home-schooling;

WHEREAS the provision of child care benefits employers, is proven to support economic recovery, but also leads to greater workforce participation by women and supports their return to the workforce;

WHEREAS the economic recovery of the Niagara Region and Ontario is dependent on families having access to safe, reliable, and affordable child care that incorporates early learning principles; and

WHEREAS a 2012 study on the economic value of child care identified that every dollar invested in child care in Ontario has a direct regional economic output of \$2.27.

NOW THEREFORE BE IT RESOLVED:

1. That the Niagara Region **REQUEST** that:

- a. The Government of Ontario prioritize children and child care as part of our overall post-pandemic recovery plan;
- b. The Government of Ontario develop, adequately fund and release publicly a comprehensive plan that can support families through the provision of licensed child care and early learning education; and
- c. The Government of Ontario and the Government of Canada work collaboratively to develop a National Child Care Strategy to make child care an essential part of our public infrastructure that can support and expedite economic recovery; and

2. That this motion **BE CIRCULATED** to those upper and single tier municipalities who are designated by the province as municipal service managers for childcare and local area MPPs and MPs.

Yours truly,



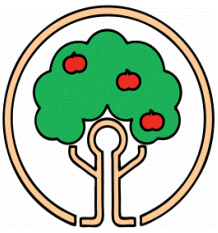
Ann-Marie Norio  
Regional Clerk

CLK-C 2020-185

Distribution List:

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## Renfrew County and District Health Unit

COVID-19 Frequently Asked Questions: Back to School  
2020-2021 for School Boards, Schools and Parents

## 1. COVID-19 Testing

Should I have my child tested for COVID-19 before they go back to school?

Testing your child before returning to school is generally not recommended if they do not have COVID-19 symptoms, unless they have been in close contact with someone who has tested positive for COVID-19. Renfrew County and District Health Unit (RCDHU) is currently recommending testing for people showing symptoms of COVID-19 or who are in close contact with someone who has tested positive for COVID-19.

Should teachers and school staff be tested for COVID-19 before returning to work in schools?

Teachers and school staff do not need to be tested before returning to school, unless they have COVID-19 symptoms or have been in close contact with someone who has tested positive for COVID-19.

Does my child need to have a negative COVID-**19 test result or a doctor's note in** order to return to school after recovering from COVID-19?

No. Children can return to school if they have completed their 14 days of self-isolation, have no fever and their symptoms have been improving for at least 72 hours.

Do school staff need to have a negative COVID-**19 test result or doctor's note in** order to return to school after recovering from COVID-19?

No. School staff can return to school if they have completed their 14 days of self-isolation, have no fever and their symptoms have been improving for at least 72 hours.

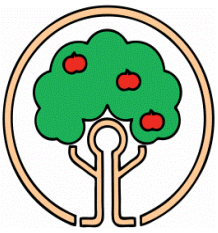
**If someone in my child's school tests positive for COVID-19**, do I need to get my child tested?

If someone from a school setting tests positive for COVID-19 and your child is not considered a close contact, you do not need to have your child tested or keep them home. RCDHU will reach out to parents directly if it is determined that their child is considered a close contact and provide advice on, if and when testing is required.

**What happens if someone in my child's class tests positive for COVID-19**

If someone in a school setting tests positive for COVID-19 and your child is a close contact, a RCDHU case and contact staff member will contact you directly with information on how and when to get tested for COVID-19 and further actions to take.

## 2. COVID-19 Outbreak



# Renfrew County and District Health Unit

## COVID-19 Frequently Asked Questions: Back to School 2020-2021 for School Boards, Schools and Parents

### What is considered an outbreak in a school?

An outbreak would be declared in a school once it has been determined that there are two positive cases with an epidemiological link (e.g. these children could have become infected with COVID-19 at school either from each other or a common source). Each case will need to be assessed and it would need to be determined that transmission occurred in the school before confirming it as an outbreak since it is possible that children could have been infected outside the school setting.

### What happens when there is an outbreak in a school?

If an outbreak in a school is confirmed, RCDHU would reach out to parents of close contacts to let them know and help them with the next steps which include staying home, monitoring for symptoms and **testing when it's appropriate**. RCDHU would continue to investigate to determine any other close contacts and monitor the situation until an outbreak can be declared over. This includes whether a classroom and/or the entire school would need to be closed.

## 3. Roles and Responsibilities

### What is Renfrew County and **District Health Unit's Role?**

- Support School Boards in their reopening plans and provide public health information and support implementing provincial standards and guidance.
- Facilitate knowledge exchange through various platforms with stakeholders and the school community by ensuring ongoing engagement and active listening.
- Provide infection prevention and control advice to schools for both in-school and transportation scenarios.
- Manage COVID-19 cases and outbreaks, including providing guidance to schools on confirming and controlling outbreaks.
- Support testing and surveillance of the school population.
- Provide ongoing support through a dedicated Public Health School Nurse who will be assigned to an area of schools and can assist in responding to school specific inquiries and make regular visits to the schools.
- Provide age-appropriate resources on COVID-19.
- Provide Mental Wellness Support including the development of school resources and tools on topics like resiliency, positive coping skills, and reducing stress and anxiety. Facilitate linkages to resources and community supports available for school staff, students and their families.

*This material has been adapted from Ottawa Public Health.*