



COMMUNITY SERVICES COMMITTEE

Wednesday, May 11, 2022

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 April 13, 2022 and April 20, 2022.
5. Community Services Department Page
 - a) Department Report 3
 - b) Ontario Works Division Report 54
 - c) Child Care and Early Years Division Report 61
6. New Business.
7. Closed Meeting – None at time of mailing.
8. Date of next meeting (Wednesday, June 15, 2022) and adjournment.

NOTE: a) **County Council: Wednesday, May 25, 2022.**
b) Submissions received from the public, either orally or in writing may become part of the public record.

Strategic Plan

Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.

Initiatives:

- (a) Create s strategic communications plan**
- (b) Identify and advocate for issues important to the County of Renfrew.**

Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.

Initiatives:

- (a) Commitment from Council supporting principles within the Long-Term Financial Plan**
- (b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.**

Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.

Initiatives:

- (a) Complete community needs assessment**
- (b) With identified partners implement plan to optimize service delivery to the benefit of our residents.**

Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.

Initiatives

- (a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband**
- (b) Lobby for secure and consistent radio systems for first responders and government**
- (c) Put a County of Renfrew technology strategy in place.**

COUNTY OF RENFREW
COMMUNITY SERVICES REPORT

TO: Community Services Committee
FROM: Laura LePine, Director of Community Services
DATE: May 11, 2022
SUBJECT: Department Report

INFORMATION

1. Retirement- Manager, Child Care and Early Years

Judy Mulvihill, Manager of the Child Care and Early Years Division has tendered her notice of retirement effective June 30th after more than 16 years with the County of Renfrew, leading the Child Care and Early Years Department through significant growth and changes. We would like to extend our thanks for her leadership and the many contributions Judy has made to the County of Renfrew and the child care sector in this area, and we wish her health and happiness as she moves on to this next chapter in life.

2. New Home Tax Rebate Program [Strategic Goal #3]

Attached as Appendix I is correspondence dated April 21, 2022 from the Town of South Bruce Peninsula regarding the New Home Tax Rebate Program.

3. Employment Services Transformation: Announcement of Phase 1 [Strategic Goal #3]

Attached as Appendix II is a memo dated April 25, 2022 from the Ministry of Labour Training and Skills Development announcing that they have selected Service System Managers (SSMs) for the Employment Services Transformation - Phase 1 catchment areas of York; Halton; and Stratford-Bruce Peninsula. Furthermore, the catchment area of Kingston-Pembroke

(which includes the County of Renfrew) and is included in Phase 1 is currently delayed.

4. **Treasurer’s Report [Strategic Goal #2]**

Attached as Appendix III is the Treasurer’s Report for the Community Services Department at March 31, 2022.

RESOLUTIONS

1. **National Housing Strategy 2022-23 Allocations [Strategic Plan Goal #3 (b)]**

Recommendation: THAT the Community Services Committee recommend to County Council that the renewed Action Plan under the National Housing Strategy for 2022-23 be approved; AND FURTHER THAT County Council authorize the Warden and Clerk to execute the amended Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) between the County of Renfrew and the Ministry of Municipal Affairs and Housing.

Background

Attached as Appendix IV is correspondence dated April 27, 2022 from the Honourable Steve Clark, Minister of Municipal Affairs and Housing regarding funding available to the County of Renfrew through the renewed Action Plan under the National Housing Strategy for 2022-23 in the amounts of:

Program	2022-23 Confirmed Allocations
Canada-Ontario Community Housing Initiative (COCHI)	\$574,180
Ontario Priorities Housing Initiative (OPHI)	\$601,100
Canada-Ontario Housing Benefit (COHB)	\$331,900

The signed Transfer Payment Agreement and Investment Plan must be returned to the Ministry no later than May 31, 2022.

Attached as Appendix V is the Transfer Payment Agreement.

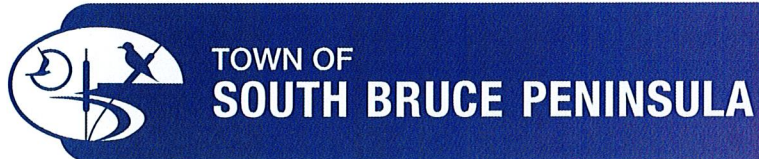
Attached as Appendix VI is the COCHI-OPHI Investment Plan 2022-23.

5. **Ontario Works Division Report**

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

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

Attached as Appendix VIII 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.



April 21, 2022

Prime Minister Justin Trudeau
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

Re: New Home Tax Rebate Program

At the regular Council meeting held on April 19, 2022, the Council for the Corporation of the Town of South Bruce Peninsula discussed the New Home Tax Rebate Program. Our Council is focused on increasing the instances where both attainable and affordable housing are available to more residents of not only South Bruce Peninsula, but all across Canada. Council is pleased that the New Home Tax Rebate Program exists, and they applaud the government's commitment to assisting new home buyers.

Council, in their review of the program, respectfully requests that the Federal Government reconsiders their portion of the program. Council is encouraged by the Province of Ontario's program and would like to see the Federal Government either mirror the rebate program implemented by the Province of Ontario, or alternatively, increase the purchasing threshold to an amount which is greater than the current \$450,000 ceiling. In today's housing market, the instances of new houses being purchased for anything under \$450,000 is extremely rare, making the receipt of Federal rebate money not possible for most new home buyers.

Council adopted resolution R-144-2022 which is attached to this correspondence. We look forward to your consideration of this important issue and receiving a response with regard to same.

Should you have any questions, please do not hesitate to contact our office.

Yours very truly,

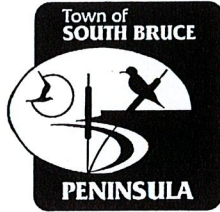
Janice Jackson
Mayor

519-534-1400 ext 200

janice.jackson@southbrucepeninsula.com

Enclosure

cc: Premier Doug Ford, MP Alex Ruff, MPP Bill Walker, all Ontario municipalities



Excerpt from Council Meeting Minutes – April 19, 2022

28. Notice of Motion – Mayor Jackson, New Home Tax Rebate Program

Discussion included the purchasing of homes and the government programs.

R-144-2022

It was **Moved** by J. Jackson, **Seconded** by K. Durst and **Carried**

Whereas attainable housing has been a concern for residents across Canada;

And whereas attainable housing is a priority for all levels of government;

And whereas the Government of Canada and the Province of Ontario have implemented HST and GST rebate programs for those purchasing newly constructed and majorly renovated homes;

And whereas the Province of Ontario rebate program applies to the first \$400,000 of the purchase price of the new home and land, as the case may be, with a maximum rebate of \$24,000;

And whereas the Government of Canada rebate program applies only to new home and land purchases, as the case may be, under \$450,000, with an incremental decrease in rebate as the purchase price reaches \$450,000 and the maximum rebate being \$6,000;

And whereas the cost of new home construction has risen exponentially such that the majority of Canadians cannot afford to purchase a newly constructed home;

And whereas the Province of Ontario rebate program goes a long way toward assisting Ontarians purchase newly constructed homes.

Now therefore be it resolved that the Corporation of the Town of South Bruce Peninsula requests that the Government of Canada reviews its rebate program and considers implementing their rebate program in the same manner as that of Ontario meaning that there is no incremental decrease applied to the rebate and instead a maximum rebate is established for new home purchases under \$450,000;

And that alternatively, if the Government of Canada does not see fit to mirror the rebate program of the Province of Ontario, that the Government of Canada increases its new home purchasing threshold to an amount significantly higher than \$450,000 which is reflective of today's housing market;

And further that Council's position on this matter is circulated to Prime Minister Justin Trudeau, Premier Doug Ford, MP Alex Ruff, MPP Bill Walker and all municipalities in Ontario.

**Ministry of Labour, Training
and Skills Development**

Office of the Assistant Deputy
Minister

777 Bay Street,
26th Floor
Toronto ON M5G 2E5

**Ministère du Travail, de la
Formation et du Développement
des compétences**

Bureau du sous-ministre adjoint

777, rue Bay,
26^e étage
Toronto ON M5G 2E5



Memorandum

To: Consolidated Municipal Service Managers
District Social Services Administration Boards

From: Cordelia Abankwa, Assistant Deputy Minister

Date: April 25, 2022

Subject: Selection of Phase 1 Service System Managers

Today, I am writing about the government's [announcement](#) regarding a significant milestone in its ongoing transformation and integration of Ontario's employment services. The Ministry of Labour, Training and Skills Development has selected Service System Managers (SSMs) for the Phase 1 catchment areas of York; Halton; and Stratford-Bruce Peninsula.

The new Service System Managers are:

- **York: WCG**
 - WCG is a Canadian subsidiary of the International APM Group Pty Ltd. (APM), a global human service organization based in Australia.
 - WCG is the current SSM for the prototype catchment area of Peel.
- **Halton: Fedcap Inc.**
 - Serving over 250,000 people each year across an international footprint (Canada, US and UK), the Fedcap Group delivers services within four major

areas of practice (workforce development, educational services, occupational health services and economic development).

- Fedcap Inc. is the current SSM for the prototype catchment area of Hamilton-Niagara.
- **Stratford-Bruce Peninsula: The Corporation of the County of Bruce**
 - The Corporation of the County of Bruce leads a consortium that includes the Corporation of the County of Grey, the Corporation of the County of Huron, and the Corporation of the City of Stratford.

These organizations were selected through a rigorous competitive process and have demonstrated their capacity to oversee the design, planning and delivery of the new integrated employment services model.

The Ministry will be taking extra time to complete the assessment and negotiation process for the remaining catchment area of Kingston-Pembroke and will provide further information and updates as they become available.

Transition Planning in Phase 1 Catchments

As with the three prototype catchments (Peel, Muskoka-Kawartha and Hamilton-Niagara), new SSMs will have up to twelve (12) months of Planning and Transition periods before assessing and making any potential changes in the local service delivery network. Lessons learned from the prototype phase demonstrated that this was key to successful transition. Referral of Ontario Works clients into Employment Ontario service delivery will begin after the Transition period. The ministry, as well as the Ministry of Children, Community and Social Services, will work with all delivery partners to provide support throughout the Transition Period. No funding will be impacted as a result of this change during the planning and transition periods.

Phase 2 Catchment Areas

On June 10, 2021, the government [announced](#) a multi-stage competitive process which would see SSMs selected for all catchment areas in Ontario between now and the end of 2023.

Progress continues on this phased provincial rollout, as the competitive process for Phase 2 catchment areas of Durham, London, Ottawa, Windsor-Sarnia and Kitchener-Waterloo-Barrie is entering the next stage.

The competitive process for Phase 2 catchment areas is expected to be completed by the end of 2022. The ministry will provide further information and updates throughout the process.

Further Information and Next Steps

As we continue to move through this process, I remain committed to providing regular updates to our service providers, partners and stakeholders. Additional details about what is happening now, and next steps, are available in a separate Qs and As document as part of this communication.

Looking ahead to the final phase (Phase 3) for Toronto, Northeast and Northwest catchment areas, the ministry is committed to actively consulting with municipal and community partners as well as stakeholders to inform the planning for the competitive process. Further details will be shared as they are available.

As the economy continues to reopen, many people will need quick and easy access to our services to find jobs and stay employed. Integrating employment services is key to better serving clients who need help now more than ever. As the transformation moves forward, we

are seeing encouraging early signs, both in terms of clients served and collaboration between SSMs and Social Assistance delivery partners.

Thank you so much for your ongoing partnership as we move forward with this important transformative initiative which will modernize Ontario's employment and training system.

Sincerely,

Original signed by

Cordelia Abankwa
Assistant Deputy Minister
Employment and Training Division

Cc:

Simone Atungo, Assistant Deputy Minister, Workforce Policy and Innovation Division, Ministry of Labour, Training and Skills Development

Aklilu Tefera, Assistant Deputy Minister, Social Assistance Programs Division, Ministry of Children, Community and Social Services

Gloria Lee, Executive Director, Transformation Secretariat, Employment and Training Division, Ministry of Labour, Training and Skills Development

Jamie McGarvey, President, Association of Municipalities of Ontario

Monika Turner, Director of Policy at Association of Municipalities of Ontario

Cathy Cousins, President, Ontario Municipal Social Services Association

Doug Ball, Executive Director, Ontario Municipal Social Services Association

Darryl Wolk, Manager, Ontario Municipal Social Services Association

Michelle Boileau, Chair, Northern Ontario Service Deliverer's Association

Janet Gawne, Executive Committee Chair, Northern Ontario Service Deliverer's Association

Fern Dominelli, Executive Director, Northern Ontario Service Deliverer's Association

**COUNTY OF RENFREW
TREASURER'S REPORT - Community Services Committee
MARCH 2022**

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>ONTARIO WORKS</u>	<u>265,241</u>	<u>316,572</u>	<u>(51,331)</u>	<u>1,338,041</u>
Depreciation	2,333	3,000	(667)	12,000
Homelessness	4,470	5,000	(530)	5,000
Municipal Contribution - City of Pembroke	(88,912)	(103,414)	14,502	(437,070)
Ontario Works Program Administration	975,106	1,100,570	(125,464)	4,149,611
Other Revenue	(5,043)	(5,000)	(43)	(5,000)
Provincial Subsidy - Ontario Works Program Admin	(625,853)	(688,585)	62,732	(2,406,500)
Provincial Subsidy - Social Assistance - Benefits	(2,516,337)	(3,154,995)	638,658	(12,620,000)
Social Assistance - Benefits	2,521,810	3,162,996	(641,186)	12,652,000
Surplus Adjustment - Depreciation	(2,333)	(3,000)	667	(12,000)
Surplus Adjustment - TRF From Reserve	0	0	0	0
<u>CHILD CARE</u>	<u>134,892</u>	<u>137,055</u>	<u>(2,163)</u>	<u>526,437</u>
Administration	139,347	93,915	45,432	331,105
Early Years	329,670	416,276	(86,606)	1,650,145
Early Years Subsidy	(329,670)	(416,276)	86,606	(1,650,145)
Fee Subsidy	519,103	812,499	(293,396)	3,250,000
General Operating	435,839	588,666	(152,827)	2,354,660
Licensed Family Home Day Care	68,184	93,594	(25,410)	362,916
Licensed Family Home Day Care - Recoveries	(68,184)	(93,594)	25,410	(362,916)
Municipal Contribution - City of Pembroke	(15,138)	(15,380)	242	(59,078)
OW Child Care	600	19,251	(18,651)	77,000
Pay Equity	30,739	30,738	1	122,957
Provincial Subsidy	(1,613,015)	(2,257,324)	644,309	(8,971,239)
Provincial Subsidy One Time	(1,521)	0	(1,521)	0
Special Needs Resourcing	224,396	269,223	(44,827)	1,039,174
Special Purpose	414,541	595,467	(180,926)	2,381,858
<u>COMMUNITY HOUSING</u>	<u>1,261,066</u>	<u>1,259,674</u>	<u>1,392</u>	<u>5,035,116</u>
Admin Charges	51,462	51,462	(0)	205,847
Affordable Housing - Tax Rebate	3,591	4,000	(409)	12,000
COVID	119,978	0	119,978	0
HR Charges	18,724	18,723	1	74,895
IT Charges	8,296	8,295	1	33,183
Legal	102	0	102	0
Municipal Contribution - City of Pembroke	(141,521)	(145,768)	4,247	(582,657)
Non Profit Housing	320,806	324,999	(4,193)	1,300,000
Office Supplies	0	249	(249)	1,000
PROV (FED) SUBSIDY -SOCIAL HOUSING	(277,102)	(277,103)	1	(1,108,410)
PROV REV - CHPI	(487,873)	(361,902)	(125,971)	(1,447,608)
PROV REV - IAH	(111,940)	(17,001)	(94,939)	(68,000)
PROV REV - OPHI	(1,006,601)	(153,912)	(852,689)	(615,650)
PROV REV - SRF-COVID	(497)	0	(497)	0
PROV REV - SSRF-COVID	(267,922)	0	(267,922)	0
PROV REV - STRONG COMMUNITY RENT SUP	(35,021)	(35,022)	1	(140,086)
RCHC TRANSFER - BASE	1,274,315	1,274,316	(2)	5,332,258
RCHC TRANSFER - CHPI	487,873	361,902	125,971	1,447,608
RCHC TRANSFER - IAH	111,940	17,001	94,939	68,000
RCHC TRANSFER - OPHI	1,006,601	153,912	852,689	615,650
RCHC TRANSFER - COVID	148,441	0	148,441	0
RCHC TRANSFER - STRONG COMMUNITY RENT SUPP	35,021	35,022	(1)	140,086
Recoveries - Outside	0	0	0	(235,000)
Surplus Adjustment - Capital	2,395	0	2,395	0
Surplus Adjustment - TRF from Reserves	0	0	0	0
Surplus Adjustment - TRF To Reserves	0	0	0	0
Travel	0	501	(501)	2,000
Total Community Services	<u>1,661,199</u>	<u>1,713,301</u>	<u>(52,102)</u>	<u>6,899,594</u>

**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

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



April 27, 2022

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

Dear Debbie Robinson:

I am pleased to provide you an update on the 2022-23 roll out of the Canada-Ontario Community Housing Initiative (COCHI), the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB) programs.

Even though the fiscal year has already begun, the Canada Mortgage and Housing Corporation has still not yet agreed to the final details of a renewed Action Plan under the National Housing Strategy for 2022-23.

While we anticipate this will happen shortly, I would ask you to join me in reaching out to the Federal government and asking that they approve the renewed Action Plan for 2022-23 quickly. In addition, as our government continues to advocate for Ontario's fair share of federal funding for housing programs, I would also ask that you join us in our efforts to secure this critical funding by reaching out to the Federal government and asking for Ontario's fair share.

In the interim, to ensure stability and continuity of the housing programs upon which so many Ontarians depend, the Ministry is proceeding with implementation consistent with past practice and with the planning allocations provided to all Service Managers in August of last year.

Your confirmed 2022-23 NHS allocations for the interim period are attached to this letter as Appendix "A" and remain unchanged from the allocations communicated to you in August 2021. The key program design elements for the 2022-23 period have also remained unchanged. Please find enclosed the template for amending the relevant Transfer Payment Agreements, the Program Guidelines and Investment Plan for further details.

To ensure Service Managers and Indigenous Program Administrators are well-positioned to move forward with implementation in the 2022-23 year, we are requesting that the signed Transfer Payment Agreement (TPA) and Investment Plan be returned to the Ministry **as soon as possible but no later than May 31, 2022**. In recognition of the relatively late start of this process and to ensure continuity and stability of programming, you will note the Transfer Payment Agreement has already been signed by the Crown and will take effect upon execution by the service manager/Indigenous Program Administrator. We strongly encourage service managers and IPAs to return executed TPAs and approved Investment Plans to the Ministry to facilitate flow of funding.

Upon finalization of the Transfer Payment agreement and receipt of your Investment Plan, the Ministry will proceed to initiate your first payment based on your first quarter cash flow requirements as outlined in the Investment Plan, up to a maximum amount of 50% of your total allocation. You may submit your signed agreement and Investment Plan via e-mail to housingprogramsdelivery@ontario.ca.

My expectation is that you continue to administer NHS housing programs as usual, and that there is no interruption to housing services and supports. I trust this letter provides the certainty you need to proceed. If you have any questions, please contact ministry staff at your regional Municipal Services Office.

We sincerely appreciate your efforts to assist vulnerable people in your communities, and I look forward to continuing our work together as we move forward on these important changes.

Sincerely,



Steve Clark
Minister

Enclosures

- c. Paul Moreau, Chief Administrative Officer
- Laura LePine, Director, Community Services
- Mila Kolokolnikova, Team Lead, Municipal Services Office

Appendix "A"

2022-23 Fiscal Year Confirmed Funding Allocations – County of Renfrew

Program	2022-23 Confirmed Allocations
Canada-Ontario Community Housing Initiative (COCHI)	\$574,180
Ontario Priorities Housing Initiative (OPHI)	\$601,100
Canada-Ontario Housing Benefit (COHB)	\$331,900

Appendix “B”

Transfer Payment Agreement

Please see attached.

ONTARIO TRANSFER PAYMENT AMENDING AGREEMENT

for COCHI/OPHI

This Amending Agreement effective as of the ____ day of _____, 2022

B E T W E E N :

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by
the Minister of Municipal Affairs and Housing**

(“Minister”)

- and -

Corporation of the County of Renfrew

(“Service Manager”)

BACKGROUND

1. The Minister and the Service Manager entered into an Ontario Transfer Payment Agreement for COCHI/OPHI effective as of 28 August 2019 (the **“Agreement”**) in respect of Fiscal Years 2019-2020, 2020-2021, and 2021-2022.
2. The Parties wish to extend the Agreement by one year and provide for an additional Fiscal Year in 2022-2023.
3. The Parties wish to otherwise amend the Agreement in the manner set out in this Amending Agreement.

IN CONSIDERATION of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Capitalized terms used but not defined in this amending agreement (the **“Amending Agreement”**) have the meanings ascribed to them in the Agreement.

2. Schedule “A” of the Agreement is amended as follows:

- (a) The definition of “Fiscal Year” in section 1.1 is amended by adding the following at the end of the definition:

(d) in the case of the fourth Fiscal Year, the period commencing on April 1 following the end of the third Fiscal Year and ending on the following March 31;

- (b) The definition of “TP Hub” in section 1.1 is amended by adding “or any successor transfer payment system” at the end of definition.

- (c) Section 4.2 is deleted in its entirety and replaced with the following:

4.2 The Minister will advance Funds to the Service Manager as set out in the Program Guidelines. For the COCHI Operating Component, the Minister will advance Funds only up to March 31, 2023. For the COCHI Repair Component, the Minister will advance Funds only up to March 31, 2023. For the COCHI New Build Component, the Minister will advance Funds only up to March 31, 2027. For the OPHI Ontario Renovates Component, Rental Assistance Component and Supportive Housing Component, the Minister will advance Funds only up to March 31, 2023. For the OPHI Rental Component and the Homeownership Component, the Minister will advance Funds only up to March 31, 2027. Funds will not be advanced by the Minister to Service Managers after the above dates.

- (d) Section 5.6 is deleted in its entirety and replaced with the following:

5.6 In the event the Service Manager’s original planned commitment for COCHI Funds cannot be met, the Service Manager may request to move Funds originally planned for the Operating Component to either the Repair or New Build Components or vice versa, provided the request is submitted to the Minister by September 15, 2022.

- (e) Section 21.1 is amended by deleting the phrase “personal delivery or fax” and replacing it with “or personal delivery”.

- (f) Section 21.2 is amended by deleting the phrase “email, personal delivery or fax” and replacing it with “email or personal delivery”.

- (g) Section 21.3 is amended by deleting the phrase “email, personal delivery or by fax” and replacing it with “email or personal delivery”.
3. Schedule “B” of the Agreement is amended as follows:
- (a) The amount of Maximum Funds in respect of the Canada-Ontario Community Housing Initiative is deleted and replaced with “\$1,513,297”.
- (b) The amount of Maximum Funds in respect of the Ontario Priorities Housing Initiative is deleted and replaced with “\$2,501,300”.
- (c) The Expiration Date for the Canada-Ontario Community Housing Initiative of “March 31, 2040” is deleted and replaced with “March 31, 2054”.
- (d) The Expiration Date for the Ontario Priorities Housing Initiative of “March 31, 2053” is deleted and replaced with “March 31, 2054”.
- (e) All Fax numbers listed as contact information are deleted.
- (f) The e-mail address for the purposes of Notice to the Minister is deleted and replaced with the following:

E-mail: Sebastian.Franks@ontario.ca

4. Schedule “C” of the Agreement is amended as follows:
- (a) The definition of “Capital Component” in section 1.1 is deleted and replaced with the following:
- **“Repair Component”** means the COCHI Repair Component described in Appendix C-2 and the Program Guidelines;
- (a) The definition of “Capital Funds” in section 1.1 is deleted and replaced with the following:
- **“Repair Funds”** means Funds in respect of the COCHI Repair Component;
- (b) The following definition is added to section 1.1:
- **“New Build Component”** means the COCHI New Build Component described in Appendix C-3 and the Program Guidelines;
- (c) Section 1.2 is amended by deleting the phrase “Capital Component” and replacing it with “Repair Component”.

- (d) Section 1.2 is further amended by adding the following Appendix at the end of the list of Appendices:

Appendix C-3 – COCHI New Build Component

- (e) Section 2.1 is amended by deleting the phrase “Operating Component and the Capital Component” and replacing it with “Operating Component, Repair Component and New Build Component”.
- (f) “Appendix C-3 – COCHI New Build Component”, in the form attached to this Amending Agreement, is added as Appendix C-3 to the Schedule.

- 5. Appendix C-1 of Schedule “C” of the Agreement is amended as follows:

- (a) Section 3.2 is amended by adding the following after the first sentence:

For the fourth Fiscal Year, the Minister shall transfer Operating Funds to the Service Manager in May, July, October, and on or before March 1.

- (b) Section 5.4 is amended by deleting “March 31, 2028” and replacing it with “March 31, 2023”.

- 6. Appendix C-2 of Schedule “C” of the Agreement is amended as follows:

- (a) All references to “Capital Component” are deleted and replaced with “Repair Component”.
- (b) All references to “Capital Funds” are deleted and replaced with “Repair Funds”.
- (c) Section 5.5 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.

- 7. Appendix D-1 of Schedule “D” of the Agreement is amended as follows:

- (a) Section 5.2 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
- (b) Section 6.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.

- 8. Appendix D-2 of Schedule “D” of the Agreement is amended as follows:

- (a) Section 3.6 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (b) Section 5.4 is amended by deleting “March 31, 2026” and replacing it with “March 31, 2027”.
 - (c) Section 5.5 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (d) Section 5.8 is amended by deleting “March 31, 2026” and replacing it with “March 31, 2027”.
 - (e) Section 9.2 is amended by deleting “February 28” and replacing it with “February 15”.
 - (f) Section 13.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (g) Section 13.5 is amended by deleting “March 31, 2026” and replacing it with “March 31, 2027”.
9. Appendix D-3 of Schedule “D” of the Agreement is amended as follows:
- (a) Section 2.1 is amended by adding the following at the end of the section:

For the fourth Fiscal Year, the Minister shall transfer funds to the Service Manager in May, July, October, and on or before March 1.
 - (b) Section 4.2 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (c) Section 6.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
10. Appendix D-4 of Schedule “D” of the Agreement is amended as follows:
- (a) Section 3.4 is amended by adding the following at the end of the section:

For the fourth Fiscal Year, the Minister shall transfer the Rental Assistance Funding to the Service Manager in May, July, October, and on or before March 1.
 - (b) Section 4.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.

- (c) Section 5.4 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (d) Section 8.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
11. Appendix D-5 of Schedule “D” of the Agreement is amended as follows:
- (a) Section 3.3 is amended by adding the following at the end of the section:

For the fourth Fiscal Year, the Minister shall transfer Housing Support Services Funding to the Service Manager in May, July, October, and on or before March 1.
 - (b) Section 4.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (c) Section 5.4 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
 - (d) Section 7.1 is amended by deleting “March 31, 2022” and replacing it with “March 31, 2023”.
12. Schedule “G” of the Agreement is deleted and replaced with “Schedule ‘G’ – Program Guidelines – 2022-23” in the form attached to this Amending Agreement.
13. Schedule “H” of the Agreement is deleted and replaced with “Schedule ‘H’ – Investment Plan - 2022-23” in the form attached to this Amending Agreement.
14. This Amending Agreement shall be effective as of the date set out at the top of the Amending Agreement.
15. Except for the amendments provided for in this Amending Agreement, all provisions in the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

The Parties have executed this Amending Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Municipal Affairs and
Housing**



Name: Joshua Paul
Title: Assistant Deputy Minister

April 27, 2022
Date

Corporation of the County of Renfrew

Name:
Title:

Date

Name:
Title:

Date:

I/We have authority to bind the Service Manager.

APPENDIX C-3

COCHI NEW BUILD COMPONENT

1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise,

- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Conditional Letter of Commitment”** means the letter issued by the Minister confirming approval of the Project and setting out the amount, terms and conditions of Funding allocated to the Proponent;
- **“Contribution Agreement”** means an agreement entered into by the Service Manager or another party contributing to the Project and an approved Proponent for contributions under the Program;
- **“Contributions by Others”** means cash or in-kind eligible contributions from Service Managers, municipalities, housing providers, the private sector, the voluntary sector, charities and individual donors, to be used in accordance with this Program. Contributions by Others does not include: contributions from any Government of Canada sources, including, but not limited to arrangements with CMHC; nor contributions under any program wholly or partially funded from Government of Canada sources; nor contributions which receive credit under any arrangement with CMHC or the Government of Canada outside this Agreement;
- **“Development Activities”** means those activities which are normally undertaken for the development, construction, repair, renovation, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;
- **“Funding Schedule”** means the schedule of funding setting out progress payments for the type of Project to be undertaken by a Proponent, in the form determined by the Minister;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential accommodation, but may include up to thirty per cent (30%) of the total available space for non-residential purposes. Housing does not include commercial or institutional

premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation;

- **“Occupancy Date”** means the date on which occupancy of all Units in a Project is permitted;
- **“Phase-out Period”** means the last five (5) year period of the Affordability Period;
- **“Program”** means the New Build Component;
- **“Project Information Form”** means the form submitted by the Service Manager to the Minister for consideration of a Project;
- **“Proponent”** means a municipality, district social services administration board, a non-profit or cooperative housing provider that has submitted a Proposal;
- **“Proposal”** means the proposal to participate in the Program, submitted to the Service Manager;
- **“Unit”** means a self-contained residential dwelling, including, without limiting the generality of the foregoing, (i) supportive rental Housing where service funding is secured from sources other than Funding provided under the Program; (ii) multi-bedroom units which are used for congregate living; and (iii) disabled/accessible units.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix C-3A - Proponent’s Initial Occupancy Report;
Sub-Appendix C-3B - Proponent’s Annual Occupancy Report;
Sub-Appendix C-3C - Rental Protocol;
Sub-Appendix C-3D - Confirmation of Construction Start.

1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.

1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

2. REQUIREMENTS FOR PARTICIPATING IN THE NEW BUILD COMPONENT

- 2.1 Prior to the Service Manager participating in the New Build Component:
- (a) the Service Manager shall ensure that the general property tax applicable to Units built under the Program is in accordance with the criteria set out in the Program Guidelines;
 - (b) the Service Manager shall establish initial income limits, at levels which it considers appropriate, which it shall apply as a requirement for all applicants for tenancies of Units. The Service Manager may apply annual income testing as a requirement for tenants during the term of their tenancies or upon any lease renewal or extension. The Service Manager shall periodically review such income limits and, if it considers it necessary, revise them to levels which it considers appropriate.

3. PROJECT SELECTION

- 3.1 The Service Manager shall evaluate, or shall have evaluated, each Project in accordance with the requirements of the Program Guidelines.
- 3.2 The Service Manager shall submit to the Minister a list of Council or delegated authority approved Projects with recommended Funding requirements based on the submitted Investment Plan and within the Service Manager's notional allocation.
- 3.3 In respect of each Project, the Service Manager shall submit a Project Information Form and the appropriate Funding Schedule to the Minister for approval.
- 3.4 If the Minister approves the Project, the Minister shall issue a Conditional Letter of Commitment to the Proponent and shall advise the Service Manager of the approval of the Project.
- 3.5 The Funding shall be allocated to the Projects at the discretion of the Minister.
- 3.6 The Service Manager shall advise and request approval from the Minister for any changes to the Projects which may affect the number of Units or the Funding requirements for the Service Manager and the Project.
- 3.7 The Minister may change the allocation of Funding to a Project in response to a change in the Project.
- 3.8 The Service Manager shall approve Projects in accordance with policies it has adopted respecting the procurement of goods and services, as required by the *Municipal Act, 2001*.

3.9 A Service Manager who utilizes the municipality or a municipal non-profit housing corporation to deliver Units under the Program is not required to use a procurement process to solicit the municipality or the municipal non-profit housing corporation as a Proponent, but the municipality or municipal non-profit housing corporation shall award contracts to build Units using procurement practices authorized by the Service Manager.

4. PAYMENTS BY THE MINISTER

4.1 In respect of all Projects:

(a) The Minister shall pay the Service Manager the Funding within fifteen (15) Business Days following the Minister receiving written confirmation from the Service Manager that:

(i) the Service Manager and the Proponent have signed a Contribution Agreement;

(ii) the Proponent is in compliance with the Contribution Agreement; and

(iii) the Proponent has satisfied the criteria for the payment to be made pursuant to the Funding Schedule;

(b) The Service Manager shall pay the Proponent the Funding within fifteen (15) Business Days of receiving the Funding from the Minister, provided that:

(i) the Proponent is in compliance with the Contribution Agreement;

(ii) the Proponent has satisfied the criteria for payments to be made pursuant to the Funding Schedule; and

(iii) the Proponent has complied with the requirements of the Program;

4.2 Notwithstanding section 4.1, no Funding shall be paid to the Service Manager in respect of a Project unless the Service Manager has advised the Minister that the Service Manager has entered into a Contribution Agreement with the Proponent for the Project that provides for the use, accountability and security of the Funding, and the Proponent is not in breach of the Contribution Agreement.

4.3 Notwithstanding sections 4.1 and 4.2, the Service Manager may authorize the Minister to pay Funding to a third party and the Minister shall permit such authorization.

- 4.4 Notwithstanding sections 4.1 and 4.2, the Proponent may authorize the Service Manager to pay Funding to a third party and the Service Manager shall permit such authorization.
- 4.5 All Funding for a Project shall be advanced to the Service Manager within four (4) years of the signing of the Contribution Agreement.

5. ADMINISTRATION

- 5.1 Following the approval of each Project by the Minister, the Service Manager shall arrange for an appropriate form of Contribution Agreement to be executed, and shall register appropriate security documents, prior to requesting Funding from the Minister or forwarding Funding to the Proponent.
- 5.2 A Contribution Agreement under this Appendix cannot be signed after March 31, 2023, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 5.3 The Service Manager shall monitor 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 Program Guidelines or as may be determined by the Minister.
- 5.4 Construction for each Project must commence within one hundred and twenty (120) days of the date of the Contribution Agreement for the Project. If construction for a Project has not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the Funding for the Project, demand repayment of Funding for the Project and reallocate such Funding as the Minister deems appropriate.
- 5.5 The Service Manager shall provide the Minister with a completed Confirmation of Construction Start, in the form attached to this Appendix as Sub-Appendix C-3D, at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
- 5.6 Construction for each Project must be completed within four (4) years of the date of the Contribution Agreement for the Project.
- 5.7 The Service Manager shall obtain from the Proponent and shall forward to the Minister, an audited financial statement respecting the expenditure of the Funding provided to the Proponent, within ninety (90) days or such additional time as may be determined by the Minister, following the date on which the Minister is advised by the Service Manager that the Project will not proceed or within six (6) months or such additional time as may be determined by the Minister, of the Occupancy Date.

5.8 In the event the Project costs in the audited financial statement or such other statement as the Minister may determine are lower than the amount on the Project Information Form, and as a result,

- (a) the Proponent is no longer in compliance with the equity requirements set out in the Program Guidelines; and/or
- (b) the Funding represents greater than seventy-five per cent (75%) of the total capital cost per unit of the Project;

the Minister reserves the right to deduct an appropriate amount of Funding from any subsequent advance of Funding to ensure compliance with (a) and (b), or the Service Manager shall be required to refund an appropriate amount to the Minister.

5.9 The Service Manager shall provide the Minister by September 15, December 15, February 15 and May 30 of the fourth Fiscal Year with an updated Investment Plan, indicating the amount of Program Funding approved and the number of Program Units committed.

5.10 The Service Manager acknowledges that the Minister is required to report to CMHC under the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy, as amended and that, in order to fulfill the said reporting requirements, it will be relying on the materials provided to it pursuant to sections 5.9, 5.12 and 5.13.

5.11 The Service Manager shall, at the request of the Minister, provide the Minister with proof that occupancy of all Units in the Project is permitted.

5.12 Upon initial occupancy of a Project, the Service Manager shall obtain and validate from each Proponent, the Project Initial Occupancy Report, in the form attached to this Appendix as Sub-Appendix C-3A and submit it to the Minister.

5.13 During the period between the Occupancy Date of each Project and the end of the Phase-out Period, the Service Manager shall obtain annually from each Proponent a completed information report, in the form attached to this Appendix as Sub-Appendix C-3B and submit it to the Minister.

5.14 The Service Manager shall immediately inform the Minister in writing of the following matters as soon as it becomes aware of them:

- (a) a request by a Proponent to transfer responsibility for a Project to another entity;
- (b) any failure by the Proponent to carry out all the Development Activities required in the Program Guidelines or any failure to carry out such

Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister;

- (c) if construction for a Project has not commenced within one hundred and twenty (120) days of the date of the Contribution Agreement;
- (d) if construction has not been completed within four (4) years of the date of the Contribution Agreement;
- (e) any breach by the Proponent of its Contribution Agreement with the Service Manager;
- (f) 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;
- (g) the appointment of a receiver or a receiver and manager for all or a portion of a Project; and
- (h) 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.

6. GENERAL

- 6.1 The New Build Component is available from the date of this Agreement until March 31, 2023.
- 6.2 The Service Manager shall enter into a Contribution Agreement with the Proponent which requires the Proponent to comply with the requirements of the Program.
- 6.3 The Service Manager acknowledges and agrees that the Rental Protocol set out in Sub-Appendix C-3C applies to all Projects by virtue of the contractual terms of this Agreement. The Service Manager further acknowledges and agrees that, regardless of whether the rent increase guideline applies to Projects under the *Residential Tenancies Act, 2006*, or any successor legislation, the rent increase guideline applies by virtue of the contractual terms of the Agreement. The Service Manager shall ensure that the Proponent agrees in writing that the Rental Protocol applies to its Project.
- 6.4 The headings and subheadings contained in this Appendix are inserted for convenience and for reference only and in no way define, limit or describe the scope or intent of this Appendix or form part of this Appendix.

- 6.5 If the Parties have previously entered into administration agreement(s) respecting prior Rental Housing Component(s) of the Affordable Housing Program, the Investment in Affordable Housing Program 2011-2014, the Investment in Affordable Housing (2014 Extension), or the 2016 Social Infrastructure Fund, the Parties acknowledge and agree that the provisions of such agreement continue in full force and effect notwithstanding that no further funding is being provided by the Minister to the Service Manager under that agreement and notwithstanding that the Parties have entered into this Agreement in respect of new funding.

SUB-APPENDIX C-3A

PROPONENT'S INITIAL OCCUPANCY REPORT
COCHI – New Build Component

A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

B. Unit Details

Target Client	Unit Type	Household Type	COCHI Units (A)	# of RS	# of SS	Non-COCHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	Total						

RS: Rent Supplements

SS: Support Services

C. Depth of Affordability: Rents at Occupancy

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						
3 BR						
Others (specify)						
TOTAL						

Notes:

- Actual Rent is inclusive of Rent Supplements received by the Proponent.
- Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

Weighted Average Rents	Project Weighted Average Rent Total of (D)÷Total of (A) =	CMHC or Alternate Weighted Average Rent Total of (E)÷Total of (A) =
Depth of Affordability	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

D. Source of Alternate AMR (if an alternate AMR is being used)

E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))

F. Project Certification

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the _____ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

Signature

Date

Print Name

Position

Submitted by _____ [insert name of Service Manager]

Signature

Date

Print Name

Position

SUB-APPENDIX C-3B

PROPONENT’S ANNUAL OCCUPANCY REPORT

COCHI New Build Component
For the Year Ended December 31, 20XX

A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

B. Unit Details

Target Client	Unit Type	Household Type	COCHI Units (A)	# of RS	# of SS	Non-COCHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	Total						

Notes:

RS: Rent Supplements

SS: Support Services

C. Actual Rents at Year End

Unit Type	COCHI Funded Units	Previous Year 20XX		Current Year 20XX			Rationale (If D>B)
		Actual Rent per Unit per Month (A)	RTA Permitted Increase per Unit per Month X % (specify) (B)	Actual Rent per Unit per Month (C)	Rent Increase (D) = (C)-(A)	(E) CMHC or Alternate AMR	
Bachelor							
1 BR							
2 BR							
3 BR							
4 BR							
Other (specify)							
TOTAL							

D. Depth of Affordability: Rents during year of reporting

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						
3 BR						
Others (specify)						
TOTAL						

Notes:

1. Actual Rent is inclusive of Rent Supplements received by the Proponent.
2. Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

Weighted Average Rents	Project Weighted Average Rent Total of (D)÷Total of (A) =	CMHC or Alternate Weighted Average Rent Total of (E)÷Total of (A) =
Depth of Affordability	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

Note: Depth of Affordability cannot be greater than 80% of CMHC AMR or Alternate without the approval of the Service Manager.

E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))

F. Project Certification

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the _____ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

Signature

Date

Print Name

Position

Submitted by _____ [insert name of Service Manager]

Signature

Date

Print Name

Position

SUB-APPENDIX C-3C

RENTAL PROTOCOL

1. DEFINITIONS

1.1 In this Sub-Appendix C-3C, unless the context requires otherwise,

- **“Affordability Period”** means the minimum twenty (20) year period following the date of the first (1st) occupancy of a Unit in the Project;
- **“Agreement”** means the Agreement to which this Sub-Appendix C-3C is attached;
- **“Average Market Rents”** means the average rent figures, based on geographical areas and classified by bedroom count, as determined annually in the CMHC Average Market Rent Survey;
- **“Phase-out Period”** means the last five (5) year period of the “Affordability Period”, and

when used in this Sub-Appendix C-3C, the term “rent” includes the amount of any consideration paid or given or required to be paid or given by or on behalf of a tenant to the Proponent or the Proponent’s agent for the right to occupy a Unit and for any services and facilities and any privilege, accommodation or thing that the Proponent provides for the tenant in respect of the occupancy of the Unit, whether or not a separate charge is made for services and facilities or for the privilege, accommodation or thing.

1.2 The definitions in the Agreement shall apply to this Sub-Appendix C-3C, in addition to the definitions contained in section 1.1 above.

1.3 All references to section numbers in this Sub-Appendix are references to sections of the Sub-Appendix, unless otherwise explicitly stated.

2. AFFORDABLE RENT

2.1 During the Affordability Period, the Proponent shall not charge rent for a Unit in the Project in excess of the affordable rent permitted under this Sub-Appendix C-3C nor increase any rent charged for a Unit except as permitted in this Sub-Appendix C-3C.

3. RENTS

3.1 In no event shall,

- (a) the weighted average rent of all Units in a Project for which Program Funding has been utilized exceed eighty per cent (80%) of CMHC Average Market Rents in the geographical area, as determined in the most recent CMHC Annual Rental Market Survey;
- (b) rent for any Unit exceed one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area.

3.2 Notwithstanding 3.1(a),

- (a) in the event that eighty per cent (80%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program, the weighted average rent of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent does not represent the average market rents of a particular community, alternate rents may be submitted by the Service Manager for review and approval by the Minister.

3.3 Notwithstanding 3.1(b),

- (a) in the event that one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program, the rents of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent does not represent the average market rents of a particular community, alternate rents may be submitted by the Service Manager for review and approval by the Minister.

3.4 If rent supplements are used for COCHI funded New Build Units, the Service Manager shall ensure that the total rent received by a Proponent, including rent from the tenant and the rent supplement, shall be subject to 3.1(b) and 3.3.

- 3.5 If federal and/or provincially funded rent supplements are used for COCHI funded New Build Units, the Service Manager shall ensure that when calculating the weighted average rent for a Project, the total rent received by a Proponent, including rent from the tenants and the federal and/or provincially funded rent supplement shall be considered.

4. RENT INCREASES

- 4.1 The Proponent may increase the rent charged under section 3.1 with respect to a Unit only if at least twelve (12) months have elapsed,
- (a) since the day of the last rent increase respecting the Unit, if there has been an increase, or
 - (b) since the day the Unit was first rented for the first (1st) rental period following the completion of the Development Activities in connection with the Project.
- 4.2 Subject to section 4.3, the Proponent shall not increase the rent pursuant to section 4.1 during the Affordability Period by more than the then prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation. The Proponent acknowledges and agrees that, regardless of whether the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation applies to the Project, the rent increase guideline applies by virtue of the contractual terms of the Agreement and this Sub-Appendix C-3C.
- 4.3 From the beginning of the eleventh (11th) year of the Affordability Period until the end of the Affordability Period, in addition to the increase permitted by section 4.2, the Proponent may, subject to any requirements of the Residential Tenancies Act, 2006 or any successor legislation, apply to the Service Manager to increase Unit rents to an amount not to exceed CMHC Average Market Rent for units of a similar type in the geographical area, or alternate rents approved by the Minister.

5. PHASE-OUT PERIOD

- 5.1 During the Phase-out Period, the Proponent shall not increase the rent charged to *in-situ* tenants of Units by more than the rent guideline increase permitted under section 4.2 and any additional increase that may be approved under section 4.3.
- 5.2 Upon a Unit becoming vacant during the Phase-out Period, the Proponent may rent the Unit to a new tenant at any rent agreed to by the Proponent and the new tenant.

6. EXCEPTION

- 6.1 Subject to the provisions of the *Residential Tenancies Act, 2006* or any successor legislation, and notwithstanding the provisions of this Sub-Appendix C-3C respecting rent increases prior to and during the Phase-out Period, where a Service Manager implements income verification of tenants following the initial occupancy of a Unit, a Service Manager may increase the rent for a Unit by more than the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation, provided that the rent for the Unit does not exceed the CMHC Average Market Rent for units of a similar type for that year and provided that the weighted average rent for the funded Units in a Project does not exceed the permitted rents for the Project.

7. AFTER PHASE-OUT PERIOD

- 7.1 After the end of the Phase-out Period, the Proponent shall be permitted to rent Units in the Project to new tenants at rents agreed to by the Proponent and the new tenants.

SUB-APPENDIX C-3D

CONFIRMATION OF CONSTRUCTION START

COCHI- New Build Component

This is to confirm that the _____ project in the _____
[SM name] commenced construction on _____ [date].

The start of construction for this project is within one hundred twenty (120) days
of the date of the project's Contribution Agreement, which was signed on
_____ [CA date].

I declare that the above information is true and complete.

Signature

Name and Title of Service Manager/Authorized Signing Officer

Dated at _____ this _____ day of _____, 20____

SCHEDULE "G"
PROGRAM GUIDELINES – 2022-23

SCHEDULE "H"
INVESTMENT PLAN – 2022-23



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2022-23

Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

Introduction

- The Investment Plan outlines each Service Manager's planned financial commitments and projected take-up for their COCHI and OPHI annual planning allocations for 2022-23.
- The Investment Plan must be Council or delegated authority approved. The Ministry will review the Investment Plans to ensure consistency with the Bilateral Agreement and Program Guidelines.

Section A - Proposed Plan

This section is for you to describe how you intend to use your COCHI and OPHI funding allocation to address the housing needs of your community. The proposed program delivery plan should align with your Housing and Homelessness Plan and the Province's Community Housing Renewal Strategy. Please respond to the following questions in the space provided below.

1. What are the current and projected housing needs in your community? Please make direct reference (including page references) to your Housing and Homelessness Plan.

We intend to use our 2022-2023 COCHI allocation for a capital expense-new supply. We recently had an assessment completed regarding one of our single family properties that is currently vacant and in a poor state of repair. We intend to demolish this property and build a duplex in its place with 2 to 3 bedrooms per unit. One of the units will be rent-geared-to-income (replacing the house that we are losing) and the other unit will be affordable rent. We intend to use our 2022-2023 OPHI allocation to cover the expense of upgrades at social housing properties (rent reared to income properties owned by the service manager and local not-for-profit housing providers). \$250,000 of our OPHI allocation will be used to offer ten \$25,000 grants to homeowners within Renfrew County to create affordable secondary suites. The affordable housing deficit in Renfrew County is tremendous. The wait list for rent-geared-to income housing is on average 1200 households and the units in most demand are 1 and 2 bedrooms. COCHI and OPHI funding is vital in helping to maintain our aging housing stock and it is critical that we use this funding for capital components to ensure safe housing and to prevent the loss of affordable housing. The age of our housing stock on average is around 40 years. The planned use of COCHI and OPHI funding is supported by our 10-Year Housing and Homelessness Plan Goal 3, Objective 7:

GOAL 3: ENSURING AN ADEQUATE SUPPLY AND CHOICE OF HOUSING

- Objective 7: Retain and increase the affordable housing supply through effective strategies and planning policies

Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

2. Which COCHI and OPHI program components will be delivered? How does your plan for use of funding address the current and projected housing needs in your community? What are the priorities and target client groups? Please indicate specific approaches to be taken in delivering the program.

Program components to be delivered: COCHI New Build and OPHI Ontario Renovates. The planned use of funding will address current housing needs by: 1) community housing regeneration and expansion (replacing one RGI unit, increasing one affordable housing unit owned by the County of Renfrew, increased up to 10 affordable rent secondary suites owned privately), and 2) improving the living conditions of households through repairing deficiencies in existing community housing. The priority and target client group consists of individuals and families with low incomes (a diverse demographic group that includes youth, seniors, people with health/addictions, people with disabilities, indigenous people, etc...). Specific approaches: building a duplex to replace a damaged RGI unit and add an affordable rent unit, identifying and completing important renovations to existing community housing stock to ensure safe housing and to continue the lifespan of the housing, adding 10 additional affordable rent units to our community through a \$25,000 grant program to support homeowners in creating secondary suites.

3. Leveraging the COCHI and OPHI initiatives is a key means to achieving the goals and outcomes outlined in the Province's Community Housing Renewal Strategy. Please indicate how your planned spending under COCHI and OPHI will lead to:
- a) Increased supply and appropriate mix of affordable and adequate housing;
 - b) People having improved access to affordable housing and supports that meet their needs to achieve housing stability;
 - c) Improved efficiency of the community housing system to ensure value for money and long-term sustainability.

a) Planned COCHI spending will increase supply by 1 family unit designated as an affordable rent unit. The OPHI Ontario Renovates component will help support the creation of up to 10 secondary suites.

b) The planned COCHI and OPHI spending will help to maintain current housing stock so that it is available to house existing tenants and welcome new tenants upon vacancies. Our existing community housing stock (service manager owned and non-profit owned) play a significant role in helping to achieve housing stability as rents are affordable and properties are maintained in a state of good repair.

c) The new build through COCHI and renovations through OPHI help to keep properties in a good state of repair and this reduces the risk for unplanned maintenance and in doing so provides sustainability and financial viability.

4. To be answered by Service Managers with Urban Native Social Housing units only. The Ontario-CMHC Bilateral Agreement requires the preservation of Urban Native Social Housing units to ensure that there is no net loss of the 1,452 units and that retained units will be improved through

Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

repair, capital replacement, as well as through adequate rent affordability support. Please indicate how the COCHI funding you receive will help the Province meet this commitment?

Not applicable for County of Renfrew.

5. To be answered by Service Managers who utilize Rent Supplement component under COCHI. If you plan to enter into COCHI/OPHI-funded Rent Supplement Agreements with housing providers that have matured Operating Agreements and mortgages, please provide the following details:
- a) How many Rent Supplement Agreements do you plan to enter into over the reporting period?
 - b) What would be the average term (in years) of these Rent Supplement Agreements?
 - c) How many projects would continue to operate as community housing as a result of Rent Supplement Agreements? How many RGI units would be provided?
 - d) What would be the average depth of affordability (\$ per unit per month) associated with each assisted household?

Not applicable for County of Renfrew

6. To be answered by Service Managers/Indigenous Program Administrators who utilize Transitional Operating component under COCHI. Please describe what activities would be funded and what outcomes would be achieved.

Not applicable for County of Renfrew

7. Please provide details on your proposed uses of administration fee funding by the following activities:
- a) Staffing (including Mandatory Employment Related Costs; benefits and training/development);
 - b) General Office Expenses;
 - c) Purchased Services, Research, Consultations.

a) no administrative expenses withheld for staffing
b) administrative expenses withheld for general office expenses connected to advertising RFPs
c) Administrative expenses withheld for professional fees and documents (examples-legal, architectural, engineering)

8. Additional Comments:

Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

Section B - COCHI Projected Take-Up (Units/Households)

Complete the following table by entering the number of households for each target group to be served in your area.

Projected Target Group	New Build	Repair	Rent Supplement	Transitional Operating	TOTAL
Homeless					
Indigenous Peoples					
Mental Health/Addiction Issues					
Persons with Disabilities					
Racialized Groups					
Recent Immigrants					
Seniors					
Survivors of Domestic Violence					
Veterans					
Young Adults					
Unspecified	2				2
Total COCHI	2				2

Section C - COCHI Quarterly Commitments

For the Capital Components, enter the estimated amount of COCHI funding to be taken-up by component in each quarter of the 2022-23 program year. Documentation required for a commitment is outlined in the Program Guidelines.

For the Operating Components, enter the projected commitments in each quarter of the 2022-23 program year.

COCHI	Planned Financial Commitment by Quarter	\$574,180
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Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
New Build	120,000	140,000	140,000	145,471	545,471
Repair					
Total Capital	120,000	140,000	140,000	145,471	545,471
Rent Supplement					
Transitional Operating					
Total Operating					
Administration Fee	7,177.25	7,177.25	7,177.25	7,177.25	28,709
Total COCHI	127,177.25	147,177.25	147,177.25	152,648.25	574,180
Variance					0

Section D - OPHI Projected Take-Up (Units/Households)

Complete the following table by entering the number of households for each target group to be served in your area.

**Under column "Rental Assistance" please combine households receiving any Rental Assistance (Rent Supplement; Housing Allowance - Direct; Housing Allowance - Shared)*

Projected Target Group	Homeowner-ship	Ontario Renovates	Rental Housing	Rental Assistance*	Housing Support Services	TOTAL
Homeless						
Indigenous Peoples						
Mental Health/Addiction Issues		10				10
Persons with Disabilities		10				10
Racialized Groups						
Recent Immigrants						
Seniors		10				10

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County of Renfrew-AIMS

Survivors of Domestic Violence		20			20
Veterans					
Young Adults					
Unspecified		40			40
Total OPHI		90			90

Section E - OPHI Quarterly Commitments

For the Capital Components, enter the estimated amount of OPHI funding to be taken-up by component in each quarter of the 2022-23 program year. Documentation required for a commitment is outlined in the Program Guidelines.

For the Operating Components, enter the projected disbursements in each quarter of the 2022-23 program year.

OPHI	Planned Financial Commitment by Quarter				\$601,100
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
Homeownership					
Ontario Renovates	142,761.25	142,761.25	142,761.25	142,761.25	571,045
Rental Housing					
Total Capital	142,761.25	142,761.25	142,761.25	142,761.25	571,045
Housing Allowance-Direct					
Housing Allowance-Shared					
Housing Support Services					
Rent Supplement					
Total Operating					
Administration Fee	7,513.75	7,513.75	7,513.75	7,513.75	30,055
Total OPHI	150,275	150,275	150,275	150,275	601,100

Case Number #: 2022-03-1-1683850615

County of Renfrew-AIMS

Variance	0
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Section F - Attestation

- *I certify to the best of my knowledge that this report has been accurately populated in accordance with the instructions provided by the Province with approvals by the local Council/ Board of their delegated authority.
- *I certify that Funds for Administration Fees are to be used in accordance with the COCHI and OPHI Program Guidelines. This includes the use of administration fees only for the purposes of supporting the delivery and administration of COCHI and OPHI.

*Prepared By (Name and Title): Jennifer Dombroskie, Manager of Housing and Homelessness	*Date: 05/04/2022
*Approved By (Delegated Service Manager/Indigenous Program Administrator Authority): Laura LePine, Director of Community Services	*Date: 05/04/2022

ONTARIO WORKS REPORT

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Community Services Committee

May 11, 2022

INFORMATION**1. Ontario Works Caseload Statistics [Strategic Plan Goal #1 (b)]**

Month	2022 Total Caseload	2021 Total Caseload
January	1,052	1,062
February	1,083	1,052
March	1,118	1,076
April		1,048
May		1,037
June		1,014
July		1,002
August		985
September		946
October		974
November		977
December		1,017

2. **Ontario Works/Ontario Disability Support Program Client Advisory Group [Strategic Plan Goal #3 (b)]**

Attached as Appendix OW-I are the minutes for the Client Advisory Group meeting held virtually on April 20, 2022. Discussion items included eligible benefits, legislation, dental coverage, and community workshops. Input and feedback received during these meetings helps to inform service delivery improvements and ensure any concerns are addressed in a timely manner.

3. **Emergency Assistance for Ukrainian Migrants [Strategic Plan Goal #3 (b)]**

The federal government has created a new immigration stream for Ukrainian individuals and families fleeing the conflict in Ukraine called the Canada-Ukraine Authorization for Emergency Travel (CUAET). To provide support and assistance to individuals who have come to Canada through CUAET, the Ministry of Children Community and Social Services (MCCSS) has expanded access to the Ontario Works Emergency Assistance program to enable individuals to receive emergency financial support for up to 6 months.

The federal government has also recently announced that they will be offering short term financial assistance for CUAET migrants. The federal program will cover a 2-week motel stay and financial assistance in the amount of \$500/week for up to 6 weeks. Once this application process is up and running, staff will help newcomers in our community with accessing the financial assistance programs and other community supports.

4. **Social Assistance Service Delivery – COVID Temporary Measures [Strategic Plan Goal #3 (a)]**

Effective May 1, 2022, the Ministry of Children Community and Social Services (MCCSS) will begin to lift some of the temporary social assistance delivery measures that were put in place during the pandemic. Other measures will be maintained until permanent changes and technology enhancements are implemented in the months to come. Attached as Appendix OW-II is an email correspondence from Jeff Bowen, Director of the Social Assistance Performance and Accountability Branch detailing the business process changes.

Ontario Disability Support Program & Ontario Works Client Advisory Group

Meeting Minutes – April 20, 2022

The second meeting of the Pembroke Client Advisory Group hosted by Ontario Works (OW) and Ontario Disability Support Program (ODSP) was held on Wednesday April 20, 2022, virtually on the Zoom platform from 1:00-2:00 p.m.

Attendees: 3 ODSP caseworkers, 2 OW supervisors, 2 OW caseworkers, 3 OW members, 1 ODSP member

Regrettably absent: 1 ODSP manager, 9 ODSP members, 7 OW members

Agenda Items:

1. Introduction

OW caseworker began meeting by providing a land acknowledgment and welcomed everyone in joining the 2nd meeting of the Client Advisory Group (CAG).

2. Review of January 19, 2022, Minutes

Minutes from the last meeting were thoroughly reviewed with the following action items discussed:

- a) **Budget**: OW caseworker asked clients if they would be interested in the possibility of a budget workshop. It was mentioned that the school board offers a very helpful program and that, if there were enough people interested, the school board could possibly facilitate the workshop that would be open to the public.
- b) **Application process**: OW caseworker stated that the representative from the Disability Adjudication Unit (DAU) that was to be attending this meeting to discuss and answer questions regarding the Disability Determination Package (DDP) and the application process, was not able to attend but will hopefully be able to attend in the fall.
- c) **Healthy recipes**: Worker mentioned that a member who was going to share some healthy recipes during this meeting was regrettably unable to attend. An OW caseworker mentioned that she would be able to distribute some recipes on behalf of the member and that we can look forward to having her attend in the future.



Kathleen's
recipes.docx

- d) **Meeting invitation:** OW supervisor wanted to address that the County of Renfrew's normal practice is to have staff members attend CAG meetings and that the minutes from these meetings are shared with senior management, Community Services Committee, and the Ministry program supervisor.

Minutes were approved.

3. **Open Discussion**

a. **Program Issues/positives**

The members were asked what is working and what is not working within the programs. One member stated that they had no issues with their ODSP worker and that they would always call back and answer all questions. Another member shared that the recent interaction with their OW caseworker regarding funds for glasses went well and she felt that the process had improved since her last request. It was much simpler. The caseworkers appreciated hearing this feedback.

Member mentioned that they felt that there are a lot of variations in the rules to stay within the limits of what will affect one's monthly OW payment. They felt that a lot falls on a caseworker's discretion. They stated that there should be more transparency with the rules. OW caseworker stated that there is a Rights and Responsibilities (R&R) form that used to be reviewed and signed in office at application but with online applications, there can be a delay as to when a worker can go over that form with their client. Caseworker asked if the client would like a copy of their R&R form be mailed to him. The client stated that he would. OW Supervisor added that there are some differences between municipalities with discretionary funding and that she understands the frustration and would like to see more consistency between programs in the future. OW supervisor also added that the legislation is accessible online and indicated that we could put the links within the minutes:

[Ontario Works policy directives | ontario.ca](https://www.ontario.ca/gov/topics/ontario-works-policy-directives)

[Ontario Disability Support Program policy directives for income support | ontario.ca](https://www.ontario.ca/gov/topics/ontario-disability-support-program-policy-directives-for-income-support)

b. **Coverage/benefits**

Member asked why ODSP does not cover medical marijuana, which is prescribed by a doctor. Worker stated that it is a lengthy process to have items approved by the Ministry, and it could be a while before it could be added to the list of approved items.

Another member stated that while she was at a medical appointment for her child at CHEO, parking and mileage were covered but the daycare she needed for her other child

who was not able to attend the appointments was not. An OW caseworker informed that this information would be taken back for review.

c. OW/ODSP

Member asked if OW and ODSP were all under the same umbrella. A worker stated that ODSP is provincially run while OW is municipally run, but they both have provincial directives and regulations. Worker continued to break down the types of OW assistance that is available and spoke briefly about the other divisions in County of Renfrew Community Services department. It was also suggested to have someone from Housing attend the next meeting to talk about the various programs that they have available.

d. Dental Coverage

Member explained that they had a hard time booking dental appointments when they shared that they were on ODSP. ODSP caseworker acknowledged the issue and stated that there is a worker from the Pembroke Health Unit that she has been in touch with that can assist with referrals to local dentists in the area. OW caseworker also suggested that if someone needed to attend a dental office out of town that they would be able to claim medical transportation. Worker also added that there is a clinic in Ottawa (Algonquin College - Woodroffe Campus) that does basic dental work at a reduced cost.

e. Next meeting Items

ODSP caseworker mentioned that they will be hosting the next meeting and that a representative for the Disability Adjudication Unit should be available to attend closer to fall. They will also extend another invite to the member who will discuss her healthy meal recipes. Finally, it was also mentioned that it would be a good idea to invite someone from Renfrew County Housing Corporation to attend to provide further information on their programs.

f. Closing

OW caseworker thanked everyone for joining and taking time out of their day to take part in the meeting. ODSP caseworker thanked everyone as well and asked that the members do not hesitate to reach out with any questions.

Next meeting to be held on July 20th, 2022.

From: Social Assistance (MCCSS) <Social.Assistance@ontario.ca>
Sent: April 25, 2022, 4:02 PM
Subject: Social Assistance Service Delivery – COVID Temporary Measures

Quick Summary

The Ministry will begin to lift some of the temporary social assistance delivery measures that were put in place during the pandemic. Other measures will be maintained until permanent changes and technology enhancements are implemented in the months to come.

FYI for

- Ontario Works Administrators
 - CMSMs/DSSABs
- Social Assistance Service Delivery branch
- Social Assistance Centralized Services branch

What's Happening

As the province begins to return to regular business the ministry will begin to lift some temporary measures that were established at on onset of the COVID-19 pandemic.

Effective May 1st the following eligibility related requirements and business processes will resume for Ontario Works and the ODSP:

- Healthcare Professional Verification of new health benefits such as the Special Diet Allowance (SDA) and Mandatory Specific Necessities (MSN). *Note: The automatic extension of expired benefits will be maintained until Fall of 2022*
- Ontario Works 24-month financial reviews
- EVP Audits
- Complaint Assessments (ODSP) and Eligibility Reviews (Ontario Works)
- Timelines for Disability Determination Packages and Medical Reviews
- OASA appointment scheduler will be available for use in SAMS

Effective June 1st, 2022 visual verification of client identity documentation will resume.

The ministry recognizes that some clients may have exceptional circumstances related to the pandemic and flexibility should be provided on a case by case basis.

Some temporary measures align with modernization initiatives and will be maintained until upcoming technology enhancements or program changes are implemented including:

- Expanded Emergency Assistance Program
- Allowing verbal consent, where signatures can not be immediately obtained, for Program Applications, CRA Income Verification form, EI Assignment of Benefit form, General Consent form, and Roles and Responsibilities form
- Deliveries from Vendors to ODSP Clients
- Short-term Assisted Devices Rentals

Several measures have improved client services or streamlined processes and will become a part of regular business moving forward including:

- Permitting legal clinics to sign/submit internal review requests and consent forms on behalf of clients
- Providing Disability Determination Packages directly to HCP
- Ending faxing with IRCC for verification of Immigration Category and Status, as an automated process is being implemented

More Information

Further details are available on the COVID Q&As section of the SA Extranet ([Ontario Works](#), [ODSP](#)).

Contact

If you have any questions or concerns, please contact Danielle Lewis Danielle.lewis@ontario.ca.

Sent from

Jeff Bowen, Director, Social Assistance Performance and Accountability Branch

CHILD CARE AND EARLY YEARS REPORT

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

Prepared for: Community Services Committee

May 11, 2022

INFORMATION

1. Inclusion Services Statistics [Strategic Plan Goal # 1 (a)]

The following chart indicates Inclusion Services monthly statistics from January to March 2022.

Month and Year	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Children served	173	174	174									

2. Licensed Home Child Care Statistics [Strategic Plan Goal # 1 (a)]

The following chart indicates the County of Renfrew Licensed Home Child Care program monthly statistics from January to March 2022.

Month and Year	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Children served	15	19	20									
Open homes	3	4	4									
Children on waitlist	88	94	98									

3. Licensed Child Care Statistics [Strategic Plan Goal # 1 (a)]

The following chart indicates monthly statistics for licensed child care in Renfrew County from January to March 2022.

Month and Year	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Licensed capacity	1764	1764	1764									
Operating capacity	1261	1276	1360									
Children served	1118	1101	1150									
Children served, receiving Fee Subsidy	316	317	315									

4. **Canada-Wide Early Learning and Child Care (CWELCC) System [Strategic Plan Goal # 2 (a)]**

On April 13, 2022, the Ministry of Education released an [addendum to the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline \(2022\)](#), for the Canada-Wide Early Learning and Child Care System (CWELCC). A synopsis of information included in this addendum is provided below.

Licensee Eligibility:

All Licensees with programs serving children under the age of 6 (or turning 6 before June 30, 2022) in Ontario are eligible to apply to participate in the CWELCC System through the County of Renfrew. Participation in the CWELCC System is optional and Licensees will be able to choose to participate in the CWELCC System, or not participate and operate outside the CWELCC System. The County of Renfrew may deny an application for enrolment in limited circumstances outlined in O.Reg.137/15. Licensees that wish to participate in the CWELCC System must indicate their intent to do so to the County of Renfrew by September 1, 2022.

Licensees participating in the CWELCC System must have a Purchase of Service Agreement with the County of Renfrew in the areas they provide care and operate under the criteria outlined in the guidelines.

Funding:

The Ministry of Education has advised that the identified 2022 allocation of \$2,881,622 is for the period of April to December 2022. Further information

regarding funding allocations for January to March 2023 and April 2023 to March 2024 have yet to be defined, although initial conversations with the province of Ontario indicate that the funding will be equivalent to or more than the presently allocated funding.

The breakdown of the funding from April to December 2022 will include funding for 10 months, including January 2023, which will require a higher level of funding to cover the next fee reduction starting December 31, 2022, is as follows:

- Fee Reduction \$2,550,655.
- Workforce Compensation \$208,024.
- Administration \$122,943.

Next Steps:

To accomplish the objectives outlined in the CWELCC addendum, the County of Renfrew Child Care and Early Years Division will be submitting for Committee and Council the following later in 2022:

- A new CWELCC Service Agreement template for approval.
- A list of Licensees recommended for a CWELCC Service Agreement.
- New County of Renfrew Child Care and Early Years policies that relate to the implementation of the CWELCC.

To meet these objectives, the CWELCC Service Agreement will be reviewed by independent legal council, applications for Licensees for the CWELCC program will be disseminated and reviewed for approval once submitted and policies will be developed.

5. EarlyON Centre Addition at St. Joseph’s Catholic School [Strategic Plan Goal # 2 (a)]

Attached as Appendix CC-I is an approval letter from the Ministry of Education, April 28, 2022, to Renfrew County Catholic District School Board’s request for an Approval to Proceed (ATP) in the amount of \$23,490,782 for a 434 pupil place, four-room child care centre, and a one-room EarlyON centre addition at the St. Joseph’s Catholic Secondary School including additional funding and approval to demolish the existing St. Thomas Apostle Catholic Elementary School (SFIS#4513), under s. 194(4) of the Education Act. The child care space will accommodate an existing

licensed child care centre with the addition of a dedicated EarlyON space within a school setting.

BY-LAWS

6. Amendment to By-law 50-17- County of Renfrew New License Home Agreement [Strategic Plan Goal # 3 (b)]

Recommendation: THAT the Community Services Committee recommends to County Council that By-law No. 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, be amended to enter into an agreement with Brittany Weiland (located in Pembroke); AND FURTHER THAT the providers that are no longer operating under the County of Renfrew Licensed Home Child Care Agency be removed.

Background:

Since 2018, the County of Renfrew has been licensed by the Ministry of Education to operate a Licensed Home Child Care Agency. At this time, there are four homes operating at full capacity with 20 full time children. One home resides in Arnprior, two homes are located in Pembroke, and the fourth home is located in Eganville.

The following Licensed Home Child Care Providers no longer operating under Licensed Home Child Care Agency are as follows:

- Constance Leahy – Sweet Porridge, closed September 30, 2020;
- Jessica Nelson – Pine Valley Daycare, closed October 27, 2020;
- Kim Lair – Smiles for Miles, closed April 30, 2021; and
- Amanda Nash – Amanda’s Home Daycare, approved but did not become operational.

Attached as Appendix CC-II is the By-law to amend By-law 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care providers and the Funding Agreement with Brittany Weiland.

Ministry of Education**Ministère de l'Éducation**

Capital and Business Support
Division

Division du soutien aux
immobilisations et aux affaires

315 Front Street West
15th Floor
Toronto ON M7A 0B8

315, rue Front Ouest
15^e étage
Toronto (Ontario) M7A 0B8

April 28, 2022

Mr. Mark Searson
Director of Education
Renfrew County Catholic District School Board
499 Pembroke Street West
Pembroke, ON K8A 5P1

Dear Mr. Searson,

The ministry has received Renfrew County Catholic District School Board's request for an Approval to Proceed (ATP) in the amount of \$23,490,782 for a 434 pupil place, four-room child care centre, and a one-room EarlyON centre addition at the St. Joseph's Catholic Secondary School including additional funding and approval to demolish the existing St. Thomas Apostle Catholic Elementary School (SFIS#4513), under s. 194(4) of the *Education Act*:

With regards to the proposed demolition of the existing St. Thomas Apostle Catholic Elementary School (SFIS#4513), as per *section 194(4) of the Education Act – Approval of Minister re disposition, demolition*, school boards shall not demolish a school building unless the board has obtained the approval of the Minister. Based on the information available, the ministry is satisfied that the board has devised proper alternative accommodation arrangement for the students at St. Thomas Apostle Catholic Elementary School and grants your board the approval to demolish the school once the addition at St. Joseph's Catholic Secondary School is completed.

The ministry has also reviewed the supporting information provided by the board for the additional funding and based on our review, the ministry is granting your board an approval to use \$951,395 of unincumbered Capital Priorities, approval for additional Capital Priorities funding of \$3,262,903, additional Child Care Capital funding of \$1,241,090, approval to apply \$3,900,000 of accumulated surplus, an acknowledgement to apply \$459,875 of School Renewal Allocation and an ATP in the amount of \$23,490,782 as outlined in the table below:

Funding Program:	Amount
<u>Project ID #: 54-018</u>	
Capital Priorities	\$11,003,416
Child Care Capital (including EON)	\$2,672,104
Subtotal	\$13,675,520
Additional Funding:	
Capital Priorities	\$4,214,298
Child Care Capital	\$1,241,090
Accumulated Surplus	\$3,900,000
School Renewal Allocation	\$459,875
Subtotal	\$9,815,262
Total Funding	\$23,490,782

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost for this project, is within the approved project funding of \$23,490,782. The board must receive ministry approval if the total cost of this project exceeds the amount the ministry has granted in this approval letter.

Please note that the Child Care Capital funding allocation that you have received for this project can only be used to address the capital costs related to the implementation of child care.

Your board's tender document for this project should be structured in such a way as to allow separate tenders for optional components of the design in order to allow the board to accept only the components that would fit within the approved project costs. The board should be prepared to reject portions of or the entire tender and may need to re-design the project such that the costs do not exceed the approved project funding.

The school board is required to internally restrict its Accumulated Surplus by \$3,900,000 for this project and ensure that this amount is reported in EFIS Schedule 5.5 "List of Committed Capital Amounts Funded by Accumulated Surplus" in the school board's next financial submission to the ministry.

Please refer to the attached **Appendix A - Communications Protocol**, for detailed requirements regarding public communications, events and signage related to the project.

Should you have any questions regarding this approval to proceed, please contact please contact the Capital Analyst assigned to your board. The list can be found at https://efis.fma.csc.gov.on.ca/faab/Contact_Us.htm.

Sincerely,

Original signed by:

Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

Attached: Appendix A – Communications Protocol: Public Communications, Events and Signage

c: Paul Bloye, Director, Capital Program Branch
Mary Lynn Schauer, Superintendent of Business, Renfrew County Catholic DSB
Judy Mulvihill, Manager of Child Care Services, County of Renfrew

COUNTY OF RENFREW

BY-LAW NUMBER

A BY-LAW TO AMEND BY-LAW 50-17 - TO AUTHORIZE THE COUNTY OF RENFREW TO ENTER INTO AN AGREEMENT WITH LICENSED HOME CHILD CARE SERVICE PROVIDERS

WHEREAS on April 26, 2017, the Corporation of the County of Renfrew enacted By-law No. 50-17, being a By-law to authorize the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, as amended on August 30, 2017, February 28, 2018, May 30, 2018, September 26, 2018, February 27, 2019, March 27, 2019, August 25, 2021, and November 24, 2021;

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Social Service Programs and responsible for child care services in the County of Renfrew;

AND WHEREAS the County of Renfrew has been approved by the Ministry of Education to operate a Licensed Home Child Care Agency within the Child Care and Early Years Division;

AND WHEREAS it is necessary to amend By-law NO. 50-17 to include an additional licensed home child care provider and remove providers no longer operating;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. THAT the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary or incidental to the execution of this by-law.
2. THAT the Warden and Clerk are hereby authorized and instructed to enter into a service agreement with Brittany Wieland for the provision of child care in their home and that By-law 50-17 is hereby amended.
3. THAT the following approved Licensed Home Child Care providers be removed from this by-law as they are no longer operating:
 - Constance Leahy – Sweet Porridge, closed September 30, 2020.
 - Jessica Nelson – Pine Valley Daycare, closed October 27, 2020.
 - Kim Lair – Smiles for Miles, closed April 30, 2021.
 - Amanda Nash – Amanda’s Home Daycare, approved but did not open.
4. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 25th day of May, 2022.

READ a second time this 25th day of May, 2022.

READ a third time and finally passed this 25th day of May, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

FUNDING AGREEMENT FOR LICENSED CHILD CARE

BETWEEN:

**County of Renfrew Child Care Agency
(the “Agency”)**

-and-

**Brittany Wieland
(the “Provider”)**

WHEREAS the Agency has been licensed by the Province of Ontario as a Home Child Care Agency under the *Child Care and Early Years Act, 2014* (the “Act”), and is in a position to provide funding to the Provider;

AND WHEREAS the Provider is a child care provider as defined in the *Act* and has agreed to provide home child care as defined in the *Act*;

THEREFORE THE PARTIES agree as follows:

1. Definition

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations made under the *Act*, shall have the same meaning as in the *Act* or the Regulations.

Other Definitions

“Agency Staff” means the staff of the Agency authorized to exercise the rights and perform the duties of the Agency under this Agreement.

“Agreement” means this Agreement, as may be amended from time to time.

“Home” means the premises at which the Provider is providing home child care services.

2. Status

The Agency and the Provider confirm that this is a funding agreement and they specifically deny any intention or agreement to be or to become agents, one for the other, or to create a partnership or other relationship whereby either would be held liable for any tortious, negligent, contractual or other acts, either of omission or commission, of the other party. Neither party shall have any authority to act for or to

assume or to incur any obligations or responsibilities on behalf of the other party unless specifically provided for in this Agreement. The parties specifically agree that this Agreement does not create an employer/employee relationship between the Agency and the Provider.

3. Term

- a) Unless otherwise provided herein, this Agreement shall remain in force from May 25, 2022, until it is superseded or replaced by a subsequent agreement in writing between the parties, or unless terminated in its entirety by either party by giving to the other party thirty (30) days advance written notice of such termination. In the event that this Agreement is terminated by either party, the Provider will refund forthwith to the Agency all monies advanced to it by the Agency which have not been expended by the Provider in accordance with this Agreement.
- b) Notwithstanding any other provision of this Agreement the Agency may immediately terminate this Agreement, in whole or in part, with respect to the provision of any particular service where the Agency, in its sole and unfettered discretion, determines that the health, welfare or safety of any child is at risk.

4. Program

- a) The Provider agrees to provide quality home child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time, including, but not limited to the child care policies specific to the operation of the licensed Home. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.
- b) The Provider is not to provide care for more than six (6) children at any one time.
- c) The Provider shall not make private child care arrangements with families placed by the Agency. Should the Provider make such arrangements, the Agency shall be entitled to immediately terminate this Agreement.
- d) The Provider shall immediately provide written notification to the Agency that there is a risk of a temporary closure of the Home in order that the Agency be able to make alternate care arrangements for the children. The Provider shall immediately contact all parents/caregivers and the Agency in the event that the home will not be operating on any particular day or at any particular time during which it would ordinarily be operating.
- e) The Provider understands that if the Home is closed and therefore not operating on any particular day or at any particular time, there will be no funding from the

Agency. Likewise, if the Home is open but there are no children approved for placement in the Home, there shall be no funding provided by the Agency.

- f) The Provider shall participate in all training workshops recommended by the Agency.
- g) The Provider agrees to complete a First Aid course, as recommended by the Agency, within sixty days of the signing of this Agreement. The Provider further agrees to deliver to the Agency, immediately upon it becoming available, a certificate demonstrating completion of the First Aid course.
- h) The Provider shall create an inclusive child care setting which can accommodate children with special needs.
- i) The Provider shall return to the Agency all property, goods, acquisitions, and signage supplied by the Agency within 30 days of termination of this Agreement.
- j) In the event that the Provider ceases operations, it shall not dispose of any records related to the services provided for under this Agreement and shall immediately deliver those records to the Agency or, alternatively, immediately provide copies of those records to the Agency.

5. Payment

The Agency shall pay to the Provider, one month in arrears, for each approved child receiving child care services at the Home, an amount equal to the approved hourly rate multiplied the agreed upon hours, all as contained in the individual Resource Funding Agreement for each child.

6. Agency Access, Consultation and Recommendations

- a) In order to allow the Agency staff (as designated by the Agency) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this Agreement, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider in connection with the provision of the services pursuant to this Agreement;
- b) In order to allow the Agency to carry out such oversight of the provision of care to children at the Home, as may be deemed necessary by the Agency and, or the Province of Ontario, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider;

- c) The Provider shall make available to the Agency all relevant financial records including but not limited to child attendance sheets or other reports Agency within 10 business days of such request made by the Agency. The Provider shall also allow the Agency to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the Agency for the purpose of copying such records; and
- d) Once the Agency has obtained access to and has reviewed the aforementioned records, and has consulted with the Provider, all as described above, the Agency may make recommendations to the Provider with respect to any matters related to this Agreement, including proper accounting and oversight methods and procedures or any other matter that the Agency deems necessary. The Provider agrees to immediately implement and to abide by any such recommendations made by the Agency and to provide to the Agency such proof of implementation and compliance as may be required by the Agency.

7. Reports

The Provider shall prepare and submit to the Agency, within 5 days following the end of each calendar month in a year, a Monthly Expense/Statistical Report in the form and content of the template attached hereto as Schedule "A" reflecting actual monthly costs for the previous month. In addition to the foregoing the Provider shall:

- a) complete and maintain daily attendance records of staff and children which the Agency may inspect and audit from time to time as it sees fit as well as records of expenses incurred where funding is being provided by the County in connection with any particular child; and
- b) prepare and submit to the Agency, at any time upon request by the Agency, a comprehensive report, in a form and substance acceptable to the Agency, respecting the services being provided by the Provider, which services may include, services delivered in the preceding year.

8. Financial Reports

- a) The Agency may, at any time, request information from the Provider in connection with attendance and expense records and the Provider shall immediately provide that information and materials to the Agency.
- b) The Provider shall adhere to any additional financial reporting requirements in accordance with relevant provincial legislation, the polices, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.

- c) The Provider shall prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the Agency may require.
- d) The Provider shall comply with the Agency's policies on the treatment of revenues and expenditures. The Provider acknowledges that it has received and reviewed these policies on the treatment of revenues and expenditures.

9. Confidentiality

The Provider will hold confidential and will not disclose or release to anyone, including any person, partnership, corporation or other entity, other than the Agency, at any time during or following the term of this Agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document.

10. Indemnification

The Provider will, both during and following the term of this Agreement, indemnify and save harmless the Agency, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Provider pursuant to this Agreement.

11. Insurance

- a) The Provider will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the Agency in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this Agreement.
- b) The general liability insurance policy shall:
 - i. include the Agency as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the Agreement; and
 - iv. contain a provision that the Agency is to be notified by the insurer should the Provider fail to make the required premium payments and that the

policy shall not be terminated by the insurer until such notice has been provided to the Agency and the Agency has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Provider shall provide to the Agency on or before January 31 of any calendar year proof that the above-noted insurance is in place and, in addition to this, shall, upon request of the Agency at any time, provide such proof of insurance to the Agency.

12. Freedom of Information

Any information collected by the Agency pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this Agreement, and of every Agreement entered into pursuant to the performance of this Agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this Agreement with no further notice required.

14. Severability

If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and the remaining provisions or portions shall remain valid and binding.

15. Governing Law

- a) This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this Agreement shall be commenced in the Province of Ontario.

16. Laws

The Provider shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this Agreement.

17. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

a) To: County of Renfrew, Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division

Copy to: County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services

b) To: Brittany Wieland
124 Irving Street
Pembroke, ON K8A 2S3

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice sent by registered mail shall be effective when received by the addressee.

18. Entire Agreement

The Provider and the Agency acknowledge that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement except as expressly set out in this Agreement and the Schedules annexed hereto and that this Agreement and the Schedules constitute the entire agreement between the Provider and the Agency.

19. Non-Waiver

No condoning, excusing or overlooking by the Agency of any default, breach or non-observance by the Provider at any time or times in respect of any covenant, proviso or condition contained in this Agreement shall operate as a waiver of the Agencies rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or effect in any way the rights of the Agency. No waiver shall be inferred from or implied by anything done or omitted to be done by the Agency save only by way of express waiver in writing.

20. Successors

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, executors, administrators, permitted successors and assigns of the Provider.

21. Amendments

This Agreement can only be amended by written agreement signed by both parties.

For the convenience of the parties, this Agreement may be executed in counterpart and acceptance of this Agreement may be delivered electronically or by facsimile.

IN WITNESS WHEREOF this Agreement has been signed by an authorized County of Renfrew official on behalf of the Agency and on behalf of the Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Debbie Robinson,
Warden
County of Renfrew

Witness - County of Renfrew

Paul V. Moreau,
Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Brittany Wieland, Provider:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the corporation.