

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - December 4, 2017 10:30 AM

#### MEETING - Fort Frances Public Library Technology Centre - Shaw Room

	Page
1. <b><u>CALL TO ORDER (Session # 056)</u></b>	
2. <b><u>APPROVAL OF AGENDA (Call for non-agenda items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
4. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
4.1 Community Services Executive Committee - November 20, 2017	2 - 3
5. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
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5.2 Temporary Overnight Emergency Shelter - Letter dated November 20, 2017 from J. Petrin, Community Homeless Liaison	7 - 9
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8. <b><u>INFORMATION</u></b>	
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8.2 Next meeting date - Tuesday, January 2, 2018	
9. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 055

November 20, 2017

This meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on November 20, 2017 from 10:30 a.m. to 11:55 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski - Councillor, Roy Avis - Mayor, Doug Brown - CAO, Jason Kabel - Community Services Division Manager

#### **1 CALL TO ORDER (Session #055)**

The meeting was called to order by W. Brunetta at 10:32 a.m.

#### **2 APPROVAL OF AGENDA (Call for non-agenda items)**

#### **3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

#### **4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - November 6, 2017

**- Approved as circulated.**

#### **5 ITEMS REFERRED FROM COUNCIL**

5.1 Fort Frances Choraliers Request - Diane Maxey - The input that was forwarded to the Administration & Finance Executive Committee was that the CSEC was comfortable with up to a \$500 donation to the Choraliers coming from Council discretionary funds.

#### **6 NEW BUSINESS**

6.1 2018 Community Services Operating Budget - Summary - The committee took an extensive look and had discussion on each of the 11 primary cost centres for the Community Services Division.

6.2 2018 Community Services Operating Budget - The overall budget will be forwarded to Treasury for the December 15th deadline.

- 6.3 2018 Community Services Capital Budget - The committee was briefed on each of the items included on the preliminary Community Services capital budget that will be forwarded to Treasury for the capital budget process.

**7 NON-AGENDA ITEMS**

- NIL

**8 INFORMATION**

- 8.1 Next Meeting - December 4, 2017

**9 CLOSING**

There being no further matters before the committee at this time, the meeting was closed at 11:55 a.m.

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W. Brunetta, Executive Committee Chair

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J. Kabel, Community Services Division Manager

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** November 28, 2017

**RE:** Letter from Dr. Kit Young-Hoon RE: Municipal Alcohol Policy

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At the regular meeting of Council on Monday November 27th, 2017, the attached letter from Dr. Kit Young-Hoon was referred to the Community Services Executive Committee for consideration through the Municipal Alcohol Policy revision process.

The letter outlines that *the Northwestern Health Unit (NWHU) would like to recognize the commitment from the Mayor, Council and work of city staff to update the Municipal Alcohol Policy (MAP). MAPs promote moderate and responsible alcohol consumption and support community values at municipally owned and managed events and properties. MAPs set a positive benchmark for events where alcohol is distributed or consumed and limit what type of events are eligible for Special Occasion Permits (SOP) on municipal property. Therefore MAPs have the potential to influence social norms in the larger community. Drawing from evidence taken from the MAP Policy Guide, I would like to request Mayor and Council take a stance that all youth-focused and family events, including minor hockey games, remain not eligible for SOPs within municipal property. I would ask Mayor and Counsel to vote against the proposed sale of alcoholic beverages, brought forward by Mr. Wayne Strachan, General Manager of the Fort*


*Frances Lakers, at SIJHL games in Fort Frances for the following reasons:*

- 1. Regulating the Physical Availability of Alcohol (see attached letter)*
- 2. Modifying the Drinking Environment (see attached letter)*

### RECOMMENDATION

None at this time. The letter will be included for consideration in the Municipal Alcohol Policy revision process.

Respectfully Submitted,



Jason Kabel

November 20, 2017

Mayor Roy Avis and Counsel  
c/o Lisa Slomke  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Tel: (807) 274-5323 ext. 1215

Dear Mayor Roy Avis and Counsel:

Re: Municipal Alcohol Policy

The Northwestern Health Unit (NWHU) would like to recognize the commitment from the Mayor, Counsel and work of city staff to update the Municipal Alcohol Policy (MAP). MAPs promote moderate and responsible alcohol consumption and support community values at municipally owned and managed events and properties. MAPs set a positive benchmark for events where alcohol is distributed or consumed and limit what type of events are eligible for Special Occasion Permits (SOP) on municipal property. Therefore MAPs have the potential to influence social norms in the larger community.

Drawing from evidence taken from the MAP Policy Guide, I would like to request Mayor and Counsel take a stance that all youth-focused and family events, including minor hockey games, remain not eligible for SOPs within municipal property. I would ask Mayor and Counsel to vote against the proposed sale of alcoholic beverages, brought forward by Mr. Wayne Strachan, General Manager of the Fort Frances Lakers, at SIJHL games in Fort Frances for the following reasons:

1. **Regulating the Physical Availability of Alcohol** – It is best to limit alcohol allowed at public events, especially those events where families and youth will be in attendance. Research has repeatedly shown that consumption and related problems increase as alcohol becomes more available, and vice versa. It can be noted that other SIJHL League teams (English River, Dryden, and Thunder Bay) do not provide alcohol at their games.
2. **Modifying the Drinking Environment** – Youth are strongly influenced by their friends and family. When friends and parents approve of drinking alcohol, youth are more likely to drink and suffer negative impacts from drinking. Alcohol consumption becomes a social norm, and it is perceived that alcohol is needed to have a good time. Youth idolize hockey as a sport, and we should be cautious of fostering the acceptance of drinking alcohol at youth focused sporting events. Building community partnerships is vital to creating a comprehensive, multi-component community-based intervention to modify the drinking environment at the local level. (The Alcohol Locally Driven Collaborative Project (LDCP), 2014)

MAPs are part of a comprehensive approach to alcohol policy. They aim to support existing provincial alcohol policies, and build on them to tailor the policy landscape to the local context. The Northwestern Health Unit supports the use of MAPs to influence the social norms throughout our region and reduce the high level of morbidity and incidence of adverse health outcomes related to alcohol consumption in the NWHU catchment area that was previously presented to Mayor and Counsel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kit Young-Hoon', with a stylized, cursive script.

Dr. Kit Young-Hoon  
Medical Officer of Health  
Northwestern Health Unit

#### References

The Alcohol Locally Driven Collaborative Project (LDCP). (2014, 10 02). *Addressing Alcohol Consumption and Alcohol Related Harms at the Local Level*. Retrieved 11 21, 2017, from Ontario Injury Prevention Resource Centre:  
[http://www.oninjuryresources.ca/downloads/workgroups/ldcpalcohol/LDCP\\_report\\_rev\\_Oct\\_14\\_6.pdf](http://www.oninjuryresources.ca/downloads/workgroups/ldcpalcohol/LDCP_report_rev_Oct_14_6.pdf)

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** December 1, 2017

**RE:** **RRDSSAB Emergency Shelter Request Letter from Jamie Petrin, Community Homeless Liaison**

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At the regular meeting of Council on Monday November 27th, 2017, the attached letter from Jamie Petrin, Community Homeless Liaison was referred to the Community Services Executive Committee for consideration.

The specifics of the request are as follows:

In the human services, we know that change is most impactful when community members from all walks of life come together. In order to achieve a positive outcome for those experiencing homelessness, **we are asking you to assist us by providing space at either the East End Hall or the Banquet Room on the second floor of the Memorial Sports Centre to be used at night as temporarily overnight emergency shelter until April 2018. Contingent on approval, we are requesting consistently the same night(s) every week.**


We are also asking churches in our community to assist in this effort by opening up space in their basements and having volunteers provide refreshments and set up this temporary overnight shelter.

As follow up to the request the Community Services Division reached out to RRDSSAB to see if there were other municipalities who could be contacted who have implemented similar requests, attached is an email response in this regard.

### **Recommendation**

Determine the viability of offering the East End Hall or MSC Auditorium to be used as a night-time emergency sleep shelter.

Respectfully Submitted,



Jason Kabel



## Rainy River District Social Services Administration Board

450 Scott Street  
Fort Frances, ON  
P9A 1H2

Ph: (807) 274-5349  
Fax: (807) 274-0678  
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

November 20, 2017

Attention: Jason Kabel  
Community Services Manager – Town of Fort Frances  
740 Scott Street  
Fort Frances, ON P9A 1H8

Dear Mr. Kabel,

I am writing to you on behalf of a collective of agencies that service the Rainy River district's most vulnerable population: individuals and families experiencing homelessness, requesting your input to help address emergency shelter issues. A committee dedicated to finding solutions to homelessness in our district has been working toward strengthening social supports as well as looking for immediate and preventative solutions. However, we have a major hurdle to address.

As you may be aware, our district has no emergency shelter, with the exception of the Atikokan Women's Shelter of Hope, which houses female victims of domestic violence. With no safe space for this vulnerable population to sleep, those experiencing homelessness are more likely to be victims of violent crime, develop serious health problems, have untreated mental or physical illnesses and addictions, among others.

In the human services, we know that change is most impactful when community members from all walks of life come together. In order to achieve a positive outcome for those experiencing homelessness, **we are asking you to assist us by providing space at either the East End Hall or the Banquet Room on the second floor of the Memorial Sports Centre to be used at night as temporarily overnight emergency shelter until April 2018.** Contingent on approval, we are requesting consistently the same night(s) every week.

We are also asking churches in our community to assist in this effort by opening up space in their basements and having volunteers provide refreshments and set up this temporary overnight shelter. If you would like to speak, you can reach me at (807) 274-5349 ext. 248 or [jpetrin@rrdssab.on.ca](mailto:jpetrin@rrdssab.on.ca). Thank you for your time and I look forward to collaborating with you.

Yours Truly,

Jamie Petrin  
Community Homeless Liaison



**From:** Jamie Petrin  
**To:** [Jason Kabel](#)  
**Cc:** [Sandra Weir](#)  
**Subject:** RE: Request for Space  
**Date:** Thursday, November 30, 2017 8:39:08 AM

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Hi Jason,

The committee involved in this initiative is hoping to model is an “Out of the Cold” program. There are several communities in Ontario who participate in this, including Barrie, St. Catherine’s and North Bay (which has recently made a move to a more permanent shelter). The idea is that churches and community spaces are open one night per week during the winter months to create “pop-up” temporary shelters where resources are not already in place for a permanent emergency bed solution.

As you know, Fort Frances and the Rainy River District are a unique location as we are a district that has zero emergency shelter solutions and we are trying to explore all short term options in our efforts to address the homeless issue in the winter months. Long-term planning is taking place but until such time as a permanent solution is in place we still have not addressed “out of the cold” issues in our district. I want to stress that what we requested is entirely exploratory. As such, I do not have any contacts at other municipalities who have responded to a similar request.

I hope this helps. What time is the meeting on Monday, and is it at Town Hall?

Thanks,

**Jamie Petrin**  
**Community Homeless Liaison**  
Rainy River District Social Services Administration Board  
450 Scott Street, Fort Frances, ON P9A 1H2  
(807) 274-5349 ext. 248  
[www.rrdssab.ca](http://www.rrdssab.ca)

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**From:** Jason Kabel [mailto:jkabel@fortfrances.ca]  
**Sent:** November-29-17 9:30 AM  
**To:** Jamie Petrin <jpetrin@rrdssab.on.ca>  
**Cc:** Sandra Weir <sandraw@rrdssab.on.ca>  
**Subject:** RE: Request for Space

Hi Jamie,

I’m writing a report for the executive committee for them to consider your request on Monday (Dec. 4<sup>th</sup>). Do you have any examples of other municipalities who have responded to a similar request

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** November 30, 2017

**RE: Sister Kennedy Centre Name Change**

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At the regular meeting of the Sister Kennedy Centre Board of Management on November 14, 2017, there was a resolution passed as follows:

Moved by June Caul,

Seconded by Dalton Taylor

To change the name of the Sister Kennedy Centre to the Fort Frances Senior Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour. **CARRIED.**

There was good discussion on the matter by the Board and included public participation from a couple in attendance for the meeting.

### History

**1978** – Sister Betty Kennedy along with a few Seniors created the first Seniors (55+) drop-in Centre in Fort Frances, known as the Pleasant Past Times Place. It was located in the back of the Pentecostal Church next door to the Royal Canadian Legion.

**1981** – July – Bylaw established by Mayor & Council to set up a committee for the purpose of constructing a Senior Citizen's drop-in centre on the old St. Mary's School property. This marked the commencement of much community fundraising.

**1983** – April – Tenders were opened and the contract to construct the new building was awarded to Tom Jones & Sons General Contractors from Thunder Bay.


**1983** – October 22 – Grand Opening took place & the Centre was renamed Sister Kennedy Centre.

**1987** – April – The Fix-it Shop was opened on the same grounds.

### **RECOMMENDATION**

The Community Services Executive Committee recommends to Mayor & Council to change the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.

Respectfully Submitted,



Jason Kabel



## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** November 30, 2017

**RE:** Student Wages – Community Services Division

### **Preamble**

In preparation for the imminent change to the student minimum wage it is necessary to update our student policy to acknowledge the alteration as appropriate. The passing of Bill 148, Fairer Workplaces, Better Jobs Act, 2017 stipulates that students under the age of 18, who work part time during the school year (up to 28hrs/week) and on school breaks, would see an increase from \$10.90 per hour to:

\$13.15 per hour on January 1, 2018, \$14.10 per hour on January 1, 2019

Below is a table that summarizes the existing student wage rates and new proposed rates:

<u><b>Student Position</b></u>	<u><b>Existing Wage Rate</b></u>	<u><b>Proposed New Rate 2018</b></u> (\$0.25 reduction to existing)
1. Student Arena Attendant	<b>Minimum wage +\$0.50/hour</b> = \$11.90/hour Year 1 = \$12.40/hour Year 2 = \$12.90/hour Year 3	<b>Student Minimum wage +\$0.25/hour</b> = \$13.40/hour No progression in 2 <sup>nd</sup> or 3 <sup>rd</sup> year
2. Summer Program Leader & Student Library/Museum/Marina Attendant	<b>Minimum wage +\$1.00/hour</b> = \$12.40/hour Year 1 = \$12.90/hour Year 2 = \$13.40/hour Year 3	<b>Student Minimum wage +\$0.75/hour</b> = \$13.90/hour No progression in 2 <sup>nd</sup> or 3 <sup>rd</sup> year
3. Lifeguard - Bronze Cross certified	<b>Minimum wage +\$1.35/hour</b> = \$12.75/hour Year 1 = \$13.25/hour Year 2 = \$13.40/hour Year 3	<b>Student Minimum wage +\$1.10/hour</b> = \$14.25/hour No progression in 2 <sup>nd</sup> or 3 <sup>rd</sup> year
4. Lifeguard - NLS certified	<b>Minimum wage +\$2.60/hour</b> = \$14.00/hour Year 1 = \$14.50/hour Year 2 = \$15.00/hour Year 3	<b>DELETE RATE</b> no longer needed * see below  (+\$2.35/hour= \$15.50/hour)
5. Lifeguard – Instructor	<b>Minimum wage +\$3.20/hour</b> = \$14.60/hour Year 1 = \$15.10/hour Year 2 = \$15.60/hour Year 3	<b>DELETE RATE</b> no longer needed * see below  (+\$2.95/hour= \$16.10/hour)
6. Lifeguard - Instructor, NLS certified	<b>Minimum wage +\$3.30/hour</b> = \$14.70/hour Year 1 = \$15.20/hour Year 2 = \$15.70/hour Year 3	<b>Student Minimum wage +\$3.05/hour</b> = \$16.20/hour No progression in 2 <sup>nd</sup> or 3 <sup>rd</sup> year
7. Lifeguard - Senior Guard	<b>Minimum wage +\$3.90/hour</b> = \$15.30/hour Year 1 = \$15.80/hour Year 2 = \$16.30/hour Year 3	<b>Student Minimum wage +\$3.65/hour</b> = \$16.80/hour No progression in 2 <sup>nd</sup> or 3 <sup>rd</sup> year

### High School Students

Wage rates of high school positions will be anchored to the **student** minimum wage as opposed to the previous policy of the general minimum wage. These rates shall increase naturally in equal proportion to future increases to the student minimum wage rate.

### Post-Secondary Students

Wage rates of post-secondary positions have traditionally been anchored to the Operations & Facilities division's Student Labourer rate (negotiated by CUPE Local 65), with additional premiums per the following groupings:

1. Summer Program Leader & Student Library/Museum/Marina Assistant/ Lifeguard  
 $\$16.73 + \$0.00/\text{hour} = \$16.73/\text{hours Jan 1/2018}$
2. Senior Guard & Summer Program Supervisor (uncertified)  
 $\$16.73 + \$0.50/\text{hour} = \$17.23/\text{hour Jan 1/2018}$
3. Student Marina Operator & Summer Program Supervisor (certified)  
 $\$16.73 + \$1.00/\text{hour} = \$17.73/\text{hour Jan 1/2018}$


High school student employees would transition to the post-secondary student wage schedule, if they resume student employment with the Town after completing one year of post-secondary studies.

\*Note: these 2 intermediate wage rates previously served as an incentive for students to progress with their certification once reaching the age of 16. Late in 2016, students are now able to start their NLS & Instructor training before the age of 16 and simply take the exam once turning 16. Due to the change, students are now typically skipping the 2 intermediate wage steps and progressing directly to level 6 (Lifeguard - Instructor, NLS certified).

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the revised 2018 student wage rates as presented.

Respectfully Submitted,



Jason Kabel

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** December 1, 2017

**RE:** **Museum Intern Funding Agreement - NOHFC**

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### **Museum intern position**

On Monday, November 27, 2017, Museum Curator, Sherry George received notification that the application to the Northern Ontario Heritage Fund Corporation for an intern position was approved as noted below (In 2016, grant approval was received in September).

### **Budget for intern**

The Northern Ontario Heritage Fund Corporation (NOHFC) pays 90% funding up to a maximum of \$31,449.60.

Similar to what was paid to the 2016-17 intern, we are suggesting that wages be set at \$20.50 per hour for the position to attract the best candidate possible.

	<b>2016-17</b>	<b>2018</b>
Wages (35 hours/week)	\$37,310	\$37,310
Benefits	\$4,710	\$4,710
Total Expenses	\$42,020	\$42,020
NOHFC Contribution (approved amount)	\$31,449.60	\$31,449.60
<b>Amount Outstanding</b>	<b>\$10,570</b>	<b>\$10,570</b>
Approximate TOFF Contribution 2016	(2016 Oct-Dec) \$2,643	-
Approximate TOFF Contribution 2017	(2017 Jan-Sep) \$7,927	-
Approximate TOFF Contribution 2018	-	(2018 Jan-Dec) \$10,570

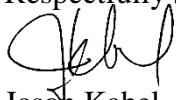
As this is a one-year position, the Town of Fort Frances contributions have historically been budgeted over two years with an earlier notification. With the later announcement in 2017, if approved, the entire budgeted amount will be realized in 2018.

The Museum is requesting permission to proceed with the hiring to capitalize on the NOHFC program at \$20.50/hr to attract the best candidate possible to the Museum. The required Town contribution in 2018 would be approximately \$10,570.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one-year that will be funded 90% up to a maximum of \$34,449.60. The cost to the Museum in 2018 is estimated to be \$10,570.

Respectfully Submitted,

  
Jason Kabel

**From:** [Sherry George](#)  
**To:** [Jason Kabel](#)  
**Subject:** FW: Internship Project Approval NOHFC 8502036  
**Date:** Monday, November 27, 2017 10:57:01 AM  
**Attachments:** [Verification Report \(EN\)NEW.doc](#)  
[NOHFC Internship ad template E - June 2014.doc](#)  
[Checklist.doc](#)  
[NOHFC Insurance Clauses.doc](#)

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Yes!

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**From:** Harris, Joey (MNDM) [mailto:Joey.Harris@ontario.ca]  
**Sent:** November 27, 2017 9:09 AM  
**To:** Sherry George <sgeorge@fortfrances.ca>  
**Cc:** Harris, Joey (MNDM) <Joey.Harris@ontario.ca>  
**Subject:** Internship Project Approval NOHFC 8502036

Hello Sherry,

Congratulations on the approval of funding for your **Community Engagement Coordinator Intern** position.

***Please quote NOHFC File Number 8502036 on all correspondence.***

You will be receiving a legal agreement directly from Northern Ontario Heritage Fund Corporation which will outline the conditions of the agreement. This email is to help you meet those conditions in advance.

Please note: there is no age restriction on this program.

**Candidate Criteria**

- University and college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- The position must provide the intern with first time employment in their field of study.
- Candidates are only eligible to participate in the internship program one time.
- Candidates must be legally entitled to work in Canada.

\*\*\*\*\*

**IMPORTANT – PLEASE READ**

**Please provide ALL of the following information as soon as a potential candidate has been identified:** - ***Please print attached Checklist and attach to front of package.***

**Insurance Requirements**

- Insurance Certificate (please see attached “NOHFC Insurance Clauses”)

document which can be provided to your insurance provider as a guide for completing the certificate).

### **Candidate Requirements**

- A **Verification Report** form (see attached) will need to be submitted to me with the required certification documents once you have identified a potential candidate.
- The Verification Report must **include** the following documents: the Post-Secondary Institute diploma or degree **and** a copy of the candidate's **resume**.
- Refer to the attached "checklist" to ensure all required documents are provided for candidate consideration.

***The candidate must be approved by your Project Officer before the first day of work in order to ensure that they meet the eligibility requirements of the program.***

***If your candidate is not approved, the wage remains the sole responsibility of the applicant.***

### **Job Posting**

- The NOHFC requires clients to use the NOHFC logo in job advertisements for youth internship positions. The specifics will vary as each position will be different, however the attached template will provide you with a guideline.

Please note that a copy and proof of the job posting **is** required.

**Please be advised that if a candidate is not approved by your Project Officer within 6 months from the date of the approval letter the file will be closed. If you are having difficulty hiring, please ensure to work with your Project Officer prior to the 6 month timeframe or you are at risk of your file being closed without further notice.**

***Please ensure that the ALL of the above noted information is submitted in one package. A candidate will not be reviewed unless all information is received.***

Please note that faxed correspondence is acceptable. Originals are not required.

If you have any questions, please do not hesitate to contact me.

Regards,

**Joey Harris**

Internship Program Coordinator

-----

**Ministry of Northern Development and Mines**

Regional Economic Development Branch

Sault Ste. Marie Area Team

70 Foster Drive, Suite 200



Sault Ste. Marie, ON P6A 6V8

Tel: 705-945-5914 or 800-461-2287

Fax: 705-945-5931 or 877-244-3044

Email: [joey.harris@ontario.ca](mailto:joey.harris@ontario.ca)

**IMPORTANT: When responding to this or sending any email to the Ministry or NOHFC please remove all web links/Facebook/Twitter/tags/ etc. from your signature block. These items will not get through the gov't firewall and as a result your email will not be received. You will not receive a bounce back or error message.**

## Checklist

Project #: \_\_\_\_\_

The following information is required when a potential candidate has been identified:

- ☐ Signed Verification Report
- ☐ Post-Secondary Institute diploma or degree
- ☐ Candidate's Resume
- ☐ Copy/Proof of Job Posting
- ☐ Insurance Certificate as per the insurance clause

\*\*\*\*\*

### **NOHFC Insurance Clauses:**

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence, \$2,000,000 products and completed operations aggregate.

#### **The Certificate of Insurance MUST include the following:**

- (a) **NOHFC and its officers, directors, employees and agents** as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

Please note that **all** of the insurance requirements must be identified on the certificate. If they are not identified the Insurance Certificate will be returned for revision.

The name of the applicant must appear **exactly** as shown on the NOHFC Legal Agreement.

# NOHFC *Northern Ontario Internship Program* Advertising Template

The advertisement template below is to serve as a guideline for all Northern Ontario Internship job placement ads. Although the content necessary for each position may vary, *all advertisements must include the text shown in blue and feature the NOHFC logo and support tagline.*

Your logo

**Internship Job Title**  
**location**

**Job Description:**  

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**Qualifications:** {enumerate job responsibilities and required skills}  
University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

**Application Deadline:** {Time} and/or {Date}

**Please mail applications to:** {Address of organization}

---

THIS OPPORTUNITY IS  
PROUDLY SUPPORTED BY:

**Ontario**  
Northern Ontario Heritage  
Fund Corporation  
Société de gestion du Fonds  
du patrimoine du Nord  
de l'Ontario

### **NOHFC Insurance Clauses:**

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 per occurrence, \$5,000,000 products and completed operations aggregate. (**Note:** The minimum allowable amount is \$2 million in general liability insurance).

#### **The Certificate of Insurance MUST include the following:**

- (a) NOHFC and its officers, directors, employees and agents as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

# Verification Report

# Northern Ontario Internship Program

## General Information

Employer's Legal Name:

NOHFC Number:

Job Title:

Placement location (address):

Expected Start Date:

Expected End Date:

*Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNM Project Officer.*

**Please confirm the intern wages (requires approval):**

Hourly rate:

Weekly rate:

## Candidate Profile

Name: (Print)

Permanent Address:

City or Town:

Postal Code:

Post-secondary Institution Attended:

Field of Study:

**NOTICE TO CANDIDATE:** *Personal information that is contained in this form is collected pursuant to s. 39(1) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, and will be disclosed to and used by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation to administer the Northern Ontario Youth Internship and Co-op Program. Questions about the collection of this personal information may be addressed to the Executive Director, Northern Ontario Heritage Fund Corporation, Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie ON P6A 6V8 tel: 1-800-461-8329 or (705) 945-6700 fax: (705) 945-6701.*

## Internship (complete if this is for an internship)

*I certify that the information regarding me in this form is correct, the training plan outlined for this position is relevant to my educational background and this is my first full-time job related to my field of study. I hereby consent to the collection and use of my personal information by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation for the purposes set out in the above Notice to Candidate.*

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## Declaration

*I declare that this verification form is true and complete in all respects and that the candidate named above is not a relative of the Employer. In this declaration, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, the Employer. If the Employer is not an individual, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, anyone who is involved in the Employer's hiring procedures and decisions or who has a controlling interest in the Employer.*

\_\_\_\_\_  
Authorized Signature (Training Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

NOHFC Number:		<i>Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNDM Project Officer.</i>		
<b>Candidate Profile</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the candidate a relative of the employer? If Yes (relationship):		<input type="checkbox"/>	<input type="checkbox"/>	
Is the candidate a recent graduate (within 3 years) of an accredited post-secondary institution? If No, (rationale and must be approved by REDB Manager)		<input type="checkbox"/>	<input type="checkbox"/>	
Was a copy of the candidate's certificate/diploma/degree provided?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the job placement in the candidate's career-related field?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the candidate sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the employer's authorized officer (Training Supervisor) sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Have you submitted an insurance certificate that complies with all the requirements of the NOHFC contract, including coverage for the required \$2 million (or amount required in clause 9.2 of the legal agreement) in comprehensive general liability insurance coverage? (Note: NOHFC contract requires the client to submit this <b>prior</b> to the candidate starting the position).		<input type="checkbox"/>	<input type="checkbox"/>	
<b>This section is to be filled out by the MNDM Project Officer only.</b>				
In-person Site Visit recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Area Team:	
Issues/Comments:				
Verified by:		Date:		
Eligibility confirmed <input type="checkbox"/>		Eligibility declined <input type="checkbox"/>		

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** November 30, 2017

**RE:** **2017 Provincial Child Care Wage Enhancement Agreement - RRDSSAB**

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### Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) has provided one-time funding for the 2017 Provincial Child Care Wage Enhancement Grant (WEG) for eligible staff at the Fort Frances Children's Complex. This one-time funding allocation is based on the information submitted in our Application for Provincial Wage Enhancement Funding. The approved applications for each of the 4 childcare sites are attached, below is a summary:

	# of FTE	Salary	Benefit	Supplemental Grant	Total
<b>Main Site</b>	9.26	22,670.20	3967.29	1388.43	\$28,025.91
<b>JW Walker</b>	1.65	3871.77	677.56	247.76	\$4797.09
<b>Robert Moore</b>	1.65	4833.89	845.93	247.76	\$5927.57
<b>St. Michaels</b>	1.65	5196.00	1014.30	247.76	\$7058.06

### Total Allocation

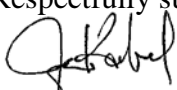
Provincial Child Care Wage Enhancement	\$43,676.93
Supplemental Grant	\$2,131.71
Administration Funding	\$ 87.36

This funding will provide the Children's Complex with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on actual hours worked. Once again, Resource Teachers (RT's) are not eligible for the provincially funded WEG, which places our 2 RT's at a lower hourly rate than our registered early childhood educators (RECE's).

### Recommendation

The Community Services Division recommends to Mayor & Council to endorse the agreement with the Rainy River District Social Services Administration Board (RRDSSAB) as presented.

Respectfully submitted,



Jason Kabel

## Rainy River District Social Services Administration Board

450 Street  
Fort Frances, ON  
P9A 1H2

Ph: (807) 274-5349  
Fax: (807) 274-0678  
Toll Free: 1-800-265-5349

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• Children's Services   • Land Ambulance   • Ontario Works   • Social Housing

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November 20, 2017

Jason Kabel  
Manager of Community Services  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Jason Kabel

**RE: 2017 Provincial Child Care Wage Enhancement Agreement**

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to provide one-time funding for the 2017 Provincial Child Care Wage Enhancement for eligible staff at Fort Frances Day Care. This allocation is based on the information submitted in your Application for Provincial Wage Enhancement Funding – Child Care Centres & Home Visitors (2017). Your approved application is attached.

This funding will provide your centre with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on hours worked in 2016.

<i>Funding Type</i>	<i>2017 Allocation</i>
Provincial Child Care Wage Enhancement	\$ 43,676.93
Supplemental Grant	\$ 2,131.71
Administration Funding	\$ 87.36

If the Town of Fort Frances is in agreement with the terms as set out in this letter, please return **two signed hard copies or one signed scanned copy** of this letter to my attention at the Rainy River DSSAB by **December 8, 2017**.

### **TERMS OF THE AGREEMENT**

#### **1) Purpose**

On January 19, 2015 the Premier announced that the Ministry of Education has committed \$269 million over three years to support a wage enhancement in the licensed child care sector. The wage enhancement initiative is intended to be an ongoing investment.

The wage enhancement objectives are:

- To help close the wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector;
- To help stabilize child care operators by supporting their ability to retain RECEs and non-RECE program staff; and
- To support greater employment and income security.

The ministry has established an hourly wage maximum of \$26.68/hour (as of January 1, 2017) for centre-based staff.



## 2) Eligibility

RECEs and other child care program staff are eligible for the 2017 wage enhancement if they:

- Are employed in a licensed child care centre or home child care agency;
- Have a wage of less than \$26.68 per hour excluding the prior year's wage enhancement; and
- Are categorized as a child care supervisor, RECE, or can be otherwise counted toward adult to child ratios under the *Child Care and Early Years Act, 2014 (CCEYA)*.

Supplementary program staff positions that are in place to maintain lower adult-child ratios than required under the CCEYA are also eligible for wage enhancement.

### Ineligible Positions (Non-Program Staff)

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and supplemental staff are not eligible for wage enhancement funding.
- The only exception to this provision is if at least 25% of the non-program staff position is used to support CCEYA ratio requirements. In these instances, the enhancement will be provided for the time in program.

## 3) Payments to Staff

The Operator is required to pay the wage enhancement to qualifying staff during 2017 retroactive to January 1, 2017. Discretion is allowed for wage enhancement payments to staff in 2017. The Operator can provide wage enhancement payments to staff as follows:

- Through staff's regular paycheques; or
- Through quarterly lump sum payments in the funding year ending December 31, 2017.

With either of the above payment options the child care operator is required to clearly label the funding provided for wage enhancement on staff pay cheques as "Provincial child care wage enhancement". A separate code may also be used on the pay cheques (if text is not feasible) as long as clear communication has been provided to staff defining the code as "Provincial child care wage enhancement".

If a separate line or code on pay cheques is not feasible due to payroll restrictions, the Operator may provide the funding to staff through a separate payment. These payments must be clearly tied to the number of hours worked.

The 17.5% maximum in mandatory benefits is used for employer costs for the statutory contributions. This includes 4.00% in vacation pay and 3.59% in public holiday pay that will be provided to employees.

### More Working Hours

If a centre has more working hours than in the previous year, the Operator will run out of wage enhancement funding prior to the end of 2017. The supplemental grant may be used to top up wage enhancement salary shortfalls.

The Operator is not required to absorb the additional cost to continue funding the enhancement until the end of 2017. The Operator can stop paying wage enhancement once the allocation for the centre has been depleted. There is no obligation for the Operator to pay the balance.

The Operator may choose to address wage enhancement for staff positions that are ineligible for the provincial child care wage enhancement or top up shortfalls in provincial wage enhancement for eligible positions through other funding sources.

#### Fewer Working Hours

If a position has fewer working hours than in the previous year (or as determined by the wage enhancement application) the Operator will only distribute wage enhancement for the actual hours worked in 2017. All surplus funds are to be returned to the RRDSSAB in the reconciliation process at year-end.

#### **4) Use of Wage Enhancement**

The Operator is required to provide 100% of wage enhancement funds to eligible staff. Wage enhancement funding must be paid to child care staff in addition to their standard wage rate as of January 1, 2017. Wage enhancement funding may be used to fund overtime hours worked in 2017 but not exceeding \$2.00 per hour. In addition, it may only be provided to staff whose positions were approved as part of the 2017 wage enhancement application process.

The funding cannot be:

- spent on any other child care program expenses;
- used to offset or replace a wage increase;
- used to replace other funding that the operator receives from the RRDSSAB (i.e. general operating funding).

The Operator is not permitted to substitute payments previously provided to staff with wage enhancement funding. Wage enhancement funding must be provided in addition to any pay equity payments agreed to under the pay equity memorandum of settlement. Wage enhancement funding that is not used for its intended purpose will be recovered by the RRDSSAB.

#### Benefits Funding and Flexibility

Benefits of 17.5 per cent support operators in meeting their statutory benefit requirements. Once all statutory benefits requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5 per cent can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Operators may use any residual benefits funding for wage enhancement salaries. The flexibility is only one way; therefore, salary funding cannot be used for benefits.

Operators may exceed 17.5% for benefits if the supplemental grant is used to support additional benefit expenses.

#### Supplemental Grant

In addition to the wage enhancement funds, operators will also receive a supplemental grant of \$150 for each eligible centre based FTE. The supplemental grant provides operators with flexibility to cover salary shortfalls due to increased hours or staffing, and/or additional benefits (e.g. additional time in program, new staff, vacation days, sick days or PD days and/or other benefits) once mandatory benefits are covered. Any funding that is not used for these purposes will be recovered.

DSSAB staff is available to support operators in setting priorities for how to allocate the supplemental grant.

## Administration Funding

To support operators with the implementation of the wage enhancement initiative, each operator will receive one-time funding for administration as part of its funding agreement. Unused administration funds will be recovered by the RRDSSAB.

### **5) Payment Schedule**

Wage enhancement funding retroactive to January 1, 2017 will be included with the Operator's October 2017 electronic funds transfer (EFT). The remaining funds will be provided as equal installments in the monthly EFTs through to the end of 2017.

### **6) Reporting Requirements**

The Operator is required to provide the RRDSSAB with the following information using forms to be supplied by the RRDSSAB:

- A statement which attests that 100% of wage enhancement funding was provided directly to eligible child care staff with up to \$2.00 per hour provided for wage plus up to 17.5 percent provided for benefits.
- Service and financial data required by the Ministry including:
  - Number of RECE FTEs receiving a full wage enhancement;
  - Number of Supervisor FTEs receiving a full wage enhancement;
  - Number of other program FTEs receiving a full wage enhancement;
  - Number of RECE FTEs receiving a partial wage enhancement;
  - Number of Supervisor FTEs receiving a partial wage enhancement;
  - Number of other program FTEs receiving a partial wage enhancement.

Rather than subtracting sick hours and adding in supply hours the Operator may have chosen to include the total hours worked for a position on its application and then pay whichever staff worked the hours in 2017. Where the Operator has chosen to combine staff positions on its wage enhancement application the Operator must ensure that records are kept on file for actual hours worked for each position from January 1, 2017 to December 31, 2017 and be prepared to present these upon request to the RRDSSAB.

### **7) Reconciliation**

Reconciliation of wage enhancement funding will be completed on the total number of FTEs funded by the Operator. In instances where the wage enhancement allocation for a position exceeds the actual hours worked in 2017 the RRDSSAB will recover unused funds from the Operator.

To support the reconciliation of wage enhancement funding the Operator agrees to:

- Participate in a wage enhancement reconciliation and compliance audit to confirm adherence with this Agreement. Operators selected for a wage enhancement audit will be notified in advance and provided with further information to prepare for the audit.
- Retain records pertinent to the information provided in the wage enhancement application.
- Track salaries and benefits payments separately.
- Permit RRDSSAB staff to enter, at reasonable times, any premises used by the Operator in connection with the provision of wage enhancement and retention of records to inspect all records relating to the delivery of wage enhancement.
- Provide quarterly year-to-date reports that include actual and projected wage enhancement expenditures, revenue and all other service data information – "Schedule 3".
- Include a separate line within its audited financial statements for each wage enhancement revenue and wage enhancement operating expenses.

In the event that the RRDSSAB determines that the Operator has failed to meet the funding conditions

outlined in their agreement for the provision of wage enhancement funding, the RRDSSAB will recover all misused funds. Additionally, non-compliant operators may be deemed ineligible to receive future wage enhancement funding.

Thank you for your continued commitment to your staff, and the children and families in your community. If you have any questions regarding this agreement please contact me at [tfretter@rrdssab.on.ca](mailto:tfretter@rrdssab.on.ca) or (807) 274-5349 ext. 241.

Sincerely,



Tanis Fretter  
Integrated Services Manager

Attachment

cc: Shawna McRitchie, Superintendent, Fort Frances Children's Complex  
Dawn Galusha, Deputy Treasurer, Town of Fort Frances  
Reta Dykstra, Finance Supervisor, Rainy River DSSAB

I, \_\_\_\_\_ have the authority to bind the **Town of Fort Frances** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Town of Fort Frances** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)

## CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name:  
Operator Name:  
Licence Number  
Auspice Type:  
Centre / Agency Mailing Address:

Town of Fort Frances  
Fort Frances Children's Complex- Main Site  
0006668  
Non-Profit Operation  
1150 Portage Avenue  
Fort Frances, ON, P9A 2B1

## CONTACT INFORMATION

Name:  
Phone Number:  
Email Address:

Shawna McRitchie  
274-5457  
[smcrichtie@fortfrances.ca](mailto:smcrichtie@fortfrances.ca)

## CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016  
Standard work week (hours)  
Total Operating Capacity (N/A for Home Child Care Provider agencies)  
Total Licensed Capacity (N/A for Home Child Care Provider agencies)

52  
37.5  
44  
44

## SERVICE DATA

Number of ineligible\* RECEs  
Number of ineligible\* Non-RECEs  
Number of ineligible\* Supervisors  
Number of ineligible\* Home Visitors  
*\*Hourly rate exceeds cap*

0  
0  
2  
0

EMPLOYEE / POSITION INFORMATION							WAGE ENHANCEMENT DETERMINATION					
	Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1	Toddler Teacher 1	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
2	Toddler Teacher 2	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
3	Toddler Teacher 3	YES	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
4	Toddler Teacher 4	YES	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
5	Preschool Teacher 1	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
6	Preschool Teacher 2	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
7	Preschool Teacher 3	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
8	Float	NO	Non-RECE	\$ 20.23	1,820.00	100%	Full	\$ 2.00	1.04	\$ 3,640.00	\$ 637.00	\$ 4,277.00
9	Interim Replacement Staff	NO	Non-RECE	\$ 20.23	1,680.00	100%	Full	\$ 2.00	0.96	\$ 3,360.00	\$ 588.00	\$ 3,948.00

SUMMARY			FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
Fully Eligible Positions			RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
			Non-RECE	1.99	\$ 7,000.00	\$ 1,225.00	\$ 8,225.00
			Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
			Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL				1.99	\$ 7,000.00	\$ 1,225.00	\$ 8,225.00
Partially Eligible Positions			RECE	7.26	\$ 15,670.20	\$ 2,742.29	\$ 18,412.49
			Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
			Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
			Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL				7.26	\$ 15,670.20	\$ 2,742.29	\$ 18,412.49
TOTAL				9.26	\$ 22,670.20	\$ 3,967.29	\$ 26,637.49
SUPPLEMENTAL GRANT							\$ 1,388.43
GRAND TOTAL							\$ 28,025.91

## CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:

Laurie Lindberg

Title:

Treasurer

Date:

3-Feb-17

Please click and select:

(To be completed by CMSM/DSSAB only)

## APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
9.26	22670.2	3967.29	1388.43	28025.91

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

# Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)

## CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name:  
Operator Name:  
Licence Number:  
Auspice Type:  
Centre / Agency Mailing Address:

Town of Fort Frances  
Fort Frances Children's Complex- JW Walker  
0006668  
Non-Profit Operation  
1150 Portage Avenue  
Fort Frances, ON, P9A 2B1

## CONTACT INFORMATION

Name:  
Phone Number:  
Email Address:

Shawna McRitchie  
274-5457  
smcritchie@fortfrances.ca

## CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016  
Standard work week (hours)  
Total Operating Capacity (N/A for Home Child Care Provider agencies)  
Total Licensed Capacity (N/A for Home Child Care Provider agencies)

52  
24  
21  
30

## SERVICE DATA

Number of ineligible\* RECEs  
Number of ineligible\* Non-RECEs  
Number of ineligible\* Supervisors  
Number of ineligible\* Home Visitors  
*\*Hourly rate exceeds cap*

0  
0  
0  
0

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION						
	Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1	School Age Teacher 1	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
2	School Age Teacher 2	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
3	Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65

SUMMARY									FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
Fully Eligible Positions									RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
									Non-RECE	0.23	\$ 798.00	\$ 139.65	\$ 937.65
									Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
									Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL										0.23	\$ 798.00	\$ 139.65	\$ 937.65
Partially Eligible Positions									RECE	1.42	\$ 3,073.77	\$ 537.91	\$ 3,611.68
									Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
									Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
									Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL										1.42	\$ 3,073.77	\$ 537.91	\$ 3,611.68
TOTAL										1.65	\$ 3,871.77	\$ 677.56	\$ 4,549.33
SUPPLEMENTAL GRANT													\$ 247.76
GRAND TOTAL													\$ 4,797.09

## CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:  
Title:  
Date:

Laurie Lindberg  
Treasurer  
February 3/17

Please click and select:

(To be completed by CMSM/DSSAB only)

## APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	3871.77	677.56	247.76	4797.09

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

# Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)

## CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name: Town of Fort Frances  
 Operator Name: Fort Frances Children's Complex- Robert Moor  
 Licence Number: 0005768  
 Auspice Type: Non-Profit Operation  
 Centre / Agency Mailing Address: 1150 Portage Avenue  
 Fort Frances, ON, P9A 2B1

## CONTACT INFORMATION

Name: Shawna McRitchie  
 Phone Number: 274-5457  
 Email Address: smcrichtie@fortfrances.ca

## CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016: 52  
 Standard work week (hours): 24  
 Total Operating Capacity (N/A for Home Child Care Provider agencies): 28  
 Total Licensed Capacity (N/A for Home Child Care Provider agencies): 30

## SERVICE DATA

Number of ineligible\* RECEs: 0  
 Number of ineligible\* Non-RECEs: 0  
 Number of ineligible\* Supervisors: 0  
 Number of ineligible\* Home Visitors: 0  
*\*Hourly rate exceeds cap*

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION							
	Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
1	School Age Teacher 1	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84	
2	School Age Teacher 2	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33	
3	Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65	
SUMMARY									FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
Fully Eligible Positions									RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
									Non-RECE	0.94	\$ 3,297.00	\$ 576.98	\$ 3,873.98
									Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
									Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL										0.94	\$ 3,297.00	\$ 576.98	\$ 3,873.98
Partially Eligible Positions									RECE	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
									Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
									Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
									Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL										0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
TOTAL										1.65	\$ 4,833.89	\$ 845.93	\$ 5,679.81
SUPPLEMENTAL GRANT												\$ 247.76	
GRAND TOTAL												\$ 5,927.58	

## CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority: Laurie Lindberg  
 Title: Treasurer  
 Date: 3-Feb-17

Please click and select:

(To be completed by CMSM/DSSAB only)

## APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	4833.89	845.93	247.76	5927.58

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017



# Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)

## CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name:  
Operator Name:  
Licence Number:  
Auspice Type:  
Centre / Agency Mailing Address:

Town of Fort Frances  
Fort Frances Children's Complex- St. Michael's  
0005769  
Non-Profit Operation  
1150 Portage Avenue  
Fort Frances, ON, P9A 2B1

## CONTACT INFORMATION

Name:  
Phone Number:  
Email Address:

Shawna McRitchie  
274-5457  
smcritchie@fortfrances.ca

## CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016  
Standard work week (hours)  
Total Operating Capacity (N/A for Home Child Care Provider agencies)  
Total Licensed Capacity (N/A for Home Child Care Provider agencies)

52  
24  
28  
30

## SERVICE DATA

Number of ineligible\* RECEs  
Number of ineligible\* Non-RECEs  
Number of ineligible\* Supervisors  
Number of ineligible\* Home Visitors  
\*Hourly rate exceeds cap

0  
0  
0  
0

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION					
Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 School Age Teacher 1	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33
2 School Age Teacher 2	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33
3 Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65

SUMMARY		FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions		RECE -	\$ 0.00	\$ 0.00	\$ 0.00
		Non-RECE 1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30
		Supervisor -	\$ 0.00	\$ 0.00	\$ 0.00
		Home Visitor -	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL		1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30
Partially Eligible Positions		RECE -	\$ 0.00	\$ 0.00	\$ 0.00
		Non-RECE -	\$ 0.00	\$ 0.00	\$ 0.00
		Supervisor -	\$ 0.00	\$ 0.00	\$ 0.00
		Home Visitor -	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL		-	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL		1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30
SUPPLEMENTAL GRANT					247.76
GRAND TOTAL					\$ 7,058.06

## CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:  
Title:  
Date:

Laurie Lindberg  
Treasurer  
3-Feb-17

Please click and select:

(To be completed by CMSM/DSSAB only)

## APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	5796	1014.3	247.76	7058.06

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017



## **BRIEFING NOTE**

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** November 30, 2017

**RE:** **Fort Frances High School Hockey Academy - Lockers in IFK**

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### **Background**

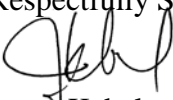
At the regular meeting of Council on September 11, 2017, Council approved the placement of lockers by the Fort Frances High School Hockey Academy in the Memorial Sports Centre.



### **Recommendation**

None at this time. This briefing note is being provided as an update to a previous decision.

Respectfully Submitted,



Jason Kabel