



CORPORATION OF THE TOWNSHIP OF PRINCE  
Special Meeting AGENDA  
December 6 2022  
6:00 PM

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Join Zoom Meeting

<https://us02web.zoom.us/j/86136482757?pwd=L0ZEMUJGQ2NEOS9FS1F2WGd1aHRpUT09>

Meeting ID: **861 3648 2757**

Passcode: **049726**

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
4. Minutes of Previous Meeting
5. Questions and information arising out of the minutes.
6. Petitions and/or delegations
7. Staff Reports
8. Planning
9. By-Laws
10. Notice and Notice of Motions
11. Correspondence
12. Minutes of Boards and Committees
13. New Business
  - a) New Council Training Options
    - 1) MMAH Laird Town Hall 3 hours
    - 2) Summit New Council Media Training 3 hours
    - 3) AMCTO ½ Session Council relations
    - 4) MPAC Training
    - 5) Wishart E4M Training over 3 years



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- b) Outdoor Rink
- c) Request to Hire CEMC
- d) 2023 ROMA Conference in Toronto, Mayor Palumbo Request to Attend
- e) Name Members to Various Committees and Name acting Mayor
- f) Treasurer Request to obtain NCU credit card to conduct Township Business with \$20k limit (same as last card)
- g) DSSAB Agreement Amendment CWELCC Funding
- h) Add Councillor E. Caputo as signor to Township accounts
- i) Township Complaint Process Review

14. Old Business

15. Closed Session

- a) Personal matters about an identifiable Individual s. 239(2)(b)  
Contract discussion
- b) Personal matters about an identifiable individual s. 239(2)(b)  
Recreation Committee
- c) Personal Matters about an Identifiable individual s.239(2)(b)  
Hiring
- d) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (s.239(2)(e)  
Marshall Drive

16. Confirmatory By-Law-

17. Adjournment

# The Ontario municipal councillor's guide

Use this guide during your term of office to help you meet your responsibilities to the people in your community.

This guide and is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. For example, it includes references to specific sections in legislation, but other provisions of legislation are often relevant. The guide refers to or reflects laws and practices that are subject to change.

Municipalities and councillors are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. The guide, as well as any links or information from other sources, is not a substitute for specialized legal or professional advice. The user is solely responsible for any use or application of this guide.

## Introduction

Your role as a councillor is intricate and involved. You will find yourself dealing with complex and sometimes contentious issues. Even the most seasoned councillor will encounter new questions.

Knowing where to go for information on the roles, requirements and relationships of local government will help you to fulfil your role.

This guide covers topics that are important to know throughout your term of office as a municipal councillor or head of council. It covers the role of council and the councillor, accountability and transparency, governance and law-making in the municipal setting, the fiscal context, land use planning and housing. It can help you meet your responsibilities and the municipality's goals and objectives, and provide continued high-quality service to the residents of your community. The guide also outlines where you can access more information about municipal governance, and gives you tips to help you fulfil your role as a councillor. The guide includes references to specific sections in legislation that can be a helpful starting point when you are considering a particular matter. Keep in mind that other provisions of legislation are often important.

For more information about your particular municipality and your role, consult with staff in your municipality.

**Note: City of Toronto councillors**

## SCOPE OF WORK DOCUMENT

**Project Name:** Prince Township, ON  
Three-Hour Media Training Workshop

**Project Work delivered by:** Summit PCG  
c/o Jake Pastore, President  
Jim Cronin, Communication Consultant

**Scope of Work**  
**Date:** November 21, 2022

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**Project Deliverables:** 3-HOUR WORKSHOP

Topics covered in the workshops include:

- **Media Training Priorities**  
Preparing before the media crisis occurs  
Developing a working partnership with Media  
Proactive and Reactive Media  
Social media challenges: “anyone with a cellphone can be a citizen reporter”
- **Media Interview Requests** – radio, television, phone, live or recorded, face to face  
Ambush Interviews  
Key Messages: select your words CAREFULLY  
Media Case Study in your jurisdiction and Simulated Interview

Summit PCG will also provide a summary copy of the presentation for each participant in the workshop which will act as one-page quick reference guide to keep on your desk.

**Project Dates for Delivery:** November 29<sup>th</sup>, November 31<sup>st</sup>, December 1<sup>st</sup> or December 2<sup>nd</sup>  
  
These are some potential dates. We are flexible.  
  
6 – 9 pm if evening session is chosen.





**Project Costs:**

## SCOPE OF WORK DOCUMENT

3-hour virtual media workshop (includes simulated participant media interviews) Flat Fee of **\$1500 plus taxes** up to 8 participants in session.

# Jake Pastore

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Jake Pastore, President  
Summit PCG

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Andrew Nowlan, Municipal Administrator  
Prince Township, ON



## Staff-Council Relations Training

Following the October 2022 municipal elections, municipal staff will need to quickly get their elected and appointed leadership teams up and running effectively to meet the challenges of managing municipal operations and providing responsive services to their communities.

Municipalities that struggle with integrating council and staff into a cohesive professional unit, and defining and understanding their respective roles, will face significant operational and strategic challenges. By bringing this innovative AMCTO workshop to your municipality, you will learn proven tools and techniques to make your collective leadership team significantly more productive and successful at setting and attaining organizational goals. This workshop will identify proactive strategies for conflict management as well as address systemic issues which can lead to ineffective governance. This is an interactive session that is designed to bring both your elected and appointed leadership teams together to:

- Review best practices and effective governance models
- Facilitate dialogue to assess what's working and areas for improvement
- Work through a case study that is unique to your group
- Discuss strategies and new ideas during breakout sessions that will demonstrate collaboration and foster a team-focused approach to tackling challenges

### Why Attend?

An election year is one of the most challenging times for municipal management. By attending this workshop, you and your teams will learn strategies and tools to support you right at the beginning of a new council term. Learn what you can do to prepare your elected and appointed leadership teams to work as a cohesive, professional unit.

### Who Should Attend?

Elected officials along with CAOs, clerks, department heads, and senior management.

### About the Instructor: Rob Adams

See next page for details.



**AMCTO**  
THE MUNICIPAL EXPERTS

**2022 Municipal  
Elections Training**



**Rob Adams** is a passionate and innovative leader who uses outside-the-box thinking to leverage success. Rob is a unique CAO, having served as a Mayor and Warden on the political side. Rob is also a proven business executive as he ran the Operations of Canada's largest digital signage technology software company and achieved the Profit 100 Canada's Fastest Growing Companies rankings 2 years in a row.

Rob is currently the Chief Administrative Officer for the Town of Stouffville, in York Region. Stouffville is one of the premier communities in the Greater Toronto Area with a current population of 55,000 people and is the 2nd fastest growing municipality in Ontario.

## **AGENDA**

AMCTO Staff-Council training  
Instructor - Rob Adams BA MPA  
Town Hall Consulting

### **Part 1**

Roles and Responsibilities, Legislation -Municipal Act Secrets to building good relationships  
Rules of Etiquette

### **Part 2**

High Performance Teams  
Secrets to building trust  
Respect and Trust  
5 Dysfunctions of a team

15 min break

### **Part 3**

Leadership Excellence  
Character  
Values  
Political Fortitude

### **Part 4**

Your Legacy  
Strategic Planning  
Let's play Kahoot



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## RE: New Council Training - quotation

1 message

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**Jeanne Moon** <jmoon@amcto.com>

Mon, Nov 21, 2022 at 9:43 AM

To: "CAO Prince Twp." <clerk@twp.prince.on.ca>

Hi Andrew,

Thank you for your inquiry about the Staff Council Orientation training this fall/winter. Attached is the write up and agenda for the workshop.

**We will be offering this as a virtual half day workshop, via zoom.**

The workshop typically runs from 8:30 am to 12:30 pm with a 15 minute breaks, however we can customize and deliver in a time frame that works best for you and your team.

**AMCTO will bring this workshop to you as part of our corporate training program based upon the following pricing:**

**1. A base fee of \$2,600.00 + HST for a minimum guarantee of 10 people (\$260.00 + HST per person) per workshop**

**2. For more than 10 attendees we would charge an additional discounted fee of \$175.00 + HST per person (maximum participants per workshop is 35)**

AMCTO will set up and host the zoom meeting.

The host municipality will be responsible for collecting the registration fees from each individual.

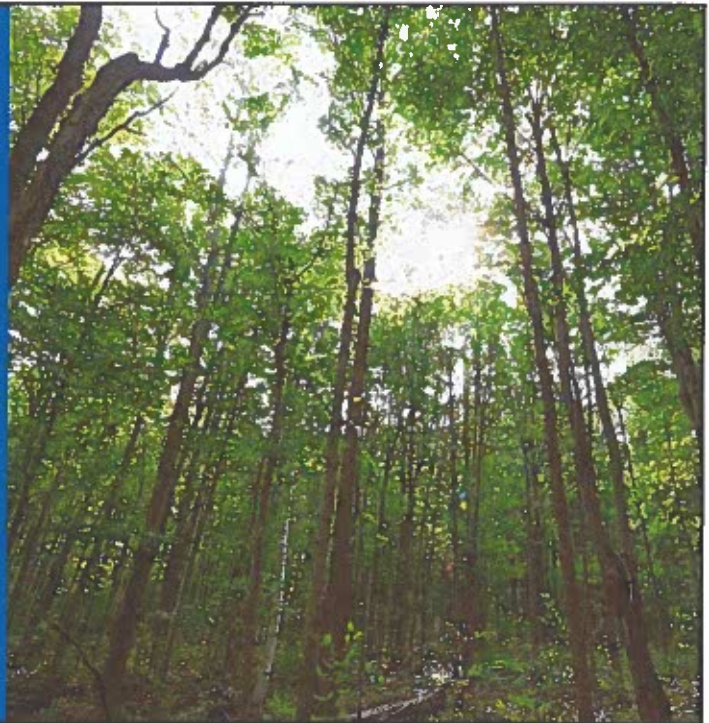
If you have any questions about this quotation or require further information, please let me know.

**Jeanne Moon** (she/her)

Coordinator, Programs & Services



## Council Orientation Presentation



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## MPAC

Property Assessment  
in Ontario



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# Maintaining Ontario's Property Database



Provincial, Municipal and  
Property Owner Support  
& Guidance



New Assessment  
Forecasting & Market  
Analysis/Trends



Municipal Financial  
Planning & Insights



Vacancy and Tax  
Applications for  
Commercial, Business  
& Residential



Requests for  
Reconsideration &  
Appeal Processing



Processing Severances  
and Consolidations



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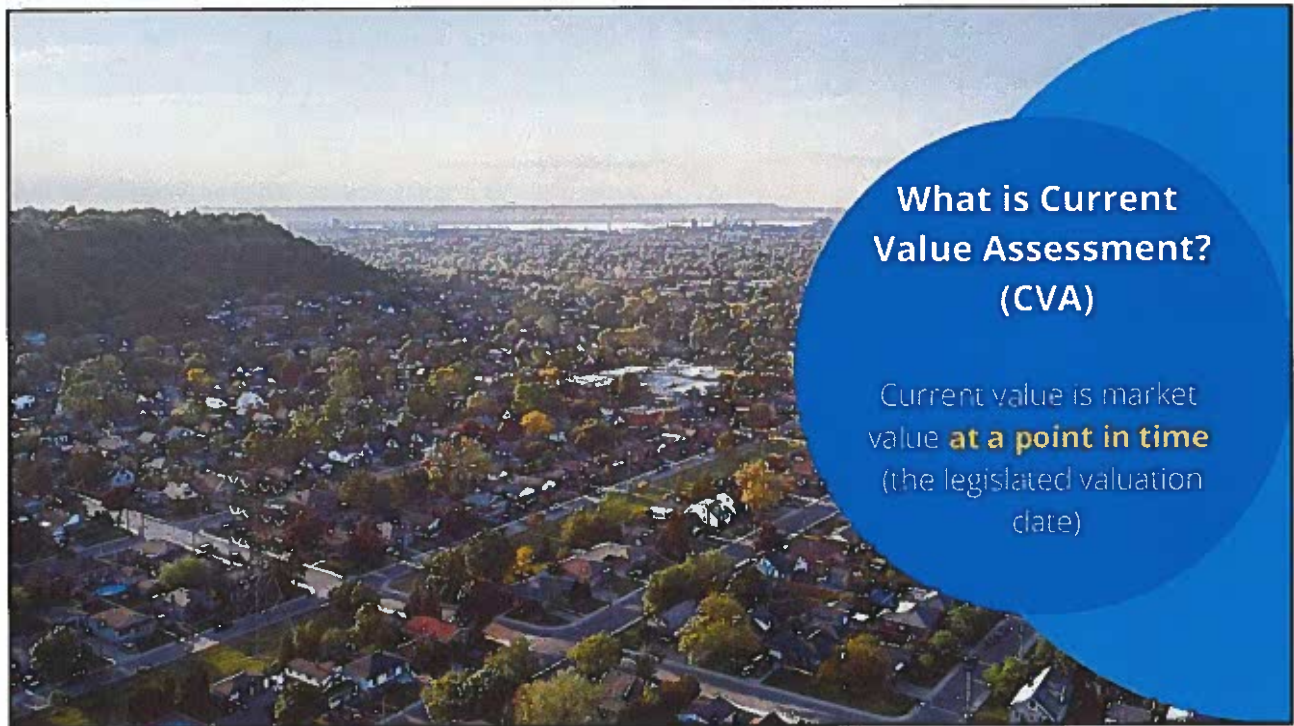
MPAC conducts  
property valuation  
updates, referred to  
as **reassessments**.

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## Assessment Update

Property values for the **2022 and 2023 Tax Years** continue to be based on a **January 1, 2016 valuation date**.



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## The **Three** Approaches to Value

*Residual Value*

**Direct  
Comparison**

**Income**

**Cost**

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# How We Assess Property

## Direct Comparison Approach



**Residential**



**Condos**



**Vacant Land**

We analyze recent sales of **comparable properties** that were sold for a similar or identical use as the **property to be valued**.

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## The 5 Major Factors



**Location**



**Lot Size**



**Quality of Construction**



**Square Footage**



**Age of Property**

**Did you know?**

**Five major factors** account for approximately **85%** of a property's assessed value.

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# How We Assess Property

## Income Approach



**Industrial  
Malls**



**Multi-Residential  
Properties**



**Office  
Buildings**



**Hospitality  
Properties**



**Shopping  
Centres**

To value these properties, we need to determine how much **revenue** they could generate and the **sale price**.



Those two factors determine a **'capitalization rate'** that helps us determine the property's **assessed value**.

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# How We Assess Property

## Cost Approach



**Industrial  
Properties**



**Grain  
Elevators**



**Large and Special  
Purpose Properties**



**Warehousing**

We use the cost approach for properties that are **unique and rarely sold** on the market.

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## MPAC's Role in The Building Permit Process

Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**

Municipalities tax property owners **based on those assessments.**

The sooner MPAC delivers assessments, the faster municipalities realize **new revenue.**

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## Resolving Assessment Concerns

1



Reflect on the Current Value Assessment

2



Visit MPAC's [AboutMyProperty.ca](http://AboutMyProperty.ca) to confirm details

3



View similar properties and their assessed values

4



Submit a Request for Reconsideration if you disagree

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## Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates\* for your property type.



Property taxes you pay.

\*Education tax rates are set by the provincial government

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Ready with  
Resources  
for **You**



**MYTH**

My property value has doubled.

My property taxes will double.

✗

**FACT**

There is **no 1:1 relationship** between the change in your assessed value and change in taxation.

✓



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## How will my Property Assessment Impact my Taxes?



Watch the video to **learn more**.

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**Stay Connected,  
Stay Informed**

Subscribe to **InTouch**, our municipal newsletter, follow us on **social media**, and visit our Municipal Resource Library on **mpac.ca**.

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## Your Municipal Contacts

Judy Sauder  
 Account Manager  
[judy.sauder@mpac.ca](mailto:judy.sauder@mpac.ca)  
 (705) 419-1739

Laura Voltti  
 Regional Manager  
[laura.voltti@mpac.ca](mailto:laura.voltti@mpac.ca)  
 (705) 419-1085

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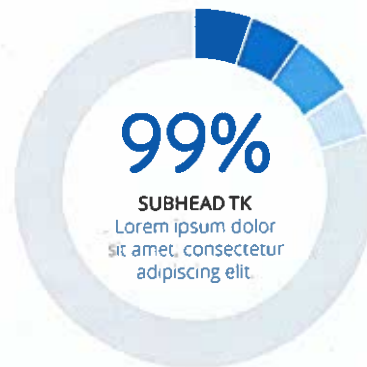
## Your Local Assessment Base

Property Class	Number of Properties	Total Assessed Value (M's)	Percentage of Total Portfolio
Residential	X	X	X
Farm			
Commercial			
Industrial			
Exempt			
Multi-residential			
Other			
<b>TOTAL</b>	X	X	X

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## Your Local Assessment Base

Current Value Assessment



■ Commercial ■ Farm ■ Industrial ■ Special/Exempt ■ Multi-residential ■ Residential

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## Questions?

Judy Sauder, Account Manager  
judy.sauder@mpac.ca  
Ph: (705) 419-1739 Cell: (705) 280-5837



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*Book time with Council*



# COUNCIL ONBOARDING PROGRAM



## In Person Onboarding Session Topics

### Session 1 (2022/2023)

#### Municipal Government Fundamentals

- Governance Basics
- Civility
- Decision Making
- How to Debate
- Law making
- Setting Priorities and planning Your Council Term
- Performance Management Basics
- Defining Levels of Service
- Local Hot Topics

### Session 2 (2024)

#### Building on Session 1

- Role and Responsibilities Refresher
- Council/Staff Relationship
- Leadership vs. Management
- Human Resource Best Practices
- Local Hot Topics

### Session 3 (2025)

#### Council Legacy

- Role and Responsibilities Refresher
- Future Thinking
- Defining Council's Legacy
- Local Hot Topics

## Your Onboarding Program Also Includes:

- Council Term Plan – working document for Council to assist them in accomplishing their priorities
- Building Relationships and Respect – Extended DISC Assessments and Training
- Coaching/Mentoring for Heads of Council and Councillors – allows Heads of Council and Councillors to contact a municipal expert for information/advice on municipal governance matters not including the ethical policies or the Municipal Conflict of Interest Act which is the role of the Integrity Commissioner
- Council Report Cards – Quarterly/Annual outline the activities that Council has undertaken in relation to their Term Plan etc. There are tools to keep the public informed
- CAO/Senior Administrator Performance Evaluations - facilitate Council and the CAO/Senior Administrator in setting annual performance expectations and carrying out the annual performance evaluation

# OVERVIEW

WMG/E4m Onboarding Program	Year				Item Cost
	2022/2023	2024	2025	2026	
Three (3) In Person Onboarding Sessions (\$8,600 per session unsubsidized)	X	X	X		\$ 25,800.00
Council Term Plan	X				\$ 8,600.00
Extended DISC Assessments* & Training	X				\$ 2,700.00
Coaching/Mentoring Head of Council Hours**	X	X	X	X	\$ 1,375.00
Coaching/Mentoring Councillor Hours***	X	X	X	X	\$ 5,500.00
Quarterly Council Report Cards (based on Council Term Plan)	X	X	X	X	\$ 6,850.00
Annual Council Report Card (based on Council Term Plan)	X	X	X	X	\$ 2,500.00
Annual Support to Set Performance Expectations for CAO/Senior Administrator ****	X	X	X	X	\$ 10,500.00
Annual Support to Conduct Performance Evaluations of the CAO/Senior Administrator	X	X	X	X	\$ 14,000.00
			Total Cost of Items		\$ 77,825.00

\* Includes 6 Assessments additional Assessments can be purchased separately @375 per assessment

**\*\*Based on five (5) total hours which may be used between 2022 and 2026 (Term of Council)**

\*\*\*Based on five (5) total hours per Councillor which may be used between 2022 and 2026 (Term of Council)

\*\*\*\*Includes Policy/Program

Does not include HST or travel costs for in person sessions

## WMG/E4m Subsidy

**Sign up for the full package before January 21, 2023 to receive a \$20,000 discount.**

	Value	Savings	Investment
Full Package	\$ 77,825.00	\$ 20,000.00	<b>\$ 57,825.00</b>

**The annual investment is \$14,456.25**

## Payment Plan

Any municipality signing up before December 31, 2022, would be eligible to make the following instalment payments:

2022	2023	2024	2025	2026
\$7,228.25	\$7,228.00	\$14,456.25	\$14,456.25	\$14,456.25
plus \$500 administration fee and HST	plus HST			

**Municipalities not interested in the full package can request a quote for select parts of the Onboarding Program.**

# WMG/E4M TRAINING PROGRAM



## Training/Workshops for 2023/2024

- Head of Council Leadership Forum (Mayors & CAOs Senior Administrator) in 2023
- Bi-Annual Councillor Leadership Forum in 2024
- Communications/Public Relations/Social Media
- Evaluating the CAO/Senior Administrator's Performance
- Expectations for Your CAO/Senior Administrator
- Human Resource Management Policies
- Feedback Management
- Workplace Respect/Staff Council Relationship
- MFIPPA/Legislated Obligations



# THANK YOU

WE LOOK FORWARD TO WORKING  
WITH YOU



For more information contact:  
[support@e4m.solutions](mailto:support@e4m.solutions)



[www.E4m.solutions](http://www.E4m.solutions)

*Wishart*  
LAW FIRM LLP

[Home](#) / [ROMA 2023](#) /

# Program

**Sunday, January 22 - Tuesday, January 24**

**Sheraton Centre Hotel - 123 Queen Street West, Toronto**

## **ROMA 2023: Breaking New Ground**

Program Outline

Accurate as of: Wednesday, November 16, 2022

### **Sunday, January 22**

9:00am – 6:00pm      Registration Open

1:00pm – 6:00pm      Trade Show Open

1:00pm – 2:15pm      Concurrent Sessions

- Building Code Challenges
- Asset Management
- Senior-Friendly Rural Communities
- Local Impacts on Railways
- Short-Term Accommodations

2:15pm – 2:45pm      Coffee Break with Exhibitors

2:45pm – 4:30pm      Plenary Programming, including:

- Welcome Address
- Opening Keynote: **Jesse Wentz, Broadcaster, Indigenous Advocate, Pop Culture Philosopher**  
***Unreconciled: Making Meaningful Change***

In this explosive talk, Jesse Wentz brings to life his national bestselling book *Unreconciled: Family, Truth, and Indigenous Resistance*. Using stories from his life and his family's history Jesse takes stock of the current state of truth and reconciliation in Canada, the challenges that exist to achieving both truth and reconciliation and what can be done to further the process. Using his experience advocating for and creating space for First Nation, Inuit and Métis people in the arts sector, Jesse will explore how

companies, organizations, institutions and governments can create meaningful change for Indigenous people and themselves. Jesse will touch on themes of sovereignty and self-determination, systems change, and decolonization. This talk is appropriate for those looking to take a deep dive into truth and reconciliation, to have their ideas challenged, and those willing to face the challenges ahead.

- ROMA Advocacy Updates: Digital Connectivity and Housing Affordability
- Rural Ontario Institute: Rural Housing Information System

4:30pm – 6:00pm          Welcome Reception

**Monday, January 23**

7:00am – 5:00pm          Registration Open

7:30am – 3:30pm          Trade Show Open

7:30am – 8:15am          Breakfast, Visit with Exhibitors

8:30am – 9:45am          Plenary Programming, including

- Robin Jones, Chair, ROMA
- AGM
- Chief Stacey Laforme, Mississaugas of the Credit (invited)
- Premier Ford (invited)
- ROMA Advocacy Update: Access to Services
- The Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs (invited)

9:45am – 10:15am          Coffee Break with Exhibitors

10:15am – 11:45am          Concurrent Sessions

- Blue Box Transition and the Circular Economy
- Indigenous Relations
- Data-Driven Decision Making
- Succession Management
- Solutions for Rural Health

12:00pm – 1:00pm          Learning Lunches

1:00pm – 1:30pm          Dessert with Exhibitors

1:30pm – 2:45pm          Concurrent Sessions

- Welcoming Newcomers
- Emergency Management
- Joint and Several Liability
- Rural Housing Development
- Electricity Procurement

2:45pm – 3:15pm          Coffee Break with Exhibitors



3:15pm – 5:30pm          Plenary Programming, including:

- Peter Tabuns, Interim Leader, NDP (invited)
- ROMA Advocacy Update: Workforce Development
- Colin Best, President, AMO
- The Hon. Steve Clark, Minister of Municipal Affairs and Housing (invited)
- Ministers' Forum

## **Tuesday, January 24**

7:00am – 10:00am          Registration Open

7:30am – 8:15am          Insight Breakfasts

8:30am – 10:00am          Plenary Programming, including:

- John Fraser, Interim Leader, Ontario Liberal Party (invited)
- ROMA Advocacy Update: Growth on our own terms
- Mike Schreiner, Leader, Green Party of Ontario (invited)
- Panel Discussion: Housing Matters in Ontario

10:00am – 10:30am          Coffee Break

10:30am – 12:00pm          Plenary Programming, including:

- Michael J. Smither Question Box
- Closing Keynote: ***Dr. Thomas Homer-Dixon, Award-Winning Author***

### ***Commanding Hope: The Power We Have to Renew a World in Peril***

Frightening pandemics, terrible inequality, racism and poverty, rising political authoritarianism, the inescapable climate crisis, and the resuscitated danger of nuclear war.

We know the story. Some choose not to see it. Each of these crises seems so much larger than any one of us can understand or handle. Yet today, they all seem to be going critical simultaneously. In this presentation, Dr. Thomas Homer-Dixon explains why and how we got here and, most importantly, the powers we possess to renew our imperiled world.

### **Keynote Speaker Profiles**

#### **Jesse Wentz**

#### **Broadcaster | Indigenous Advocate | Pop Culture Philosopher**

Well known as a film critic and broadcaster in Toronto and across Canada, Jesse was the first nationally syndicated Indigenous columnist for the CBC, covering film and pop culture for 20 local CBC Radio programs. He has also been a regular guest on CBC Newsworld's News Morning and Weekend Edition, as well as Q.

Jesse is Ojibwe, and his family comes from Chicago and the Serpent River First Nation in Ontario. Jesse is Chair of the board of directors for the Canada Council for the Arts.



His first book was published in September 2021, titled *Unreconciled: Family, Truth, and Indigenous Resistance*, and he's co-produced the award-winning screen adaptation of Thomas King's bestselling book, *The Inconvenient Indian*.

His experience also includes that of being named the first Executive Director of the Indigenous Screen Office. He is an advocate for Aboriginal Arts, most notably on screen. He draws attention to the imagery used by Hollywood in portrayals of indigenous peoples and stresses the need for a culture to have influence on their own depiction. His pieces on *The Revenant*, *Beyonce* and sports mascots were among the most shared on CBC.ca.

In his previous role as the Director of Film Programmes at TIFF Bell Lightbox, Jesse oversaw New Releases, series and TIFF Cinematheque programming and scheduling. Some of his

contributions to TIFF Bell Lightbox in programming included retrospectives on Roman Polanski, Paul Verhoeven, Ousmane Sembène, Oscar Micheaux, Studio Ghibli and Robert Altman. His first major curatorial project at TIFF Bell Lightbox was the landmark film programme First Peoples Cinema: 1500 Nations, One Tradition and its accompanying gallery exhibition, Home on Native Land. In the summer of 2013, he curated TOGA! The Reinvention of American Comedy, which brought cast and crew members of *Animal House* together for an onstage reunion.

In 2014, Jesse co-organized the Canadian premiere of the immensely popular travelling exhibition Stanley Kubrick. Prior to his appointment as Director of Film Programmes, Jesse served as one of the Canadian features programmers for the Toronto International Film Festival, and also programmed for the imagineNATIVE Film and Media Festival. Jesse has been featured in documentaries such as *Reel Injun*, *Nightmare Factory* and *Why Horror?* Jesse served as president of Native Earth Performing Arts, Canada's oldest Indigenous Performing Arts Company for a decade. An outspoken advocate for Indigenous rights and First Nations, Metis and Inuit art, he has spoken at the International Forum of Indigenous Peoples, Smithsonian's National Museum of the American Indian, the Canadian Arts Summit, the Cultural Summit of the Americas, and numerous Universities and Colleges.

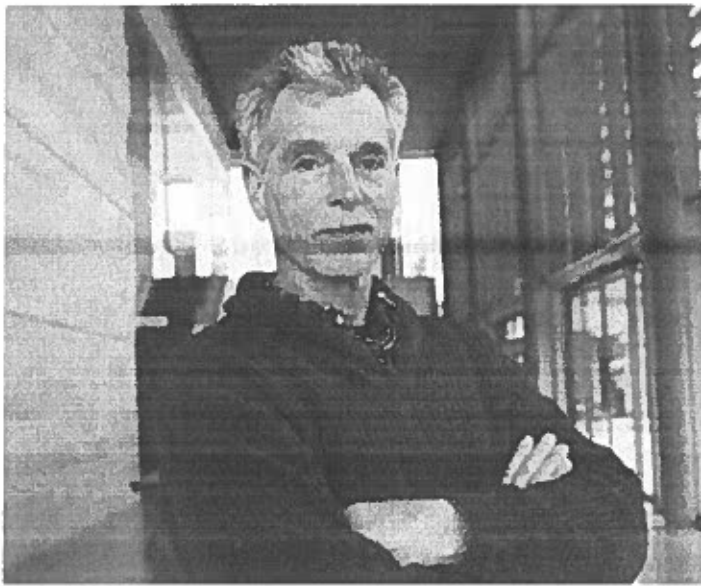
In 2017, Jesse was named the inaugural recipient of the Reelworld Film Festival's Reel Activist Award, and in 2018 he received the Association of Ontario Health Centres' Media Award.

## **Dr. Thomas Homer-Dixon**

### **Award-Winning Author | Public Intellectual**

Dr. Thomas Homer-Dixon is one of Canada's foremost public intellectuals and a bestselling author. He is considered among the world's leading experts on the intricate links between nature, technology, and society, with his current research focusing on threats to global security in the 21st century. Tackling subjects such as economic instability and climate change as well as how people, organizations, and





societies can better solve complex problems, Homer-Dixon shows audience how to adapt and prosper in a world of ever-increasing complexity.

Homer-Dixon is currently the founder and executive director of the Cascade Institute at Royal Roads University in Victoria, British Columbia. Previously, he directed the Centre for Peace and Conflict Studies at the University of Toronto for nearly two decades. In 2008, Homer-Dixon joined the faculty at the University of Waterloo where he founded the Waterloo Institute for Complexity and Innovation. He retired from his faculty position as a University Research Chair in

2021.

A bestselling author, Homer-Dixon has written multiple award-winning books, including *The Upside of Down: Catastrophe, Creativity, and the Renewal of Civilization*; *The Ingenuity Gap: Can We Solve the Problems of the Future?*; and *Environment, Scarcity, and Violence*. His latest book, *Commanding Hope: The Power We Have to Renew a World in Peril*, was published in 2020. Homer-Dixon also writes regularly for the Globe and Mail and has been published in Foreign Affairs, Foreign Policy, Scientific American, The New York Times, The Washington Post, and The Financial Times. He's been called "one of the best-informed and most brilliant writers on global affairs today," by The Guardian.

## **CONTACT**

ROMA Conference Coordinator - Victoria Van Veen

[events@roma.on.ca](mailto:events@roma.on.ca)

T 416.971.9856 ext. 315

TF 1.877.426.6527

## **ROMA Conference**

[Delegation Meetings](#)

[Hotel Information](#)

**Program**

**Program**

Registration

Sponsorship/Exhibitors

Call for Nominations: 2023 - 2027 ROMA Board of Directors

# Registration

**Sunday, January 22 - Tuesday, January 24**

**Sheraton Centre Hotel - 123 Queen Street West, Toronto**

Below are the 2023 registration rates. The early bird registration rate ends **Friday, December 2, 2022**.

Registration Type	Member	Non Member
Full - Early Bird	\$565.00	\$645.00
Sunday - Early Bird	\$205.00	\$260.00
Monday - Early Bird	\$310.00	\$440.00
Tuesday - Early Bird	\$205.00	\$260.00
Full - Regular	\$615.00	\$700.00
Sunday - Regular	\$250.00	\$310.00
Monday - Regular	\$400.00	\$490.00
Tuesday - Regular	\$250.00	\$310.00
Full - Onsite	\$670.00	\$775.00
Sunday - Onsite	\$300.00	\$360.00
Monday - Onsite	\$450.00	\$570.00
Tuesday - Onsite	\$300.00	\$360.00
Student - Non municipal	n/a	\$350.00
Speaker Upgrade	-	\$450.00

Cancellation

\$95.00

\$100.00

REGISTER HERE!

(Please contact [amo@amo.on.ca](mailto:amo@amo.on.ca) if you require a login to register)

- Please note all cancellations must be submitted in writing via email to [events@roma.on.ca](mailto:events@roma.on.ca).
- Cancellations received prior to 4:00 pm ET, November 25, 2022 will be eligible for a refund less \$95 (member) or \$100 (non-member) (plus HST) administration fee.
- Cancellations made after 4:00 pm are non-refundable. An alternate attendee name may be substituted at any time.

## CONTACT

ROMA Conference Coordinator - Victoria Van Veen

[events@roma.on.ca](mailto:events@roma.on.ca)

T 416.971.9856 x315

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/// Costs  
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1 Room : 1 Adult

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# Trip review

## Flight summary

Departing flight Saturday, January 21, 2023

Sault Ste Marie, CA (YAM) - Toronto, CA (YYZ)

Change flight

16:10

Non-stop - 1hr16m

17:26

Sault Ste Marie

Toronto

Includes travel operated by Air Canada Express - Jazz

Details

Economy - Standard

\$206

1 Adult

Sit back and relax in our comfortable Economy Class cabin; earn Aeroplan points and Status Qualifying Miles

Return flight Thursday, January 26, 2023

Toronto, CA (YYZ) - Sault Ste Marie, CA (YAM)

Change flight

21:15

Non-stop - 1hr25m

22:40

Toronto

Sault Ste Marie

Includes travel operated by Air Canada Express - Jazz

Details

Economy - Standard

\$211

1 Adult

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1 adult	View price breakdown >
Flights	
Air transportation charges	\$300.00
Taxes, fees and charges	\$117.25
<hr/>	
Grand total - Canadian dollars	\$417.25





**The Corporation of the Township of Prince  
By-Law 202X-xx**

**A By-Law to Name Members  
and Council to Various  
Committees and as Acting Mayor**

**WHEREAS** the Council of the Township of Prince has established various committees and is also subject to participation on Committees, Boards and Agencies external to its own operations; and

**WHEREAS** it is desirable to name Council Members to these Committees! Boards and Agencies; and

**WHEREAS** during the absence of the Mayor it is desirable to name a Deputy Mayor to attend to the duties and responsibilities of the Mayor:

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE  
ENACTS AS FOLLOWS:**

- 1) That Township of Prince will be represented on the following Committees, Boards and Agencies by the member(s) of Council or its representative as so named;

**a. Algoma District Municipal Association**

- Mayor E. Palumbo
- Councillor E. Caputo

**b. District of S. S. M. Social Services Administration Board**

- Mayor E. Palumbo

**c. S. S. M. Region Conservation Authority**

- Councillor E. Palumbo

**d. Human Resources Committee**

- Mayor E. Palumbo
- Councillor E. Captuo
- Councillor M. Christenson
- Deputy -Clerk L. Mousseau

**e. CEMC Officer**

- TBD
- Councillor M.Mick Alternate

**f. Parent/Child Resource Centre**

- Councillor J. Weir

**g. Recreation Committee**

- |                             |                   |                   |
|-----------------------------|-------------------|-------------------|
| - Councillor M. Christenson | Bruce Gregoire    | - Melissa Parniak |
| - Jane Weir                 | - Bobbi-Jo Holmes | - Sarah Bonin     |
| - Marcie Nowlan             | - Mark Carnston   | - Nick Lesyshen   |
| - Jessica Carnston          | - Hayley Howe     | - Ava Engel       |
| - Frank DeMarco             | - Liz Ubaldi      | - Steff Ubaldi    |
| - Tiffany Baxter            | - Sean O'Dell     | - Trisha Walls    |
| - Adam Lyons                | - Mary Moore      | - Gayle Russell   |
| - Autumn McLean             | -Vernon Lucas     |                   |

By-Law 2022-xx (continued)

**h. Library Board**

- |                         |                 |                 |
|-------------------------|-----------------|-----------------|
| - Councillor Jane Weir  | - Rita Wagner   | - Sandy Fulcher |
| - Brittany-Anne Agliani | - Hal McGonigal | - Bev Couch     |
| - Liz Lamming           | - Vicky Taylor  |                 |
| Michael Matthews        | Helen Mackay    |                 |

**i. Heritage Committee/Museum Board**

- |                           |                  |                    |
|---------------------------|------------------|--------------------|
| - Councillor Melanie Mick | - Diane Marshall | - Gayle Russell    |
| - Margaret Christenson    | - Michael Reed   | - Michael Landmark |
| Lindsay Ackland           |                  |                    |

**j. Prince Township Fire Department - Liaison**

- Councillor Eugene Caputo

**k. Township of Prince Volunteer Fire Department**

- |                          |                                |                         |
|--------------------------|--------------------------------|-------------------------|
| - Steve Hemsworth: Chief | - Jim Boissineau: Deputy Chief |                         |
| - Nick Delavalle         | - Rob Larkin                   | - Dani Buckner          |
| - Rob Charette           | - Hannah Horner                | - Aaron Marshall-Savage |
| - Ann Marcon             | - Chanel Fall                  | - Issac Belsito         |
| - Jerry Marshall         | - Ethan Johnson                | - Mario Taranto         |
| - John Marshall          | - Noah Sartoretto              | - Leslie Cassidy-Amadio |
| - Adam Paci              | - Blake Mitchell               | - Alex Morin            |
| - Tyler Sehovic          | - Phil Hoover                  |                         |

**l. Prince Assisted Living Senior Services Committee**

- |                      |                        |
|----------------------|------------------------|
| - Councillor M. Mick |                        |
| - Hal McGonigal      | - Margaret Christenson |
| - Rhonda Matthews    | - Anna Maria Wallenius |

- 2) That in the absence of the Mayor, Councillor Eugene Caputo will stand as the Deputy Mayor.
- 3) That no further remuneration will be applicable to the Councillor while carrying out the duties of the Acting Mayor other than that which is received in the position of Councillor, unless authorized by a resolution of Council.
- 4) That in the event changes to article 1, 2 or 3 are necessary during the term of Council they shall be completed by resolution of Council.

**Read a first, second and third time and passed this xxth day of 202X**

\_\_\_\_\_  
Mayor, E. Palumbo

\_\_\_\_\_  
Clerk, A. Nowlan



**Social Services | Services Sociaux**  
**Zhawenimi-Anokiitaagewin**  
Sault Ste. Marie District

136 **Here to help.**  
**Ici Pour Aider.**

This **Amendment** made the **1st** day of **NOVEMBER 2022**:

Canada Wide Early Learning and Child Care  
EY-22-004 A1

**DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD**  
Hereinafter called "DSSMSSAB"

And

**CORPORATION OF THE TOWNSHIP OF PRINCE**  
Hereinafter called the "Service Provider"

Hereinafter collectively referred to as "the Parties"

#### **ARTICLES OF AGREEMENT**

---

**WHEREAS** the DSSMSSAB and the Service Provider entered into an agreement effective the **1st** day of **JANUARY 2022**;

**AND WHEREAS** the DSSMSSAB and the Service Provider have agreed to amend the agreement in the manner set forth in this Amending Agreement;

**NOW** therefore in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the parties agree to amend the Agreement as follows:

#### **SCHEDULE A:**

**1. DESIGNATED TERM OF THE AGREEMENT**

April 1, 2022 – December 31, 2023

**2. PAYMENT FOR SERVICES**

When qualifying parents contribute a partial payment towards the cost of care, the DSSMSSAB will issue CWELCC funding to the operator and reduce the parental fee. Should RECE staff be employed in the child care centre and earn less than the provincial cap, the DSSMSSAB will issue eligible Workforce funding.



**Social Services | Services Sociaux**  
**Zhawenimi-Anokiitaagewin**

Sault Ste. Marie District

**Here to help.**  
**Ici Pour Aider.**

**SCHEDULE B: SCOPE OF SERVICES**

**ADDITION TO SCHEDULE “B-1”**  
**FUNDING AND AGREEMENT SUMMARY**

<b>SCHEDULE “B-13”</b> <b>Canada Wide Early Learning &amp; Child Care Program</b>	CWELCC funding issued, where eligible, to reduce parent fees and compensate low wage earners.	Calculated Monthly

## **Schedule “B-13”**

### **Canada Wide Early Learning Child Care (CWELCC)**

#### **1. BACKGROUND**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery. On March 28, 2022, a \$13.2 billion agreement was reached between the Federal and Provincial governments for a national child care program to support families in Ontario.

By September 2025, Ontario will have average licensed child care fees of \$10/day for existing programs for children 0-5 years of age and families will have access to high quality, and inclusive licensed child care. The plan contains 5 pillars: improving affordability, enhancing quality via a strong, qualified workforce, increasing access through the creation of new spaces, supporting inclusion, and responsive data and reporting.

The DSSMSSAB is responsible for the implementation of this new plan for Child Care called the Canada Wide Early Learning and Child Care program (CWELCC) at the local level and for doing so within the authority of the *Child Care and Early Years Act, 2014* and the DSSMSSAB Guidance Document.

#### **1.1 SERVICE OBJECTIVE**

The District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) is committed to ensuring that the CWELCC System is planned and implemented in accordance with the Ministry of Education Agreement, Policies and Guidelines through a process that is fair, accountable and transparent.

The Ministry of Education is taking a phased approach to implementing the CWELCC System, with a focus on the immediate objectives of affordability for families and system stability, before moving on to addressing the objectives of increasing accessibility and inclusion over the longer term.

It is understood that this schedule in no way supersedes any understanding found in the general conditions of the January 1, 2022 to December 31, 2023 service agreement, Schedule ‘A’ and Schedule ‘B-1’ to ‘B-12’.

#### **1.2 INITIAL PARTICIPATION CRITERIA**

The Service Provider has reviewed the CWELCC Guidance Document provided and indicated their intent to participate in the CWELCC System prior to the November 1, 2022 deadline, confirming that the following criteria have been met:

- a) Audited Financial Statements and other requested information related to operations, which demonstrate to the DSSMSSAB that agency is sustainable and financially viable, have been submitted.
- b) Operations are in accordance with the *Child Care and Early Years Act, 2014* (CCEYA), its regulations, the CWELCC Guidance Document and the fully executed Purchase of Service Agreement.
- c) Licensed spaces for children ages 0 – 5 years (pre-CWELCC System announcement on March 28, 2022) are maintained and spaces have NOT been changed to a different age grouping. (e.g., converting infant spaces to toddler, or infant spaces to kindergarten) in 2022.
- d) CWELCC System enrolment status has been initially communicated to all parents and staff, in writing, and within 14 days of being notified by the DSSMSSAB of the results of the CWELCC application.

The Service Provider further agrees to:

- a) Complete the annual Licensed Child Care Operations Survey, as required under section 77 of O. Reg. 137/15 to continue to receive funding under the CWELCC System.
- b) Reduce and refund base fees in accordance with O. Reg.137/15.
- c) Keep an electronic or hard copy of their purchase of service agreement at the child care centre or home child care agency, and make it available for ministry inspection.
- d) Maintain a license in good standing with, and not in contravention of, the CCEYA.

## **2. FUNDING TERMS AND CONDITION**

Funding allocations to the Service Provider will be determined at the discretion of the DSSMSSAB based on actual costs. As such, the Service Provider agrees to:

- a) use CWELCC Funds to support CWELCC System objectives in accordance with this amendment, applicable legislation and regulations and applicable guideline requirements;
- b) return CWELCC System Funds to the DSSMSSAB where funds are not used in accordance with the requirements established by the DSSMSSAB;

- c) provide sufficient and detailed financial or other information related to child care operations as required by the DSSMSSAB for review;
- d) submit information for eligibility and base/non-base fees which will be subject to review as part of the DSSMSSAB funding and reconciliation process;
- e) accrue funds allocated for a specific year but paid out after December 31 of the following year and work with auditors to ensure payments are captured in the correct year in audited financial statements; and
- f) submit (within stated timelines) all data requests and reports related to CWELCC funding.

## 2.1 CWELCC Funding Considerations

CWELCC funding amounts to Service Providers will be determined in accordance with current and/or future ministry guidelines, DSSMSSAB guidelines and funding allocations received during the course of this agreement and are at the discretion of the DSSMSSAB. The DSSMSSAB Guidance Document will be revised if/when such changes occur.

To support fee reductions in child care for eligible children, CWELCC funding is provided by the DSSMSSAB to Service Providers to support the cost associated with the mandated reduction in a Service Provider's base rate.

- a) The DSSMSSAB will issue the 25% CWELCC funding for eligible children, up to the rate charged on March 27, 2022, if the March 27, 2022 rate is determined to contain eligible costs only (base fees). If it is determined that non-eligible charges are included (non-base fees) the amount of CWELCC issued for daily care will be reduced to exclude the ineligible charges.
  - The Service Provider will issue retroactive refunds of 25% of the March 27, 2022 base rate to parents and, moving forward, continue to only charge parents of eligible children 75% of the March 27, 2022 base rate in 2022 and 50% of this base rate in 2023.
  - Full fee paying families are required to pay a minimum of \$12.00/day for qualifying CWELCC children. This minimum fee does not apply to children who are not eligible (i.e., school age children over 6 years).
  - To ensure an equivalent fee reduction is applied to families receiving child care fee subsidy (who do not pay the full cost of a licensed space), the DSSMSSAB will reduce the parent contribution for eligible children by 25% (with no floor of \$12 for families receiving subsidy).

- b) To ensure consistent financial management practices across all Service Providers and that adequate funding is available for fee reduction and workforce compensation as Service Providers enroll in the program, the DSSMSSAB will not provide funding to reduce base fees for eligible children in excess of what is required to meet the CWELCC initiative.
- c) Non-base fees are not eligible for CWELCC funding and are not subject to the parameters set out; however, they must meet the definition of non-base fee set out in O. Reg. 137/15. Non-Base Fees charged by the Service Provider to parents for things that are not included in the Base Fee, as well as their associated costs, will be omitted by DSSMSSAB when determining the funding amounts to be flowed to enrolled Service Providers (for example: fees for picking up a child late).

NOTE: Anything that a parent is required to pay (i.e., mandatory fees) must be included as part of the base fee.

- d) The DSSMSSAB will endeavor to ensure that funding provided to Service Providers supports inflationary costs associated with base fees for a Service Provider's child care operations for eligible children in accordance with Ministry Guidelines and subject to confirmed funding availability.

## 2.2 DSSMSSAB FUNDING DETERMINATIONS

To determine eligibility and reasonability of revenues, costs and expenses based on CWELCC System funding requirements, and to adjust or deny funding provided based on review; the DSSMSSAB maintains the right to:

- a) Confirm that the Service Provider did not charge fees for eligible children higher than the fees at which it was capped after March 27, 2022.
- b) Determine if a Service Provider's child care operations is sustainable and financially viable. The DSSMSSAB has the discretion to define sustainable and financially viable.
- c) Verify that increases to base and non-base fees for the care of eligible children were permitted in accordance with O. Reg. 137/15, (e.g., a fee increase was communicated to families/parents prior to March 27, 2022).
- d) Verify that the Service Provider is maintaining the spaces for eligible children for whom they are receiving funding to reduce base fees (e.g., a licensed infant space must remain an infant space) and recover funding from the Service Provider should said spaces not be maintained.



- e) Require that the Service Provider report to the DSSMSSAB any revisions to capacity or use of alternate capacity for child care spaces currently licensed for ages 0-5.
- f) Require that the Service Provider does not close for more than 2 consecutive weeks and does not close for more than 4 weeks within a calendar year while the Service Provider is receiving full funding from the CWELCC System. Base fees cannot be charged for any closure beyond these timelines.
- g) Recover excess funding, or funding not used for its intended purpose. The DSSMSSAB has the right to withhold funding, reject the expense, recover funding already paid, or only provide funding for the expenditures the DSSMSSAB deems to be fairly charged.

## 2.4 FEE REDUCTION

Fee reduction funds are to be used by the Service Provider to support parents and families by directly reducing base fees for eligible children. The *Child Care and Early Year's Act, 2014* (CCEYA) sets out the rules regarding what participating child care operators will be permitted to charge parents as part of their base fee.

As such, the Service Provider agrees to the following terms and conditions.

- a) Base fees will be reviewed and must be determined in accordance with the requirements set out in O. Reg. 137/15 under the CCEYA.
- b) Base fees will be reduced for eligible children only.
- c) In addition to the 25% reduction, refunds will be issued to parents where the rate charged on March 27, 2022 was higher than the base rate determined by the DSSMSSAB for an eligible child. This applies both retroactively to the Service Providers CWELCC System enrolment date and for any period after the enrolment date where a higher rate was paid.
- d) Licensed home child care agencies participating in the CWELCC System are responsible for ensuring that Home Child Care providers charge parents of eligible children a base fee determined in accordance with O. Reg. 137/15. This applies to children who are agency placed and those children who are privately placed in the provider's care. The DSSMSSAB may request documentation from the Service Provider to confirm Home Child Care operator compliance.
- e) 20 days after the Service Provider is notified by the DSSMSSAB of their enrolment date, the Service Provider must begin charging the reduced base fee determined by the DSSMSSAB for an eligible child.
- f) 20 days after the Service Provider received a copy of the executed Amendment and is in receipt of CWELCC funding, the Service Provider is required to issue refunds to parents for:
  - any fees paid that were higher than the reduced base fee;

- higher base fees that were prepaid for a period after the enrolment date; and
  - parental contributions to families in receipt of fee subsidy for the applicable period.
- g) The DSSMSSAB has the right to determine an initial base fee and where the March 27, 2022 capped fee does not contain all eligible components, add the required item(s) to the base fee and/or exclude components that should not be part of a base fee. The Service Provider will work with the DSSMSSAB to ensure that non-base fees as defined in O. Reg. 137/15 are not included in the base fee.
- h) The Service Provider is required to maintain the reduced base fees until they are either required to reduce them again, or they are no longer participating in the CWELCC System.
- i) In the case where the Service Provider transfers shares of the corporation the child care operator continues to be bound by the requirements in O. Reg. 137/15 relating to base fees and non-base fees. In the case where the Service Provider sells all of its assets and ceases to be licensed, the purchasing corporation must apply for a license under the CCEYA and may submit an application to enroll in the CWELCC System, in which case the base fee and non-base fee rules in O. Reg. 137/15 apply to the new applicant.
- j) The DSSMSSAB has the right to verify the timeliness and accuracy of refunds and fee reductions made by the Service Provider.
- k) Where the Service Provider offers programming for eligible children and children who are not eligible, and has shared costs, audited financial statements and financial information provided by the Service Provider will be used to determine the actual cost of child care for eligible children which can be supported with CWELCC System funding. The DSSMSSAB has the discretion to determine an appropriate methodology that proportionately allocates shared programming expenses.
- l) The Service Provider must submit (within stated timelines) all data requests and reports related to fee reduction payments as set out in this amendment and the Guidance Document.

### 3. WORKFORCE COMPENSATION

**NOTE:** For child Service Providers with programs serving any eligible child, the Service Provider must be a participant in the CWELCC System to access workforce compensation.

Workforce compensation funding is focused on supporting Registered Early Childhood Educator (RECE) staff who are low wage earners. Increased compensation for low wage earners will help support the recruitment and retention of RECEs working in the child care sector as part of the provincial strategy to achieve system growth and ensure increased access to high quality licensed child care.

Funding to meet the wage floor and annual wage increase for eligible RECE staff will be provided to the Service Provider to offset approved wage compensation increases.

Non-RECE staff associated with the increased minimum wage that came into effect January 1, 2022 may also be eligible for funding. (See 3.2 Minimum Wage Offset)

Workforce compensation funding includes up to 17.5 % in benefits to support the Service Provider in meeting statutory benefit requirements. Once all statutory benefit requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5% can be used to fund other benefit expenses paid by the employer on behalf of the employee.

The Service Provider will submit required staffing information to determine workforce compensation. Additional information may be requested in the future to monitor compliance to the wage floor and annual wage increase requirements.

As such, the Service Provider agrees to:

- a) Apply for the Wage Enhancement Grant and include this grant allocation prior to increasing salaries to the annual cap with workforce compensation funding.
- b) Bring the wage of all eligible RECE staff up to the wage floor plus benefits as identified in the CWELCC Guidance Document.
- c) Increase the hourly wage plus benefits of all eligible RECE staff annually as described in the CWELCC Guidance Document.
- d) Issue workforce compensation funding to eligible RECE staff employed by the Service Provider (participating in the CWELCC System) regardless of the age of the children they are supporting (e.g., not limited to staff supporting children under the age of 6).

### 3.1 ADDITIONAL LIMITATIONS

- a) Once notified by the DSSMSSAB of approval to participate in the CWELCC system (prior to December 31, 2022), and upon receipt of the funds, the Service Provider will issue retroactive payments to eligible RECE staff who were paid wages lower than the wage floor.
- b) The Service Provider **will not** receive retroactive wage compensation funding for eligible RECE staff, if the Service Provider participates in the CWELCC System after December 31, 2022. In this case, the Service Provider will only be expected to implement the wage floor and annual wage increase on a go forward basis.
- c) The Service Provider is permitted to continue to pay eligible RECE staff below the wage floor for thirty-one calendar days after the DSSMSSAB provides notice of enrollment in the CWELCC System. After 31 days, the Service Provider will be required to pay eligible RECE staff at least the wage floor. The Service Provider will then be given one additional month (for a total of 60 days) to provide eligible RECE

staff with a retroactive payment for any wages that were below the wage floor after April 1, 2022.

- d) The Service Provider is not permitted to use workforce compensation funding to provide compensation to eligible RECE staff over and above what is mandated based on the requirements as set out in the Guidance Document.
- e) Workforce compensation funding must be considered in addition to and not reduce other planned compensation increases for eligible staff. For example, the wage floor and annual wage increase cannot be used to reduce planned merit increases for eligible staff.
- f) The Service Provider must include workforce compensation payments in each pay cheque or payment made to eligible RECE staff (not paid out at the end of the year as a lump sum payment).
- g) Upon receiving confirmation of enrolment in the CWELCC System from the DSSMSSAB, and as new eligible RECE staff are hired, the Service Provider is required to share, in writing, information about the wage floor and annual wage increase with eligible RECE staff.
- h) The Service Provider must submit (within stated timelines) all data requests and reports required by the DSSMSSAB to ensure that wage floor and annual wage increase requirements are being met.

### **3.2 MINIMUM WAGE OFFSET**

Where the Service Provider is participating in the CWELCC System and eligibility is met, Minimum Wage Offset funding will be issued to non-RECE program staff, supervisors or home care visitors who were earning less than \$15 per hour (not including Wage Enhancement) on March 31, 2021, or were hired after March 31, 2021 and before January 1, 2022 and had wages below \$15 per hour (not including wage enhancement).

The Service Provider must submit (within stated timelines) all data requests and reports required by the DSSMSSAB to ensure minimum wage offset requirements are being met.

## **4. FINANCIAL REPORTING**

1. As part of the DSSMSSAB financial review process at year end, the Service Provider is required to submit detailed financial information and audited financial statements to the DSSMSSAB to verify that the funding provided was used for the purpose(s) intended.

As such, the Service Provider will:

- a) Prepare and submit financial reports, audited financial statements and other information in accordance with the DSSMSSAB's reporting requirements and timelines.
  - b) Reconcile all CWELCC System funding annually according to the reporting and reconciliation documentation required by the DSSMSSAB and the Ministry.
  - c) Follow up with the DSSMSSAB on any requests related to CWELCC System expenditures reported in order to determine reasonability of variances and/or eligibility of expenditures.
  - d) Agree to progressive corrective actions taken by the DSSMSSAB should the Service Provider not comply with reporting requirements.
  - e) Agree to any adjustments and recoveries of funding as determined by and at the discretion of the DSSMSSAB based on the DSSMSSAB's reconciliation process.
2. The DSSMSSAB is required to undertake audits on a sample of Service Providers in receipt of CWELCC System funding on an annual basis to confirm that CWELCC System funding has been used for its intended purpose.

As such, the Service Provider:

- a) Must maintain complete financial and service records of accounts of expenditures related to the CWELCC System, for each site where CWELCC System funding is being provided, for at least 7 years.
- b) Cannot dispose of any records related to the services provided under the CWELCC System without prior consent from the DSSMSSAB, even when the Service Provider is no longer operating.
- c) Must permit the DSSMSSAB to audit financial and service records related to the CWELCC System at any reasonable time.
- d) Must ensure its staff are available for consultation by the DSSMSSAB as required.

#### **4.1 ANNUAL FINANCIAL AUDIT**

The Service Provider will submit to the DSSMSSAB audited financial statements prepared by a licensed public accountant and a Management Letter (issued by the external auditor) within four months of the Service Provider's year-end.

- a) The audited financial statements shall disclose separately, either on the face of the statement of operations or in the notes to the financial statements, the categories of funding received from the DSSMSSAB during the period.
- b) The Service Provider will ensure that the annual audited financial statements clearly provide a reconciled, unaudited separate schedule for each category of funding received by the DSSMSSAB and how this funding has been expended throughout the year.
- c) The audited financial statements shall disclose as a note, information related to reserves and/or accumulated surplus and/or retained earnings for each Service provided by the Service Provider.
- d) The Service Provider will accrue funds allocated for a specific year but paid out after December 31 of the following year and work with auditors to ensure payments are captured in the correct year in audited financial statements.

#### **4.2 WITHHOLDING AND RECOVERY OF PAYMENT**

The DSSMSSAB maintains the right to withhold payment or to reduce funding issued to the Service Provider when obligations relating to the use of CWELCC System funds or other related DSSMSSAB funding requirements are not met.

The right to withhold or recover funding includes, but is not limited to, the following:

- a) Funding spent on expenditures unrelated to the objectives of CWELCC.
- b) The Service Provider has not met deadlines relating to request for information, documentation and reporting.
- c) The Service Provider is not meeting the requirements under the CWELCC System, applicable guidelines, or any other specific deadlines noted by the DSSMSSAB.
- d) CWELCC System funds are not used in accordance with requirements and applicable guidelines provided by the DSSMSSAB to the Service Provider.
- e) The Service Provider did not complete their annual Licensed Child Care Operations Survey, as per O.Reg.137/15 (77).

#### **5. OTHER REPORTING REQUIREMENTS**

For each CWELCC System funding initiative the Service Provider will report on service data and expenditures supported by CWELCC System funding. This is separate from any service data and expenditure requirements associated with other provincial funding provided.

**Fee Reduction:**

- Number of children served through fee reductions by age group (exclude fee subsidy).
- Number of licensed child care spaces supported with fee reduction (by age group), including licensed spaces occupied by children receiving subsidies.
- Number of child care centres and home providers supported with Fee Reduction.
- Number of children who have received refunds.

**Workforce Funding:**

- Total number of RECE program staff, total number of RECE supervisors and total number of RECE home child care visitors supported by the wage floor (2022).
- Total number of RECE program staff, total number of RECE supervisors and total number of RECE home child care visitors supported by the annual wage increase (starting 2023).
- Actual total expenditure on the wage floor paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.
- Actual total expenditure on the annual wage increase (starting 2023) paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.
- Actual total expenditure on benefits paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.
- Number of child care sites supported by the wage floor and/or wage increase.

**Minimum Wage Offset:**

- Total number of non-RECE program staff, total number of non-RECE supervisors and total number of non-RECE home child care visitors supported by the minimum wage offset.
- Actual total expenditure on the minimum wage offset paid out to non-RECE program staff, non-RECE supervisors, and non-RECE home child care visitors. Each staff category is reported separately.
- Benefits paid out to child care operators for non-RECE program staff, non-RECE supervisors, and non-RECE home child care visitors. Each staff category is reported separately.
- Number of child care sites supported by the minimum wage offset.
- Number of home child care agencies receiving funding for minimum wage offset.

**6. APPEALS**

The Service Provider may submit a written request for the DSSMSSAB to review any application or funding decision regarding CWELCC System eligibility. To ensure adequate and appropriate follow-up, appeals should be submitted directly to the Early Years Program Manager.

Please include:

- a) written explanation of issue;
- b) supporting documentation; and if possible,
- c) the section of the Guidance Document in question.

The DSSMSSAB will provide an initial response within 10 business days of receipt of the appeal and a written decision within 30 days of receiving the appeal.



**All other terms and conditions outlined in the initial agreement remain unchanged.**

**IN WITNESS WHEREOF** the parties have set their hands and seals on the day and year first above written.

**DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Mike Nadeau

Title: CEO

*I have the authority to bind the District of Sault Ste. Marie Social Services Administration Board*

**CORPORATION OF THE TOWNSHIP OF PRINCE**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Andrew Nowlan

Title: Municipal Treasurer

*I have the authority to bind the Corporation*



**The Corporation of the Township of Prince**

3042 Second Line West,  
Prince Township, Ontario P6A 6K4

**Phone 705-779-2992**

**Fax 705-779-2725**

**Email: Andrew Nowlan, Municipal Administrator at [clerk@twp.prince.on.ca](mailto:clerk@twp.prince.on.ca)**

**Registered Complaint**

**file**

Name \_\_\_\_\_

Address within Municipality \_\_\_\_\_

Zone \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date \_\_\_\_\_

Reason for Complaint – (Be specific and include names of witnesses IF possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Requested – (Please describe in detail what you would like to see done to correct the situation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature - \_\_\_\_\_

**Office Use Only**

Complaint Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Infraction of By-law # \_\_\_\_\_

Council to be involved: \_\_\_\_\_ Date of Next Council Meeting: \_\_\_\_\_

Councils Response \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Response: \_\_\_\_\_