

**Ministry of
Municipal Affairs
and Housing**

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June 12, 2020

Warden Mitch Twolan
Warden
County of Bruce
30 Park Street P.O. Box 70
Walkerton ON N0G 2V0

Dear Warden Twolan:

As you know, Ontario's frontline workers have demonstrated remarkable responsiveness to the COVID-19 pandemic as the outbreak has evolved locally and globally. The province is making every effort to support our frontline workers as they fight to stop the spread of COVID-19 and support Ontario's most vulnerable residents, including seniors and people with disabilities.

Protecting the health and safety of frontline workers and the household members they care for is a critical priority for our government. That is why on April 25, 2020 we announced the **COVID-19: Temporary Pandemic Pay** initiative, aimed at helping frontline staff who are experiencing severe challenges and are at heightened risk during the COVID-19 outbreak.

Temporary Pandemic Pay will provide an additional **\$4 per hour** for eligible front-line workers, effective for 16 weeks from April 24, 2020 to August 13, 2020. Eligible workers who work at least 100 hours in a designated 4-week period will also receive an additional lump sum payment of **\$250** per 4-week period, for a possible total of \$1,000 over the 16-week period.

For more information on Temporary Pandemic Pay, please visit www.ontario.ca/pandemicpay. This website will be updated regularly, and outlines specific details pertaining to eligibility, duration and implementation.

Temporary Pandemic Pay – Funding for Service Managers

Further to the communication you received on May 27, 2020, the Ministry of Municipal Affairs and Housing (MMAH) is working as quickly as possible to move the funding forward for this initiative. MMAH will be administering Temporary Pandemic Pay through Service Managers for eligible staff working in the supportive housing and emergency

shelter sectors. As part of Temporary Pandemic Pay, MMAH will be providing the necessary funding to Service Managers to support the wage premium and lump sum benefit.

Similar to the Social Services Relief Fund (SSRF), funding will be provided through the Community Homelessness Prevention Initiative (CHPI) Service Manager Service Agreement to ensure that Temporary Pandemic Pay is delivered as quickly as possible to eligible front-line staff.

To expediate delivery of funding to Service Managers, we are asking each Service Manager to do the following, as soon as possible:

- Review the attached Temporary Pandemic Pay Program Guidelines and complete the sign-back at the bottom of this letter acknowledging that the organization agrees to the use of funds as set out in these Program Guidelines as soon as possible;
- Along with the sign-back, submit a list of names and addresses of Eligible Employers in your service area who are funded through either MMAH and/or municipal programs; and
- As required, reach out to Eligible Employers and amend existing agreements to allow for flowing of Temporary Pandemic Pay.

Please note that your first payment is conditional on your execution of the sign-back below and your submission of a list of Eligible Employers and their addresses in your service area. You may send your email confirmation and list to:

Jim Adams, Director of the Housing Programs Branch
Ministry of Municipal Affairs and Housing
jim.e.adams@ontario.ca

As Temporary Pandemic Pay began on April 24, 2020, an initial “float” payment of **\$15,000** will be processed within five business days of the submission of your sign-back below and employer list. This amount has been based on staffing information collected through the Emergency Shelter Survey provided by Service Managers and will help ensure funding is available to flow as soon as possible.

If additional funds are required before the second payment installment, please return the voluntary budget report-back as soon as possible to demonstrate expected expenditures for Temporary Pandemic Pay (hourly wage top-up, lump sum payments, and statutory entitlements and deductions). An additional payment will be processed within five business days of receipt of your completed budget report-back template.

A subsequent payment is planned to be made based on interim actuals for the first 8-week period and forecast for the remaining period of Temporary Pandemic Pay, submitted through a mid-project report (due July 10, 2020). All payments made by MMAH will be reconciled against actuals reported through a final report (due September 11, 2020).

Additional programmatic details and requirements are included in the attached Temporary Pandemic Pay Program Guidelines. These Program Guidelines are added as Addendum A to the CHPI Guidelines. This amendment forms part of your CHPI Transfer Payment Agreement ("TPA") and any breach of any of the terms of the Guidelines shall constitute an Event of Default under the TPA. All other provisions of the TPA remain in full force and effect.

Please note that this Temporary Pandemic Pay funding is in addition to your base 2020-21 CHPI allocation and the funding allocated to you under the SSRF that MMAH previously communicated in April 2020.

Temporary Pandemic Pay will help stabilize the workforce in the supportive housing and emergency shelter sectors while also enabling employers to attract prospective employees to the sector to maintain safe and sufficient staffing levels and support continuation of critical operations during the COVID-19 pandemic.

As always, I am pleased that our government is able to continue to support the important work you do to improve the lives of our most vulnerable residents. In these challenging times, I look forward to continuing our work together as we serve the people of Ontario.

Yours truly,



The Honourable Steve Clark
Minister of Municipal Affairs and Housing

- c. Sandra Datars-Bere, Chief Administrative Officer, County of Bruce
Christine MacDonald, Director of Housing, County of Bruce

Enclosure

The Service Manager agrees to the above amendment and to use funds from Temporary Pandemic Pay as set out in the Program Guidelines attached herein.

Service Manager: _____

Name:
Title:

Date:

Name:
Title:

Date:

I/We have authority to bind the organization.