

Windsor, Ontario, March 7, 2016

REPORT NO. 375 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE  
of its meeting held February 3, 2016

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Present: Councillor Ed Sleiman, Chair  
Councillor Paul Borrelli  
Councillor Rino Bortolin  
Councillor John Elliott

Absent: Councillor Jo-Anne Gignac

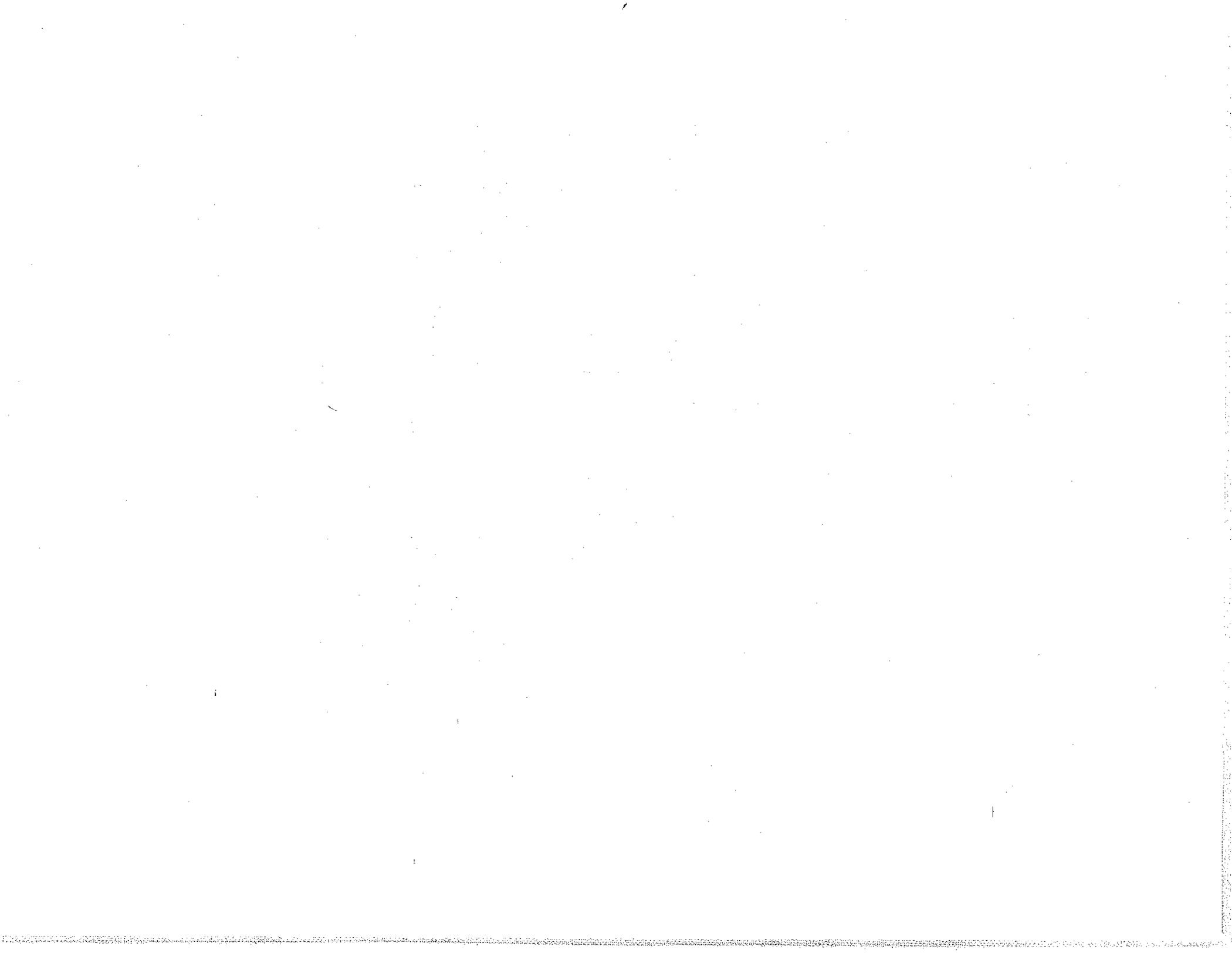
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Borrelli, seconded by Councillor Bortolin,  
THAT the Community Development & Health Commissioner **BE AUTHORIZED** to sign Service Contracts (the "contracts") with the Ministry of Training, Colleges and Universities (the "MTCU") and related documents as specified in the contracts or as required by the MTCU with effective dates before March 31, 2019, and any amendments or updates to these contracts, such that it does not exceed a maximum of \$1,000,000 gross expenditures. For contracts in excess of \$1,000,000 gross expenditure, that in addition to the Community Development and Health Commissioner signature, the Chief Administrative Officer **BE REQUIRED** to sign as secondary authority. Authorization would be subject to approval as to technical content by the Executive Director of Employment and Social Services, as to legal content by the City Solicitor, and as to financial content by the Chief Financial Officer and City Treasurer or designate, and subject to there being no required net city contribution; and further

THAT City Council **AUTHORIZES** the Executive Director of Employment and Social Services to sign the following administrative reports up to March 31, 2019:

- Service Provider Business Plans;
- Estimated Expenditure Reports;
- Other Administrative Reports as specified from time to time by the Ministry.

Carried.

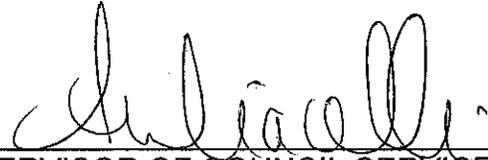


Clerk's Note: The report of the Manager of Employment and Training Initiatives dated January 18, 2016 entitled "Service Contracts and Related Documents Ministry of Training, Colleges and Universities (MTCU)" is **attached** as background information.

S 23/2016 SS2016

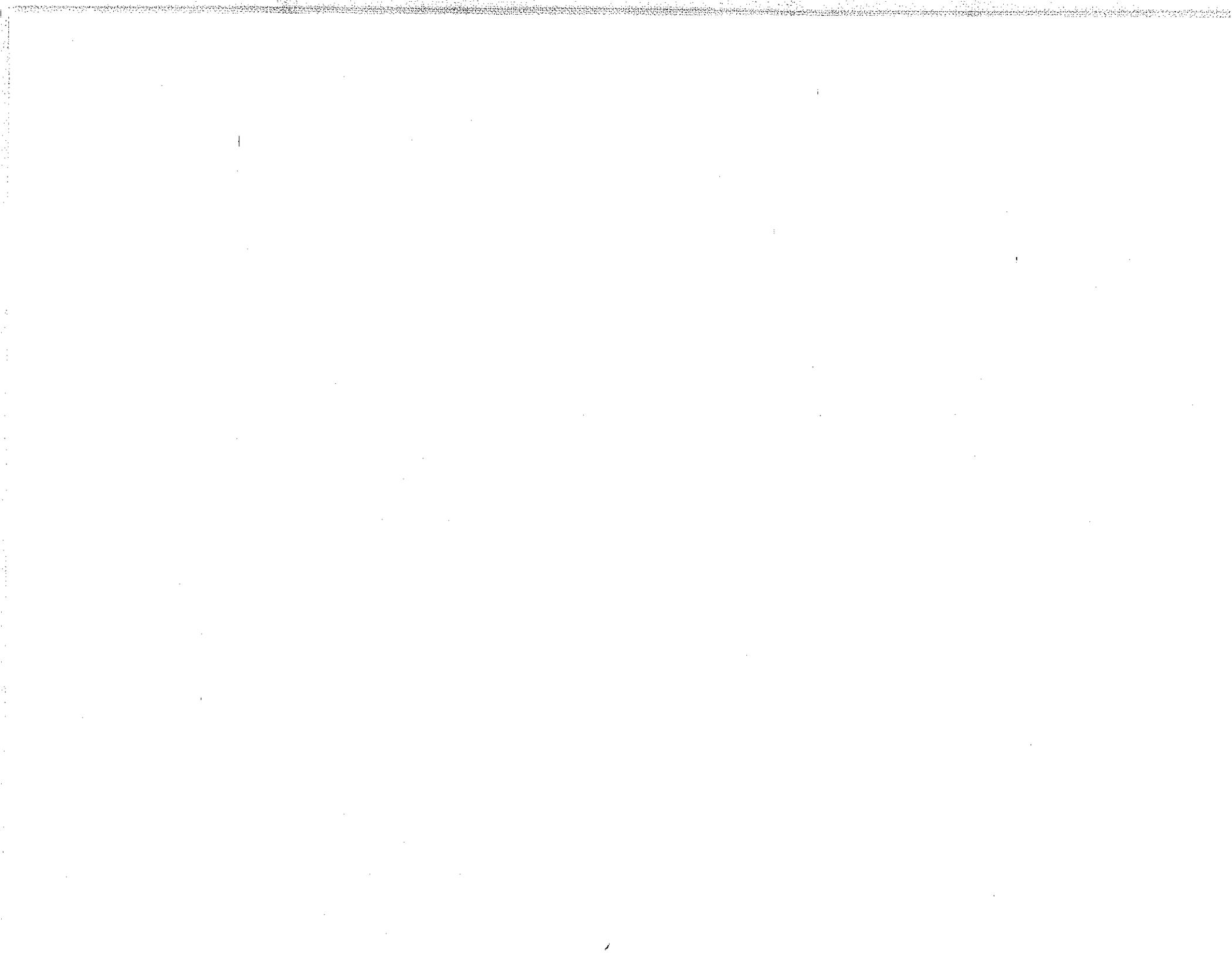


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX





## Employment and Social Services

### MISSION STATEMENT

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together" –*

<b>REPORT #: S 23/2016</b>	<b>Report Date: 1/18/2016</b>
<b>Author's Contact:</b> Diane Quinn, Manager of Employment and Training Initiatives 519-255-5200 ext. 5403 dquinn@citywindsor.ca	<b>Date to Council: February 3, 2016</b>
	<b>Clerk's File #: SS2016</b>

**To: Mayor and Members of City Council**

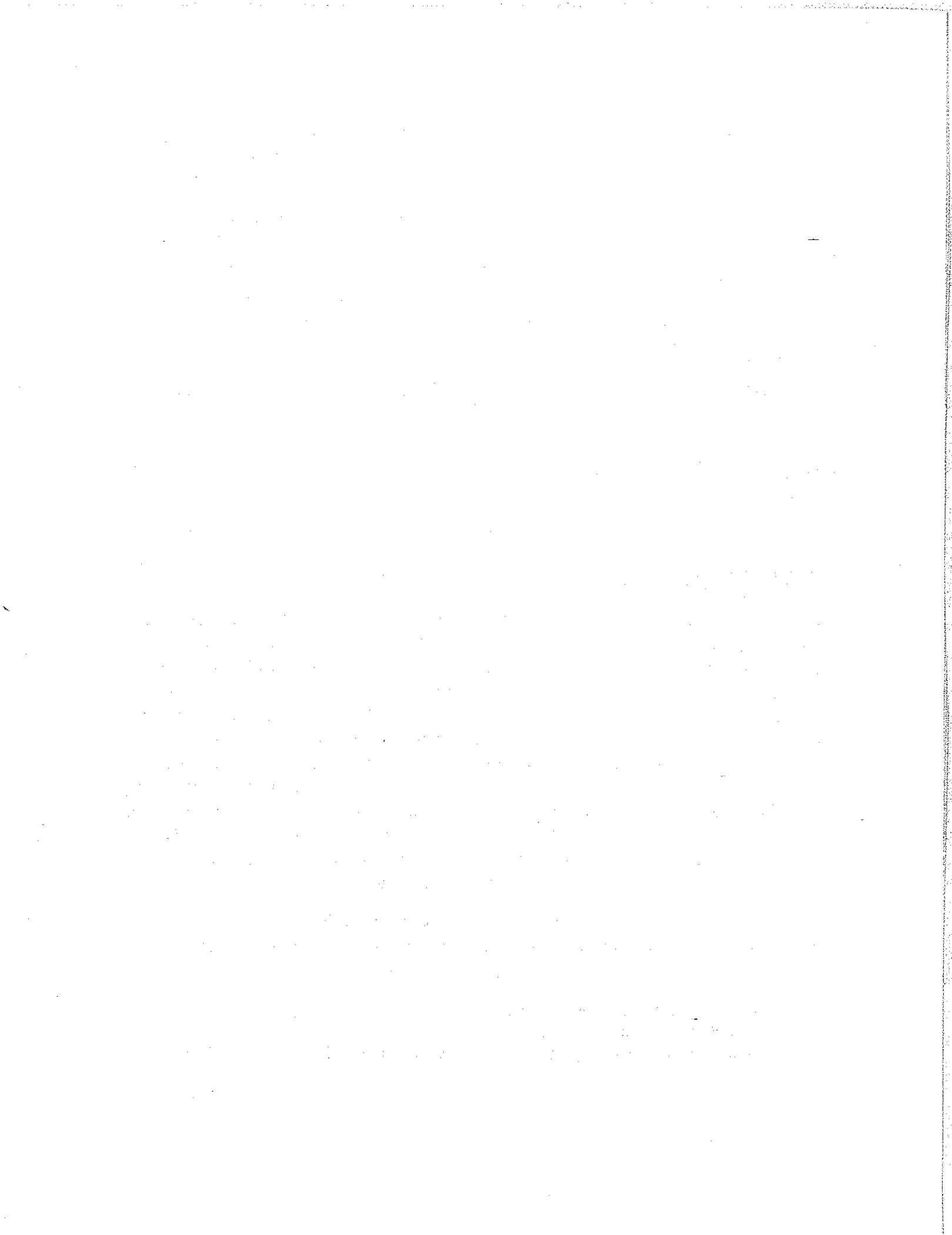
**Subject: Service Contracts and Related Documents Ministry of Training, Colleges and Universities (MTCU) - City Wide**

### **RECOMMENDATION:**

THAT the Community Development & Health Commissioner **BE AUTHORIZED** to sign Service Contracts (the "contracts") with the Ministry of Training, Colleges and Universities (the "MTCU") and related documents as specified in the contracts or as required by the MTCU with effective dates before March 31, 2019, and any amendments or updates to these contracts, such that it does not exceed a maximum of \$1,000,000 gross expenditures. For contracts in excess of \$1,000,000 gross expenditure, that in addition to the Community Development and Health Commissioner signature, the Chief Administrative Officer **BE REQUIRED** to sign as secondary authority. Authorization would be subject to approval as to technical content by the Executive Director of Employment and Social Services, as to legal content by the City Solicitor, and as to financial content by the Chief Financial Officer and City Treasurer or designate, and subject to there being no required net city contribution

**AND FURTHER THAT** City Council **AUTHORIZES** the Executive Director of Employment and Social Services to sign the following administrative reports up to March 31, 2019:

- Service Provider Business Plans;
- Estimated Expenditure Reports;
- Other Administrative Reports as specified from time to time by the Ministry.



## **EXECUTIVE SUMMARY:**

N/A

## **BACKGROUND:**

The City of Windsor Employment & Training Services is one of nine (9) Employment Ontario delivery sites across the municipality, and one of six (6) municipalities in the Province that delivers both Ontario Works and Employment Ontario. The City of Windsor's Service Contract with the Ministry of Training, Colleges and Universities (the "Ministry") for the period of April 1, 2015 to March 31, 2016 related to Employment Services (ES) is in the amount of \$2,122,725 (inclusive of the in-year amendment). This covers the employment services provided by the Employment & Training Services (ETS) on the first floor at 400 City Hall Square, as well as the Employment Services provided by the Employment & Training Services area on the fourth floor of 400 City Hall Square. The components of the Employment Services program include: Resource and Information; Job Search; Client Service Planning and Coordination; Job/Training Retention; Job Matching, Placement and Incentives; and Other Employment Ontario Programs.

Additional MTCU Service contracts administered by the City of Windsor include; The Targeted Initiative for Older Worker Program, allocation \$543,728 (inclusive of the in-year amendment) and the Canada Ontario Jobs Grant allocation \$246,584 (inclusive of the in-year amendment).

From time to time, the Provincial Government will initiate and implement new or revamped employment programs, which we may be engaged to deliver under contract with the Ministry.

## **DISCUSSION:**

Annually, the City of Windsor receives notification from the MTCU that the Employment Services (ES), Targeted Initiative for Older Workers (TIOW), and Canada Ontario Jobs Grant (COJG) Business Plans must be submitted in order to renew our contracts and receive our funding allocations. The City of Windsor submits written plans outlining programs and services that it will deliver based on MTCU guidelines, measures, targets, and expectations for delivering service.

Preliminary estimates indicate the components of the ES program are expected to remain consistent with the 2015/16 ES contract. Employment services include:

Resource and Information; Job Search; Client Service Planning and Coordination; Job/Training Retention; Job Matching, Placement and Incentives; and Other Employment Ontario Programs.

The TIOW program , currently administered by the City of Windsor is a joint federal-provincial initiative intended to provide unemployed older workers in vulnerable communities with programming aimed at increasing their employability, reintegrating them into employment, and ensuring they remain active and productive labour market participants while their communities undergo adjustment. Objectives of the program include:

- Preparing older workers for new and immediate employment
- Increasing employability of older workers in communities where there is little likelihood of immediate employment

This program is available to individuals between the ages of 55 and 64 (inclusive) with exceptions allowed for those between the ages of 50 and 54 and who need to enhance their skills. Workers over the age of 64, who meet TIOW criteria, are eligible to participate. Currently the program contract is in effect until March 31, 2017.

In October 2015, the department received an opportunity through MTCU for additional TIOW funding to cover a portion of the costs for eligible TIOW clients to receive training through St. Clair College's Manufacturing Fundamentals Certificate Program. This program is a joint venture in which Ontario Works and Employment Ontario eligible clients will receive valuable certificate training through St Clair College. The training certification was designed based on the current skill gap and labour market demand, with the goal of preparing individuals for jobs of the future. A financial adjustment was added to the current TIOW allocation in the amount of \$58,000.00 .This funding will cover the cost of training for 10 TIOW individuals. An additional 5 participants of Ontario Works will receive funding for this training through the current MCSS employment budget.

In 2015, the City of Windsor became one of the administrators of The Canada-Ontario Job Grant (the Job Grant). This program provides opportunities for employers to invest in their workforce, with help from the government.

The Job Grant provides direct financial support to individual employers who wish to purchase training for their employees. It is available to small, medium and large businesses with a plan to deliver short-term training to existing and new employees, and will:

- Provide up to \$10,000 in government support per person for training costs.

- Require employers to contribute one-third of the total costs. There will be additional flexibility for small businesses to provide an in-kind contribution towards their share of the costs.
- Require training to be delivered by an eligible, third-party trainer.

We are prepared, willing and well-positioned to take on any additional employment programs that the Ministry would like us to deliver, provided that we receive adequate funding without any net city contribution required.

A summary of results for the 2014/15 fiscal year details all targets under Employment Services were met within Ministry requirements. The ETS department assisted 1800 individuals with employment needs, 1140 found work and an additional 181 accessed training opportunities. The Targeted Initiatives for Older worker program exceeded program targets. The contract expectation was to deliver services to 75 individuals and 89 individuals were provided service with 57 accessing training opportunities.

The Youth Employment Fund exceeded contract expectations by delivering service to 65 youth, the contracted amount was 54.

The Canada Ontario Jobs Grant provided training to 116 participants with 27 applications from employers exceeding contract expectations of service to 11 individuals.

### **RISK ANALYSIS:**

The risk level associated with the approval of this report is low as there is no municipal contribution required by the MTCU agreements. MTCU Employment Services programs are 100 percent fully funded by the MTCU.

It should be noted that the likelihood of an operating fund reduction occurring is possible. However, if operating funding is reduced, or costs could potentially exceed the allocation provided, a review of program needs will be completed. Positions will be removed accordingly based on the operating budget limitations and layoff notices provided to individuals who would be subject to the bumping process under the CUPE collective agreement.

### **FINANCIAL MATTERS:**

Throughout the 2015-16 Ministry Year the City delivers four employment programs funded through MTCU as follows (Youth Employment Fund (YEF) concluded September 30, 2015 as discussed below):

1. Employment Services (ES)
2. Canada Ontario Job Grant (COJG)
3. Targeted Initiative for Older Workers (TIOW)
4. Youth Employment Fund

The above programs are funded 100% by MTCU. No additional municipal contribution is required by the municipality.

Program	Fiscal Allocations (Apr 1, 2015-Mar 31, 2016)	Additional In Year Overtime Allocations	Total 2015-16 Contract Funding including Overtime Allocations
Employment Services (ES)	1,975,500	147,225	2,122,725
Canada Ontario Job Grant (COJG)	243,465	3,119	246,584
Targeted Initiative for Older Worker (TIOW)	485,728	58,000	543,728
Youth Employment Funding	28,390		28,390
<b>Total MTCU Funding 2015-16</b>	<b>\$2,733,083</b>	<b>\$208,344</b>	<b>\$2,941,427</b>

In November, Administration submitted to MTCU the April 1, 2016- March 31, 2017 Business Plans for all programs that will continue into the next Ministry year and expects to receive official confirmation of approval through a formal contract. No formal communication has been received as to the amount of the new contracts; however the contract amounts are expected to stay consistent at the annual allocations shown on the chart above. Throughout the life of the contracts, contract amendments may be required if any additional funding is provided or if there are changes required to any of the articles or schedules provided in the agreement.

### Employment Services

The current Ministry of Training, Colleges and Universities (MTCU) Employment Services (ES) is for a one year period effective April 1, 2015 to March 31, 2016. The current contract funding allocation is \$2,122,725 comprised of the fiscal allocation of \$1,975,500 plus an additional onetime amount of \$147,225 to assist at risk youth.

### **Canada Ontario Job Grant**

The current Ministry of Training, Colleges and Universities (MTCU) Canada Ontario Job Grant (COJG) contract expires on March 31, 2016. The current contract is in the amount of \$246,584 and took effect April 1, 2015. The annual allocation is for \$243,465 and a onetime request for \$3,119 was made for additional funds to assist an employer with training individuals. The COJG Program is 100% fully funded provincially through MTCU and requires no City contribution.

### **Targeted Initiative for Older Workers**

The current Ministry of Training, Colleges and Universities (MTCU) Targeted Initiative for Older Workers (TIOW) contract expires on March 31, 2016. The current contract is in the amount of \$543,728 and took effect April 1, 2015. The annual allocation was for \$485,728 and in the current contract year we were provided with a onetime additional amount of \$58,000 to assist additional older workers with completing the Manufacturing Fundamentals Certificate Program at St. Clair College.

### **Youth Employment Fund**

The 2015 Ministry of Training, Colleges and Universities (MTCU) Youth Employment Fund (YEF) contract expired on September 30, 2015. The program commenced in September of 2013 and was a two year initiative to help employ at risk youth. For the April 1, 2015- September 30, 2015 period we received \$28,390 in funding to assist with the wind down of the program. As of September 30, 2015 MTCU ended the YEF program.

Council will be apprised if there are significant subsequent changes to the funding allocations and/or service delivery expectations for the April 1, 2016-March 31, 2017 and April 1, 2017 to March 31, 2018, and April 2018- March 31, 2019 fiscal years.

### **CONSULTATIONS:**

Name: Melissa Cirelli-Ryan, Financial Planning Administrator  
Phone #: 519-255-5200 ext.5143

Name: Wira Vendrasco, Deputy Solicitor  
Phone #: 519-255-6100 ext.6375

### **CONCLUSION:**

Receipt of the 100 percent provincial/federal funding is contingent upon the signing of the Service Contracts with the MTCU. This requires City Council approval.

**PLANNING ACT MATTERS:**

N/A

**APPROVALS:**

Name	Title
Diane Quinn	Manager of Employment and Training Initiatives
Melissa Cirelli	Financial Planning Admin.
Bruno Ierullo	Executive Dir. Of Employment and Social Services
Jelena Payne	Community Development & Health Services Commissioner
Wira Vendrasco	Deputy City Solicitor
Onorio Colucci	City Treasurer
Helga Reidel	Chief Administrative Officer
Agenda Seal Clerks	

**NOTIFICATIONS:**

Name	Address	Email

**APPENDICES:**

