

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 03-131

BEING A BY-LAW TO AUTHORIZE AN AGREEMENT WITH THE COMMUNITY COUNSELLING & RESOURCE CENTRE TO ADMINISTER THE 2002, 2003 and 2004 NATIONAL CHILD BENEFIT EMERGENCY FUND TO ONTARIO WORKS AND ONTARIO DISABILITY SUPPORT PROGRAM ELIGIBLE FAMILIES IN THE CITY AND COUNTY OF PETERBOROUGH

THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL
HEREOF HEREBY ENACTS AS FOLLOWS:

1. That the Mayor and the Clerk be and they are hereby authorized to execute an Agreement between The Corporation of the City of Peterborough and The Community Counselling Resource Centre in the form attached hereto as “Schedule A”, and to affix the seal of the Corporation thereto.

By-law read a first and second time this 14th day of July, 2003

By-Law read a third time and finally passed this 14th day of July, 2003.

(Sgd.) Sylvia Sutherland, Mayor

(Sgd.) Nancy Wright-Laking, City Clerk

SCHEDULE A

THIS AGREEMENT made this 30th day of June, 2003.

BETWEEN:

THE CORPORATION OF THE CITY OF PETERBOROUGH

hereinafter called the "City"

OF THE FIRST PART

- and -

COMMUNITY COUNSELLING AND RESOURCE CENTRE

hereinafter called the "Manager"

OF THE SECOND PART

WHEREAS the Manager is an incorporated charitable organization, having considerable experience in working with low income families directly, as well as with other agencies, in providing services to these families;

AND WHEREAS the City wishes to make a grant to the Manager, as authorized by Section 113 of the *Municipal Act*, R.S.O. 1990, c. M.45, upon the terms and for the purposes set forth in this agreement, which, in the opinion of the Council, is in the interest of the municipality;

NOW THEREFORE the parties hereto mutually covenant and agree as follows:

1. The Manager agrees to administer, through its Housing Resource Centre, the 2002, 2003 and 2004 National Child Benefit Emergency Fund (the "NCBE Fund") for the benefit of families, having children under the age of eighteen (18) years, who were entitled to Ontario Works (OW) and Ontario Disability Support Program (ODSP) on June 30, 2003, as well as individuals under the age of eighteen (18) years, who are entitled to OW or ODSP on the specified date.

2. The Social Services Department will determine the portion of the NCB Reinvestment funds available for the 2002, 2003 and 2004 NCB Emergency Fund based on the confirmation of the total allocation from Ministry of Community Family and Children's Services (MCFCS). The 2002, 2003 and 2004 NCB Emergency Fund allocation will be further defined for the allotment for both ODSP and OW families. In 2003, the ODSP portion will also include the full portion of the 2002 NCB Emergency Fund allotment for ODSP. In 2003, the OW portion will also include the surplus 2002 NCB Emergency Funds.

3. Funds returned to families will be based on the total OW or ODSP allocation divided by the number of confirmed OW or ODSP children on the closing day of the application process.
4. The eligibility criteria is set out in Schedule "A" attached hereto. In addition, the Manager acknowledges the amount of a Sixteen Thousand Dollars (\$16,000.00) in order to assist in administrative costs of the program.
5. The Manager shall make available to the City such detailed records or information relating to this agreement as may be deemed necessary by the City from time to time, and shall provide to the City, no later than February 1st, 2003, 2004 and 2005, a full report of the moneys disbursed and the number of clients served.
6. This agreement shall be in force from the 30th day of June, 2003, until the 31st day of December, 2005, or upon the Manager ceasing to meet the requirements of this agreement in respect of the NCBE Fund.
7. Notwithstanding paragraph 4, the City may terminate this agreement forthwith in the event that the Manager makes an assignment in bankruptcy, or if a Receiver is appointed by the creditors of the Manager.
8. The Manager shall indemnify and save the City harmless from any and all actions, claims, demands, expenses or costs made or brought against the City by any person or persons in respect of damages caused by any act or omission of the Manager, or any of its employees or agents, in the administration of the emergency assistance fund pursuant to this agreement.
9. The Manager agrees to acknowledge sponsorship by the Social Services Department of the City in promotional materials, promotional presentations and client service encounters.

10. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their respective hands and seals.

SIGNED, SEALED AND DELIVERED)	THE CORPORATION OF THE
in the presence of:)	CITY OF PETERBOROUGH
)	
)	_____
)	Sylvia Sutherland, Mayor
)	
)	_____
)	Nancy Wright-Laking, Clerk
)	
)	COMMUNITY COUNSELLING
)	AND RESOURCE CENTRE
)	
)	_____
)	Name:
)	Office
)	
)	_____
)	Name:
)	Office

SCHEDULE “A”

Eligibility Criteria

I. Eligibility

1. To be eligible for the 2003 NCBE Fund the OW and ODSP family will have children under the age of 18 or have been an OW or ODSP recipient under the age of 18 years who were active on the OW or ODSP caseload June 31, 2003.
2. The Manager will determine eligibility by referencing the Master-list provided by the City. Only the respondents signing the release form will be named on the master-list.

II. Financial Accountability

1. The Manager shall prepare and submit, upon reasonable request, a comprehensive report acceptable to the respecting services being provided.
2. The Manager shall submit an audited financial statement where City funding is over Twenty Thousand Dollars (\$20,000.00) annually and an un-audited financial statement where City funding is under Twenty Thousand Dollars (\$20,000.00) annually. The financial statements will have a revenue line called City of Peterborough. If the agency is receiving several pots of money they will supply the breakdown of the funds received from the City in the notes to the financial statements. Financial statements are to be submitted to the City no later than three months from the agency's accounting year-end.
3. The Manager shall maintain financial and records and books of accounting respecting services provided and permit the City staff to review and audit such records. Should the Manager cease operation it will not dispose of any records related to the service provided under service agreement without consent of the City.

IV. Confidentiality

1. All directors, officers and staff, including volunteer staff, will hold confidential and not disclose to any person, except as required by law, personal information which could identify individual applicants, without obtaining the written consent of the individual.