



City of  
**Peterborough**

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**TO:** Members of the Joint Services Steering Committee

**FROM:** Ken Doherty, Director of Community Services

**MEETING DATE:** April 8, 2010

**SUBJECT:** Report CSSSJSSC10-003  
Peterborough Employment Resource Centre (PERC)  
Contract Renewal

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## **PURPOSE**

A report to inform the Joint Services Steering Committee on the status of the contract between the Ministry of Training Colleges and Universities (MTCU) and the City of Peterborough for the delivery of the PERC program.

## **RECOMMENDATION**

That the Joint Services Steering Committee endorse the recommendation outlined in Report CSSSJSSC10-003 dated April 8, 2010, of the Director of Community Services, as follows:

That the PERC Contract Renewal Report be received.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There are no additional financial implications to the City or County of Peterborough as the program is funded through a 100% provincial subsidy from MTCU.

The Director of Community Services has accepted a 12-month contract extension and funding allocation of \$502,234, in accordance with his delegated authority. In recommendation (c) (i) of Report CPFRA08-008, dated March 31, 2008, Council approved delegating authority to the Director of Community Services to enter into agreements or extensions of existing agreements with various Provincial Ministries that fund Social Services program delivery, where 100% dollars can be accessed.

## **BACKGROUND**

The City entered into an agreement for the operation of the PERC with Human Resources Development Canada (HRDC) in 1999. PERC is an employment assistance program with a mandate to support community members seeking employment in a self-help environment. These services include access to computers, job boards, fax, photocopiers, Internet and workshops in resume writing and job search strategies. PERC staff served 13,660 area residents who made a combined 36,068 visits to the main office site and outreach activities in 2009.

Human Resources and Skills Development Canada (HRSDC), the successor department to HRDC, assigned its obligations under the PERC agreement to MTCU in November 2007. That agreement has been extended and amended several times since then, the most recent ending March 31, 2010. PERC is funded through a 100% provincial grant under the umbrella of Employment Ontario (EO). MTCU undertook a review of existing EO employment and training services, with a goal to reduce the number of service providers, in order to streamline access to a full range of services in a one-stop approach. Report CSSS08-017, presented to Council on November 3, 2008, outlined the review process Employment Ontario was undertaking and approval was granted to submit a capacity survey so the PERC could be considered as a potential service provider.

MTCU made the first announcements regarding the new EO service model in late January 2010. The transformation of employment and training services will be fully planned and implemented by April 2012. The Ministry has selected Employment Planning and Counselling, Northern Lights Vocational Services and Fleming College as service providers in this model. Each organization will provide job search, job matching, employer incentives, job retention, client service planning, resource information and referrals to the residents of the City and County of Peterborough. The January announcements did not address service providers that assist persons with disabilities such as the Canadian National Institute for the Blind, Canadian Hearing Society and Canadian Mental Health Association, or stand-alone Employment Resource Centres such as PERC. MTCU is continuing to develop service strategies for stand-alone Employment Resource Centres and services for persons with disabilities. Peterborough area changes are highlighted in the Ministry Fact Sheet attached to this report as Appendix A.

While MTCU considers strategies for the remainder of the service network, an invitation was offered to the City to enter into an additional 12-month extension for the period from April 1, 2010 until March 31, 2011, with a funding allocation of \$502,234. This amount is slightly less than 2009 actual expenses; however, MTCU has allowed full flexibility to transfer any under spending between budget lines and to make necessary program adjustments to remain within the approved allocation. Given this flexibility, cost will be reduced so that no additional municipal contribution is required. Over the past 10 years, PERC funding has supported services to the public and offset some municipal expenses for employment activities benefiting individuals on social assistance. During the planned extension, PERC staff will continue to provide resource centre services and partner with the selected service providers to support implementation of the new EO model, to ensure the employment needs of vulnerable people living in rural and urban areas are taken into consideration.

The 2010 City budget was prepared in anticipation of a contract extension and additional operating funds. Legal Services staff has reviewed the terms of the extension, which includes an exit clause where either party may terminate the agreement without cause by providing a minimum of six months written notice. Authorization of the Mayor and City Clerk will be required to execute the agreement.

If the City is not selected to provide employment information and referral services in the restructured EO network, MTCU has committed to a six-month “wind-down” notice period and funding of necessary expenses such as severance pay, penalties for breaking leases, equipment rentals and administrative fees. The PERC agreement could be extended again, to provide sufficient notice and reimbursement of approved wind-down expenses on a prorated basis, up to the maximum current funding level.

PERC funding covers the salary of 6.0 FTE Employment Support Workers and a 0.5 FTE Social Services Supervisor. The full impact of staff reductions is still to be determined and will be the subject of a future Joint Services report, should the existing agreement not be renewed or extended. Any layoffs would be conducted in accordance with the City’s Collective Agreement with C.U.P.E Local 126.

Under provisions of the Ontario Works (OW) Act, the Social Services Division is required to ensure that OW participants have access to employment resource centre services through an on-site location or, in a co-located/ co-managed centre with other partners. Participants who require basic labour market orientation and lack job preparation skills are not likely to be successful in an independent job search without the supports typically offered through an employment resource centre. It may be necessary for the Social Assistance Division to consider establishing a smaller scale resource centre to support social assistance participants, pending the availability of provincial funding.

The MTCU allocation and revised City budget is detailed in Table 1.0- PERC Budget Summary below.

Table 1.0-PERC Budget Summary

PERC Budget April 1, 2010 - March 31, 2011		
	MTCU ACCOUNTS	12-Month MTCU Grant
<b>1A</b>	<b>Activity Related Direct Project Costs</b>	<b>405,619</b>
	Staff Wages & Benefits	307,619
	Professional Fees	25,000
	Other Activity Related Direct Project Costs	73,000
<b>1B</b>	<b>Participant Related Direct Project Costs</b>	<b>10,000</b>
<b>1C</b>	<b>Other Direct Project Costs</b>	<b>24,937</b>
<b>2</b>	<b>Organizational Infrastructure Costs</b>	<b>61,678</b>
	<b>Totals</b>	<b>502,234</b>

## SUMMARY

The Director of Community Services has accepted a 12-month PERC contract extension in accordance with his delegated authority, which includes a 100 % provincial budget allocation of \$502,234 for the period from April 1, 2010 until March 31, 2011. During the extension period, MTCU will be considering strategies for the delivery of services to persons with disabilities and stand-alone employment resource centers such as PERC. A future Joint Services report will provide Councils with an update of the Ministry's decisions and impact on existing PERC services.

Submitted by,

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Attachment: Appendix A – Peterborough Fact Sheet