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March 26, 2019

Connie Morphet  
Finance Administrator  
Manitoulin-Sudbury District Services Board  
210 Mead Blvd  
Espanola, ON P5E 1R9

Dear Mrs. Morphet:

**Re: 2018/19 Approval Letter, 2018 TWOMO Election Expenditures**

I am pleased to inform you that the Ministry of Children, Community and Social Services ("Ontario") is providing Manitoulin-Sudbury District Services Board ("Service Provider") with one-time funding as follows:

Project Name:	TWOMO Representation on DSSAB's
Subline:	7953
Detail Code:	8654
Legislation:	Ministry of Community and Social Services Act
Amount:	\$26,895.00

The amount of funding has been determined based on your submitted Report-back to Ministry of Children, Community and Social Services (Appendix O) in accordance with the TWOMO Election Resource Guide – 2018.

The funding in respect of the above named project is provided subject to the following standard terms:

1. This Grant Letter will be in force from September 1, 2018 to December 31, 2018, or until it is terminated by either party by giving sixty (60) days' written notice. In the event of termination, the Service Provider will refund to Ontario any monies advanced by Ontario and not expended in accordance with the approved terms and conditions.
2. Ontario will pay the Service Provider an amount not to exceed the amount stipulated in the Grant Letter. Ontario reserves the right to determine the amounts, times and manner of payment.
3. It is agreed and understood that the provision of funding in no way commits Ontario to provide other or additional funding now or in the future.
4. The Service Provider will indemnify and save harmless Her Majesty the Queen in right of Ontario from all legal claims including all costs, losses, damages, judgements, claims, demands, suits, actions, complaints or other proceedings in any manner made against Ontario in respect of any negligent act or omission of the Service Provider related to the activity in respect of which the funding is provided.

5. The Service Provider will obtain and maintain in force such insurance as is necessary and reasonable to meet the obligation referred to in clause 4.
6. The Service Provider agrees to provide services or the results expected in accordance with the project criteria, policies, guidelines and requirements of Ontario as communicated to it.
7. The Service Provider will maintain service records and submit, annually or at such intervals as requested by Ontario, a report respecting this project, acceptable to Ministry staff, which shall include the results achieved, relevant financial information, any other services related information, as required. Ontario reserves the right to discontinue funding where results are not achieved to the level indicated in the Grant Letter.
8. The Service Provider will maintain financial records and books of account respecting services provided or the results expected pursuant to the Grant Letter. The Service Provider will, unless Ontario indicates otherwise, submit a reconciliation report with respect to the grant funds within four (4) months of the Grant Letter's end date, and any unspent grant funds and/or funds that have not been expended in accordance with the terms of this Grant Letter shall be returned to Ontario. The Service Provider will abide by Ontario's policies on the recovery of funds and the treatment of revenues and expenditures and Ontario's policies with respect to financial reporting.
9. The Service Provider will allow Ministry staff or such other persons authorized by Ontario to inspect and audit such books and records at all reasonable times both during the term of this Grant Letter and subsequent to its expiration or termination.
10. Ontario's rights under clause 9 of this Grant Letter are in addition to any rights provided to the Auditor General pursuant to section 9.1 (Special Audits) of the Auditor General Act, R.S.O. 1990, c. A.35.
11. The Service Provider agrees to ensure that both during and following the term of this Grant Letter, it shall maintain confidential and secure against release, all material and information which is the property of Ontario and in the possession or under the control of the Service Provider pursuant to this Grant Letter.
12. Any information collected by Ontario pursuant to this Grant Letter is subject to the rights and safeguards provided for in the Freedom of Information and Protection of Privacy Act.
13. Ontario reserves the right to publish Grant Letter information as open data. This includes the Service Provider contact information, financial terms, key dates, and outcomes or outputs.
14. Acceptance of funding binds the Service Provider to all the terms and conditions contained within this Grant Letter.

In addition, the Service Provider agrees to abide by the following special terms and conditions: No Special Terms

Yours sincerely,



Richard Steele  
ADM, Social Assistance Programs



## APPENDIX "O"

### Report-back to Ministry of Community and Social Services (MCSS) on Election Expenditures

#### Manitoulin-Sudbury District Social Services Administration Board

Fern Dominelli, CAO  
Manitoulin-Sudbury District  
Services Board  
210 Mead Blvd.  
Espanola ON P5E 1R9

Date: December 14, 2018

Total Allocation for Manitoulin-Sudbury DSSAB \$ \_\_\_\_\_

Expenses	Specify	Amount(\$)
Human Resources		
Sub-contracting	Datafix	\$13,533.63 – after HST rebate
Public Meetings		
Advertising	Notice of Nominations & Vote by Mail Notification	\$6,041.82 – after HST rebate
Printing/Photocopying		
Postage	Canada Post Vote by Mail	\$7,252.10 – after HST rebate
Ballot		
Boxes		
Transportation		
Other	Vote Here Sign	\$67.15 – after HST rebate
<b>Total</b>		<b>\$26,894.70 - after HST rebate</b>

I, the undersigned, verify the items listed above and their expense. Receipts are provided to support the expenses identified above.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date