



## COMMUNITY SERVICES COMMITTEE

Tuesday, January 10, 2023

County of Renfrew Administration Building

### AGENDA

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Minutes of previous meeting held on October 12, 2022 (attached) approved by Warden and Chief Administrative Officer/Clerk.
5. Delegations: None at the time of mailing.
6. Community Services Department **Page**
  - a) Department Report 2
  - b) Ontario Works Division Report 5
  - c) Child Care and Early Years Division Report 29
7. New Business.
8. Closed Meeting: None at the time of mailing.
9. Date of next meeting (Wednesday, February 15, 2023) and adjournment.

**NOTE:**

- a) County Council Strategic Planning: Monday, January 16, 2023.
- b) **County Council: Wednesday, January 25, 2023.**
- c) Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW**  
**COMMUNITY SERVICES REPORT**

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**TO:** Community Services Committee  
**FROM:** Laura LePine, Director of Community Services  
**DATE:** January 10, 2023  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Community Housing Priority Projects – Renfrew**

Attached as Appendix I is correspondence dated November 24, 2022 from Dan Lawrence, A/Director, Housing Programs Branch, Ministry of Municipal Affairs and Housing, regarding Community Housing Priority Projects – Additional Funding Allocation for 2022-23.

**2. Ontario Municipal Social Services Association (OMSSA) Policy Conference 2022**

On December 7 and 8, 2022, the Community Services management team attended the OMSSA Policy Conference in Toronto. This conference was an opportunity to bring human services leaders and policy experts, together with provincial leaders, stakeholder organizations, and other subject matter experts with the goal of discussing policy priorities into 2023 and beyond. The sessions focussed on topics such as: economic recovery and public policy turmoil, mental health partnerships, affordable and supportive housing, decriminalization of illicit drugs, food insecurity, human services integration, child care workforce planning and data collection, anti-Indigenous racism, employment services transformation, encampment policies, and climate change and its impact on human services.

3. **Ontario Works Division Report**

Attached as Appendix II is the Ontario Works Division Report prepared by Ms. Andrea Patrick, Manager of Ontario Works, providing an update on activities.

4. **Child Care and Early Years Division Report**

Attached as Appendix III is the Child Care and Early Years Division Report, prepared by Ms. Margo Smith, Manager of Child Care and Early Years Services, providing an update on activities.

Ministry of  
Municipal Affairs  
and Housing

Ministère des  
Affaires municipales  
et du Logement

Housing Programs Branch

Direction des programmes de logement

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Toronto ON M7A 2J3

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Toronto ON M7A 2J3

Courriel électronique: [dan.lawrence2@ontario.ca](mailto:dan.lawrence2@ontario.ca)



November 24, 2022

Laura LePine  
Director, Community Services, County of Renfrew  
9 International Drive  
Pembroke, ON K8A 6W5

Dear Laura LePine:

**RE: Community Housing Priority Projects – Additional Funding Allocation for 2022-23**

I regret to inform you that your business case submission in response to the request for Community Housing Priority Projects was unsuccessful.

This was a difficult decision since a total of 39 top priority business case submissions were received from Service Managers and Indigenous Program Administrators for a total funding request of \$272M.

A team of Ministry of Municipal Affairs and Housing staff developed and implemented a robust evaluation process to assess the large number of submissions and recommend the top ranked projects for Community Housing Priority funding.

Your project will however be considered again for funding during the ministry's year-end reallocation process in February 2023.

I appreciate your partnership as we work together to deliver affordable housing programs and increase and improve the community housing stock in the province.

Yours truly,

A handwritten signature in black ink, consisting of a stylized 'D' followed by a horizontal line.

Dan Lawrence  
A/Director, Housing Programs Branch

- c. Adriana Chang, Manager, Southern Regional Services Delivery Unit  
Mila Kolokolnikova, Team Lead, Municipal Services Office

## **ONTARIO WORKS REPORT**

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Community Services Committee

January 10, 2023

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### **INFORMATION**

#### **1. Overview of Ontario Works Services**

Ontario Works provides financial assistance and person-centered supports for low-income residents. Staff provide individualized stability supports to help recipients improve their quality of life and employability. Ontario Works staff are highly knowledgeable about government benefit programs and other services in the areas of employment, education, legal, and health. Through strong collaborative working relationships with community agencies, staff connect individuals with the additional services they need to move forward with their lives.

The following is a summary of the financial assistance programs provided by our office to assist vulnerable residents:

- **Ontario Works Assistance** – Caseworkers determine eligibility in accordance with the Ontario Works Directives containing over 800 rules. Social assistance rates are set by the province and the Ontario Works rates have not been increased since October 2018. The maximum entitlement for a single recipient is \$733 per month. Assistance is provided to individuals between the ages of 18-64 years of age. Youth who are 16 or 17 years old may be eligible if they are attending school full-time and are unable to live with a parent/guardian due to special circumstances. In these cases, the Ontario Works assistance is paid to a trustee on behalf of the youth.
- **Temporary Care Assistance** – This is a program which provides financial support for individuals who have a child placed into their temporary care/custody and require assistance to support the child. The maximum assistance for one child is \$274 per month.
- **Emergency Assistance** – This program assists individuals who are experiencing an emergency (e.g., fire, flood) who have income/assets

which exceed the Ontario Works program thresholds. In these circumstances Ontario Works assistance can be provided for up to 48 days.

- **Funeral Benefits** – Assistance is provided to social assistance recipients and other low-income residents to help with the costs of funeral expenses for a loved one. The maximum benefit payable is \$4000.
- **Discretionary Benefits** – Financial assistance to help social assistance recipients cover the cost of medical devices and related items that are not covered by any other government program.
- **Homelessness Prevention Program** - Ontario Works and Community Housing staff work collaboratively to help prevent homelessness in Renfrew County. Eligible expenses which may be covered through this program include rental arrears, heat/hydro arrears, last month's rent or rent deposit, and emergency shelter (temporary motel stay). The maximum entitlement is \$1500 per year for single people/couples and \$2000 per year for families with children.

## **2. Partnerships and Committees**

Staff participate actively on many committees to remain informed about all available services in the community, to conduct joint case planning, and to share information about our programs. The following is a list of some of the key committees Ontario Works staff are a part of:

- **Human Trafficking Response Committee** (Victim Services of Renfrew County) – works collaboratively to identify and support victims of human trafficking
- **The Planning Table** (Phoenix Centre for Children and Families) – creating a more efficient, effective, and client-oriented mental health and addiction system for Renfrew County
- **Social Service Worker Program Advisory Committee** (Algonquin College) – provides feedback on how the program can be modified and improved to better meet community needs

- United Way Virtual Response Table – social services agencies, health authorities, and business partners share information regarding community response to critical events
- Built for Zero Community Partners Meetings – Community Housing, Ontario Works, Community Mental Health Services, The Grind Pembroke, and Family and Children’s Services Safe Shelter for Youth meet monthly to work together on addressing the needs of homeless individuals across Renfrew County
- Ontario Works/Ontario Disability Support Program Joint Client Advisory Committee – provides an opportunity for clients to provide direct feedback on ways to improve services
- 3 DOORS (Family and Children’s Services) – Community Services and the Renfrew County Legal Clinic participate in an annual “Home Sense” group that provides information on housing, financial programs, and legal rights for youths aged 16-21 that aims to promote healthy, safe, and responsible lifestyle choices
- Business Technology Network – delivers strategic advice to the Ministry on social assistance technology improvements
- Seaway Emergency Social Services Network – led by the Ministry’s Emergency Management Unit, this network provides information and coordination regarding available supports during a disaster
- Ontario Municipal Social Services Association Employment Income Network – this group has representatives from all consolidated municipal service managers (CMSMs) and District Social Services Administration Boards (DSSABs) to discuss Ontario Works program related issues
- Provincial-Municipal Social Assistance and Employment Committee (PMSAEC) – has been established to provide ongoing and integrated engagement between municipal and provincial partners. Funding and Accountability Working Group and Life Stabilization Working Group are intended to support discussions related to the delivery and steering of Social Assistance Transformation. The Director of Community Services

sits at these confidential tables along with a limited number of other service managers.

- Emergency Services Planning Subgroup – health and service agencies working collaboratively to identify vulnerable individuals in our community and ensure they have access to vaccination clinics
- Ontario Works Administrators Table – provides an opportunity for senior leaders in the eastern region to share organizational changes and discuss upcoming program amendments and issues being experienced

### **3. Service System Manager Onboarding Session**

On November 30, 2022 a meeting was hosted jointly by the Ministry of Children, Community and Social Services (MCCSS) and the Ministry of Labour, Immigration and Skills Development (MLITSD) to introduce Serco Canada Ltd., the new Service System Manager (SSM) for the delivery of employment services in the Kingston-Pembroke Region. Attendees were leaders from Ontario Works (OW) and Ontario Disability Support Program (ODSP) offices within the catchment area. Each organization was given an opportunity to introduce themselves and discuss the challenges and opportunities experienced by job seekers in their area. The new SSM provided an overview of their company and the work they will be undertaking with social assistance offices to develop strategies for referral and management of mutual clients. This meeting was attended by the Director of Community Services, the OW Manager and Supervisors, and the new OW Transformation Lead that will provide guidance, training, and support for staff in the employment services transformation (EST). Attached as Appendix OW-I is the handout that was shared to provide a summary of the information shared regarding the County of Renfrew.

For more information regarding EST please see the slide deck attached as Appendix OW-II.

### **4. The Grind's "Out of the Cold" Service Launch**

Attached as Appendix OW-III is a news release regarding the Grind's "Out of the Cold" initiative. The Grind Pembroke has extended their hours of operation between 10 p.m. to 8 a.m. seven days per week. This



commenced on December 1, 2022 and will continue until March 31, 2023 to provide a warm, safe place for our community's homeless members to help them overcome the hardships of winter. While at The Grind, individuals can access supports including washrooms/shower facilities, hot meals, a food pantry, and a clothing bank. Community Services staff attended the launch of this initiative on December 2, 2022 at the Grind's newly renovated Coffee House located at 273 Victoria Street in Pembroke.

**5. Youth Wellness Hub**

The Youth Wellness Hub in Pembroke provides services to help support a variety of needs related to mental health, substance abuse, primary care, education, and housing for individuals between 12-25 years of age. Attached as Appendix OW-IV is the hub's calendar of events for December 2022. Community Services staff continue to attend every second Thursday afternoon to connect with youth who may be in need of our services.

**6. Algonquin College Program Advisory Committee**

On November 7, 2022 the OW Manager participated in Algonquin College's Social Service Worker (SSW) Program Advisory Committee Meeting. The SSW Program Advisory Committee, comprised of the Academic Chair of the Health and Community Studies department, the Program Coordinator, and several community partner agencies, meets bi-annually to gather input on the needs of the community that students are being prepared to work in and share feedback to help improve program delivery.

**7. Community Forum**

The Violence Against Women/Family and Children's Services Collaboration Committee hosted a community forum on November 10, 2022 at the Knights of Columbus Hall in Pembroke. Community Services staff from all three divisions participated in this event and delivered a presentation on our programs and services. The forum provides agencies with an opportunity to learn about the different services in Renfrew County and to network with other community service providers.

## 8. **Social Assistance Application Process**

Attached as Appendix OW-V is a letter sent by the Ontario Municipal Social Services Association (OMSSA) to MCCSS on November 23, 2022 addressing issues regarding the province's centralized intake process for social assistance.

## The County of Renfrew Ontario Works

### Our Vision

To create an efficient, effective and streamlined social services system that focuses on people, providing them with a range of services and supports to respond to their unique needs and address barriers to success so they can move towards employment and independence.



*We strive to provide  
inclusive, culturally  
sensitive, supportive,  
client-centered  
services*



**County of  
Renfrew**  
Ontario . Canada  
*Experience Our History, Share Our Future!*

We work in collaboration with community partners and service providers across the county to meet the unique needs of our clients; our team is committed to providing quality service

We recognize the need to modernize service delivery and take opportunities to participate in initiatives including contributing as a pilot site for Centralized Intake and collaborating with the Provincial-Municipal Joint Project Table since 2019

- ⇒ **Integrated Community Services Department** Ontario Works, Community Housing, and Childcare & Early Years staff are co-located in offices across the county to provide wrap-around services to clients
- ⇒ **25 Ontario Works staff** working in office full time, providing services virtually or in person based on client preference
- ⇒ **1 Employment Services Transformation Lead** to help prepare, train and support staff through EST initiative as well as other local integration activities

### Our Community

Total Population: 105,240 (2019)

1150 Ontario Works clients

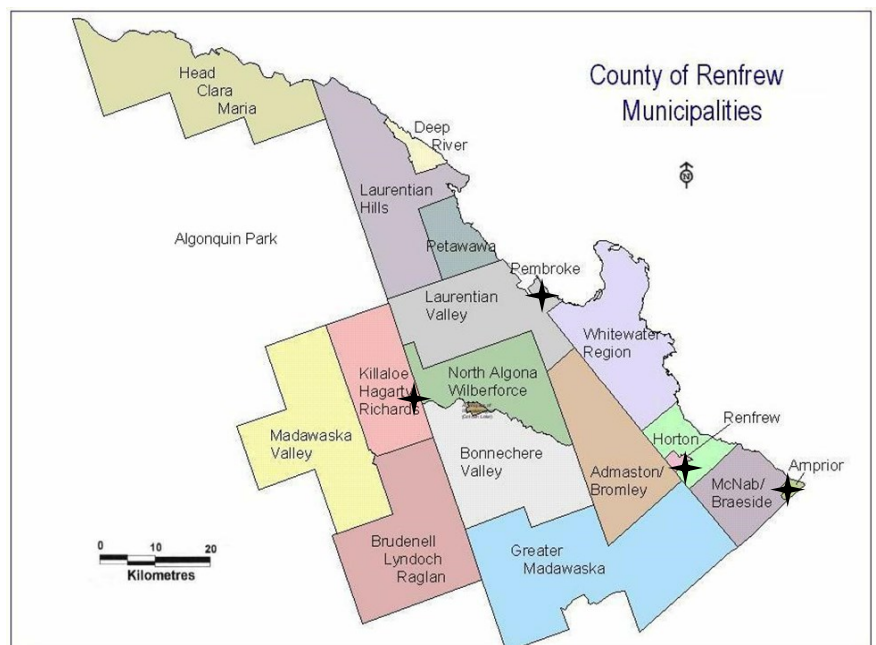
4200 Ontario Disability Support Program clients

Obstacles we face:

- transportation
- lack of family doctors
- shortage of rental units
- limited services
- aging workforce
- limited tax base
- internet access
- largely rural

4 Community Services Offices across the County:  
Pembroke, Renfrew, Arnprior and Killaloe ★

**Geographically, we are the largest County in  
Ontario – 7,645 square km**



Ministry of Labour, Immigration, Training and Skills Development  
& Ministry of Children, Community & Social Services

## SSM & Social Assistance Partner Engagement Catchment Area: Kingston-Pembroke

November 30, 2022 – Morning

Ontario 

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Ministry of Labour, Immigration, Training and Skills Development  
& Ministry of Children, Community & Social Services

## Agenda

- Overview: Employment Services Transformation (EST)
- SSMs Roles and Responsibilities
- EST Client Journey Map
- Introduction to Integrated Case Management
- Regional Program Manager and Program Supervisor Introduction
- Show & Tell – Ontario Works
- Show & Tell – ODSP
- Show & Tell – SSM
- Next Steps

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Ontario 

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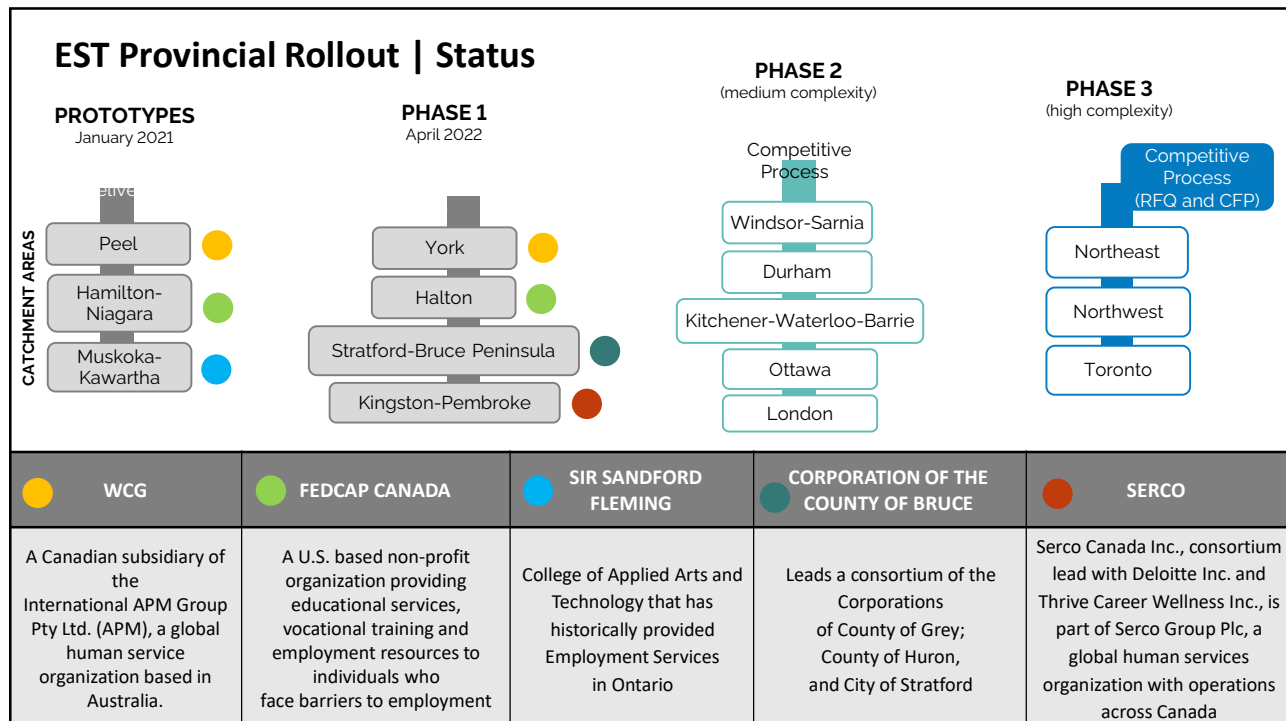
## Context

In February 2019, the Government announced that it was transforming employment services in Ontario by integrating social assistance employment services from Ontario Works (OW) and the Ontario Disability Support Program (ODSP) into the Employment Ontario system and transforming the way employment services are delivered by establishing SSMs.

- Currently, SSMs in the EST prototype catchment areas of Hamilton-Niagara, Peel and Muskoka-Kawartha are planning, designing and delivering their own programs and services for all Ontario job seekers.
- EST is implemented in the Phase 1 catchment areas of Halton, York and Stratford-Bruce Peninsula starting April 2023.
- This session is part of the last Phase 1 catchment area, Kingston-Pembroke, onboarding process that started this Fall during the planning phase.
- Competitive process for Phase 2 is currently underway.
- Market sounding and vendor engagement for Phase 3 is currently underway.

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## Partnerships between SSMs and SA Delivery Agents

SSM and social assistance offices are expected to collaborate to support overall social assistance client success in the following ways:

- The interactive relationships between SSMs and SA delivery and community partners strengthens the coordinated approach to deliver integrated employment services
  - Client-tailored employment opportunities, employment services and stability support needs are identified early in the process
  - The transition to integrated employment services occurs without disruption to the ODSP and OW clients' existing support plans
  - Service coordination with social assistance caseworkers will lead to open information sharing and efficient client referral management
- All partners can explore differences in existing delivery approaches to identify strengths and address service delivery gaps
- Data collection from EO and SA partners will capture information that supports effective client pathways and continuous improvement:
  - Projected Social Assistance caseloads may be used to determine macro level service demand and stability support needs
  - EO data can be used alongside client and labour market information to design employment services and programs to match client and employer needs

## Roles & Responsibilities of the SSM related to Social Assistance

During the transition period, SSMs will conduct the following activities related to SA employment services:

**Creating and fostering an ongoing relationship with Social Assistance delivery partners in preparation for the delivery of integrated employment services after the transition period.**

### ODSP Employment Supports

Assess service provider network based on performance and capacity.

Assessment includes capacity to effectively serve people with disabilities and other client groups. This includes accessibility of services and physical locations. (Note: Similar process is place with EO service providers)

### Ontario Works Employment Assistance (after the Transition Period)

Following the transition period, SSMs will coordinate with municipal partners to incrementally shift towards the delivery of employment services to social assistance recipients. This process may vary among Ontario Works offices.

## Roles & Responsibilities of Social Assistance

- With the implementation of EST and the new role of the SSM, Ontario Works and ODSP will be focusing on providing integrated person centered support to SA clients
- The goals of a support-focused system are to:
  - provide clients with awareness of the supports and services available to them
  - help address support needs clients may have to improve their life circumstances
  - help clients to identify needs and services in the community so they can co-develop a plan towards increased independence and/or employment
  - track progress to ensure clients are getting the services and supports that they need.
- Support services are ones that can be categorized as addressing:
  - crisis and safety – financial support, housing, crisis resolution
  - health – access to health supports and benefits including mental health and addictions
  - life skills – self-sufficiency, education and literacy, language and numeracy supports
  - community supports – access to dependent care or caregiving supports, etc.

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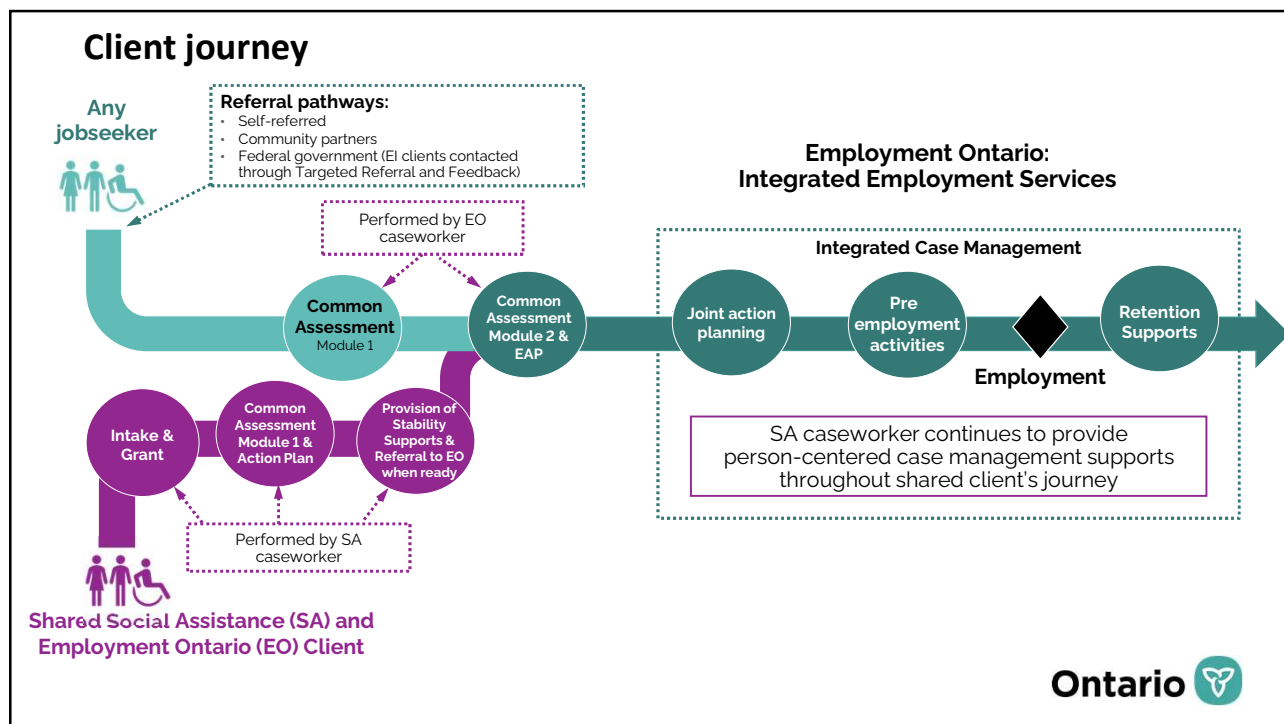
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## Roles & Responsibilities of Social Assistance by program

Ontario Works	ODSP
Case management that focuses on connecting clients to stability supports that prepare them to participate in EO employment services or employment.	Case management that ODSP clients with disabilities (including spouses with disabilities) that focus on connecting clients to stability supports and employment services, <b>when requested</b> .
Completing Common Assessment Module 1 and Action Plans with all Ontario Works clients and ODSP adult family members that have been referred by ODSP.	Completing Common Assessment Module 1 and Action Plan with ODSP clients with disabilities when stability supports or referral to EO is requested.
Determining action plan services: stability supports only, stability supports + referral to EO for concurrent participation, or referral to EO only.	Referring ODSP adult family members that do not meet criteria for deferral or are not already working or in school to Ontario Works with the goal of participating in stability supports and/or employment services.
Integrated Case Management with EO to ensure the client continues to participate in employment services and work towards their goals in their Action Plan and EAP.	Integrated Case Management with EO to support the client to participate in employment services and work towards their goals in their Action Plan and EAP.
Monitoring participation and eligibility, case conferencing with ODSP (ODSP adult family members) and EO as required.	Conducting Action Plan reviews to ensure clients are making progress in their stability support needs and goals.
Conducting Action Plan reviews to ensure clients are making progress in their stability support needs, employment service readiness, and goals as well as meeting their eligibility requirements.	

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Ministry of Labour, Immigration, Training and Skills Development  
& Ministry of Children, Community & Social Services

## Opportunities for Local Processes

- For integrated case management to work, there is a need for local processes to be developed between Ontario Works, ODSP, and SSM/EO staff.
- This afternoon, we will dig deep into some of the opportunities for local processes that support integrated case management, including:
  - warm handoff (pre-referral)
  - returned referrals
  - employment service readiness
- We will also explore some of the channels that support these processes
  - Common Assessment notes
  - Employment Action Plan
  - Social Assistance Action Plan

Ontario

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## Integrated Case Management

- MCCSS and MLITSD worked together to integrate the ministries' individual service delivery models to support a successful client experience, including effective integrated case management.
- To achieve this, the ministries developed:
  - The technical integration of both ministry case management systems (the Social Assistance Action Plan and the Employment Ontario Employment Action Plan). The systems share relevant data and information to ensure efficient and effective client services, so the client is only telling their story once. The cross-program communication is key to sharing client narratives to support their success.
  - The Common Assessment tool which is the primary stability support and employment needs assessment tool and is used by SA to refer social assistance clients to Employment Ontario.
- In addition to technical integration, local business processes between ODSP, Ontario Works, and SSMs that support integrated case management are the foundation of a successful delivery model. This includes but is not limited to ongoing information sharing, referrals and service coordination for employment and stability supports.
- Integrated case management will support the client experience and success especially for those who are receiving concurrent stability support and employment support.

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Break?

## Building the Relationship

- Knowing the roles and responsibilities of both the SSM and SA, and understanding the client journey, you can see the relationship between the two programs is critical to wraparound client support and responsive client service
- Before we dig deeper into integrated case management opportunities, let's spend time getting to know each other



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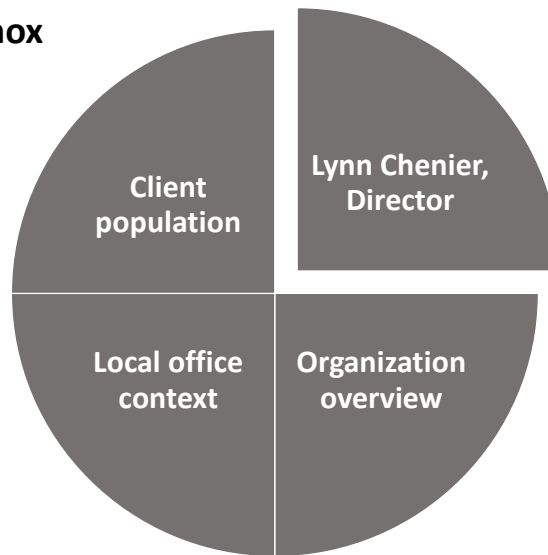
## MLITSD Regional Program Manager and SA Program Supervisor Introduction

- Introducing Sophie Dwivedi, Program Supervisor (MCCSS) and first point of contact for Ontario Works and ODSP to escalate concerns
- Introducing Adam Cameron, Service Delivery Manager (MLITSD) and first point of contact for SSMs to escalate concerns
- Catchment-level meetings will be established and co-chaired by Adam and Sophie and they are responsible for:
  - Scheduling meetings, setting agendas, chairing calls
  - Identifying which issues require ministry attention
  - Contacting the relevant reporting and coordination teams in the event of a ministry-level issue (escalation)
  - Debriefing the solutioning team on the scope and background of the issue to allow for development
  - Communicating changes and solutions to local catchment meetings representatives
- Further information on catchment-level meeting will be shared at a later date

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## Meet Prince Edward – Lennox and Addington Ontario Works



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## Meet County of Hastings Ontario Works



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## Meet City of Kingston Ontario Works



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## Meet County of Renfrew Ontario Works



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## Meet Renfrew ODSP



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## Meet Pembroke ODSP



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## Meet Kingston ODSP



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## Meet Belleville ODSP



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## Meet Serco

- Organizational overview
- Service and program offerings
- Experience with EST and SA

## Open Discussion Forum

Ministry of Labour, Immigration, Training and Skills Development  
& Ministry of Children, Community & Social Services

## Lunch Break

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Ontario 





273 Victoria Street  
Pembroke, Ontario K8A 4K5  
Phone 613.732.9423  
TheGrindPembroke@gmail.com

News Information

2022 November 29

## **Launch of new homeless supports for winter months**

**“Out of the Cold” initiative to provide warming centre in Pembroke**

With the onslaught of winter on the horizon, The Grind Pembroke will open a “warming centre” within its recently constructed Coffee House to ensure that the area’s homeless population at least has a safe, warm place to rest during cold winter nights.

The new program, appropriately styled “Out of the Cold” will begin December 01 and operate until the end of March, 2023. The warming centre will be available seven (7) nights per week from 10:00 p.m. to 8:00 a.m. The centre will provide hot beverages, food and access to washrooms and shower room.

**Community leaders and media representatives are cordially invited to obtain further details about this new homeless service at a Launch & News Briefing to be held on Friday, 2022 December 02, at 10:00 a.m., in the Grind Coffee House at The Grind Pembroke’s new location, 273 Victoria Street.**

# December

Renfrew County Youth Wellness Hub



Walk In Services Available  
Virtual Services Available  
(by appointment)  
Wellness Programs



Peer Support  
Appendix OW-IV  
Care Navigation  
Mental Health  
Support



Scan for more info or to  
book an appointment

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

 renfrewcountyywho@gmail.com 613-570-8953	 Tuesday and Thursday (In Person) 10:00am-6:00pm Monday and Wednesday (Virtual) 8:30am-4:30pm	 278 Nelson St Pembroke ON		<b>1</b> Ontario Works 2:00pm-4:00pm Pick It Fence Renfrew (Gift Searching) Decorating the Hub 4:30pm-5:30pm	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> Virtual Services Available by appointment	<b>6</b> Cooking with Mireille: Make your own Pizza 4:00pm Phoenix Centre 10:00am-5:00pm 	<b>7</b> Virtual Services Available by appointment	<b>8</b> YOUTH ELEVATE OPEN 4:00pm-5:00pm Indigenous Red Path Program 3:00pm-4:30pm Michael Moore Documentary Night 4:30pm 	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> Virtual Services Available by appointment	<b>13</b> Bernadette McCann 3:30pm-5:30pm Phoenix Centre 10:00am-5:00pm Build Your Coping Tool Box For the Holidays with Kristy 4:00pm 	<b>14</b> Virtual Services Available by appointment	<b>15</b> Ontario Works 2:00pm-4:00pm UTurn Youth Support Services 4:00pm-6:00pm Indigenous Red Path Program 3:00pm-4:30pm Kindness Card Exchange (Giving Back to the Community) 4:00pm 	<b>16</b>	<b>17</b> Holiday Festivity Afternoon 1:00pm-4:00pm 
<b>18</b>	<b>19</b> Virtual Services Available by appointment	<b>20</b> Phoenix Centre 10:00am-5:00pm Meal Prep with Mireille & Holiday Baking 4:00pm 	<b>21</b> Virtual Services Available by appointment	<b>22</b> Festivus Meal 4:00pm-7:00pm	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Build Your Own 2023 Dream Box 1:00pm-4:00pm 	<b>30</b>	<b>31</b> NEW YEARS EVE 



**November 23, 2022**

Denise Allyson Cole  
Deputy Minister,  
Ministry of Children, Community and Social Services (MCCSS)  
7th Floor, 438 University Ave,  
Toronto, ON M5G 2K8

**Re: Centralized Intake Concerns and Potential Solutions**

Dear Deputy Minister Cole,

The Ontario Municipal Social Services Association (OMSSA) is a non-profit association whose members are Ontario's Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs). In Ontario, Service System Managers play a central role in the planning, funding, administration, and delivery of income support (Ontario Works) and employment services.

OMSSA and its members are ready to build on our relationships and work in partnership with the provincial and federal governments to lend our expertise and experience towards integrated human service delivery and improved outcomes in employment, income security, and poverty reduction.

On October 20, OMSSA held an in-person meeting with the 47 Leadership Table made up of Commissioners of Human Services at CMSMs and CAOs at DSSABs. During the policy discussion, issues came up related to Social Assistance Renewal, Employment Services Transformation, and the Centralized Intake rollout, these include:

- Centralized Intake was the focus of most of the discussion around social assistance. Concerns were expressed by Service Managers related to the rollout of Centralized Intake. Currently between 45-55% of all applications are referred to local offices by the Intake and Benefits Administration Unit (IBAU). This is well short of the goal set forth at its inception of 70% of all applications being completed by IBAU.
- No time is being saved for local offices due to the number of referrals sent back to the local office from the provincial central intake office.
- Clients are getting lost in the shuffle and having to tell their story multiple times due to lack of streamlined and efficient provincial processes.
- The Client experience and turnaround time is not happening as quickly as expected through Centralized Intake. (i.e., Days to Grant service standard is consistently not being met at the front-end of the process).

OMSSA and its members have an interest in working with MCCSS to find solutions to these issues and work together to ensure a smooth transition. During our discussion, several potential solutions were proposed by the 47 Leads for MCCSS to consider, they include:

- Restore the Joint Project Team issues table to ensure clearer communication between the province and local municipalities.
- Increase resources and training at IBAU. Consider assigning IBAU staff to specific geographical areas to ensure familiarity with the clients, area and services available within the community.



- Consider pausing central intake, evaluate initial outcomes, and fix any outstanding issues prior to moving forward.
- Consider simplifying the over 800 rules related to Ontario Works. Fast-track legislative changes to enable MCCSS to take on full application, granting and appeals authorities.
- Improve the auto-grant process. Rapidly enhance MCCSS' and Service Ontario's ability to process currently out of scope application types (interpreter cases, under 18, temporary care).
- Further clarification around provincial and local responsibilities, outcomes, and accountability.
- When calls are taken by Service Ontario, ensure that SAMS notes are read.
- The province should take responsibility for Emergency Assistance applications, which is different from crisis applications that should be processed locally.
- Share metrics used to evaluate Centralized Intake with service managers.
- Consistent timeline standards for the local and centralized intake offices on tracking days to grant.
- Verification standards should be 30 days, not 90.
- Improve process for entering evidence into SAMS.
- The current mechanism for local offices to report issues up to the provincial central intake office on behalf of clients is unclear and very administrative. A streamlined and efficient process is needed.
- Ensure the client experience is central to the goal of Centralized Intake and Social Assistance renewal.

OMSSA members appreciate our relationship with MCCSS and look forward to resuming the co-design process at the Provincial Municipal Human Services Collaborative (PMHSC) and Provincial-Municipal Social Assistance and Employment Committee (PMSAEC) tables to address issues around centralized intake and social assistance renewal.

Service Managers want to partner with the province, work towards a clear vision for Centralized Intake, and ensure a smooth transition and implementation within local communities.

OMSSA appreciates MCCSS listening to local concerns and looks forward to working collaboratively on solutions that would improve the overall client experience and outcomes for social assistance in Ontario.

Sincerely,

**Cathy Cousins**  
President

**Doug Ball**  
Executive Director

## **CHILD CARE AND EARLY YEARS REPORT**

Prepared by: Margo Smith, Manager of Child Care and Early Years Division

Prepared for: Community Services Committee

January 10, 2023

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### **INFORMATION**

#### **1. Overview of Child Care and Early Years Services**

The Child Care and Early Years Division is provincially mandated through the Child Care and Early Years Act (2014) as the designated Service System Manager of child care and early years programs in Renfrew County.

With a complement of 16 full time staff, the Child Care and Early Years Division is responsible for the management of Provincial and Federally allocated funds for child care and early years programming. The 2023 Child Care and Early Years budget for the County of Renfrew is \$17,531,811. There are currently 30 licensed child care programs in the County, which includes 28 child care centres and 2 licensed home child care agencies with a total of 2,196 licensed spaces.

Responsibilities within the Child Care and Early Years Division include:

- Management of Fee Subsidy funding, which assists eligible families with the cost of licensed child care for children up to 13 years of age. Fee subsidy supports eligible families by paying up to 100% of the child care costs.
- Direct operation of a Licensed Home Child Care Agency which supports home providers across the county to become licensed to operate child care within their home. There are currently 7 active homes within our agency in Pembroke, Haley Station, Eganville, and Arnprior.
- Direct operation of Inclusion Services (Special Needs Resourcing) which supports licensed providers across the County of Renfrew so that children with varying needs and abilities can attend their programs.

- Oversight of the EarlyON Child and Family Centres throughout the County that provide free, high-quality programming for families and children from birth to 6 years of age. There are 6 stationary EarlyON programs, located in Deep River, Petawawa, Pembroke, Renfrew, and Arnprior, including a Francophone EarlyON in Pembroke. There are also 2 mobile units that move throughout the County, including an Indigenous Led EarlyON.
- Implementation of the Canada Wide Early Learning and Child Care System (CWELCC) which is the federal/provincial agreement for licensed child care programs to provide an average of \$10 - \$12 per day child care fee by 2025-26 for children up to age 6. The CWELCC system is intended to build on the successes of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability, and inclusivity.

The County of Renfrew has signed agreements with 28 out of the 30 licensed child care agencies to enroll in CWELCC. These agencies have reduced parent fees by 25% retroactively to April 1, 2022, and refunds have been provided to all eligible parents within the County of Renfrew. There will be another reduction effective December 31, 2022, which will bring parent fees to a 50% average reduction of the fees they were paying prior to April 1, 2022.

With the CWELCC system and more affordable child care fees, there will be an increased demand for licensed spaces across the province and the County of Renfrew will be working with our partners at the Ministry of Education and our provider partners in the community to examine expansion opportunities, with a focus on equitable access.

## 2. **Partnerships and Committees**

Staff within the Child Care and Early Years Division participate in various partnerships, working groups and committees which include:

- Ontario Municipal Social Services Association (OMSSA) Children's Services Network
- Eastern Region Provincial Partner Group
- Provincial Children's Services Marketing Group

- Provincial Data Analysis Working Group
- Provincial Ontario Child Care Management System Advisory Group
- Home Child Care Association of Ontario
- Eastern Region Fee Subsidy Working Group
- Ontario Network of Special Needs Resourcing Programs
- Eastern Region Capacity Building Coordinators Network
- Child Care Services Provider Network of Renfrew County (Lead)
- Early Childhood Education Advisory Group (Algonquin College, Pembroke Campus)

### 3. **2023 Early Years and Child Care Funding Approach**

Attached as Appendix CC-I is a memorandum dated December 5, 2022, from Holly Moran, Assistant Deputy Minister, Ministry of Education, Early Years and Child Care Division, regarding the 2023 Early Years and Child Care Funding Approach.

### 4. **Ontario Municipal Social Services Association (OMSSA) Letter to Ministry of Education**

Attached as Appendix CC-II is a letter dated November 23, 2022, from the Ontario Municipal Social Services Association (OMSSA) to Holly Moran, Assistant Deputy Minister, Ministry of Education, Early Years and Child Care Division. The letter brings attention to issues that have been experienced across the province relating to the implementation of the Canada Wide Early Learning and Child Care System, including workforce challenges with recruitment and retention, accountability and transparency relating to funding and capacity concerns for increasing spaces.

The letter proposes solutions on how Service System Managers and the Ministry of Education can improve communication to focus on these challenges so that the continued implementation of the Canada Wide Early Learning Child Care System can be successful.

### 5. **Introduction of Bill C-35 - An Act Respecting Early Learning and Child Care in Canada**

On December 8, 2022, Bill C-35 was introduced in the House of Commons. It is a proposed Act respecting early learning and child care in Canada. If

passed, it will enshrine the principles of a Canada Wide Early Learning and Child Care System into federal law and ensure the high quality of learning and care going forward into future generations.

## **BY-LAWS**

### **6. The County of Renfrew 2023 Child Care, EarlyON and CWELCC Transfer Payment Agreement**

**Recommendation:** THAT the Community Services Committee recommends to County Council that a by-law be adopted authorizing the Child Care and Early Years Division in the County of Renfrew to enter a 2023 Child Care, EarlyON and CWELCC Transfer Payment Agreement with the Minister of Education.

#### **Background**

On December 13, 2022, the Ministry of Education provided the 2023-2027 Early Years and Child Care Funding & Transfer Payment Agreement. The Agreement reflects the funding allocations for the County of Renfrew for 2023.

The following chart outlines the total 2023 Child Care, EarlyON and CWELCC allocation:

Allocation	Amount
Child Care Allocation	\$8,830,180
EarlyON Allocation	\$1,530,115
Child Care and Early Years Workforce Allocation	\$157,786
Canada Wide Early Learning and Child Care System Allocation	\$6,801,635
Indigenous-Led Child Care and Child and Family Programs Allocation	\$212,095
TOTAL	\$17,531,811

Attached as Appendix CC-III is the 2023-2027 Child Care, EarlyON and CWELCC Transfer Payment Agreement.



Ministry of Education  
Early Years and Child Care Division

315 Front Street West, 11<sup>th</sup> floor  
Toronto ON M5V 3A4

Ministère de l'Éducation  
Division de la petite enfance et de  
la garde d'enfants

315, rue Front Ouest, 11<sup>e</sup> étage  
Toronto ON M5V 3A4



**TO:** Consolidated Municipal Service Managers (CMSMs)  
District Social Services Administration Boards  
(DSSABs)

**FROM:** Holly Moran  
Assistant Deputy Minister  
Early Years and Child Care Division

**DATE:** December 5, 2022

**SUBJECT:** 2023 Early Years and Child Care Funding

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Thank you for your ongoing leadership and commitment to ensuring that working families across Ontario have access to safe, affordable and high-quality child care.

To support municipal planning for 2023, I am pleased to provide the following:

- 2023 Child Care, EarlyON Child and Family Centres and CWELCC funding allocations
- 2023 Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (the guideline)
- 2023 Canada-Wide Early Learning and Child Care System Guideline (CWELCC guideline)
- 2023 Transfer Payment Agreement (TPA) for Child Care, EarlyON Child and Family Centres and Canada-Wide Early Learning and Child Care (CWELCC) (under separate cover)

CMSMs/DSSABs will be receiving a new five-year TPA to replace the 2018 Child Care and EarlyON Child and Family Centres TPA. This TPA will combine child care, EarlyON and CWELCC funding allocations and requirements.

The child care funding formula and existing annual child care funding will remain largely unchanged in 2023 providing stability and consistency to support the sector through the transformative work of implementing CWELCC. Funding allocations to support the implementation of CWELCC will be in addition to existing annual funding and use similar funding structures and processes as those currently in place.

## **Investments**

Total investments from the Government of Ontario and the Government of Canada in the child care and early years program will total more than \$3.9B in 2023. Funding will support the implementation of fee reductions, workforce supports, and other measures. This investment represents an increase of \$1.28B, or 44%, over the 2022 calendar year.

This investment also includes an additional \$24M from the renewed Canada-Ontario Early Learning and Child Care Agreement to support child care and early years program delivery. A one-time transitional grant of \$85.5M is also included to help offset and assist with the impact of administrative funding changes and provide stability to the sector as the ministry continues its work on the development of the new child care funding formula.

### **Funding – Child Care**

\$1.68B is being invested for child care, including:

- \$1.23B in General Allocation and Child Care Expansion Plan;
- \$26M in Base Funding for Licensed Home Child Care;
- \$143M in Canada-Ontario Early Learning and Child Care funding;
- \$203M for Wage Enhancement/Home Child Care Enhancement Grant funding; and,
- \$85.5M in a One-Time Transitional Grant.

### **Funding – EarlyON Child and Family Centres**

\$159M is being invested in EarlyON, including:

- \$101M in provincial allocation; and
- \$58M in Canada-Ontario Early Learning and Child Care funding.

### **Funding – CWELCC**

Over \$2B is being invested in CWELCC, including:

- \$2B for fee reductions and workforce compensation; and
- \$26M for CWELCC administration to support CMSMs and DSSABs

### **Other Investments**

- \$25.5M in ongoing operating funding is being invested to support off reserve Indigenous-led Child Care and Child and Family Programming in ongoing operating funding; and
- \$9M over three years, from 2022-23 to 2024-25, to provide mental health connections and supports to children and families.

## **Important Changes for 2023**

### **GENERAL**

#### **A. Allocation Holdback**

The ministry is introducing a 5% holdback on the 2023 Child Care and Early Years allocations, including CWELCC. The holdback will be subsequently released upon ministry review as part of the regular 2023 Financial Statements reporting and reconciliation process. CMSMs/ DSSABs should let the ministry know if the introduction of this new policy causes any cash flow concerns.

### **CHANGES TO CHILD CARE FUNDING**

#### **B. Clarification**

Updates have been made to remove 'fee reduction' as an option for funding flexibility as fee reductions now fall under CWELCC.

In recognition of continued Indigenous engagement and in support of Indigenous-led service delivery, Indigenous Elder honoraria is considered an admissible expense for early years and child care program allocations.

#### **C. Administration Funding**

In 2023, the ministry will continue to provide an \$85.5M one-time transitional grant to service system managers. The one-time transitional grant can continue to be used to help offset and assist with the administrative funding changes and provide stability to the sector as the ministry continues to work on the development of the new Child Care Funding Formula for future years.

Further information can be found in section 10 of the guideline.

#### **D. Ontario-Canada Early Learning and Child Care (ELCC) Agreement**

The 2023 budget schedule includes ELCC funding for the entire 2023 calendar year. CMSMs/ DSSABs will see an increase in their 2023 ELCC allocations compared to 2022 based on the additional ELCC funding being provided as part of the renewed agreement. The child care and EarlyON ELCC increase in 2023 is being provided proportionally based on the existing ELCC funding. The increased funding associated with the 2023 calendar year is approximately \$24M for child care and EarlyON Child and Family Centres.

Further information can be found in section 7 of the guideline.

#### **E. Canada-Ontario Early Childhood Workforce Agreement**

In 2022, CMSMs/DSSABs received \$113.3M in one-time Child Care and Early Years Workforce Funding to support the retention and recruitment of a high-quality child care and early years workforce through the Canada-Ontario Early Childhood Workforce

Agreement with the federal government. In 2023, CMSMs/DSSABS will be provided with approximately \$28M in ongoing funding outlined in Schedule D3 of the Service Agreement.

Please review section 8 for the funding parameters (including the use of up to 10% for administration purposes), reporting and expenditure requirements for this funding.

## **F. Updates to Child Care Contractual Service Targets**

### ***General Allocation Targets:***

In 2023, CMSMs and DSSABs will be provided with General Allocation service targets based on the 2022 targets (as provided in the 2022 Transfer Payment Agreement).

### ***ELCC Targets:***

The 2023 ELCC targets will be based on CMSMs and DSSABs' 2022 ELCC targets as identified in the executed 2022 Schedule C. Targets will be proportionally adjusted to reflect the increased ELCC investment in 2023.

As previously noted, the ministry acknowledges that the contractual service targets are based on the system pre-operational impacts and ramifications of the COVID-19 pandemic. Due to the continuing effects of COVID-19 recovery on the child care and early years sector, the Ministry will not levy any penalties related to contractual service targets for the 2022 calendar year. The ministry will continue to monitor the situation and may make changes to contractual service targets as necessary in 2023.

For more information, please refer to section 3 of the guideline.

## ***CHANGES TO EARLYON FUNDING***

### **G. EarlyON Child and Family Centres and Supporting Programs and Services**

The ministry is providing a one-year extension to the exemption on the requirement for EarlyON Child and Family Centres to employ at least one RECE at every centre in recognition of the current RECE shortages.

Additionally, the ministry is providing \$9M in funding over three years, starting in 2022-23, towards mental health supports for the early years and child care sector and for families and children through EarlyON Child and Family Centres. This funding will be proportionally allocated to CMSMs and DSSABs and First Nations.

## ***CHANGES TO CWELCC***

Further to the 2023 CWELCC Funding Approach memo released on October 18, 2022, the following updates have been made to the CWELCC funding approach. All updates have been made in accordance with the terms of the Canada-Ontario Canada-Wide Early Learning and Child Care Agreement.

## **H. Fee Reduction and Revenue Replacement Model**

To support continued savings for parents and to implement the next phase of fee reductions, starting December 31, 2022, licensees who opted in and reduced their fees by 25% in 2022 will receive funding to further reduce their fees by an additional 37% to a minimum daily rate of \$12 per day. Funding is being provided to support the continuation of the revenue replacement approach to support the implementation of the CWELCC fee reduction and to provide a consistent revenue stream to licensees. Regulatory amendments have been made to [O.Reg 137/15](#) and [O.Reg 138/15](#) under the [Child Care and Early Years Act, 2014](#) to support these changes.

As a reminder, CWELCC funding is being provided to CMSMs/DSSABs one month in advance to ensure that adequate cash levels are maintained to support child care licensees. CMSMs/DSSABs are expected to work with licensees as part of their budgeting and forecasting process to ensure that adequate funding will be provided to licensees to allow them to implement the requirements of CWELCC.

CMSMs/DSSABs will continue their critical role as the designated child care and early years service system manager responsible for planning and implementing CWELCC. In 2023 CWELCC administration funding will continue to be included in the transfer payment agreement with the ministry to assist with administrative costs associated with the implementation of CWELCC.

## **I. Cost Escalation Adjustments**

CMSMs/DSSABs will have some flexibility within their allocations to support increasing costs for licensees beyond the revenue replacement funding provided to licensees. The ministry is providing approximately \$130 million in additional funding for cost escalation in the 2023 allocations. CMSMs/DSSABs will provide 2.75% to all enrolled licensees as of December 31, 2022. The impact of increasing costs should not be a barrier for participating in CWELCC. Refer to section 7 of the 2023 CWELCC guidelines for further information.

## **J. Fee Subsidy and Parental Contribution Reduction**

To apply an equitable fee reduction for families receiving child care fee subsidy, amendments have been made under O. Reg 138/15, which require CMSMs/DSSABs to reduce the parent contribution for eligible children by 50%.

Also, consistent with 2022, the minimum daily rate of \$12 will not apply to fee subsidy families. Receipt of fee subsidy parental contribution reductions will depend on whether the eligible child is enrolled with a licensed child care centre or home child care provider that is participating in CWELCC.

## **K. Workforce Compensation**

Funding will be provided to support workforce compensation for eligible RECE staff to

receive an annual increase of \$1 per hour, to a maximum of \$25 per hour. The \$1 per hour increase will be calculated prior to any employer-based wage improvements. As a result of the \$1 per hour annual increase, staff at the 2022 wage floor will move to \$19 for RECE program staff and \$21 for RECE child care supervisors or RECE home child care visitors in 2023.

In the memo release on October 18, 2022, the ministry communicated that the annual increase would be up to \$1 per hour, net of employer increases. To address concerns related to the barrier of low wages to RECE recruitment and retention, the ministry has revised this approach to provide a full \$1 per hour increase for eligible RECE staff up to the \$25 cap. The ministry is also providing funding for an overall cost escalation amount of 2.75% to support general wage increases, including wages of \$25 per hour or higher, and other non-staff cost increases.

#### **L. Minimum Wage Offset**

On October 1, 2022, the general minimum wage rate in Ontario increased from \$15.00 to \$15.50 per hour. In response to this change, funding is available through CWELCC minimum wage offset to address employer pressures. To be eligible for a minimum wage offset, licensees must employ staff in positions that were earning less than \$15.50 per hour (not including WEG funding) on September 30, 2022. Positions created after September 30, 2022, are not eligible for the minimum wage offset.

### **Next Steps**

The ministry plans to consult with child care partners on additional priorities, including workforce recruitment and retention and the development of an access and inclusion framework to support space expansion priorities inclusive of needs of vulnerable and diverse populations. These consultations will provide important information and feedback from child care partners and inform the future implementation of the CWELCC system.

The ministry is working on the development of a new child care funding formula that aims to integrate the current approach for allocating child care funds with the new CWELCC system. The new funding formula will also enhance transparency and ensure sustainability of funding. The ministry also intends to share a consultation paper on the 2024 cost-based funding formula to seek feedback from the sector.

As a reminder, cash flow for CWELCC is being provided one month in advance to CMSMs/ DSSABs (e.g., funding for January 2023 is being provided in December 2022 and has been included as part of the 2022 TPA). Any funding provided as part of the 2022 TPA, including for January 2023, will be reported by CMSMs/DSSABs as part of the 2022 reporting in EFIS. The ministry expects that funding for January 2023 should be provided to licensees in a timely manner to support the implementation of CWELCC initiatives, including the additional fee reduction, effective December 31, 2022.

Thank you for your ongoing support and valuable feedback over the past year. We look forward to further opportunities to work together to support the sector, and children and families. If you have any questions, please contact your Early Years Advisor (EYA) or

Financial Analyst (FA). A listing of EYAs and FAs can be found on the [ministry website](#).  
Sincerely,

*Original signed by*

Holly Moran  
Assistant Deputy Minister  
Early Years and Child Care Division  
Ministry of Education

[c:] Early Years Advisors, Programs and Service Integration Branch  
Financial Analysts, Financial Accountability and Data Analysis Branch

Attachments:

- 2023 Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (the guideline)
- 2023 Canada-Wide Early Learning and Child Care System Guideline (CWELCC guideline)

## Appendix A – 2023 Child Care Allocations

CMSM/DSSAB	General & Expansion Plan	Base Funding for LHCC	ELCC	Wage Enhancement/ HCCEG	Wage Enhancement/ HCCEG Administration	One-Time Transitional Grant	Total 2023 Funding
Corporation of the City of Brantford	9,126,763	276,000	1,165,864	1,693,976	37,715	646,567	12,946,885
City of Cornwall	8,708,005	82,800	1,108,647	923,745	28,688	597,915	11,449,800
City of Greater Sudbury	17,273,496	82,800	1,822,628	2,453,982	74,227	1,198,090	22,905,223
The City of Hamilton	52,846,466	1,062,600	6,489,279	8,043,346	173,244	3,663,993	72,278,928
Corporation of the City of Kawartha Lakes	5,592,631	-	727,602	782,322	12,787	374,924	7,490,266
Corporation of the City of Kingston	9,796,154	124,200	1,234,407	2,051,745	48,969	691,338	13,946,813
Corporation of the City of London	36,333,311	503,700	4,360,377	7,433,193	138,538	2,523,827	51,292,946
City of Ottawa	89,056,946	5,637,300	9,992,487	17,315,818	427,663	6,559,356	128,989,570
Corporation of the City of Peterborough	9,413,247	420,900	1,135,415	1,617,246	35,467	672,252	13,294,527
Corporation of the City of St. Thomas	6,813,722	124,200	876,975	1,039,792	23,484	472,731	9,350,904
Corporation of the City of Stratford	4,801,979	55,200	577,602	574,255	16,300	330,814	6,356,150
City of Toronto	352,916,564	5,927,100	41,053,204	42,629,943	1,026,399	24,262,441	467,815,651
Corporation of the City of Windsor	33,057,378	255,300	4,149,983	5,132,145	120,513	2,277,593	44,992,912
Corporation of the County of Bruce	4,521,375	165,600	526,577	813,338	19,882	323,374	6,370,146
Corporation of the County of Dufferin	3,759,359	69,000	447,901	793,783	15,082	262,978	5,348,103
Corporation of the County of Grey	6,137,923	262,200	750,481	1,241,082	26,853	441,277	8,859,816
Corporation of the County of Hastings	9,448,337	289,800	1,217,205	1,457,072	30,635	661,204	13,104,253
Corporation of the County of Huron	3,935,532	103,500	474,914	639,342	14,097	275,634	5,443,019
Corporation of the County of Lambton	13,158,792	262,200	1,124,639	1,596,663	39,848	908,892	17,091,034
County of Lanark	4,644,761	269,100	595,524	825,900	19,385	337,569	6,692,239
County of Lennox & Addington	4,100,333	138,000	510,452	481,237	12,413	286,856	5,529,291
County of Northumberland	4,965,276	62,100	591,824	821,020	16,098	341,633	6,797,951
County of Oxford	6,513,824	110,400	835,208	683,980	25,458	454,393	8,623,263
County of Renfrew	6,511,697	110,400	792,923	946,049	20,157	448,954	8,830,180
County of Simcoe	29,210,741	434,700	3,603,523	5,737,618	129,548	2,049,165	41,165,295
County of Wellington	15,095,994	262,200	1,638,337	2,269,753	47,707	1,042,190	20,356,181
District Municipality of Muskoka	4,032,912	103,500	521,388	487,107	12,932	280,774	5,438,613



<b>CMSM/DSSAB</b>	<b>General &amp; Expansion Plan</b>	<b>Base Funding for LHCC</b>	<b>ELCC</b>	<b>Wage Enhancement/ HCCEG</b>	<b>Wage Enhancement/ HCCEG Administration</b>	<b>One-Time Transitional Grant</b>	<b>Total 2023 Funding</b>
Corporation of the Municipality of Chatham-Kent	12,633,111	-	1,079,135	1,272,777	27,809	845,834	15,858,666
The Corporation of Norfolk County	6,582,196	103,500	853,262	813,007	14,523	447,439	8,813,927
Regional Municipality of Durham	45,688,270	565,800	5,093,210	11,384,624	206,003	3,201,072	66,138,979
Regional Municipality of Halton	34,588,450	552,000	3,860,900	11,771,714	264,648	2,540,081	53,577,793
Regional Municipality of Niagara	31,963,872	476,100	3,617,248	4,648,461	125,170	2,225,742	43,056,593
Regional Municipality of Peel	127,844,409	2,277,000	15,487,124	18,953,608	358,473	8,784,165	173,704,779
Regional Municipality of Waterloo	38,613,750	2,566,800	4,379,695	6,625,142	168,830	2,835,376	55,189,593
Regional Municipality of York	95,807,207	662,400	11,120,600	23,694,245	477,074	6,723,726	138,485,252
United Counties of Leeds & Grenville	5,842,227	75,900	746,523	1,241,599	27,590	410,803	8,344,642
United Counties of Prescott & Russell	6,726,103	186,300	849,597	1,439,107	33,790	481,386	9,716,283
Algoma District Services Administration Board	4,515,682	-	506,827	383,196	14,300	300,595	5,720,600
District of Cochrane Social Service Administration Board	8,972,668	117,300	1,068,991	905,394	24,432	592,711	11,681,496
District of Nipissing Social Services Administration Board	8,668,803	248,400	1,041,490	1,444,375	31,692	605,748	12,040,508
District of Parry Sound Social Services Administration Board	4,854,482	165,600	583,977	220,112	10,358	332,469	6,166,998
District of Sault Ste Marie Social Services Administration Board	6,436,864	165,600	755,679	869,126	20,671	438,449	8,686,389
District of Timiskaming Social Services Administration Board	6,229,165	131,100	632,369	604,506	12,679	421,811	8,031,630
Kenora District Services Board	6,697,964	-	708,737	192,051	14,935	432,293	8,045,980
Manitoulin-Sudbury District Social Services Administration Board	6,378,476	27,600	602,616	341,882	6,767	414,902	7,772,243
Rainy River District Social Services Administration Board	3,497,313	-	376,557	182,358	3,058	228,702	4,287,988
District of Thunder Bay Social Services Administration Board	12,699,898	82,800	1,497,124	1,218,236	34,705	849,964	16,382,727
<b>PROVINCIAL TOTAL</b>	<b>1,227,014,428</b>	<b>25,599,000</b>	<b>143,187,027</b>	<b>198,690,972</b>	<b>4,471,596</b>	<b>85,500,000</b>	<b>1,684,463,025</b>

## 2023 EarlyON Allocations

CMSM/DSSAB	EarlyON (Provincial)	ELCC	2023 Mental Health	Total 2023 Funding
Corporation of the City of Brantford	1,432,827	816,674	39,345	2,288,846
City of Cornwall	1,163,873	663,377	31,960	1,859,210
City of Greater Sudbury	2,334,900	1,330,831	64,116	3,729,847
The City of Hamilton	4,164,475	2,373,640	114,356	6,652,471
Corporation of the City of Kawartha Lakes	779,879	444,510	21,415	1,245,804
Corporation of the City of Kingston	2,002,192	1,141,197	54,980	3,198,369
Corporation of the City of London	2,736,837	1,559,924	75,154	4,371,915
City of Ottawa	6,984,799	3,981,150	191,803	11,157,752
Corporation of the City of Peterborough	903,198	514,798	24,802	1,442,798
Corporation of the City of St. Thomas	792,933	451,951	21,774	1,266,658
Corporation of the City of Stratford	645,691	368,026	17,731	1,031,448
City of Toronto	19,211,462	10,950,022	527,547	30,689,031
Corporation of the City of Windsor	2,520,651	1,436,703	69,217	4,026,571
Corporation of the County of Bruce	658,488	375,321	18,082	1,051,891
Corporation of the County of Dufferin	556,069	316,945	15,270	888,284
Corporation of the County of Grey	748,878	426,840	20,564	1,196,282
Corporation of the County of Hastings	1,023,529	583,384	28,106	1,635,019
Corporation of the County of Huron	594,068	338,602	16,313	948,983
Corporation of the County of Lambton	1,610,950	918,199	44,237	2,573,386
County of Lanark	657,601	374,816	18,058	1,050,475
County of Lennox & Addington	596,599	340,046	16,383	953,028
County of Northumberland	606,732	345,821	16,661	969,214
County of Oxford	765,754	436,460	21,028	1,223,242
County of Renfrew	957,858	545,954	26,303	1,530,115
County of Simcoe	2,727,528	1,554,619	74,898	4,357,045
County of Wellington	1,429,141	814,572	39,244	2,282,957
District Municipality of Muskoka	593,558	338,312	16,299	948,169
Corporation of the Municipality of Chatham-Kent	931,366	530,855	25,575	1,487,796

<b>CMSM/DSSAB</b>	<b>EarlyON (Provincial)</b>	<b>ELCC</b>	<b>2023 Mental Health</b>	<b>Total 2023 Funding</b>
The Corporation of Norfolk County	759,467	432,876	20,855	1,213,198
Regional Municipality of Durham	3,215,086	1,832,514	88,286	5,135,886
Regional Municipality of Halton	2,986,367	1,702,149	82,006	4,770,522
Regional Municipality of Niagara	2,872,468	1,637,231	78,878	4,588,577
Regional Municipality of Peel	8,541,154	4,868,231	234,540	13,643,925
Regional Municipality of Waterloo	2,968,255	1,691,826	81,508	4,741,589
Regional Municipality of York	6,661,019	3,796,604	182,912	10,640,535
United Counties of Leeds & Grenville	718,874	409,739	19,740	1,148,353
United Counties of Prescott & Russell	1,314,350	749,146	36,092	2,099,588
Algoma District Services Administration Board	805,037	458,849	22,106	1,285,992
District of Cochrane Social Service Administration Board	1,464,873	834,939	40,225	2,340,037
District of Nipissing Social Services Administration Board	1,480,481	843,834	40,654	2,364,969
District of Parry Sound Social Services Administration Board	799,262	455,557	21,948	1,276,767
District of Sault Ste Marie Social Services Administration Board	1,120,716	638,778	30,775	1,790,269
District of Timiskaming Social Services Administration Board	753,552	429,505	20,693	1,203,750
Kenora District Services Board	1,130,027	644,084	31,031	1,805,142
Manitoulin-Sudbury District Social Services Administration Board	1,058,489	603,310	29,066	1,690,865
Rainy River District Social Services Administration Board	778,552	443,754	21,379	1,243,685
District of Thunder Bay Social Services Administration Board	1,665,104	949,065	45,724	2,659,893
<b>PROVINCIAL TOTAL</b>	<b>101,224,969</b>	<b>57,695,540</b>	<b>2,779,639</b>	<b>161,700,148</b>

## 2023 Child Care and Early Years Workforce Allocation

CMSM/DSSAB	Total 2023 Funding
Corporation of the City of Brantford	231,962
City of Cornwall	202,473
City of Greater Sudbury	407,087
The City of Hamilton	1,209,889
Corporation of the City of Kawartha Lakes	132,854
Corporation of the City of Kingston	260,170
Corporation of the City of London	854,921
City of Ottawa	2,156,857
Corporation of the City of Peterborough	225,866
Corporation of the City of St. Thomas	161,993
Corporation of the City of Stratford	112,572
City of Toronto	7,663,390
Corporation of the City of Windsor	751,022
Corporation of the County of Bruce	113,323
Corporation of the County of Dufferin	95,185
Corporation of the County of Grey	153,817
Corporation of the County of Hastings	225,124
Corporation of the County of Huron	97,408
Corporation of the County of Lambton	301,965
County of Lanark	118,091
County of Lennox & Addington	98,665
County of Northumberland	118,658
County of Oxford	150,028
County of Renfrew	157,786
County of Simcoe	697,417
County of Wellington	347,346
District Municipality of Muskoka	97,104
Corporation of the Municipality of Chatham-Kent	267,505
The Corporation of Norfolk County	152,831
Regional Municipality of Durham	1,097,929
Regional Municipality of Halton	899,163
Regional Municipality of Niagara	730,623
Regional Municipality of Peel	2,875,601
Regional Municipality of Waterloo	921,885
Regional Municipality of York	2,295,140
United Counties of Leeds & Grenville	144,984
United Counties of Prescott & Russell	179,513
Algoma District Services Administration Board	106,352
District of Cochrane Social Service Administration Board	213,032
District of Nipissing Social Services Administration Board	219,215
District of Parry Sound Social Services Administration Board	112,947
District of Sault Ste Marie Social Services Administration Board	159,297
District of Timiskaming Social Services Administration Board	141,328
Kenora District Services Board	149,553
Manitoulin-Sudbury District Social Services Administration Board	144,123
Rainy River District Social Services Administration Board	83,625
District of Thunder Bay Social Services Administration Board	290,128
<b>PROVINCIAL TOTAL</b>	<b>28,327,747</b>

## Appendix B – 2023 CWELCC Allocations

CMSM/DSSAB	Fee Reduction and Workforce Compensation	Administration	Total 2023 CWELCC Allocation
Corporation of the City of Brantford	12,715,663	275,589	12,991,252
City of Cornwall	6,221,163	196,129	6,417,292
City of Greater Sudbury	19,684,578	367,284	20,051,862
The City of Hamilton	78,294,573	1,003,596	79,298,169
Corporation of the City of Kawartha Lakes	5,442,601	155,485	5,598,086
Corporation of the City of Kingston	16,693,586	284,871	16,978,457
Corporation of the City of London	63,303,758	790,250	64,094,008
City of Ottawa	173,940,192	2,225,310	176,165,502
Corporation of the City of Peterborough	14,567,891	276,433	14,844,324
Corporation of the City of St. Thomas	7,095,303	177,987	7,273,290
Corporation of the City of Stratford	6,338,616	169,549	6,508,165
City of Toronto	497,834,513	4,716,975	502,551,488
Corporation of the City of Windsor	37,770,224	661,356	38,431,580
Corporation of the County of Bruce	7,446,637	167,088	7,613,725
Corporation of the County of Dufferin	7,938,113	176,299	8,114,412
Corporation of the County of Grey	8,132,397	189,660	8,322,057
Corporation of the County of Hastings	12,534,198	237,266	12,771,464
Corporation of the County of Huron	4,499,899	149,930	4,649,829
Corporation of the County of Lambton	13,033,204	247,251	13,280,455
County of Lanark	9,132,871	200,208	9,333,079
County of Lennox & Addington	4,022,300	138,116	4,160,416
County of Northumberland	5,481,328	158,931	5,640,259
County of Oxford	6,503,147	177,495	6,680,642
County of Renfrew	6,637,008	164,627	6,801,635
County of Simcoe	52,931,749	744,051	53,675,800
County of Wellington	22,037,900	336,204	22,374,104

<b>CMSM/DSSAB</b>	<b>Fee Reduction and Workforce Compensation</b>	<b>Administration</b>	<b>Total 2023 CWELCC Allocation</b>
District Municipality of Muskoka	3,671,545	130,733	3,802,278
Corporation of the Municipality of Chatham-Kent	10,909,499	234,242	11,143,741
The Corporation of Norfolk County	6,600,327	172,854	6,773,181
Regional Municipality of Durham	109,345,880	1,382,824	110,728,704
Regional Municipality of Halton	131,000,411	1,437,813	132,438,224
Regional Municipality of Niagara	38,763,545	639,136	39,402,681
Regional Municipality of Peel	194,493,637	2,118,637	196,612,274
Regional Municipality of Waterloo	87,529,220	1,166,806	88,696,026
Regional Municipality of York	254,763,144	2,700,874	257,464,018
United Counties of Leeds & Grenville	7,719,981	187,832	7,907,813
United Counties of Prescott & Russell	10,387,381	247,462	10,634,843
Algoma District Services Administration Board	2,773,436	119,482	2,892,918
District of Cochrane Social Service Administration Board	7,475,767	191,137	7,666,904
District of Nipissing Social Services Administration Board	10,251,466	222,499	10,473,965
District of Parry Sound Social Services Administration Board	2,837,985	112,169	2,950,154
District of Sault Ste Marie Social Services Administration Board	7,289,851	177,635	7,467,486
District of Timiskaming Social Services Administration Board	3,094,229	121,943	3,216,172
Kenora District Services Board	5,005,649	143,039	5,148,688
Manitoulin-Sudbury District Social Services Administration Board	1,779,545	113,997	1,893,542
Rainy River District Social Services Administration Board	1,848,460	101,481	1,949,941
District of Thunder Bay Social Services Administration Board	9,225,628	189,379	9,415,007
<b>PROVINCIAL TOTAL</b>	<b>2,007,000,000</b>	<b>26,299,914</b>	<b>2,033,299,912</b>



**November 23, 2022**

Holly Moran  
 Assistant Deputy Minister,  
 Ministry of Education  
 11th Floor, 315 Front St W,  
 Toronto, ON M7A 0B8

**Re: Canada-Wide Early Learning & Child Care (CWELCC) Implementation**

Dear Assistant Deputy Minister Moran,

The Ontario Municipal Social Services Association (OMSSA) is a non-profit association whose members are Ontario's Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs). In Ontario, Service System Managers play a central role in the planning, funding, administration and operation of early years and licensed childcare services.

On October 20, OMSSA held an in-person meeting with the 47 Leadership Table made up of Commissioners of Human Services at CMSMs and CAOs at DSSABs. During the policy discussion, issues came up related to the implementation of the CWELCC agreement in Ontario, these include:

- Workforce challenges was the focus for most of the discussion around early years and childcare. Programs are having difficulty with recruiting and retaining staff. The lack of staffing is leading to room closures, especially in before and after school programs where the working hours are split, making the working conditions less desirable.
- The focus has been on encouraging operators to opt-in to the system this year rather than being transparent about the accountability that will be required for taxpayer money provided through CWELCC so that this program is successful in the long term.
- Capacity concerns and the need to create new spaces to address expected demand from \$10 per day early years and childcare within Ontario.

OMSSA and its members have an interest in working with the Ministry of Education to find solutions to these issues and work together to ensure successful implementation of CWELCC in Ontario. During our discussion at the 47 Leadership Table meeting, several potential solutions were proposed for the Ministry of Education to consider, they include:

***Improved Communication***

- Increased regular communication between the Ministry of Education, OMSSA Children's Services Leads, and OMSSA's 47 Leadership Table.
- Increased meetings and communication at the Provincial Municipal Early Years and Child Care technical table.
- Avoid communication with operators and service managers at the same time as this can cause confusion. Where possible please provide more notice to service managers on guidelines, policies, and funding allocations.

### ***CWELCC Program***

- Profit caps should be considered to ensure taxpayer money goes to fee reductions and not enhancing profits.
- A balanced approach is needed between non-profit and for-profit to avoid them competing.
- Funding for 2023 was recently released (cost recovery model will continue for operators (CMSMs will provide funding to cover fee reductions), but the Ministry has advised of a funding formula change for 2024. Additional notice of funding changes and clarification for 2024 and beyond will provide more confidence for service managers and operators about the sustainability of the program.
- Reconciliation for 2022 and 2023 needs to be defined for CMSMs and DSSABs so that there is an understanding of how to allocate and recover funding not used as part of CWELCC.

### ***Prioritizing the Recruitment and Retention of Child Care Workforce***

- A Province wide recruitment strategy is required to address RECE and workforce shortages. A recruitment approach modelled after the health sector with nurses and PSWs should be considered.
- The wage floor is insufficient to recruit and retain Registered Early Childhood Educators (RECEs) in the current labour market. The province should provide funding so that wages are on par with those offered at school boards within their ministry. This also has an impact on quality.
- Continue the one-time funding meant to assist municipalities with recruitment, retention, and professional development.
- Before and after school programs need to be looked at to find ways to make the positions more attractive; consider partnerships with school boards, EarlyON operators, etc., to try and address split shifts.
- Consult with CMSMs and DSSABs on how the province can design a RECE recruitment and retention strategy for the Province of Ontario. This could include greater provincial recognition of the importance of RECEs and collaboration with key partners.

### ***Child Care Expansion and Growth Plan***

- Capital funding is required to support childcare expansion. This funding should be balanced between school-based and community-based locations to meet local needs and reduce risks.
- A provincial capital strategy to ensure capacity meets expected demand.
- Local quality programs should be supported by the ministry to ensure that new childcare centres are providing high quality experiences for children. Municipalities should have the discretion to make local quality programs a requirement of operators participating in funding agreements.
- The Ministry of Education should consult with municipalities prior to developing childcare expansion plans to ensure that the plans address local needs, including the needs of diverse communities and families.

OMSSA members appreciate our relationship with the Ministry of Education and look forward to a continued government to government partnership on finding solutions to challenges with implementing CWELCC.

Service Managers want to partner with the province, work towards a clear vision for \$10 per day early years and childcare while ensuring a smooth transition and implementation within local communities.





OMSSA appreciates the Ministry of Education listening to Service Manager concerns and look forward to working collaboratively to find solutions that would improve quality, affordability, equity, and access for children's services within the Province of Ontario.

Sincerely,

**Cathy Cousins**  
**President**

**Doug Ball**  
**Executive Director**

**COUNTY OF RENFREW  
BY-LAW NUMBER**

**A BY-LAW TO AUTHORIZE THE WARDEN AND CLERK TO EXECUTE THE ONTARIO TRANSFER  
PAYMENT AGREEMENT WITH THE MINISTRY OF EDUCATION FOR THE 2023-2027 CHILD CARE,  
EARLYON AND CWELCC SERVICE AGREEMENT**

---

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes Council to enter into agreements;

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Community Service Programs and responsible for Child Care and Early Years Services in the County of Renfrew;

AND WHEREAS the County of Renfrew wishes to enter into an agreement with the Ministry of Education to receive funding for the years 2023-2027 respecting the provision of child and family programs provided by County of Renfrew Child Care and Early Years Division;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
2. The agreement marked as Schedule “1” attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and the Minister of Education.
3. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 25<sup>th</sup> day of January, 2023.

READ a second time this 25<sup>th</sup> day of January, 2023.

READ a third time and finally passed this 25<sup>th</sup> day of January, 2023.

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PETER EMON, WARDEN

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CRAIG KELLEY, CLERK

# **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1<sup>st</sup> day of January, 2023.

## **B E T W E E N :**

**His Majesty the King in right of Ontario  
as represented by the Minister of Education**

**(the “Province”)**

**- and**

**The County of Renfrew**

**(the “Recipient”)**

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

#### **1.1 The agreement, together with:**

Schedule “A” - General Terms and Conditions

Schedule “B” - Program Specific Information

Schedule “C” - Program

Schedule “D” - Budget

Schedule “E” - Payment Plan

Schedule “F” - Reports, and

any amending agreement entered into as provided for in section 4.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 COUNTERPARTS**

#### **2.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.**

### **3.0 AMENDING THE AGREEMENT**

- 3.1 Except as otherwise provided for in the Agreement, the Agreement may only be amended by a written agreement duly executed by the Parties.

### **4.0 REVISED SCHEDULES**

- 4.1 **Revised Schedules.** The Province may, at any time, upon consultation with the Recipient, provide any or all of the following:

- (a) a new Schedule "B" (Program Specific Information)
- (b) a new Schedule "C" (Program);
- (c) a new Schedule "D" (Budget);
- (d) a new Schedule "E" (Payment Plan); and
- (e) a new Schedule "F" (Reports).

- 4.2 **Deemed to be Replaced.** If the Province provides a new schedule in accordance with section 4.1, the new schedule shall be deemed to be either Schedule "B" (Program Specific Information), Schedule "C" (Program), Schedule "C" (Budget), Schedule "D" (Payment Plan) or Schedule "D" (Reports), as the case may be, (collectively referred to as "**New Schedules**"), for the period of time to which it relates.

- 4.3 **Termination by Recipient.** If the Recipient does not agree with all or any New Schedules, the Recipient may terminate the Agreement immediately by giving Notice to the Province within 30 days of the Province providing the New Schedules.

- 4.4 **Consequences of Termination by Recipient.** If the Recipient terminates the Agreement pursuant to section 4.3 the Province may take one or more of the actions listed in section A11.2.

### **5.0 ACKNOWLEDGEMENT**

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario),

the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Program and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Program; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Program or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Minister of Education**

December 15 2022

Date



Name: Peter Emond  
Title: Warden

**The County of Renfrew**

December 15, 2022

Date



Name: Craig Kelly  
Title: CAO / Clerk

I have authority to bind the Recipient.

Date

Name:  
Title:

I have authority to bind the Recipient.

## **SCHEDULE “A” GENERAL TERMS AND CONDITIONS**

### **A1.0 INTERPRETATION AND DEFINITIONS**

#### **A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

#### **A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**“Budget”** means the budget attached to the Agreement as Schedule “D”.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**“Effective Date”** means the date set out at the top of the Agreement.

**“Event of Default”** has the meaning ascribed to it in section A13.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Program”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

### **A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Program;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Program, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

### **A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and



- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Program successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Program and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to section 4.3, Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROGRAM**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Program;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and

- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Program;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Program; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Program.** The Recipient will do all of the following:

- (a) carry out the Program in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Program;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

**A4.4 Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

- A4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may:
- (a) deduct an amount equal to the interest from any further instalments of Funds; or
  - (b) demand from the Recipient the payment of an amount equal to the interest.
- A4.6 Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Program, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.
- A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**
- A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:
- (a) do so through a process that promotes the best value for money; and
  - (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.
- A5.2 Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.
- A6.0 CONFLICT OF INTEREST**
- A6.1 No Conflict of Interest.** The Recipient will carry out the Program and use the Funds without an actual, potential, or perceived conflict of interest.
- A6.2 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:
- (a) the Recipient; or
  - (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Program, the use of the Funds, or both.
- A6.3 Disclosure to Province.** The Recipient will:
- (a) disclose to the Province, without delay, any situation that a reasonable

person would interpret as an actual, potential, or perceived conflict of interest; and

- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

### **A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

### **A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Program in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Program.

### **A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Program and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Program, or both.

- A7.4 Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.
- A7.5 No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.
- A7.6 Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

- A8.1 Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:
- (a) acknowledge the support of the Province for the Program; and
  - (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.
- A8.2 Publication.** The Recipient will indicate, in any of its Program-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

- A9.1 Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Program or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

- A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a Program similar to the Program would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and

property damage, to an inclusive limit of not less than the amount provided for in Schedule “B” per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

**A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province or the Recipient may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the other Party.

**A11.2 Consequences of Termination on Notice.** If either the Province or the Recipient terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Program, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Program and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Program exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Program;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;

- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

**A13.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Program;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A13.3 Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A13.4 Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice



Period;

- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A13.5 When Termination Effective.** Termination under Article A13.0 will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

**A15.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

**A16.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

**A16.3 Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A16.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

**A16.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

#### **A17.0 NOTICE**

**A17.1 Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

**A17.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

**A17.3 Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

#### **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A18.1 Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

**A19.1 Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

**A20.1 Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

**A20.2 Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

**A21.1 Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A22.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

**A22.2 Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

**A23.1 Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

**A24.1 Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which

the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

**A25.1 Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

**A26.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

**A27.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

## ONTARIO TRANSFER PAYMENT AGREEMENT

### SCHEDULE "B" AGREEMENT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

<b>Maximum Funds (2023-2027)</b>	<b>\$17,531,811.00</b>
<b>Effective Date</b>	January 1, 2023
<b>Expiry Date</b>	December 31, 2027
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule "A"</b>	\$1,500,000
<b>Insurance</b>	\$2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Position:</b> Director Early Years Child Care Programs and Service Integration Branch, Early Years and Child Care Division, Ministry of Education</p> <p><b>Address:</b> 11th floor, 315 Front Street West, Toronto, ON M7A 0B8</p> <p><b>Fax:</b> 416-314-7836</p> <p><b>Email:</b> Maureen.Ennis@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Position:</b> Director of Social Services</p> <p><b>Address:</b> 7 International Drive Pembroke, ON K8A 6W5</p> <p><b>Fax:</b> 613-735-2081</p> <p><b>Email:</b> llepine@countyofrenfrew.on.ca</p>

<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<b>Position:</b> Chief Administrative Officer <b>Address:</b> 7 International Drive Pembroke, ON K8A 6W5 <b>Fax:</b> 613-735-2081 <b>Email:</b> pmoreau@countyofrenfrew.on.ca
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**Additional Provisions:**

The Recipient will provide services in accordance with the policies, guidelines and requirements of the Province, as communicated to it.

## **SCHEDULE "C"**

### **PROGRAM DESCRIPTION**

#### **Definitions**

In Schedule "C", the following terms will have the following meanings:

**"CWELCC System"** means the Canada-Wide Early Learning and Child Care System for early years and child care funding provided for in an agreement entered into by the Province of Ontario and the Government of Canada.

**"Guideline"** means the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline for Consolidated Municipal Service Managers and District Social Services Administration Boards 2023 published by the Province in December 2022.

**"CWELCC Guideline"** means the Canada-Wide Early Learning and Child Care System Funding Guideline, published by the Province in December 2022.

**"Licensee"** means the operator of a home child care agency or child care centre that holds a license issued under the *Child Care and Early Years Act, 2014*.

**"Ontario Works"** means the financial and employment assistance programs administered by the Ministry of Children, Community and Social Services that are governed by the *Ontario Works Act, 1997*.

#### **Background**

The Province will provide Funds to the Recipient to support the provision of services related to child care programs licensed under the *Child Care and Early Years Act, 2014* as well as EarlyON Child and Family Centres. The Guideline and the CWELCC Guideline contain more information about the Program and, in some cases where the Agreement provides, elaborates on the Recipient's requirements in connection with the Funds. Nothing in this Agreement detracts from the Recipient's obligations under the *Child Care and Early Years Act, 2014* or any other legislation and to the extent of a conflict the legislative requirement will govern. The Program is made up of the following parts:

Part C1: Child Care - Core Service Delivery

Part C2: Child Care – Special Purpose

Part C3: Wage Enhancement and Home Child Care Enhancement Grants

Part C4: Child Care Expansion Plan

Part C5: The Canada-Ontario Early Learning and Child Care Agreement (ELCC)

Part C6: One-Time Transitional Grant

Part C7: EarlyON Child and Family Centres

Part C8: Child Care and Early Years Workforce Funding

Part C9: Canada-Wide Early Learning and Child Care (CWELCC) System

Part C10: Indigenous-Led Child Care and Child and Family Programs

### **Service Targets**

There are service targets tied to each part of the Child Care Program to support accountability and facilitate the recovery of Funds where required. There are three service targets associated with the general allocation made up of data elements from three expense categories - Fee Subsidy, Ontario Works and Special Needs Resourcing. There is also a target associated with the Canada-Ontario Early Learning and Child Care Agreement.

The Province will continue to monitor the post COVID-19 pandemic recovery and may make changes to contractual service targets as necessary.



## **French Language Services – Not at Full Capacity**

- The Recipient shall, in areas designated under the French Language Services Act, R.S.O. 1990, c. F.32, (“French Language Services Act”), have the capacity to provide services in French to Francophone parents applying for fee subsidy and have the capacity to provide child and family program services in French to Francophone children, parents and caregivers.
- The Recipient shall take appropriate measures, including providing signs, notices and other information on services and initiating communication with the public, to make known to members of the public that the service is available in French at the choice of any member of the public.
- Additionally, the Recipient shall:
  - o have the capacity to provide services in French to Francophone organizations with agreements for child and family programs, fee subsidy and/or general operating;
  - o ensure that special needs resourcing services are available in French to Francophone organizations, as well as Francophone parents/guardians and their children; and
  - o plan for a range of coordinated early years and care services that respond to the unique needs of Francophone children, their families, and the communities where they live.
- Where the Recipient does not have full capacity to provide services in French, the Recipient shall annually submit to the Province a plan to build capacity with the above objectives.

## **C1: CHILD CARE - CORE SERVICE DELIVERY**

### **C1.1 CHILD CARE FEE SUBSIDY**

#### **Purpose**

The Recipient will use child care fee subsidy Funds to pay fee subsidies to families. A fee subsidy is financial assistance provided by the Recipient to families towards the cost of licensed child care services, licensed home child care services, camps and children's recreation programs, third party and school board-operated before and after school and non-instructional day programs.

Fee subsidies for eligible families are subject to the availability of subsidy Funds within the Budget of the Recipient and space availability within an eligible program.

#### **Requirements**

1. The Recipient will provide fee subsidies for children whose parents are:
  - (a) Eligible for income support under the *Ontario Disability Support Program Act, 1997*;
  - (b) Eligible for income assistance under the *Ontario Works Act, 1997* and employed or participating in employment assistance activities under the *Ontario Works Act, 1997* or both; or
  - (c) Eligible for assistance on the basis of their adjusted income as prescribed by O. Reg. 138/15 made under the *Child Care and Early Years Act, 2014*.
2. The Recipient will provide fee subsidies to families for children younger than 13 years of age.
3. Children with special needs who entered the child care system prior to August 31, 2017 are eligible to receive financial assistance from the Recipient until they reach 18 years of age, provided that they meet other eligibility criteria that are unrelated to age (see Ontario Regulation 138/15 under the *Child Care and Early Years Act, 2014*).
4. The Recipient will provide fee subsidies for children enrolled in an extended day program as defined in the *Education Act* or licensed child care under the *Child Care and Early Years Act, 2014* with a qualifying ongoing agreement with a school board to provide before and/or after school child care at school sites.
5. The Recipient will determine the amount of the fee subsidy for each family in accordance with the policy statement attached as Appendix C to the Guideline. This requirement also applies to Ontario Works Child Care – Formal and Informal subsidies as well as parental contribution reductions for families enrolled in a CWELCC System child care program.

The Recipient must comply with the eligibility requirements for camps and children's recreation programs as set out in section 4 of the Guideline. This requirement also applies to Ontario Works Child Care – Formal and Informal subsidies.

### **C1.1A ONTARIO WORKS CHILD CARE – FORMAL FEE SUBSIDY**

#### **Purpose**

The Recipient will use Ontario Works child care subsidy Funds to enable Ontario Works participants to work, or engage in employment assistance activities while their children are being cared for in child care, camps or children's recreation programs and third party-operated and school board-operated before and after school and non- instructional day programs.

#### **Requirements**

1. The Recipient will provide Ontario Works child care subsidies to eligible families to cover the cost of licensed child care or licensed home child care services, camps or children's recreation programs, before and/or after school programs including third party-operated and school board operated, and non-instructional day programs for children of Ontario Works participants.
2. The Recipient will provide Ontario Works child care subsidy for children whose parents are eligible for income assistance under the *Ontario Works Act, 1997*, who are employed or participating in employment assistance activities under Ontario Works or both.
3. The Recipient will provide Ontario Works child care subsidy for children younger than 13 years of age.
4. Children with special needs who entered the child care system prior to or on August 31, 2017 are eligible to receive financial assistance until they reach 18 years of age, provided that they meet other eligibility criteria that are unrelated to age (see Ontario Regulation 138/15).

### **C1.1B ONTARIO WORKS CHILD CARE – INFORMAL FEE SUBSIDY**

#### **Purpose**

The Recipient will use Ontario Works child care subsidy Funds to enable Ontario Works participants to work or engage in employment assistance activities. Informal child care provides an option for parents when a licensed child care arrangement is not possible due to the client's needs and the availability of service (e.g. need for weekend or overnight care) to meet Ontario Works participation requirements.

## Requirements

1. The Recipient will provide Ontario Works child care subsidies to eligible families to cover the cost of informal (unlicensed) child care provided to children of Ontario Works participants. Maximum payment levels are specified under the *Ontario Works Act, 1997* and in the Ontario Works directives.
2. The Recipient will provide Ontario Works child care subsidy to families for children whose parents are eligible for income assistance under the *Ontario Works Act, 1997*, who are employed or participating in employment assistance activities under Ontario Works or both.
3. The Recipient will only provide the Ontario Works child care subsidy for unlicensed child care where a licensed child care arrangement is not possible.
4. The Recipient will provide Ontario Works child care subsidy for children younger than 13 years of age.
5. Children with special needs who entered the child care system prior to or on August 31, 2017 are eligible to receive financial assistance until they reach 18 years of age, provided that they meet other eligibility criteria that are unrelated to age (see Ontario Regulation 138/15).
6. The Recipient will establish a formal policy, or include language in its existing policy, on the prioritization of licensed child care options and the use of unlicensed child care options for Ontario Works participants effective January 1, 2016. Components of the policies are set out in section 4 of the Guideline.

## C1.2 CHILD CARE GENERAL OPERATING

### Purpose

The Recipient will use general operating expense Funds to support the costs of operating licensed child care programs in order to reduce wait times and fees for services, stabilize service levels, and (where funds allow), improve access to high quality affordable early learning and child care services for children and their families. The Recipient may operate child care centres and home child care agencies directly or provide Funds to eligible licensed child care centre operators and home child care agencies.

### Requirements

1. The Recipient will spend the Funds allocated for general operating expenses to:
  - (a) Fund licensed child care centre operators and home child care agencies to support the cost of providing licensed child care services.
  - (b) Support the costs of operating licensed child care programs in order to reduce wait times and maintain affordability for services.

- (c) Stabilize service levels and improve access to high quality affordable early learning and child care services for children and their families.
- 2. The Recipient will prioritize operating Funds based on the principles in section 4 of the Guideline.
- 3. The Recipient will enter into an agreement with a licensed child care centre operator and/or home child care agency only if the licensee is able to demonstrate that it is able to meet minimum wage and mandatory benefits requirements without operating funding in order to qualify for funding.

## **C1.2A CHILD CARE GENERAL OPERATING – LICENSED HOME CHILD CARE (LHCC) BASE FUNDING**

### **Purpose**

The Recipient will use general operating expense Funds to support a base funding model for licensed home child care agencies. The intent of licensed home child care base funding (LHCC base funding) is to support the provision of stable, predictable funding to assist agencies with forecasting, planning, and actively recruiting more providers.

### **Requirements**

1. The Recipient will spend the Funds allocated for LHCC in general operating expenses to:
  - (a) Work with licensed home child care agencies to reduce fees and/or avoid per diem increases and demonstrate that this benefits both:
    - Providers, in the form of increased compensation; and
    - Parents, in the form of reduced fees or additional fee subsidies.
  - (b) Support the costs of operating licensed child care programs in order to reduce wait times and maintain affordability for services.
  - (c) Stabilize service levels and improve access to high quality affordable early learning and child care services for children and their families.
2. The Recipient will collaborate with other CMSMs and DSSABs to fund agencies that cross municipal boundaries.
3. The Recipient will have a policy and approach in place for the equitable allocation of general operating Funds to licensees in their communities. The policy will be shared with the community and may be requested by the Province.
4. The Recipient will prioritize general operating Funds based on the principles in section 4 of the Guideline.
5. The Recipient will not be required to enter into new purchase of service agreements with LHCC agencies where it does not meet community needs.

### **C1.3 PAY EQUITY MEMORANDUM OF SETTLEMENT**

#### **Purpose**

The Recipient will transfer pay equity Funds to eligible organizations for the purpose of assisting with the cost of implementing proxy pay equity. The *Pay Equity Act* requires employers to make annual adjustments of a minimum of 1 per cent of the previous year's payroll toward proxy pay equity targets until pay equity has been achieved.

#### **Requirements**

1. The Recipient will distribute Funds to licensed child care providers and will require the licensees to use the Funds to meet their pay equity obligations. In order to be eligible for Funds under this part, child care programs are required to:
  - (a) Have a proxy order from the Pay Equity Commission;
  - (b) Have posted pay equity plan(s) based on proxy comparisons;
  - (c) Have current and/or outstanding proxy obligations; and
  - (d) Receive funding through CMSMs or DSSABs to provide child care.

### **C1.4 SPECIAL NEEDS RESOURCING**

#### **Purpose**

The Recipient will use special needs resourcing Funds to support the inclusion of children with special needs in licensed child care settings, including home child care, camps and children's recreation programs at no additional cost to parents or guardians. Under the Ontario Regulation 138/15, a "child with special needs" means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

#### **Requirements**

1. The Recipient will provide special needs resourcing Funds to eligible programs to support the inclusion of children with special needs younger than 13 years of age.
2. Children with special needs who entered the child care system prior to or on August 31, 2017 will be eligible to receive funding and financial assistance until they reach 18 years of age, provided that they meet other eligibility criteria that

- are unrelated to age (see Ontario Regulation 138/15).
3. The Recipient will support the inclusion of children with special needs in licensed child care settings or in places where a camp or children's recreation program is provided with services that are:
    - (a) Reflective and responsive to individual, family and community strengths and needs;
    - (b) Accountable to the individual, family and community;
    - (c) Sensitive to the social, linguistic and cultural diversity of families;
    - (d) Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of adults, children and their families;
    - (e) Supported based on the individual's assessed needs, preferences and available individual, agency, community and contracted Provincial resources.
  4. The Recipient will support planning and collaboration among community partners to improve seamlessness for families, support transitions between settings and improve service levels.
  5. The Recipient may use special needs resourcing Funds to acquire the services of resource teacher/consultants and/or supplemental staff, for professional development opportunities to support staff working with children with special needs, and for the provision of equipment, supplies or services for children with special needs.
  6. The Recipient will prepare or obtain a current plan of care for each child receiving ongoing special needs resourcing supports that reflects an assessment of needs and program and service preferences.

## **C1.5 CHILD CARE ADMINISTRATION**

### **Purpose**

The Recipient will use child care administration Funds to support administrative costs associated with all types of child care funding.

### **Requirements**

1. The Recipient may spend Funds on allowable expenses as set out in section 4 of the Guideline. The Recipient will ensure that administration expenses represent actual expenses incurred for program administration and are not expressed solely in terms of a percentage of program expenditures. Eligible expenses, as further detailed in the Guideline are:
  - (a) Staffing
  - (b) Benefits
  - (c) Purchased professional services

- (d) Accommodation
- (e) Travel
- (f) Education and staff training
- (g) Technology
- (h) General office expenses



## **C2: CHILD CARE - SPECIAL PURPOSE**

### **C2.1 CAPACITY BUILDING**

#### **Purpose**

The Recipient will use capacity building Funds to support professional learning and development opportunities for child care licensees, supervisors, staff and caregivers, home child care visitors, home child care providers and non-profit volunteer board members to support the provision of high-quality programs for children under 13 years of age.

#### **Requirements**

1. The Recipient will spend the Funds allocated for capacity building on professional learning opportunities that support:
  - (a) professional learning and development opportunities that align with the *Child Care and Early Years Act, 2014* and regulations and the Province's policy;
  - (b) program-related professional learning opportunities that align with the views and approaches outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, available on the Ministry of Education website;
  - (c) high-quality child care programs for children younger than 13 years of age that are child-centered in dynamic learning environments;
  - (d) diverse learning experiences that engage children in active, creative and meaningful exploration, play and inquiry;
  - (e) the health, safety and well-being of children; and
  - (f) capacity in child care program business administration.
2. The Recipient may support professional learning and development opportunities directly or may provide capacity building Funds to other organizations in accordance with section 5 of the Guideline.
3. The Recipient will only spend capacity building Funds on allowable expenses as set out in section 5 of the Guideline.

### **C2.2 TRANSFORMATION**

#### **Purpose**

The Recipient will use transformation Funds to support viability and facilitate the transformation of licensed child care programs. The Recipient may spend transformation funding to support one-time business transformation costs for eligible child care licensees that are involved in business transformation activities

or require business transformation supports.

### **Requirements**

1. The Recipient will spend the Funds allocated for transformation on business transformation activities meaning:
  - (a) the amalgamation of two or more child care centres in a school or community setting;
  - (b) the relocation of a child care centre to a school or within the community; or,
  - (c) the retrofitting of an existing child care centre to serve younger age groups.
2. The Recipient will only spend transformation Funds on eligible expenditures as set out in section 5 of the Guideline.

## **C2.3 SMALL WATER WORKS**

### **Purpose**

The Recipient will use small water works Funds to assist child care licensees with costs associated with small water systems (including testing and system maintenance).

### **Requirements**

1. The Recipient will spend the Funds allocated for small water works on the following expenses for regular ongoing water testing and maintenance: laboratory testing, chemicals, supplies/filters, courier costs, and maintenance of water treatment equipment including replacement UV bulbs and training.
2. The Recipient will only spend small water works Funds on eligible expenditures as set out in section 5 of the Guideline.

## **C2.4 PLAY-BASED MATERIAL AND EQUIPMENT**

### **Purpose**

The Recipient will use play-based material and equipment Funds to support the provision of high-quality programs for children younger than 13 years of age. The Recipient will support licensed child care centres and home child care agencies to purchase or replace play-based material and equipment.

## **Requirements**

1. The Recipient will spend the Funds allocated for play-based material and equipment on licensed child care centres and home child care agencies.
2. The Recipient will prioritize Funds for licensees who will use it to support children's active exploration and learning through play.

## **C2.5 REPAIRS AND MAINTENANCE**

### **Purpose**

The Recipient will use repairs and maintenance Funds to assist child care licensees in complying with licensing requirements under the *Child Care and Early Years Act, 2014*, as well as health and safety practices, the upkeep of equipment, property repairs and maintenance.

### **Requirements**

1. The Recipient will spend the Funds allocated for repairs and maintenance on licensed child care centres and home child care agencies that have one-time repairs and maintenance expenses related to repairs, minor renovations, furnishings and equipment.
2. The Recipient will pay Funds allocated for repairs and maintenance to licensees on a claims-basis only.
3. The Recipient will not pay Funds allocated for repairs and maintenance to licensees for the purpose of program expansion.
4. The Recipient will only spend repairs and maintenance Funds on eligible repairs and maintenance outlined in section 5 of the Guideline.

### **C3: WAGE ENHANCEMENT AND HOME CHILD CARE ENHANCEMENT GRANTS**

#### **C3.1 WAGE ENHANCEMENT AND HOME CHILD CARE ENHANCEMENT GRANTS**

##### **Purpose**

The Recipient will use child care wage enhancement and home child care enhancement Funds to close the wage gap between Registered Early Childhood Educators (“RECEs”) working in the publicly funded education system and those in the licensed child care sector. The Recipient will also use the Funds to help to stabilize operations by supporting licensed child care operators’ ability to retain RECEs and non-RECE program staff.

##### **Requirements**

1. The Recipient will spend the Funds allocated for wage enhancement on increasing salaries and benefits of eligible program staff working in licensed child care centres and home visitors employed by a home child care agency.
2. The Recipient will spend the Funds allocated for the home child care enhancement grant on increasing the daily rate payments made to licensed home child care providers.
3. To be eligible for wage enhancement funding, child care positions must be categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the *Child Care Early Years Act, 2014* and must meet any other eligibility criteria in section 9 of the Guideline.
4. To be eligible for home child care enhancement grant, home child care providers must have an active agreement with a licensed home child care agency and must meet any other eligibility criteria in section 9 of the Guideline.
5. The Recipient will only spend Funds allocated for wage enhancement and home child care enhancement on allowable expenses as defined in section 9 of the Guideline.
6. The Recipient will have the flexibility to use any excess Funds from their notional wage enhancement/HCCCEG funding to support expenditures related to children aged 0-12 including for General Operating, Fee Subsidy, Ontario Works (formal and informal), Repairs and Maintenance, Play Based Material and Equipment, Special Needs Resourcing, Transformation, Pay Equity Memorandum of Settlement, Camps and Children’s Recreation and Capacity Building. Prior to exercising this flexibility, the Recipient must be able to fully satisfy the WEG/HCCCEG funding needs within their respective jurisdictions (including accounting for WEG applications for eligible RECE staff accessing

CWELCC System workforce compensation funding) in accordance with the eligibility criteria as set out in the Service Agreement, section 9 of the Guideline, and section 6 of the CWELCC Guideline.

### **C3.2 WAGE ENHANCEMENT/ HOME CHILD CARE ENHANCEMENT GRANT – ADMINISTRATION**

#### **Purpose**

The Recipient will use wage enhancement and home child care enhancement grant administration Funds to support the Recipient and licensed child care operators administration costs associated with implementing the wage enhancement/home child care enhancement grant.

#### **Requirements**

1. The Recipient will spend the Funds allocated for wage enhancement and home child care enhancement grant administration on providing a minimum of 10% of the administration funding to licensed child care operators to support the implementation of the wage enhancement/home child care enhancement grant.
2. The Recipient will develop an approach to determine funding entitlements within its region.
3. The Recipient will only spend Funds on allowable expenses as defined in section 9 of the Guideline.

## **C4: CHILD CARE EXPANSION PLAN**

### **Purpose**

The Recipient will use child care expansion plan (the “expansion plan”) Funds to support child care programs and services with child care fee subsidies, expanding access to affordable licensed child care spaces and reducing fee subsidy waitlists to help families access quality child care. In alignment with this, expansion plan Funds may be used to support the provision of child care programs and services in accordance with the requirements outlined in section 4 – Child Care Core Service Delivery, section 5 – Special Purpose, and section 6 – Child Care Expansion Plan of the Guideline.

### **Requirements**

1. The Recipient will use expansion plan Funds to support the provision of child care programs and services as referred to in section 4 – Child Care Core Service Delivery, section 5 – Special Purpose, and section 6 – Child Care Expansion Plan of the Guideline, and in accordance with the requirements set out in those sections.

## **C5: THE CANADA-ONTARIO EARLY LEARNING AND CHILD CARE (ELCC) AGREEMENT**

### **Purpose**

The Recipient will use Canada-Ontario Early Learning and Child Care Agreement (ELCC) Funds in accordance with section 7 of the Guidelines for the purpose of supporting the Province's commitments under the ELCC.

### **Background**

On June 12, 2017, the ELCC was announced in order to support parents, families and communities across Canada in their efforts to ensure the best possible future for their children. The Province's action plan under the ELCC supports a shared commitment by the Province and the government of Canada to provide investments in early learning and child care to increase quality, accessibility, affordability, flexibility, and inclusivity, with prioritization for children aged 0-6 years old. The current ELCC agreement was renewed for four additional years and ends on March 31, 2025. Under the renewed agreement, it is anticipated that Ontario will receive a total of \$764.5 million in federal funding over four years and it includes terms and conditions that are generally consistent with the previous agreement.

The ELCC aligns with the plan to create access to licensed child care for children aged 0-4 years old. It also aligns with the expanded duty for district school boards for the provision of before-and-after school programs.

### **Requirements**

1. The Recipient will spend the Funds allocated for the ELCC on:
  - (a) Additional fee subsidies for children aged 0-12;
  - (b) Increased access to licensed child care for children aged 0-12;  
and/or
  - (c) The creation and support of new community-based capital retrofit projects for child care programs for children aged 0-6.
2. If the Recipient cannot meet these priorities due to local considerations, the Recipient may use the Funds to broadly increase affordability. The Recipient will demonstrate to the Province that it has attempted to meet the priorities before exploring this option.
3. The Province will recover any Funds not spent on the expenditures prescribed in section 7 of the Guideline (recovery would occur upon the Province's review of the 2023 Financial Statements Report, which is the last financial reporting cycle of the year).

## **C6: ONE -TIME TRANSITIONAL GRANT**

### **Purpose**

The Recipient will use the One-Time Transitional Grant Funds to help offset and assist with the required cost share for provincial child care administration introduced in 2021, as well as administration expenditures above the new 5% threshold for provincial administration that was introduced in January , 2022.

The Funds may also be used to support the provision of child care programs and services based on the requirements set out in section 4 and 5 of the Guideline.

### **Requirements**

1. The Recipient will spend the Funds on allowable child care administration expenses as set out in section 4 and section 9 of the Guideline to help offset and assist with the required cost share for provincial child care administration introduced in 2021, as well as administration expenditures above the new 5% threshold for provincial administration that was introduced in January 2022.
2. The Recipient may use the Funds on eligible expenditures for the provision of child care programs and services as well as other child care operating costs based on the requirements set out in section 4 and 5 of the Guideline.



## **C7: EARLYON CHILD AND FAMILY CENTRES**

### **C7.1 EARLYON MANDATORY CORE SERVICES AND CUSTOMIZED COMMUNITY CONNECTIONS**

#### **Purpose**

The Recipient will use mandatory core services and customized community connection Funds to make available the suite of mandatory core services identified by the Ministry in the Guideline. The Recipient will use the mandatory core services and customized community connections Funds to deliver EarlyON Child and Family Centre programs and services, stabilize new and existing sites, and increase access to EarlyON programs and services.

#### **Requirements**

1. The Recipient will use mandatory core services and customized community connection Funds to provide funding to EarlyON Child and Family Centre providers to support the cost of providing mandatory core services related to:
  - o Supporting early learning and development;
  - o Engaging parents and caregivers; and,
  - o Making connections for families.
2. The Recipient will use mandatory core services and customized community connection Funds to provide centre-based core services at least five days per week, including either Saturday or Sunday, at physical program sites where children, parents and caregivers can participate in programs and services in-person and may use these Funds to further integrate EarlyON Child and Family Centres with broader community services using optional service delivery methods outlined in the Guideline.
3. The Recipient will prioritize mandatory core service Funds to ensure the provision of consistent, high-quality core services at no fee to participants.
4. The Recipient will use mental health support Funds to leverage local expertise and community resources that provide mental health services for children and families in Ontario, to enhance existing mental health resources and capacity building strategies to support children, families and the workforce in early years settings based on community needs
5. The Recipient will use core services and customized community connections Funds on customized community connections only once the EarlyON Child and Family Centre core service expectations are being met on a regular and consistent basis.
6. The Recipient will only spend mandatory core services and customized community connections Funds on eligible expenses as set out in section 13 of the Guideline.

### **C7.2 EARLYON PROFESSIONAL LEARNING AND CAPACITY BUILDING**

## **Purpose**

The Recipient will use professional learning and capacity building Funds to provide professional learning and development opportunities that build the capacity of staff and non-profit volunteer board members to provide high-quality, inclusive EarlyON Child and Family Centre programs and services.

## **Requirements**

1. The Recipient will use professional learning and capacity building Funds to fund EarlyON service providers to engage in professional learning or development and to fund non-profit organizations and/or post-secondary institutions to develop and/or deliver early years professional learning and development for EarlyON Child and Family Centre staff.
2. The Recipient will prioritize professional learning and capacity building Funds for service providers that meet the criteria set out in section 15 of the Guideline.
3. The Recipient will only spend professional learning and capacity building Funds on eligible expenses as set out in section 15 of the Guideline.

## **C7.3 EARLYON ADMINISTRATION**

### **Purpose**

The Recipient will use the administration Funds to support the Recipient's cost of administering EarlyON Child and Family Centre programs and services.

### **Requirements**

1. The Recipient will use administration Funds to support administrative costs for the management of EarlyON Child and Family Centre programs and services.
2. The Recipient will only spend administration Funds on eligible expenses as set out in section 14 of the Guideline.
3. CMSMs and DSSABs will have the flexibility to use EarlyON administration funding to support child care general administration expenditures. This flexibility is available where EarlyON administration funding (up to 10% of the EarlyON allocation as noted in the budget schedule), has not been fully utilized for EarlyON expenditures, including for EarlyON administration or EarlyON program services, as set out in section 15 of the Guideline.

## **C7.4 CHILD CARE AND EARLY YEARS PLANNING AND DATA ANALYSIS SERVICES**

### **Purpose**

The Recipient will use Funds for service system planning and data analysis to support meaningful community planning processes that inform service system planning decisions. This planning includes engaging and consulting with children and families, service providers, school boards, and community agencies in order to deliver and implement a child care and early years service system plan.

### **Requirements**

1. The Recipient will spend the minimum amount set out in the Budget as detailed in Part D2 on child care and early years planning and data analysis services.
2. The Recipient will engage Indigenous partners on an ongoing basis as part of local planning for the early years.
3. The Recipient will only spend child care and early years planning and data analysis services Funds on eligible expenses as set out in section 15 of the Guideline.

## **C8: CHILD CARE AND EARLY YEARS WORKFORCE FUNDING**

### **Purpose**

The Recipient will use the child care and early years workforce Funds to support the retention and recruitment of a high-quality child care and early years workforce. The Recipient must use the Funds in accordance with the requirements set out below

### **Requirements**

1. The Recipient will use the Funds to support the child care and early years workforce through the following initiatives:
  - The development of a Professional Learning Strategy that includes two (2) professional learning days for eligible program staff, supervisors and home child care providers contracted with licensed agencies as well as mentorship opportunities; and
  - The Workforce Capacity and Innovation Fund to support innovative recruitment and retention strategies.
2. The Recipient will prioritize use of the Funds to implement the Professional Learning Strategy requirements prior to implementing and supporting strategies under the Workforce Capacity and Innovation Fund.
3. The Recipient may spend up to 10% of the Funds on administration, provided that the administration costs are related to planning, implementation and administration of the child care and early years workforce investment.
4. The Recipient will support equitable access for all eligible staff, providers and supervisors in licensed child care programs and EarlyON Child and Family Centres.
5. The Recipient will not use the Funds to increase compensation entitlements including but not limited to: wage and salary rates, increases to benefits (including vacation) or to introduce new compensation entitlements such as one-time payments (e.g., bonuses).

## **C9: THE CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC) SYSTEM**

The Recipient will use CWELCC System Funds in support of implementing Ontario's Action Plan under the Canada-Wide Early Learning and Child Care Agreement as directed by the Province in the CWELCC Guideline. The Recipient must use the Funds in accordance with the requirements set out below.

### **C9.1: CWELCC SYSTEM IMPLEMENTATION**

#### **Purpose**

The Recipient will use CWELCC System Funds to implement and administer the CWELCC System.

#### **Requirements**

1. The Recipient will use CWELCC System Funds in accordance with the CWELCC Guideline.
2. Funding to support the objectives of the CWELCC System will be provided as operating grants from CMSMs and DSSABs to Licensees.
3. CMSMs and DSSABs will not use CWELCC Funds to displace municipal spending on child care and early years programs and services that are already approved and in place for that year.
4. The Recipient must ensure that Licensees complete the Licensed Child Care Operator Survey as required under section 77 of O. Reg. 137/15. The Recipient is required to withhold CWELCC System Funds from a Licensee until the Recipient has received confirmation from the Province that the Licensee has submitted the survey.

### **C9.2: FEE REDUCTION**

#### **Purpose**

The Recipient will use CWELCC System Funds to support parents, families and communities by reducing base fees for eligible children in licensed child care. All Ontario families with eligible children in licensed child care enrolled in the CWELCC System will have base fees reduced by up to 25% (to a minimum of \$12 per day), retroactive to April 1, 2022, depending on a Licensee's enrollment date, and effective December 31, 2022, further reduce base fees to the greater of \$12 per day or an additional 37% on top of the 25% previous reduction to base fee.

#### **Requirements**

1. The Recipient will use CWELCC System Funds in accordance with the CWELCC

Guideline.

2. The Recipient will use the CWELCC System Funds to achieve a reduction in base fees for eligible children as defined under O. Reg. 137/15 made under the *Child Care and Early Years Act, 2014*, through:
  - i. A fee reduction of up to 25% (to a minimum of \$12 per day) for eligible children retroactive to April 1, 2022, depending on a licensee's enrollment date
  - ii. A further base fee reduction effective December 31, 2022 of the greater of:
    - \$12 per day; and,
    - an additional 37% on top of the 25% previous reduction to base fees.

### **C9.3: WORKFORCE COMPENSATION**

#### **Purpose**

The Recipient use CWELCC System Funds to support improved compensation for low wage earners by introducing a wage floor, and an annual wage increase for eligible RECEs, and to offset wage increases for non-RECE staff associated with the increased minimum wage that came into effect October 1, 2022.

#### **Requirements**

1. The Recipient will use CWELCC System Funds in accordance with the CWELCC Guideline.
2. The Recipient will use the CWELCC System Funds to strengthen the child care and early years workforce through enhanced compensation, training and professional learning opportunities for eligible staff by:
  - i. Increasing workforce compensation for the Licensees' eligible Registered Early Childhood Educator (RECE) staff in receipt of Wage Enhancement Grant.
    - a) Licensees will bring the wage of all eligible RECE staff in 2023 up to the wage floor of \$19 for all RECE Program Staff and \$21 for all RECE Child Care Supervisors or RECE Home Child Care Visitors, plus benefits
    - b) Licensees will increase the hourly wage of eligible staff by \$1 per hour, plus benefits, each year from 2023 to 2026, inclusive, up to a \$25 per hour wage cap.
  - ii. Increasing workforce compensation for Licensees' eligible non-RECE staff with a minimum wage offset for staff earning less than \$15 per hour (not including Wage Enhancement Grant) on March 31, 2021 or were hired after March 31, 2021 and before January 1, 2022 and had wages below \$15 per hour (not including Wage Enhancement Grant).

- iii. Ensuring equitable access to compensation increases for eligible RECE staff employed by Licensees enrolled in the CWELCC System;

#### **C9.4: CWELCC ADMINISTRATION**

##### **Purpose**

In their role as service system managers, Recipients will be required to work with Licensees where they meet eligibility requirements and wish to enroll in the CWELCC System, which includes amending or entering into new purchase of service agreements and working with Licensees to implement the goals of the CWELCC System.

##### **Requirements**

1. The Recipient will use the CWELCC System Funds to support administrative costs associated with the implementation of the CWELCC System.
2. The Recipient may use CWELCC System Funds to support costs related to, implementation, in accordance with the CWELCC Guideline including transition and IT costs associated with supporting the CWELCC System.
3. There will be no administration cost sharing requirements on the CWELCC System administration allocation.

## **C10: INDIGENOUS-LED CHILD CARE AND CHILD AND FAMILY PROGRAMS**

### **Purpose**

The Recipient will use Funds for Indigenous-led child care and child and family programs to increase access to Indigenous-led licensed child care and child and family programs in urban and rural areas.

### **Requirements**

1. The Recipient will use the Funds allocated for Indigenous-led child care and child and family programs on expenses for projects approved by the Province, as outlined in Schedule D.
2. The Recipient will use the Funds to increase access to Indigenous-led licensed child care and EarlyON child and family programs, including programming delivered by Indigenous-led organizations working with the Recipient.



**TABLE 1: GENERAL ALLOCATION TARGETS**

<b>Service Targets</b>	<b>2023 Total*</b>
Fee Subsidy	518
Special Needs Resources	124
Ontario Works Total – Formal and Informal	6

\*The Province will continue to monitor the post COVID-19 recovery situation and may make changes to contractual service targets as necessary.

**Requirements**

1. Should the CMSM or DSSAB not meet each of the general allocation targets in the above table by 10% or more and 10 children or more in the aggregate, the Recipient's entitlement to Funds will be reduced by 1% to reflect the underachievement. The Province will process this one-time funding adjustment upon its review of the 2023 Financial Statement Report.

**TABLE 2: CANADA-ONTARIO EARLY LEARNING AND CHILD CARE AGREEMENT TARGETS**

	2023*
Minimum ELCC Target to be achieved	169

\* The Province will continue to monitor the post COVID-19 recovery situation and may make changes to contractual service targets as necessary.

**Requirements**

- Should the Recipient not meet the ELCC target by 10% or more and 10 children or more in the aggregate, the Recipient's ELCC entitlement will be reduced by 1% to reflect the underachievement of ELCC targets. The Province will process this one-time funding adjustment upon its review of the 2023 Financial Statement submission Report.

**SCHEDULE "D"**  
**BUDGET**

**2023 Allocation Summary**  
**The County of Renfrew**

2023 Allocation Summary	2023 Allocation (\$)
Part D1: Child Care Allocation	8,830,180
Part D2: EarlyON Allocation	1,530,115
Part D3: Child Care and Early Years Workforce Allocation	157,786
Part D4: Canada-Wide Early Learning and Child Care System Allocation	6,801,635
Part D5: Indigenous-Led Child Care and Child and Family Programs Allocation	212,095
<b>Total Allocation</b>	<b>\$ 17,531,811</b>

*\*The purpose of this Allocation Summary table is to provide a summary of the allocations that are further set out in the detailed budget schedule provided. The amounts set out here are for summary purposes only and are not in addition to the amounts in the detailed budget schedule that follow.*

**SCHEDULE "D"**  
**BUDGET**

**PART D1: CHILD CARE**

**2023 Calendar Year Allocation for Child Care**  
**The County of Renfrew**

2023 Child Care Allocation Summary

2023 Allocation (\$)

<b>Core Services Delivery Operating Allocation</b>	
Core Services Delivery	4,277,304
<b>Special Purpose Operating Allocation</b>	
Rural	755,486
Cost of Living	209,463
Language	156,541
Indigenous	106,418
Capacity Building	48,832
Repairs and Maintenance	18,109
Utilization Adjustment	717
Capping Adjustment	-
Total Special Purpose	1,295,566
<b>Total Operating Allocation</b>	<b>5,572,870</b>
<b>Other Allocations</b>	
Small Water Works	-
Territory Without Municipal Organization (TWOMO) - Child Care	-
Wage Enhancement/Home Child Care Enhancement Grant (HCCEG) <sup>1</sup>	946,049
Wage Enhancement/HCCCEG Administration <sup>2</sup>	20,157
Base Funding for Licensed Home Child Care (LHCC)	110,400
Expansion Plan	1,367,625
ELCC	792,923
Administration Cost Share Adjustment - General/Expansion Plan Allocation <sup>3</sup>	(235,642)
Administration Threshold Adjustment - General/Expansion Plan Allocation <sup>4</sup>	(193,156)
One-Time Transitional Grant	448,954
<b>Total Other Allocations</b>	<b>3,257,310</b>
<b>Total Child Care Allocation</b>	<b>\$ 8,830,180</b>

2023 Early Learning and Child Care Agreement (ELCC) Details

ELCC

<b>ELCC Allocation for children aged 0-6 years old - can be spent on operating and capital</b>	<b>634,557</b>
<b>ELCC Allocation for children aged 0-12 years old - can be spent on</b>	<b>158,366</b>
<b>Total</b>	<b>\$ 792,923</b>

<sup>1</sup> Notional allocation pending submission in the Interim Report.

<sup>2</sup> Wage Enhancement/HCCCEG Administration Allocation is net of the 2021 cost share adjustment.

<sup>3</sup> This adjustment relates to the 50/50 cost share requirement for provincial administrative funding which began on January 1, 2021.

<sup>4</sup> This adjustment relates to the child care administration threshold change from 10% to 5% which began on January 1, 2022.

**SCHEDULE "D"**  
**BUDGET**

Expenditure Benchmarks		General & Expansion Plan Allocation	ELCC
<b>Child Care Administration for General and Expansion Plan - Maximum Allowable Expenditure</b>			
<b>5% maximum (For total general allocation and expansion plan: less TWOMO, Wage Enhancement/HCCEG, Wage Enhancement/HCCEG Admin, and One-Time Transitional Grant)</b>		\$ 331,105	N/A
<b>Child Care Administration for ELCC - Maximum Allowable Expenditure</b>			
<b>10% maximum</b>		N/A	\$ 79,292
<b>Wage Enhancement/HCCEG Administration - Minimum Required Allocation To Be Provided to Operators</b>			
<b>(10% of total Wage Enhancement/HCCEG Administration)</b>		\$ 2,016	N/A
<b>Special Needs Resourcing - Minimum Required Expenditure</b>			
<b>4.1% minimum (For total general allocation and expansion plan: less TWOMO, Wage Enhancement/HCCEG, Wage Enhancement/HCCEG Admin, and One-Time Transitional Grant)</b>		\$ 271,506	\$ 32,510
CMSM/DSSAB General & Expansion Plan Allocation Cost Sharing Components		Provincial Contribution	CMSM/DSSAB Contribution
Cost Share Requirement (for Core Services) - 80/20		1,816,752	454,188
Expansion Plan Recommended Cost Share - 80/20		1,230,863	307,716
Cost Share Requirement (for General & Expansion Plan Administration - 50/50		165,553	165,553
<b>2023 Res</b>	<b>ive Contributions</b>	<b>3 213,168</b>	<b>927,457</b>
CMSM/DSSAB Wage Enhancement/HCCEG Administration Allocation Cost Sharing Component		Provincial Contribution	CMSM/DSSAB Contribution
<b>2023 Res</b>	<b>ive Contributions</b>	<b>\$ 20,157</b>	<b>20,157</b>

\*Totals may not add due to rounding.

\*\*For the purpose of section A4.2(c) and Article A14, the Funds allocated for a Funding Year are the Funds allocated in the Budget in the Calendar Year Allocation prorated monthly for the months that fall within the Funding Year.

**SCHEDULE "D"**  
**BUDGET**

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**PART D2: EARLYON**

**2023 Calendar Year Allocation for EarlyON**

**The County of Renfrew**

*2023 EarlyON Allocation Summary*

*2023 Allocation (\$)*

EarlyON Child and Family Centres - Provincial Allocation	957,858
EarlyON Child and Family Centres - ELCC	545,954
EarlyON Child and Family Centres - Mental Health Allocation	26,303
<b>Total EarlyON Allocation</b>	<b>\$ 1,530,115</b>

*Expenditure Benchmarks*

<b>EarlyON Administration – Maximum Allowable Expenditure 10% of (Total EarlyON allocation)</b>	<b>\$ 153,012</b>
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<b>Child Care and Early Years Planning and Data Analysis Services – Minimum Allowable Expenditure</b>	<b>\$ 120,232</b>
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*\*Totals may not add due to rounding.*

*\*\*For the purpose of section A4.2(c) and Article A14, the Funds allocated for a Funding Year are the Funds allocated in the Budget in the Calendar Year Allocation prorated monthly for the months that fall within the Funding Year.*

SCHEDULE "D"  
BUDGET

PART D3: CHILD CARE AND EARLY YEARS WORKFORCE

2023 Calendar Year Allocation for Child Care and Early Years Workforce  
The County of Renfrew

2023 Child Care and Early Years Workforce Allocation Summary

Child Care and Early Years Workforce  
Total Child Care and Early Years Workforce Allocation

Expenditure Benchmark	
Administration – Maximum Allowable Expenditure (10% of Total Child Care and Early Years Workforce Allocation)	\$ 15,779

## SCHEDULE "D" BUDGET

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### PART D4: CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC) SYSTEM

#### 2023 Calendar Year Allocation for Canada-Wide Early Learning and Child Care (CWELCC) System The County of Renfrew

Canada-Wide Early Learning and Child Care (CWELCC) System Allocation	2023 Allocation (\$)
Fee Reduction and Workforce Compensation Allocation <sup>1</sup>	6,637,008
Administration Allocation	164,627
<b>Total Canada-Wide Early Learning and Child Care Allocation</b>	<b>\$ 6,801,635</b>

<sup>1</sup> The Province reserves the right to adjust funding allocations for Fee Reduction and Workforce Compensation provided to CMSMs and DSSABs based on opt-out rates.

Note: Payments of CWELCC System Funds will be provided one month in advance. CMSMs/DSSABs are expected to work with Licensees as part of their budgeting and forecasting process to ensure that adequate funding will be provided to licensees to allow them to implement the requirements of CWELCC. Payments will be equal from January to November 2023. The December 2023 payment will be scheduled but may be adjusted once the 2024 funding model is finalized.



## SCHEDULE "D"

### BUDGET

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#### **PART D5: INDIGENOUS-LED CHILD CARE AND CHILD AND FAMILY PROGRAMS**

#### **2023 Calendar Year Allocation for Indigenous-led Child Care and Child and Family Programs**

##### **The County of Renfrew**

Funding provided for Indigenous-led Child Care and Child and Family Programs must only be used for the project and expenses specified in the approved applications.

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Project Type: CHILD AND FAMILY PROGRAM(S)

Project: Off-Reserve Childcare Facility/Program		2023 Allocation
Total Operating		\$ 212,095
Expenditure Benchmarks - Administration - Maximum Allowable Expenditure (10% maximum operating only)		\$21,210
<b>Total Allocation</b>		<b>\$ 212,095</b>

*\*Totals may not add due to rounding.*

*\*\* Operating includes administration.*

Funding provided by the ministry must only be used for the project identified in the approved applications.

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## **SCHEDULE "E"** **PAYMENT PLAN**

**Part E1:** As identified in the Guideline, monthly cash flow percentages of Child Care, EarlyON Child and Family Centres, Child Care and Early Years Workforce, CWELCC, and Indigenous-Led Funds (if applicable) to the Recipient as indicated in the table below may initially be based upon the prior year's Interim Report submissions or budget schedule. Monthly cash flow will be based on the new budget schedule after:

1. The time period to which the new budget schedule relates commences, and;
2. The 30 day time period from when the schedule was made available within which the CMSM or DSSAB has the right to terminate the Agreement has passed.

<b>Payment Month*</b>	<b>Percentage**</b>
January	8.3%
February	8.3%
March	8.4%
April	8.3%
May	8.3%
June	8.4%
July	8.3%
August	8.3%
September	8.4%
October	8.3%
November	8.3%
December	8.4%

\*The ministry is introducing a 5 per cent holdback on the 2023 Child Care and Early Years allocations. The holdback will be subsequently released upon ministry review as part of the regular 2023 Financial Statements reporting and reconciliation process. For clarity, if upon review and approval of 2023 Financial Statements, the ministry finds that the 2023 eligible expenditures are higher than the amounts paid, the ministry will issue a payment equal to the eligible expenditures minus the amounts paid but not higher than the amount held back, and if the 2023 eligible expenditures are lower than the amounts paid, the ministry will recover the funds paid in excess. Also, the Province will adjust the amount of Funds it will pay each month to reflect forecasted or actual under-spending that is reported in the current year Interim Report (where applicable) and upon completion of the Financial Statement review.

\*\*This payment schedule applies to allocations that are provided for the entire calendar year. Percentages in the table will be applied to the 95 per cent of the allocations (as per 5 per cent hold back above). For allocations with specific time periods noted, payment will flow in accordance with the noted allocation timeframes in Schedule D.

**Note: The EarlyON Mental Health and Child Care and Early Years Workforce funding are being provided for the 2023 calendar year. However, it will be paid out to CMSMs and DSSABs from January to March in equal payments.**

## SCHEDULE "F" REPORTS

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### Part F1: Reports

As referenced in the Guideline, the Recipient must provide the following Reports, related to Child Care, EarlyON Child and Family Centres, Child Care and Early Years Workforce, CWELCC and Indigenous-Led Child Care and Child and Family Programs to the Province as per the following cycle:

Submission Type	Due Date
Interim Report	August 31, 2023
Financial Statements	May 31, 2024

### Policy for Late Filing

- Policy for late filing of financial submissions, including:
  - Financial reporting (Interim Report, Financial Statements)
  - Queries related to financial reporting and financial statements review
  - Financial documentation (Audited Financial Statements, Post-Audit Management Letter, Review Engagement Reports)
- Where the Recipient files its submission after the filing deadline, the Province will inform the Recipient that the submission is overdue and reduce cash flow by 50 per cent of the monthly payment (unless an extension has been granted).
- Upon submission of Provincial requirements, the Province will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.
- The Ministry reserves the right to suspend funding (in year or in the subsequent year(s)). Should the Recipient have any outstanding submissions the Province may exercise its discretion by not providing funding in the subsequent calendar year until the submissions have been received.