



## COMMUNITY SERVICES COMMITTEE

Wednesday, May 17, 2023

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A meeting of the Community Services Committee was held on Wednesday, May 17, 2023 at 1:55 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

Present were: Chair Anne Giardini  
Warden Peter Emon (Attended Virtually)  
Vice-Chair Debbi Grills  
Councillor David Mayville  
Councillor Neil Nicholson

City of Pembroke  
Representative:

Councillor Ed Jacyno

Regrets: Councillor Gary Serviss

Staff Present: Craig Kelley, Chief Administrative Officer/Clerk  
Laura LePine, Director of Community Services  
Lee Perkins, Director of Public Works & Engineering  
Jennifer Dombroskie, Manager of Housing and Homelessness  
Andrea Patrick, Manager of Ontario Works  
Margo Smith, Manager of Child Care & Early Years Services  
Tina Peplinskie, Media Relations and Social Media Coordinator  
Rosalyn Gruntz, Deputy Clerk  
Wendy Hill, Administrative Assistant III

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Chair Giardini called the meeting to order at 1:55 p.m. The roll was called and no pecuniary interests were disclosed.

### **RESOLUTION NO. CS-C-23-05-25**

Moved by Councillor Grills

Seconded by Councillor Mayville

THAT the minutes of the April 12, 2023 meeting be adopted. CARRIED.

Ms. LePine overviewed the Community Services Department Report which is attached as Appendix A.

**RESOLUTION NO. CS-C-23-05-26**

Moved by Councillor Jacyno

Seconded by Councillor Mayville

THAT the Community Services Committee recommend that County Council approve the submission of a delegation request for the AMO Conference with the appropriate Ministers as follows:

1. Minister of Children, Community and Social Services (MCSS) - Advocate for a funding review of social assistance programs that have a tremendous impact on our resources in 2024 and beyond;
2. Minister of Education - Advocate for a greater emphasis on rural child care spaces, including a review of the workforce crisis in rural areas;
3. Minister of Municipal Affairs and Housing (MMAH) - Funding design and policy should transparently and easily allow for the stacking of multiple types of funding and years of funding (the multiple funding guides between MMAH and Canada Mortgage and Housing Corporation (CMHC) do not line up);

AND FURTHER THAT the Finance and Administration Committee be so informed. CARRIED.

**Child Care and Early Years Division**

Ms. Smith commented that the Child Care and Early Years 10<sup>th</sup> Annual May Day Event held on Friday, May 12, 2023 was a great success with approximately 375 people attending.

Ms. Smith overviewed the Child Care and Early Years Division Report, which is part of the Community Services Department Report.

**RESOLUTION NO. CS-C-23-05-27**

Moved by Councillor Grills

Seconded by Councillor Nicholson

THAT the Community Services Committee recommends to County Council that By-law 56-14 authorizing the County of Renfrew to enter into a Recreation Agreement with recreation programs be amended to include the Town of Arnprior - Arnprior & District Museum Summer Experimentation Station. CARRIED.

**Ontario Works Division**

Ms. Patrick overviewed the Ontario Works Division Report, which is part of the Community Services Department Report.

Ms. Patrick introduced Kelly Kasdorff as the Employment Services Transformation Lead.

Warden Emon vacated the meeting at 2:27 p.m.

**RESOLUTION NO. CS-C-23-05-28**

Moved by Councillor Mayville

Seconded by Councillor Nicholson

THAT the Community Services Department Report which is attached Appendix A be approved.  
CARRIED.

**RESOLUTION NO. CS-C-23-05-29**

Moved by Councillor Mayville

Seconded by Councillor Jacyno

THAT this meeting adjourn and the next regular meeting be held on June 14, 2023. Time –  
2:31 p.m. CARRIED.

**COUNTY OF RENFREW  
COMMUNITY SERVICES REPORT**

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**TO:** Community Services Committee  
**FROM:** Laura LePine, Director of Community Services  
**DATE:** May 17, 2023  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Community Services Office, Arnprior, Ontario**

The Community Services office in Arnprior is moving. As discussed during 2023 budget deliberations, to better serve our community and residents and to be responsive to our office footprint needs, we are looking to move our services from 80 McGonigal Street, into the RCHC building on Albert Street. This building has a space that can be fit up to provide a modern workspace that will allow staff to work comfortably. The space does not interfere with the tenant's enjoyment of their building and encourages more interaction with tenants in the community.

This will also provide an opportunity for other services to utilize the 80 McGonigal Street location.

To facilitate this change, Arnprior staff will temporarily transfer to the Renfrew County Place office as of the end of May/early June. Services will continue to be provided in Arnprior and staff have made arrangements with local agencies to utilize common room space when an in-person meeting is needed. It is anticipated that the new office will be ready late August.

While we know that this change will cause some disruption to the community, we are confident that the new location will better meet the needs of the residents in Arnprior. There is a communication plan in place.

**2. Renfrew County Housing Corporation Staffing Update**

An increase to the Homelessness Prevention Program funding and services as well as the temporary relocation of Renfrew County Housing Corporation office in Arnprior has resulted in the need to realign staffing to operational requirements. Renfrew County Housing Corporation is seeking to eliminate the Arnprior Community Housing Representative Position and replace this position with a Renfrew Community Housing

Caseworker Position. This change in staffing is fully funded through the Homelessness Prevention Program.

3. **Treasurer's Report**

Attached as Appendix I is the Treasurer's Report for the Community Services Department as at March 31, 2023.

**RESOLUTIONS**

4. **Association of Municipalities Ontario (AMO) Delegation Request**

**Recommendation:** THAT the Community Services Committee recommend that County Council approve the submission of a delegation request for the AMO Conference with the appropriate Ministers as follows:

1. Minister of Children, Community and Social Services (MCSS) - Advocate for a funding review of social assistance programs that have a tremendous impact on our resources in 2024 and beyond;
2. Minister of Education - Advocate for a greater emphasis on rural child care spaces, including a review of the workforce crisis in rural areas;
3. Minister of Municipal Affairs and Housing (MMAH) - Funding design and policy should transparently and easily allow for the stacking of multiple types of funding and years of funding (the multiple funding guides between MMAH and Canada Mortgage and Housing Corporation (CMHC) do not line up);

AND FURTHER THAT the Finance and Administration Committee be so informed.

**Background**

The Association of Municipalities Ontario (AMO) 2023 Annual General Meeting and Conference is scheduled for August 20 to 23, 2023 in the City of London. Municipalities across the province have an opportunity to meet with Provincial Ministers and Parliamentary Assistants at the conference to discuss specific issues. The deadline for submissions is June 9, 2023.

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

Attached as Appendix II 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.

6. **Ontario Works Division Report**

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

COUNTY OF RENFREW  
TREASURER'S REPORT - Community Services Committee  
March 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<b><u>ONTARIO WORKS</u></b>	<b><u>553,800.77</u></b>	<b><u>315,317.00</u></b>	<b><u>238,483.77</u></b>	<b><u>1,347,203.00</u></b>
Depreciation	4,699.55	2,376.00	2,323.55	9,500.00
Homelessness	0.00	0.00	0.00	0.00
Municipal Contribution - City of Pembroke	(121,823.25)	(121,824.00)	0.75	(487,293.00)
Ontario Works Program Administration	1,033,459.60	1,090,872.00	(57,412.40)	4,101,566.00
Other Revenue	(2,404.13)	0.00	(2,404.13)	0.00
Provincial Subsidy - Ontario Works Program Admin	(601,638.00)	(655,810.00)	54,172.00	(2,275,400.00)
Provincial Subsidy - Social Assistance - Benefits	(2,620,282.73)	(3,155,001.00)	534,718.27	(12,620,000.00)
Social Assistance - Benefits	2,866,489.28	3,157,080.00	(290,590.72)	12,628,330.00
Surplus Adjustment - Depreciation	(4,699.55)	(2,376.00)	(2,323.55)	(9,500.00)
SURPLUS ADJ - CAPITAL	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF From Reserve	0.00	0.00	0.00	0.00
<b><u>CHILD CARE</u></b>	<b><u>123,481.50</u></b>	<b><u>160,370.00</u></b>	<b><u>(36,888.50)</u></b>	<b><u>448,793.00</u></b>
Administration	57,207.00	57,207.00	0.00	183,695.00
Core Programs	78,741.00	78,741.00	0.00	314,966.00
Special Needs Resourcing	0.00	8,771.00	(8,771.00)	0.00
Special Purpose	0.00	(3.00)	3.00	0.00
EarlyON Centres	(0.00)	22,848.00	(22,848.00)	0.00
Licensed Family Home Day Care	0.00	3,264.00	(3,264.00)	0.00
CWELCC (\$10/day Child Care)	0.00	2,010.00	(2,010.00)	0.00
Municipal Contribution - City of Pembroke	(12,466.50)	(12,468.00)	1.50	(49,868.00)
<b><u>COMMUNITY HOUSING</u></b>	<b><u>1,389,372.99</u></b>	<b><u>1,355,391.00</u></b>	<b><u>33,981.99</u></b>	<b><u>5,183,055.00</u></b>
Admin Charges	52,776.27	52,776.00	0.27	211,105.00
Affordable Housing - Tax Rebate	8,616.41	4,000.00	4,616.41	12,500.00
HR Charges	19,770.00	19,770.00	0.00	79,080.00
IT Charges	8,905.50	8,907.00	(1.50)	35,622.00
Legal	0.00	0.00	0.00	0.00
Municipal Contribution - City of Pembroke	(138,171.75)	(138,171.00)	(0.75)	(552,687.00)
Non Profit Housing	335,676.00	334,143.00	1,533.00	1,336,574.00
Office Supplies	0.00	249.00	(249.00)	1,000.00
PROV (FED) SUBSIDY -SOCIAL HOUSING	(308,503.00)	(308,503.00)	0.00	(1,234,012.00)
PROV REV - IAH	(11,250.00)	(17,001.00)	5,751.00	(68,000.00)
PROV REV - OPHI	(48,000.00)	(150,276.00)	102,276.00	(601,100.00)
PROV REV - SRF-COVID	0.00	0.00	0.00	0.00
PROV REV - SSRF-COVID	0.00	(500,001.00)	500,001.00	(2,000,000.00)
PROV REV - HPP	(326,049.24)	(446,424.00)	120,374.76	(1,785,700.00)
RCHC TRANSFER - BASE	1,381,718.25	1,381,719.00	(0.75)	5,526,873.00
RCHC TRANSFER - IAH	11,250.00	17,001.00	(5,751.00)	68,000.00
RCHC TRANSFER - OPHI	48,000.00	150,276.00	(102,276.00)	601,100.00
OPHI Direct	0.00	0.00	0.00	0.00
RCHC TRANSFER - COVID	0.00	500,001.00	(500,001.00)	2,000,000.00
RCHC TRANSFER - HPP	326,049.24	446,424.00	(120,374.76)	1,785,700.00
Recoveries - Outside	0.00	0.00	0.00	(235,000.00)
Surplus Adjustment - Capital	28,585.31	0.00	28,585.31	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	0.00
Travel	0.00	501.00	(501.00)	2,000.00
<b>Total Community Services</b>	<b>2,066,655.26</b>	<b>1,831,078.00</b>	<b>235,577.26</b>	<b>6,979,051.00</b>

**CHILD CARE AND EARLY YEARS REPORT**

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

Prepared for: Community Services Committee

May 17, 2023

**INFORMATION****1. Inclusion Services Statistics**

The following chart indicates Inclusion Services monthly statistics from January to March 2023.

Month	Children Served
January	176
February	173
March	177

**2. Licensed Home Child Care Statistics**

The following chart indicates the County of Renfrew Licensed Home Child Care program monthly statistics from January to March 2023.

Month	Children Served	Open Homes	Children on Waitlist
January	38	7	131
February	37	7	120
March	36	7	135

**3. Licensed Child Care Statistics**

The following chart indicates monthly statistics for licensed child care in Renfrew County from January to March 2023.

Month	Licensed Capacity	Operating Capacity	Children Served	Children Served, receiving Fee Subsidy
January	2275	1593	1584	343
February	2275	1598	1612	343
March	2275	1595	1625	353

4. **2024 Canada-Wide Early Learning Child Care Funding Formula Discussion Paper**

Attached as Appendix CC-I is the 2024 Canada-Wide Early Learning Child Care (CWELCC) Funding Formula Discussion Paper. The Ministry of Education is working on developing a sustainable funding model that is responsive to child care cost structures and the operations of child care licensees across the province.

The discussion paper includes an overview of the proposed grant allocations, formulas and other criteria and parameters to calculate Consolidated Municipal Service Manager (CMSM) and District Social Services Administration Board (DSSAB) funding allocations for the CWELCC system. This new formula is in the early stages of development and consultations are currently taking place with Service System Managers and licensees across the province.

**BY-LAWS**

5. **Amendment to By-Law 56-14 – County of Renfrew Recreation Program**

**Recommendation:** THAT the Community Services Committee recommends to County Council that By-law 56-14 authorizing the County of Renfrew to enter into a Recreation Agreement with recreation programs be amended to include the Town of Arnprior - Arnprior & District Museum Summer Experimentation Station.

**Background**

The County of Renfrew may provide fee subsidies or special needs resource funding for children aged 6 to 12 years who are enrolled in an authorized recreational and skill building program. Recreation programs can provide a cost-effective option for families who require before or after school care and/or March break and summer care. The Town of Arnprior is offering an 8-week camp through the Arnprior and District Museum for the summer.

Attached as Appendix CC-II is the By-law to amend By-law 56-14 authorizing the County of Renfrew to enter into a Recreation Agreement with recreation programs for the purpose of providing fee subsidies and special needs resourcing for families, as well as the agreement for the Town of Arnprior - Arnprior & District Museum Summer Experimentation Station.





**Canada-Wide Early Learning Child Care**  
**2024 Child Care Funding Formula**  
**Discussion Paper**

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## Introduction

Precipitated by the Canada-wide Early Learning Child Care (CWELCC) agreement with the federal government, the Ministry of Education must ensure there is a sustainable funding model in place that is responsive to child care cost structures to support the child care system and growth.

The purpose of this discussion paper is to provide further information for service system managers and child care licensees, and to invite feedback as the Ministry of Education continues to design and develop the 2024 Canada-wide Early Learning Child Care (CWELCC) funding formula. Your feedback on this discussion paper will be vital to help the Ministry of Education refine the CWELCC funding formula which will support the child care sector and in turn help Ontario's families access affordable child care. Additional details will be provided later about elements such as special needs resourcing.

The discussion paper includes an overview of the proposed grant allocations, formulas (where they have been developed) and other criteria and parameters to calculate Consolidated Municipal Service Manager (CMSM) and District Social Services Administration Board (DSSAB) calendar year funding allocations for the CWELCC system.

The CWELCC funding formula applies to those licensees that have **enrolled in the CWELCC system and to the portion of their business that serves eligible children**. The CWELCC funding formula will streamline and replace all existing child care grants, including general operating and wage enhancement.

The existing funding mechanisms for 6 to 12 years old child care, EarlyON and on-reserve child care will continue to apply outside of this new funding formula. Potential changes to existing child care funding grants for 0 to 5 years old child care for those licensees that have not enrolled into the CWELCC system are under review. For greater clarity, the following are out of scope for the CWELCC funding formula: the portion of the business that serves children 6 to 12 years old, on-reserve child care, licensees that have not enrolled in CWELCC, and EarlyON.

On February 3, 2023, through the Child Care Licensing System, the Ministry of Education launched a mini-survey to licensees as an additional data collection method to inform the new CWELCC funding formula. Information was also requested from CMSMs and DSSABs through an excel based data collection. All child care licensees that have enrolled in CWELCC, as well as CMSMs and DSSABs, are asked to complete

this mini-survey by March 20, 2023, to allow the ministry to continue its development and refinement of the 2024 CWELCC funding formula for release later this year.

Please refer to the glossary of terms at the end of this paper for clarification on terms used throughout this discussion paper.

In this discussion paper, specific questions have been posed on each of the grants, but we welcome all comments regarding the matters addressed in the paper.

Please provide your written feedback online at <https://forms.office.com/r/gjWtF6nYne>. The deadline for comments is May 5, 2023.

**The CWELCC funding formula will preserve the valuable network of child care licensees, including supporting costs fairly to ensure financial viability of the child care system in Ontario.**

## CWELCC funding formula - overview

The CWELCC funding formula is intended to include six grants.

These grants would calculate CMSM/DSSAB gross funding entitlements before municipal contributions and parent fees are deducted as offsets. The remainder would become the CMSM/DSSAB net funding allocation under CWELCC.

1.	program staffing grant
Plus: 2.	program leadership grant
Plus: 3.	operations grant
Plus: 4.	accommodation grant
Plus: 5.	home child care grant
Plus: 6.	<u>service system management administration grant</u>
	<b>Gross funding amount</b>
Minus:	municipal contributions
Minus:	<u>parent fees</u>
	<b>Net funding amount</b>

The six grants are grouped as follows:

### Child care centre grants

- program staffing grant
- program leadership grant
- operations grant
- accommodations grant

### Child care agency grants

- home child care grant

### Administration grant

- service system management administration grant

Learn more about the grants in the *Grants in More Detail* section starting on page 7.

These six grants are components of the CWELCC funding formula and together with the offsets would make up the allocation to CMSMs and DSSABs.

The CWELCC funding formula is built to allocate funding to CMSMs and DSSABs; however will also capture the varying costs of licensees. Each grant section to follow includes details on how the funding formula will be applied for individual licensees' allocations.

Later this year, the Ministry of Education also intends to develop a budget planning tool that would provide an estimate of funding for a licensee and assist them in their planning.

Funding provided through all six grants would support the portion of the child care operation that can be attributed to supporting CWELCC eligible children, 0 to 5 years old. The **grants for child care centres** would use the licenced capacity of the infant, toddler, preschool, kindergarten and family age groups to calculate maximum funding allocations. The **home child care grant** would also use the number of active homes and would include an adjustment to reflect children attending who are 0 to 5 years old.

## Mechanics of the funding formula flow

Funding provided through the CWELCC funding formula is intended to support the financial viability of CWELCC child care programs.

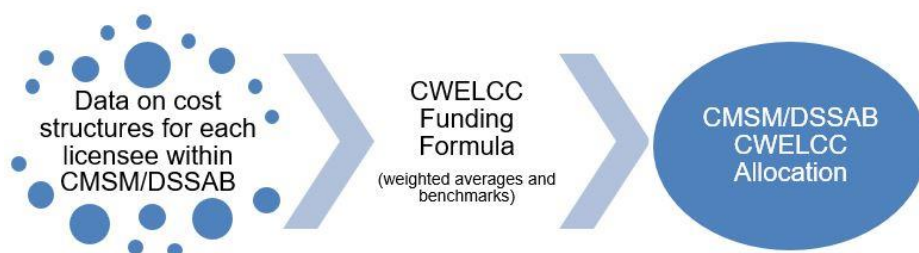
The Ministry of Education provides child care funding to CMSMs and DSSABs. CMSMs and DSSABs, as service systems managers, will continue to play a central role in the provision of child care funding to child care licensees. While this document focuses on the approach for calculating the funding from the Ministry of Education to CMSMs and DSSABs, details outlining how CMSMs and DSSABs would in turn provide funding to licensees are included under each section.



## How the CWELCC formula supports licensees

The CWELCC funding formula is a cost-based funding model, which means that it considers the cost structure of CWELCC enrolled child care licensees within each CMSM and DSSAB jurisdiction. This is why the current data collection “mini-survey” is foundational to building this cost-based model. Those cost structures, including their variability, are captured through weighted averages and benchmarks at the CMSM and DSSAB level in the funding formula.

Funding from CMSMs and DSSABs to licensees would consider the cost structure of each individual licensee and, since the formula captures high and low cost structures, the funding allocations would support the financial viability of licensees.



## Grants in more detail

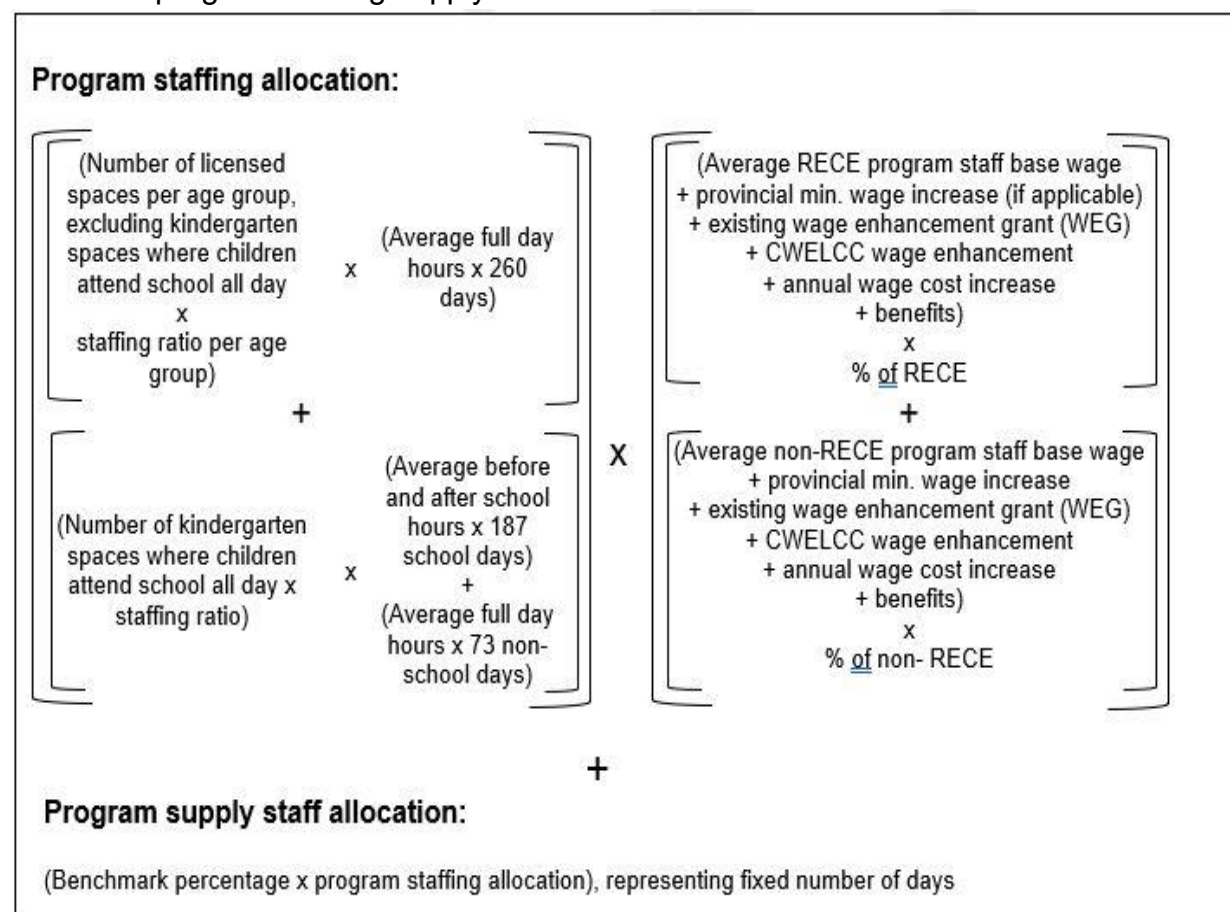
### 1. Program staffing grant

The program staffing grant is intended to support the wages and benefits of program staff working in participating licensed child care centres serving eligible children. It would be based on the ratios of employees to children required under [O. Reg 137/15 Schedule 1](#), of the [Child Care and Early Years Act, 2014](#) adjusted for length of program (day and year), as well as coverage during absences.

This grant is a “flow-through” grant which means that all funding is intended to be provided to child care centres dependant on their operational capacity.

The Program staffing grant would include two allocations:

- program staffing allocation
- program staffing supply staff allocation



In simple terms, funding would be calculated by multiplying the number of program staff working hours by the compensation cost per hour, and adding a supply staffing allocation (for coverage during absences). This calculation would be done at the child

care centre level and then aggregated to derive the program staffing grant amount for each CMSM/DSSAB, which could vary.

## **Program staffing allocation**

### ***Number of program staff working hours***

The number of program staff required for licensed spaces for each child care centre would be calculated based on ratios as defined under [O. Reg 137/15 Schedule 1](#). For example, the toddler group requires one staff per five toddlers.

The kindergarten age group would be calculated separately based on whether the space offers before-and-after school care or full-day care. Kindergarten before-and-after school care would be defined as a program that serves children attending school-delivered, full-day kindergarten. Some children of kindergarten age do not attend full-day kindergarten and attend full-day child care. A proration would be made to take into account kindergarten licensed spaces that are full-day child care spaces versus before-and-after school programs.

To determine how many hours and program staff are required for each child care centre, based on licensed spaces and ratios, the number of staff required will be multiplied by a child care centre's number of operating hours, based on an assumed number of operating days per calendar year. The number of operating hours is intended to recognize that centres are often open for longer than the standard work day and therefore the number of staff is not tied to a standard FTE rate.

<b>Program type</b>	<b>Operating hours</b>	<b>Operating days</b>
Full day	Average full-day hours	260 days
Before-and-after school	Average before-and-after school hours	187 days
	Average full-day hours	73 days

### ***Compensation cost per hour***

Compensation cost per hour would be determined based on average wage information from the most recent annual child care operator survey (this is intended to represent existing wages of staff). Provincial minimum wage increases (if applicable), existing wage enhancement grant (WEG), CWELCC wage enhancement, and annual wage cost increases and benefits would also be included.

For clarity, the existing child care grants will be replaced by the CWELCC funding formula, which means that there would be no separate allocation for existing funding for staff serving eligible children. Centres that serve children 6 to 12 years old would continue to receive existing funding (outside of the CWELCC funding formula).



Registered early childhood educator (RECE) and non-RECE wages would be treated separately. The proportion of RECE versus non-RECE would also be determined at the child care centre level and based on the number of RECEs as required under [O. Reg 137/15 Schedule 1](#). Child care centres that currently operate above the number of RECEs set out in the regulation would be funded based on the current proportion of RECEs they employ.

### ***Program supply staff allocation***

In addition, an allocation for supply staff would be provided representing a number of days per year required for supply staff (for example, sick and vacation days). The ministry has requested information about benefits entitlements in the recently launched mini-survey to support this calculation. For more information about the mini-survey, please see the introduction section of this discussion paper.

### **Allocation to licensees**

The sections above describe how funding would be allocated from the Ministry of Education to CMSMs/DSSABs.

CMSMs/DSSABs would apply the same formula in calculating the program staffing grant allocation for each licensee with the following additional considerations regarding the data to be used to calculate the allocation:

- operating capacity<sup>1</sup> should be used instead of licensed capacity
- projected proportion of kindergarten spaces used for full-day child care vs. before-and- after school programs for the licensee
- projected operating hours and number of operating days of the child care centre
- projected wages and benefits of program staff and eligibility for WEG and CWELCC enhancements for staff working in the child care centre
- projected proportion of RECE vs non-RECE program staff in the child care centre

#### **Discussion questions:**

- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?
- Do you foresee any implementation challenges?

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<sup>1</sup> See glossary of terms at the end of this discussion paper for definition of operating capacity

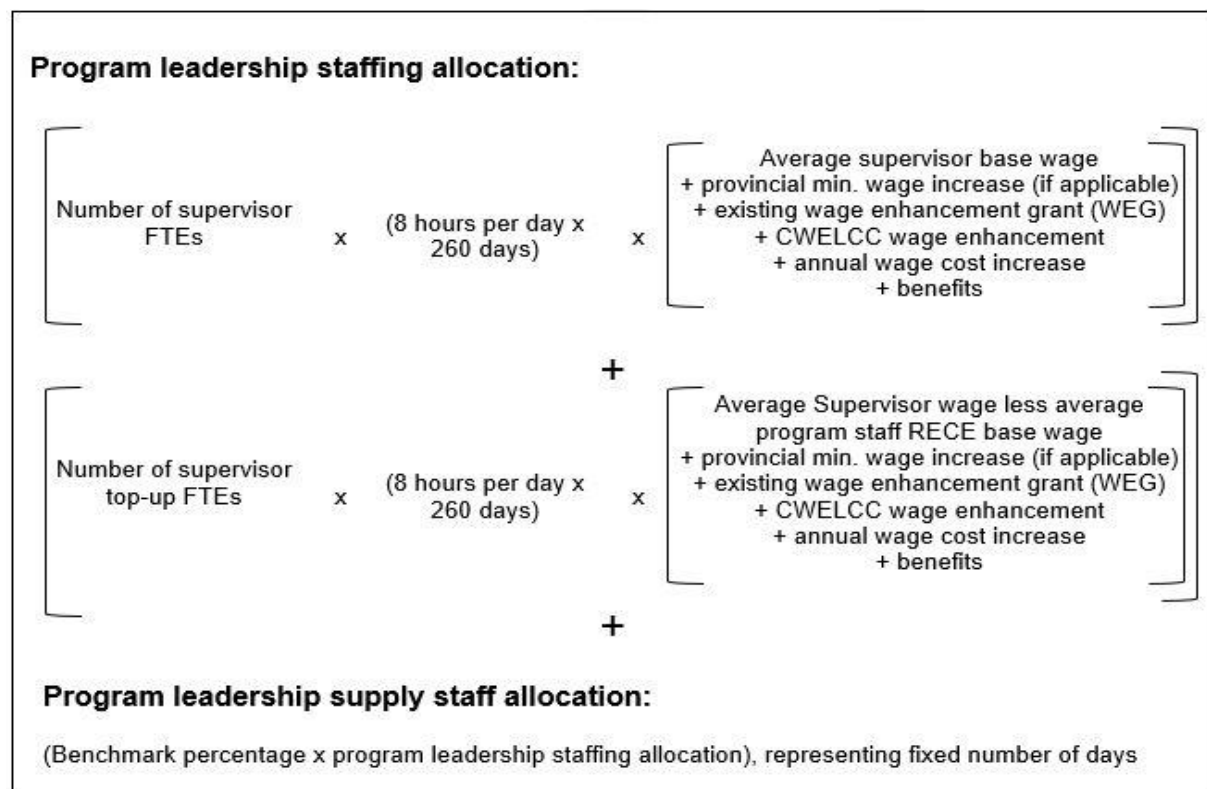
## 2. Program leadership grant

The Program leadership grant is intended to support the salaries and benefits of the supervisor working in the child care centres and would be based on required supervisory staff under [O. Reg 137/15, s. 6.\(4\)](#), adjusted with a top-up for small child care centres as well as coverage during absences.

This grant is a “flow-through” grant which means that all funding is intended to be provided to child care centres dependent on their operational capacity.

The Program leadership grant would include two allocations:

- program leadership staffing allocation
- program leadership supply staff allocation



In simple terms, funding would be provided based on **one supervisor full-time equivalent (FTE) per child care centre** (that is, for 8 hours per day per child care centre). The formula multiplies the leadership staff FTEs times the compensation cost per hour, and adds a supply staffing allocation. Where a child care centre is small, the formula includes only a top-up adjustment as the supervisor is eligible to support the required staff to child ratio and would have their wages and benefits (or a portion thereof) covered through the program staffing grant. This calculation would be done at

the child care centre level and then aggregated to derive the program staffing grant amount for each CMSM/DSSAB, which could vary.

## **Program leadership staffing allocation**

### ***Leadership staff FTEs***

Every child care centre would be funded for one supervisor FTE. This could be made up of a portion of a supervisor FTE and a portion of a top-up FTE. To determine the combination of supervisor and top-up FTE, the number of program staff required is considered in a similar method as it is for the program staffing grant – number of licensed spaces by age group and the ratio of number of program staff required by age group under [O. Reg 137/15 Schedule 1](#).

The chart below depicts the number of funded supervisor FTE and top-up FTE, based on the number of program staff required. This breakdown is based on the requirements under [O. Reg. 137/15, s. 8 \(5\)](#) as to how much time the supervisor can spend working to support the staff to child ratio.

<b>Estimated program staff (0 to 12)</b>	<b>Supervisor FTE</b>	<b>Top-up FTE</b>
Less than 5	0	1
5 or 6	0.5	0.5
7 or more	1	0

A proration for children 0 to 5 years old is also applied to the FTE, for example, there are 100 children in the child care centre, and 75 are within 0 to 5 years old, then the proration is 75 per cent times the FTE.

### ***Compensation cost per hour – supervisor FTE***

Compensation cost per hour would be determined based on average supervisor salary information from the most recent annual child care operator survey (this is intended to represent existing salaries of staff). Provincial minimum wage increases (if applicable), existing wage enhancement grant (WEG), CWELCC wage enhancement, annual wage cost increases, and benefits would also be included. For clarity, the existing child care grants will be replaced by the CWELCC Funding Formula, which means that there would be no separate allocation for existing funding for staff serving eligible children. Centres that serve children 6 to 12 years old would continue to receive existing funding (outside of the CWELCC funding formula) for that age group.

### ***Compensation cost per hour – top-up FTE***

The compensation cost per hour for the top-up FTE would fund the difference in wages between a supervisor wage and an RECE program staff wage. This would reflect that the supervisor may work in ratio and therefore while their wage would be partially covered through the program staffing grant, there is recognition that the supervisor would have a higher wage even while supporting ratio which this top-up provides.

### **Program leadership supply staff allocation**

In addition, an allocation for supply staff would be provided representing a number of days-per-year required for supply supervision staff, for example, sick and vacation days. The ministry has requested information about benefits entitlements in the recently launched mini-survey to support this calculation. For more information about the mini-survey, please see the introduction section of this discussion paper.

### **Allocation to licensees**

The sections above describe how funding would be allocated from the Ministry of Education to CMSMs/DSSABs.

CMSMs/DSSABs would apply the same formula in calculating the program leadership staffing grant allocation for each licensee with the following additional considerations regarding the data used to calculate the allocation:

- projected working hours for the supervisor working in the child care centre
- projected number of operating days of the child care centre
- projected wages and benefits and eligibility for WEG and CWELCC enhancements of the supervisor working in the child care centre
- funding should be provided for up to one supervisor FTE through this grant
- funding from the operations grant could be used to support any additional supervisor FTEs above one, if applicable, in any child care centre

#### **Discussion questions:**

- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?
- Do you foresee any implementation challenges?

### 3. Operations grant

The operations grant is intended to support the operating costs of child care centres, for example, cleaning, utilities, food, supplies, office expenses and operating maintenance (for example, snow removal, landscaping, painting and electrical repairs). It would also support the salaries and benefits for other staff not supported through the program staffing grant or the program leadership grant for example, cooks, bookkeepers.

While the funding formula is under development, to be further informed by the mini-survey and other concurrent work, the operations grant is planned to include two allocations, based on the type of space in which the child care centre operates:

- operations – child care centres in schools
- operations – child care centres in community space
- 

#### Operations grant allocation:

##### Child care centres in schools

$$\left[ \# \text{ of licensed spaces} \times \text{Funding benchmark 'A' per space} \right] + \left[ \text{Gross floor area occupied by child care} \times \text{Funding benchmark 'B' per m}^2 \right]$$

##### Child care centres in community spaces

$$\# \text{ of licensed spaces} \times \text{Funding benchmark 'C' per space}$$

#### Operations – child care centres in schools

Operations funding for child care centres located in schools operated by publicly-funded school boards would consider two components:

- funding to support operating costs paid to school boards, for example, cleaning/janitorial and school utility costs, using square metre as the basis which mirrors funding for school board costs
- funding to support other operating costs (not paid to school boards), for example, food, equipment, supplies, using licensed spaces as the basis

#### Operations – child care centres in community spaces

Funding would be provided using a single benchmark, per-licensed-space.

For both types of spaces, in schools and in communities, the ministry is also considering the inclusion of a fixed amount or other funding mechanism, in addition to a per-space amount, to support smaller child care centres with a higher proportion of fixed costs.

A mechanism for addressing how to separate costs for the 0 to 5 age group from the 6 to 12 age group would also be developed.

### **Allocation to licensees**

The sections above describe how funding would be allocated from the Ministry of Education to CMSMs/DSSABs.

CMSMs/DSSABs would apply the same formula in calculating the operations grant allocation for each licensee with the following additional considerations regarding the data used to calculate the allocation:

- operating capacity should be used instead of licensed spaces

#### **Discussion questions:**

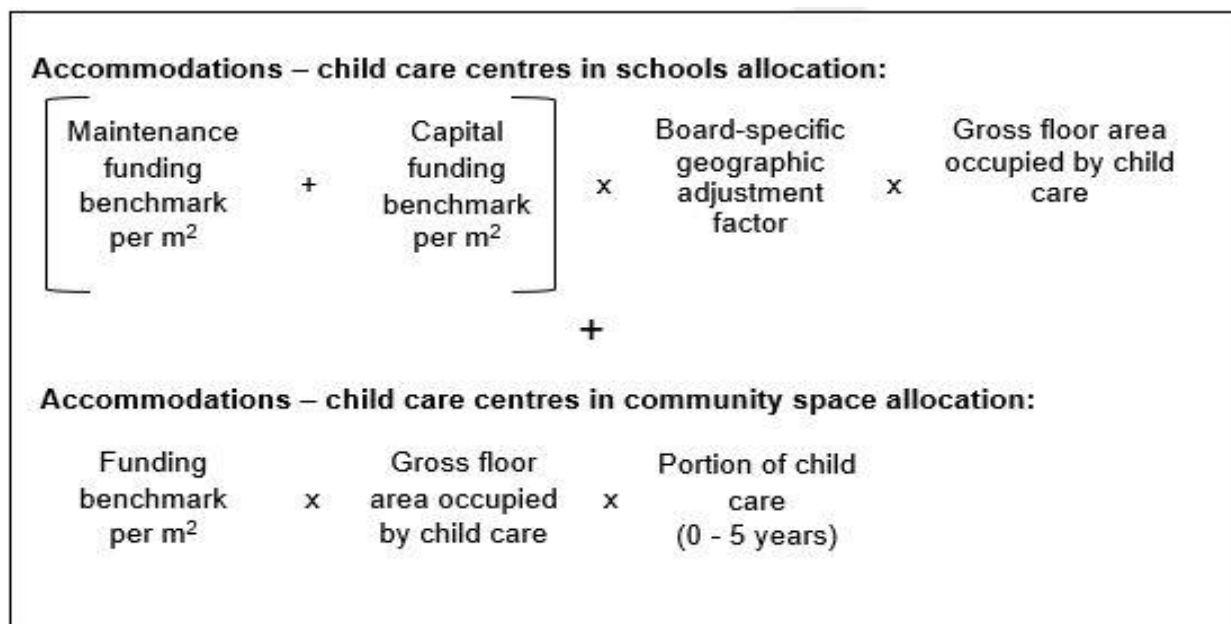
- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?
- Do you foresee any implementation challenges?
- As child care serves a wide range of families, what types of cost-driven adaptations should be included in the CWELCC Funding Formula to ensure programs continue to be culturally relevant?

#### 4. Accommodation grant

The accommodation grant is intended to support accommodation costs of child care centres, for example, mortgage/lease/rent, parking, storage, property taxes and capital maintenance, such as renovations, improvements and upgrades.

The accommodations grant would include two allocations:

- accommodations – child care centres in schools
- accommodations – child care centres in community space



##### **Accommodation – child care centres in schools**

For child care centres in schools, accommodation funding would be intended to support capital renewal and maintenance costs. Capital renewal would include additions, improvements or upgrades to the part of the school being used by the child care centre. Maintenance costs would include minor capital repairs including the replacement of building components due to wear and tear/damage that are generally charged to child care operators through a lease arrangement.

While the funding formula to support school board costs related to on-going capital renewal and maintenance for the space occupied by child care centres is currently being reviewed, the Ministry of Education is investigating options that would support the following principles:

- standardization of a formula across the province, with rates set by the provincial government
- accommodation cost transparency

Factors that are expected to be taken into consideration include:

- gross floor area occupied by the child care centre in the school
- facility condition and age of the building
- school location

A mechanism for separating costs for the 0 to 5 age group from the 6 to 12 age group would also be developed at a future date.

The ministry is also exploring options on how to minimize the administrative burden related to funding being provided from the provincial government to service system managers and child care operators that is to be remitted to school boards.

### **Accommodation – child care centres in community space**

For existing child care centres, it is intended that accommodation funding would support costs such as rent, mortgage payments, property tax, capital renewal, and capital maintenance. Costs related to cleaning, utilities, and operating maintenance would be funded under the operations grant.

The ministry plans to work with a third party to develop a set of provincial benchmarks based on annual market rent costs per square metre. The ministry will work with CMSMs/DSSABs to further refine the benchmarks in an iterative process. These benchmarks will endeavour to capture local variation in market rents across the province.

Accommodation funding for a child care centre would be based on the benchmark per square metre and the gross floor area of the child care centre. This calculation would be done at the child care centre level and then aggregated to derive the accommodation – child care centres in community space grant for each CMSM/DSSAB, which could vary.

Where actual rents are higher than the funding amount, a child care centre could submit a request via a business case on an exceptional basis to their CMSM/DSSAB, as appropriate, to demonstrate actual costs.

Where actual accommodation expenses are less than the funding amount provided, a child care centre would have flexibility in managing the funding (such as supporting other operating costs).

For new spaces, funding to CMSMs/DSSABs would be provided based on the approach described above for existing child care centres, but based on average child care centre sizes (both in terms of licensed spaces and gross floor area) within the CMSM/DSSAB as opposed to the gross floor area of child care centres.



**Allocation to licensees**

The sections above describe how funding would be allocated from the Ministry of Education to CMSMs/DSSABs, which would apply equally in calculating the accommodation grant allocation for each licensee.

CMSMs/DSSABs would be required to implement a process by which licensees may submit a business case for additional funding if the amount provided through the accommodations grant – child care centres in community space is not adequate to cover the current lease/rent amount.

**Discussion questions:**

- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?
- Has the ministry correctly identified the funding model principles to ensure equitable access for operators into schools?
- What would cause actual rents to exceed market rents?
- Where actual rents exceed the funding formula, should a ceiling amount be set (e.g., not greater than a certain percentage above the funding formula)?
- Do you foresee any implementation challenges?

## 5. Home child care grant

The home child care grant is intended to support the licensed home child care agencies. This grant is a “flow-through” grant which means that all funding is intended to be provided to child care agencies dependent on operational capacity. Funding would be allocated based on the CMSM/DSSAB in which the head office of the agency is located (and not on where the homes are).

The home child care grant would include three allocations:

- home child care provider compensation allocation
- home visitor salaries and benefits allocation
- agency operations allocation

For both the home child care provider compensation allocation and the home visitor salaries and benefits allocation, a mechanism to address how to separate funding allocations for the 0 to 5 age group from the 6 to 12 age group would also be developed.

### Home child care provider compensation allocation:

$$\begin{array}{ccccccc} \text{Number of active} & & & & & & \\ \text{home providers} & \times & 260 \text{ days} & \times & \left[ \begin{array}{l} \text{Average home provider daily compensation} \\ + \text{existing home child care enhancement grant} \\ \text{(HCCEG)} \\ + \text{annual cost increase} \end{array} \right] \end{array}$$

+

### Home visitor salaries and benefits allocation:

$$\begin{array}{ccccccc} \text{Number of home} & & & & & & \\ \text{visitor FTEs} & \times & (8 \text{ hours per day} \times \\ & & 260 \text{ days}) & \times & \left[ \begin{array}{l} \text{Average home visitor wage} \\ + \text{provincial min. wage increase (if applicable)} \\ + \text{existing wage enhancement grant (WEG)} \\ + \text{CWELCC wage enhancement} \\ + \text{annual wage cost increase} \\ + \text{benefits} \end{array} \right] \end{array}$$

+

### Agency operations allocation:

$$\begin{array}{ccccccc} \text{Base amount per} & & & & & & \\ \text{agency} & + & \left[ \begin{array}{l} \text{Number of active} \\ \text{homes} \end{array} \right] & \times & \left[ \begin{array}{l} \text{Appropriate funding benchmark per active} \\ \text{home} \end{array} \right] \end{array}$$

**Home child care provider compensation allocation**

This funding is intended to support home child care provider compensation payments made by the agency to the active home child care provider with children 0 to 5 years old in their care. Funding would consider existing average daily compensation to home child care providers including the existing provincial home child care enhancement grant (HCCEG).

**Home visitor salaries and benefits allocation**

This funding is intended to support home child care visitor wages and benefits. Funding would consider existing average wages for home child care visitors including the existing provincial wage enhancement grant (WEG). CWELCC annual wage increases and benefits would also be included.

Consideration would be given to fund a specific ratio of home child care visitors per number of active homes.

**Agency operations allocation**

This funding is intended to support the role of the home child care agency. This would include, but is not limited to, office and administration expenses, recruitment and training of new home providers, and oversight and support for home child care visitors and home child care providers.

Funding would be provided per active home. The ministry is also considering including a fixed amount or other funding mechanism in addition to a per active home amount to support smaller agencies with fixed overhead costs.

**Allocation to licensees**

The sections above describe how funding would be allocated from the Ministry of Education to CMSMs/DSSABs.

CMSMs/DSSABs would apply the same formula in calculating the home child care grant allocation for each licensee with the following additional considerations regarding the data used to calculate the allocation:

- operating capacity including the projected number of eligible children in active homes for the licensee
- projected operating days of the homes overseen by the licensee
- projected payments to home providers and eligibility for WEG for the active homes overseen by the licensee
- projected wages and benefits and eligibility for WEG and CWELCC enhancements of home visitors employed by the licensee
- projected working hours and number of working days of the home visitors employed by the licensee

**Discussion questions:**

- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?
- Any concerns with providing allocations based on the head office of the agency?
- Do you foresee any implementation challenges?

## 6. Service system management administration grant

The service system management administration grant is intended to support CMSMs/DSSABs in their role as service system managers and their administrative costs related to the CWELCC program and child care services for 0 to 5 age group.

While the funding formula is under development, to be further informed by the mini-survey, the ministry is considering allocating a base amount of funding per CMSM/DSSAB and also including an amount per licensee enrolled in CWELCC that the CMSM/DSSAB oversees. Further details will be provided in the future.

### **Discussion questions:**

- Has the ministry considered all the appropriate parameters in the funding formula? If not, which ones are missing and why?

## Conclusion

As always, we thank you for your continued collaboration and partnership to support Ontario children. We remain committed to working closely with you to facilitate the implementation of a new CWELCC Child Care funding formula, with the best interest of Ontario's children in mind. The benchmarks in the CWELCC funding formula will be reviewed annually.

We look forward to receiving your feedback/comments.

**Please note that the information provided in this discussion paper is preliminary and should not be interpreted as government direction on the final 2024 CWELCC funding formula as it is subject to further refinement and the government's approval process.**

## Glossary

**Eligible child** - means (a) any child, until the last day of the month in which the child turns six years old, and (b) up until June 30 in calendar year, and child who, (i) turns six years old between January 1 and June 30 in that calendar year, and (ii) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care.

**Home Child Care Provider** – means a person in charge of the children in a premises where home child care is provided.

**Home Child Care Visitor** – means a person described in O. Reg. 137/15 s. 56, who provides support at and monitors each premises where the licensee oversees the provision of home child care, and who shall be responsible to the licensee.

**Licensed Capacity** – means the maximum number of children, including the number in each age category, permitted to be receiving child care in the child care centre at one time as set out in the license of the child care centre.

**Operating capacity** - means the number of children the centre/home child care is planning to serve as per the licensee's staffing complement and budget, to a maximum ceiling of the licensed capacity. For example, a centre could be licensed for 15 toddlers, however, if the centre operates with two program staff only, then the centre's operating capacity is only ten spaces (this is two program staff x five toddlers per staff, where the number of children per staff is based on the maximum ratio permitted in [Schedule 1 or 4 of O. Reg. 137/15](#)).

**Program staff** - is defined as a person described under [O. Reg. 137/15 s. 54](#), who is an employee of the centre and is counted for the purposes of meeting the ratios required under [O. Reg. 137/15 s. 8](#) or s. [8.1](#).

**Supervisor** - is defined as a person described in [O. Reg. 137/15 s. 53](#), who shall plan and direct the program of the child care centre, be in charge of the children, oversee the staff and who shall be responsible to the licensee.

**Supply Staff** – means a person who performs the duties of supervisor, program staff, or home child care visitors when the regular staff is sick or on vacation.

**COUNTY OF RENFREW****BY-LAW NUMBER**

**A BY-LAW TO AMEND BY-LAW NO. 56-14, BEING A BY-LAW TO AUTHORIZE THE COUNTY OF RENFREW TO ENTER INTO A CONTRACT/AGREEMENT WITH CHILD CARE SERVICE PROVIDERS FOR THE PROVISION OF CHILDREN'S RECREATION PROGRAMS**

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WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes Council to enter into agreements;

AND WHEREAS on May 28, 2014, the Corporation of the County of Renfrew enacted By-law 56-14, a by-law authorizing the Warden and Chief Administrative Officer/Clerk to enter into an agreement with recreation programs to provide fee subsidy for children enrolled in a recreation program as amended on June 25, 2014, June 24, 2015, May 15, 2019, and May 17, 2023.

AND WHEREAS it is necessary to amend By-law No. 56-14 to include additional municipalities who will be providing a children's recreation program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary or incidental to the execution of this by-law.
2. That the Warden and Clerk are hereby authorized and instructed to enter into a service contract/agreement with the following for recreation program:

Town of Arnprior - Arnprior & District Museum Summer Experimentation Station

3. That this by-law come into force and take effect upon the passing thereof.

READ a first time this 31st day of May, 2023.

READ a second time this 31st day of May, 2023.

READ a third time and finally passed this 31st day of May, 2023.

---

PETER EMON, WARDEN

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CRAIG KELLEY, CLERK



## RECREATION PROGRAM SERVICE AGREEMENT

### BETWEEN:

**The Municipal Corporation of the County of Renfrew**  
(the “County”)

- and -

**Town of Arnprior**  
(the “Service Provider”)

**WHEREAS** the Minister of Education of Ontario (the “Minister”) may enter into agreements with service system managers respecting the provision of prescribed services, pursuant to subsection 54. (3) of the Child Care and Early Years Act, 2014 (the “Act”);

**AND WHEREAS** a service system manager may enter into an agreement with a municipality or other person for the provision of children’s recreation programs;

**AND WHEREAS** the County is a service system manager under Regulation 138/15 made pursuant to the Act;

**AND WHEREAS** The County as service system managers has the option to authorize recreational and skill building programs under the Child Care and Early Years Act, 2014 (CCEYA) to meet child care needs of families in accordance with service system plans.

**AND WHEREAS** the Service Provider provides a children’s recreation program called Arnprior & District Museum Summer Experimentation Station (the “Recreation Program”) on the terms set out herein;

**AND WHEREAS** the County has determined that:

- i. the Service Provider is a recreation service provider pursuant to the Act and applicable Regulations;
- ii. the Recreation Program is a prescribed service; and
- iii. the Recreation Program meets the Minimum Requirements for Recreation Programs, as established by the *School-Age Recreation Guideline (Sept 2018)* prepared by the Ministry, information attached as **Schedule “A”**;

**AND WHEREAS** the purpose of this agreement is to establish the terms and conditions upon which the County will, as delivery agent, provide fee subsidies to the Service Provider for children enrolled in the Recreation Program;

**THEREFORE THE PARTIES** agree as follows:

**1. Recreation Program:**

The Service Provider agrees to:

- i. operate the Recreation Program in accordance with the Minimum Requirements for Recreation Programs attached hereto as **Schedule “A”**; and
- ii. comply with the policies, guidelines and requirements established by the Province of Ontario and the County.

**2. Term:**

This agreement will be effective commencing May 31st, 2023 and will terminate on such a date that is the earlier of:

- i. the Recreation Program no longer qualifying for fee subsidies in accordance with the terms and conditions of this agreement;
- ii. termination by either party for any reason whatsoever on 60 days’ written notice to the other party; or
- iii. this agreement being replaced by a subsequent agreement on mutual consent of the parties.

**3. Fee Subsidies:**

- a) The County, as the service system manager, will provide fee subsidies to the Service Provider for children enrolled in the Recreation Program in accordance with the cost-sharing arrangements in Regulation 138 made pursuant to the *Act*. The relevant cost-sharing arrangements in Regulation 138 in effect as of the date of this agreement are attached hereto as **Schedule “B”**.
- b) If the Service Provider is in breach of its obligations under this agreement, the County may, as it sees fit, withhold fee subsidies to the Service Provider.

**4. Special Needs Resource Funding**

Special Needs Resourcing Funding and support for eligible authorized recreational and skill building programs and camps are provided by the County and will continue to be based on their discretion regarding local funding priorities and program quality.

- a) The Service Provider agrees to hire special needs resource staff to supplement the quality licensed child care services it provides in accordance with the *Act*, the policies, guidelines and requirements of Canada, Ontario and the County’s Child Care Policies and Procedures as amended from time to time.

- b) Hiring, supervising and training of the staff will be the responsibility of the individual Recreation Program.
- c) Staff hired will be a support to the program and will be considered above and beyond the staff/child ratio.
- d) The Service Provider shall create an inclusive setting which can accommodate children with special needs.

**5. County of Renfrew Access and Consultation:**

- a) In order to allow County staff to observe and evaluate the services and inspect all records relating to the Recreation Program provided pursuant to this agreement, the Service Provider will permit County staff, at reasonable times, to enter any premises used by the Service Provider in connection with the provision of services for the Recreation Program.
- b) Upon reasonable request, the Service Provider will make its staff available for consultation with County staff and to provide information related to the Recreation Program.

**6. Reports:**

- a) The Service Provider will maintain service records respecting each site where the services in connection with the Recreation Program are being provided.
- b) The Service Provider will also prepare and submit to the County at any time upon reasonable request, a comprehensive report, in a form and substance acceptable to County staff, respecting the services being provided in connection with the Recreation Program.

**7. Financial Records and Reports:**

- a) The Service Provider will maintain financial records and books of account respecting services provided in connection with the Recreation Program for each site where the service is being provided and will allow County staff or such other persons appointed by the County, at all reasonable times, to inspect and audit such records and books of account both during the term of this agreement and subsequent to its expiration or termination.
- b) The Service Provider will retain the records and books of account referred to in section 7(a) above for a period of seven (7) years.
- c) The Service Provider will prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the County may require.

- d) The Service Provider will comply with the County's policies on the treatment of revenues and expenditures.

**8. Recreation Program Records:**

In the event the Recreation Program ceases to operate, the Service Provider will not, without the prior written consent of the County, dispose of any records related to the services provided in connection with the Recreation Program under this agreement.

**9. Confidentiality:**

The Service Provider, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than County staff at any time during or following the term of this agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document. Where the Service Provider is a municipality or other such institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended, the provisions of such Act with respect to the disclosure or release of information will apply.

**10. Indemnification:**

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents or volunteers in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this agreement.

**11. Insurance:**

The Service Provider will obtain and maintain throughout the Term insurance as required by and in a form and content as provided for in paragraph 1 of **Schedule "A"** attached hereto.

**12. Termination:**

Subject to sections 2 and 14 herein, either party may terminate this agreement upon the delivery of sixty (60) days prior written notice to the other party of its intent to so terminate.

**13. Freedom of Information:**

Any information collected by the County pursuant to this agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, and the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31.

**14. Human Rights Code:**

It is a condition of this agreement that no right under section 5 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended, will be infringed. Breach of this condition will be sufficient grounds for immediate termination of this agreement with no further notice required.

**15. Severability:**

Each provision of this agreement will be valid and enforceable to the fullest extent permitted by law. If any provision of this agreement is declared invalid, unenforceable or illegal by the courts of a competent jurisdiction, such provision may be severed and such invalidity, unenforceability or illegality will not prejudice or affect the validity, enforceability and legality of the remaining provisions of this agreement. If any such provision of this agreement is invalid, unenforceable or illegal, the parties will, acting in good faith, promptly negotiate new provisions to eliminate such invalidity, unenforceability or illegality and to restore this agreement as near as possible to its original intent and effect.

**16. Governing Law:**

This agreement is governed exclusively by, and is to be enforced, construed and interpreted exclusively in accordance with, the laws of Ontario and the laws of Canada applicable in Ontario which will be deemed to be the proper law of this agreement.

**17. Laws:**

The Service Provider, its directors, officers, employees, agents, volunteers and other representatives, if any, will at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this agreement.

**18. Entire Agreement:**

This agreement and attached Schedules constitute the entire agreement between the parties and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the parties in connection with the subject

matter hereof.

**19. Notice:**

Any notice or other communication required or permitted to be given or made under this agreement other than for day-to-day operational purposes to a party must be given in writing. A notice may be given by delivery to an individual or electronically by fax or email, and will be validly given if delivered at the following address or at such other address as may be provided in writing from time to time by either party to the other. Any notice mailed by registered mail will be deemed to have been received three (3) business days after the posting thereof.

a) To: County of Renfrew  
7 International Drive  
Pembroke, Ontario, K8A 6W5  
Attn: Director, Community Services

Copy to: County of Renfrew Child Care and Early Years Division  
7 International Drive  
Pembroke, Ontario, K8A 6W5  
Attn: Manager, Child Care and Early Years Division

b) To: Town of Arnprior – Arnprior & District Museum Summer  
Experimentation Station  
105 Elgin Street West  
Arnprior, Ontario, K7S 0A8  
Attn: Recreation Program Supervisor

**20. Amendments:**

No provision of this agreement, including the Schedules, will be amended, altered or waived except by a further written agreement between the parties. No waiver of a provision of this agreement will operate as a waiver of any other provision or of the same provision on a future occasion.

*[Signature Page follows]*

**IN WITNESS WHEREOF** this contract has been signed by an authorized County official on behalf of the County of Renfrew and on behalf of the Service Provider by its proper signing officers.

**SIGNED, SEALED AND DELIVERED:**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023

**On Behalf of the County of Renfrew:**

\_\_\_\_\_  
Witness – County of Renfrew

\_\_\_\_\_  
Warden  
County of Renfrew

\_\_\_\_\_  
Witness – County of Renfrew

\_\_\_\_\_  
Chief Administrative Officer/Clerk  
County of Renfrew

**On Behalf of the Name of Service Provider:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
*\*\* (Name and Position)*

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
*\*\* (Name and Position)*

\* Witness required where the Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

\*\* I have the authority to bind the corporation.

**SCHEDULE “A”**

## MINIMUM REQUIREMENTS FOR RECREATION PROGRAMS

For the purposes of this **Schedule “A”**, the County is the service system manager.

Authorized Recreational and Skill Building Programs (Legislative and Regulatory Framework) Child Care and Early Years Act, 2014. Under subsection 6(4) of the Act, “authorized recreational and skill building programs” are programs that:

- Have the primary purpose to provide child care
- Promote recreational, artistic, musical or athletic skills or provides religious, cultural or linguistic instruction
- Are not operated in a person’s home
- Only serve children aged six years and older (or turning 6 by the end of the year if the program is offered after September 1 of that year)
- Meet conditions set out section 3.1 of the General Regulation (as described below) General Regulation As part of the ministry’s regulatory work to modernize child care, the regulations set out conditions for authorized recreational and skill building programs. These regulations require that the program operates on weekdays for no more than one period of three or fewer consecutive hours each day. AND
- The program must meet one of the following criteria:
  - operated by the local service system manager, a municipality, a school board, a First Nation, the Métis Nation of Ontario, or a municipality
  - part of Ontario’s After School Program funded by the Ministry of Tourism, Culture and Sport
  - operated by a member of YMCA Canada, or the Boys and Girls Clubs of Canada or operated by a provincial sport or multi-sport organization recognized by the Ministry of Tourism, Culture and Sport where the program’s activities are related to the sport or sports promoted by the organization,
  - operated by an agency or attraction of the Ministry of Tourism, Culture and Sport
  - authorized by the local service system manager to offer child care in their service area provided that the program can demonstrate to the local service system manager that it offers programming that supports the health, safety, and well-being of children.
  - authorized by a First Nation to offer child care on their territory provided that the program can demonstrate to the First Nation that it offers programming that supports the health, safety and well-being of children.

### SUPPORTING HEALTH, SAFETY AND WELL-BEING OF CHILDREN:

Ontario Regulation 137/15 requires that in order to be eligible to be an authorized recreational and skill building program, a program **must demonstrate** to the service system manager that it offers programming that supports the **health, safety and well-being of children**.

#### **Plans for Children with Medical or Special Needs (e.g. Anaphylaxis)**

Provider works with parents to reduce risks and identify supports to accommodate needs of children

### 1. Insurance



Recreation programs must have a minimum of \$2 million in general liability insurance. In cases where service system managers have policies regarding what is considered sufficient insurance for child care programs, and such policies require more than the minimum stated above, recreation programs should meet these requirements, as appropriate.

## **2. Safe Arrival/Safe Dismissal**

Recreation programs must have policies and procedures in place to ensure the safe arrival and safe dismissal of each child enrolled. At a minimum, these should include a:

- Daily sign-in/sign-out procedure so that staff are aware of which children are in attendance and which are not;
- Procedure to be followed if a child does not attend and staff have not been notified in advance of the reason why (e.g., contact parent if child has not arrived by a certain time, etc.);
- Process by which parents must inform the program in writing of who is or is not allowed to pick up their children; and
- Process by which parents must give their written consent for children of any age to sign themselves in and out.

## **3. Police Record Checks**

Recreation programs must have a policy in place requiring police record checks to be completed for all successful candidates for full-time, part-time, or volunteer positions who will have direct contact with children, as per ministry policy for all licensed/funded agencies. This requirement includes new agency board members, non-direct service staff, or any other person regularly on the premises where occasions of unsupervised contact with children may be expected (e.g., cook, driver, etc.).

On December 1, 2015 the government passed the Police Record Checks Reform Act, 2015 to govern how police record checks are conducted in Ontario. This new legislation defines three types of police record checks; limits and standardizes the types of information that can be released in each type of record check; and standardizes disclosure practices.

Vulnerable sector checks are completed in cases where an individual is in a position of trust or authority over vulnerable persons. Given that staff and volunteers of recreation programs work directly with children and youth, recreation providers are encouraged to require a vulnerable sector check for their employees.

## **4. Adult Supervision**

Recreation programs must have on-site adult supervision at all times.

Groups of children may be supervised directly by a staff member or volunteer who is 16 or 17

years of age, provided that:

- At least one adult (i.e., age 18 or older) is on site; and
- That adult is easy to locate in the event of an emergency.

Because each program is different, delivery agents have the flexibility to decide whether or not additional on-site adult supervision is necessary in a particular program setting, taking into careful consideration the following:

- The number, ages and any special needs of children participating in the program;
- The size and type of the program site (e.g., school, campground, etc.);
- The risk level of program activities (e.g., aquatics, wall/rock climbing, etc., would be considered high-risk); and
- The degree of experience and/or training required for and possessed by program staff and volunteers.

## **5. Programming**

Programs are strengths-based, inclusive, and responsive to the varied abilities of children  
Programs support positive and meaningful interactions among children, parents, and staff.

Identifies prohibited practices that are detrimental to the health, safety and well-being of children

Programs establish and maintain positive, harassment/discrimination free environments for optimal participant growth

Culturally responsive programming such as trauma-informed spaces that responds to needs of all students, including indigenous students

Program demonstrates values, goals and approaches that are consistent with view of children, foundations and approaches set out in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*

Programs offer additional professional development, and/or participation in quality assurance programs (e.g. HIGH FIVE certification)

## **6. Board of Directors**

Strong administrative accountability under governance of a Board of Directors

Roles and responsibilities are clearly defined by service system managers

There are procedures, communication protocols, and timeframes set out for determining and rolling out new policies and practices

Consideration for not-for-profit organizations

Organizations that have demonstrated they have strong partnerships with the broader community

## **7. Quality Assurance**

Recreation programs must be either:

1. Accredited by the Ontario Camping Association; or
2. Affiliated with the High Five quality assurance process, administered by Parks and Recreation Ontario, to the following degree:
  - a. The organization responsible for the program is a registered member of the High Five quality assurance process;
  - b. The individual program has completed and submitted at least one High Five self-evaluation to Parks and Recreation Ontario; and
  - c. At least 75% of program staff have received High Five training (i.e., staff working with children, and supervisors of front-line staff).

With respect to 2.b), the High Five self-evaluation submitted to Parks and Recreation Ontario must include part 1 (Reviewing Best Practices) and part 2 (Observing the Child's Experience) of the Quality Experience Scanning Tool (QUEST). The evaluation must be completed by a staff member who is trained in the use of the High Five QUEST.

**ONTARIO WORKS REPORT**

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Community Services Committee

May 17, 2023

**INFORMATION****1. Ontario Works Caseload Statistics**

Month	2023 Total Caseload	2022 Total Caseload
January	1,161	1,052
February	1,167	1,083
March	1,182	1,118
April		1,127
May		1,147
June		1,143
July		1,120
August		1,132
September		1,149
October		1,131
November		1,143
December		1,124

**2. Ontario Works Case Closures**

	Jan 2023	Feb 2023	Mar 2023
<b>Number of Case Closures</b>	198	112	134
<b>Percentage of Caseload Closed</b>	15%	9%	10%

### 3. Additional Statistics – Programs and Benefits

#### January 2023 - March 2023

Programs	January		February		March		Totals	
	# of Clients	Amount Expensed	# of Clients	Amount Expensed	# of Clients	Amount Expensed	# of Clients	Amount Expensed
Discretionary (under \$500)	17	\$2,330.32	20	\$4,188.86	20	\$3,975.24	57	\$10,494.42
Emergency Assistance	17	\$2,330.32	22	\$20,756.60	18	\$16,084.94	57	\$39,171.86
Employment Related Expenses/Stability	183	\$32,376.64	168	\$29,941.28	215	\$35,534.73	566	\$97,852.65
Funeral	2	\$8,000.00	9	\$35,602.31	2	\$5,789.00	13	\$49,391.31
Medical Transportation	116	\$21,383.24	119	\$22,898.25	135	\$18,916.87	370	\$63,198.36
Vision Care	16	\$4,052.95	15	\$4,017.24	20	\$5,073.88	51	\$13,144.07
<b>Total</b>	<b>351</b>	<b>\$70,473.47</b>	<b>353</b>	<b>\$117,404.54</b>	<b>410</b>	<b>\$85,374.66</b>	<b>1114</b>	<b>\$273,252.67</b>

### 4. Renfrew and Area Connection Centre

The Grand Opening of the Renfrew and Area Connection Centre was held on April 4, 2023. The Connection Centre is an initiative launched by the Renfrew OPP Detachment, in collaboration with the Renfrew Police Services Board, and is funded through a Community Safety and Policing Grant. Located at 161 Raglan Street South in Renfrew, the Connection Centre is a space where residents can come in and connect with whatever services they need. Local agencies, including Community Services, will have a staff presence at the hub to seamlessly connect individuals with services. The centre will also work closely with the Mobile Crisis Response Team (MCRT), a unit comprised of an OPP officer and a crisis worker who jointly respond to calls for service in relation to mental health, addictions, and individuals in crisis.

### 5. Public Health Programs

Roxanne Moss, Coordinator for the Dental Health Division of the Renfrew County and District Health Unit (RCDHU) attended a virtual meeting with Community Services staff on April 11, 2023. Ms. Moss delivered a presentation on several of the RCDHU's programs including Healthy Smiles Ontario (HSO), Ontario Seniors Dental Care Program (OSDCP), and the School Vision Screening Program for senior kindergarten students. The meeting was very informative and allowed staff from all divisions to learn more about RCDHU programs and how individuals can access these services.

6. **eSignature in SAMS**

The Ministry of Children, Community and Social Services (MCCSS) has introduced a technical enhancement within the Social Assistance Management System (SAMS) to embed the eSignature option. This enables staff to generate and send required forms from SAMS to Ontario Works recipients to be electronically signed. Attached as Appendix OW-I is a memo from the Business Innovation and Implementation Branch which provides further details regarding the enhanced SAMS functionality.

7. **Ontario Disability Support Program/Ontario Works Client Advisory Group**

Staff from the Ontario Disability Support Program (ODSP) and Ontario Works (OW) are committed to helping build communities that are resilient, inclusive, and sustained by economic and civic contributions of all Ontarians. These programs are guided by a vision that enables all Ontarians to live with dignity and contribute to a thriving community. The ODSP/OW Client Advisory Group provides a forum for social assistance recipients and staff to have open discussions about programs and benefits with the goal of improving the quality of our services. The Client Advisory Group is comprised of five recipients and one caseworker from each program who commit to a one-year participation term. The first meeting of 2023 was held on April 19 and meetings are conducted on a quarterly basis.

8. **Employment Services Transformation Update**

On April 19, 2023, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) announced the launch of the competitive selection process for Service System Managers (SSM) in the third and final phase of the Employment Services Transformation (EST). The phase 3 catchment areas include Toronto, the Northeast, and the Northwest. SSMs will be selected through a competitive, two-stage process beginning with a Request for Qualification to identify organizations that are interested in and have the necessary credentials for the role of SSM. Qualified applicants will then be invited to participate in the Call for Proposals stage which will occur in the summer/fall of 2023. MLITSD and MCCSS are working closely together with the EST implementation to better support people in addressing their needs and where possible secure lasting employment.

Hello everyone,

The Business Innovation and Implementation Branch (BIIB) is reaching out to remind everyone that in addition to initiating eSignature requests through Core Shares web services, eSignature is also available through SAMS. The purpose of this feature is to have the ability to expedite service delivery timelines, provide greater access to services, and reduce the need for in person visits.

To improve the process and reduce manual effort in the local office, eSignature is now fully integrated into SAMS. Staff can generate forms for eSignature and send them to citizens directly from SAMS, making things quicker and easier.

### **What does this mean for Ontario Works?**

Ontario Works staff are encouraged to use the eSignature feature through SAMS to remove any process inefficiencies. The eSignature enabled forms listed below are available in Core Share and in SAMS:

- Application for Assistance (Form 1)
- General Consent
- CRA consent
- Rights & Responsibilities

Please note that for the eSignature to function in SAMS a unique email address will be required.

### **More Information**

For more eSignature information, resources, or job aids, please visit the [eSignature Extranet Homepage](#).

Want to learn more about eSignature and how to use it in SAMS?

- [Click here](#) to see when our upcoming eSignature information sessions will be held.

If you have any questions or concerns, please feel free to reach out to the team at [BTS.BIIB@ontario.ca](mailto:BTS.BIIB@ontario.ca)