



COMMUNITY SERVICES COMMITTEE

Wednesday, June 14, 2023

AGENDA

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held on May 17, 2023.
5. Delegations: None at time of mailing.
6. Community Services Department **Page**
 - a) Department Report 2
 - b) Ontario Works Division Report 6
 - c) Child Care and Early Years Division Report 15
7. New Business.
8. Closed Meeting – None at time of mailing.
9. Date of next meeting (Wednesday, August 16, 2023) and adjournment.

NOTE: a) **County Council: Wednesday, June 28, 2023.**

b) Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW
COMMUNITY SERVICES REPORT**

TO: Community Services Committee
FROM: Laura LePine, Director of Community Services
DATE: June 14, 2023
SUBJECT: Department Report

INFORMATION

1. Call to Action on Housing and Homelessness

Attached as Appendix I is a resolution of support from Northumberland County regarding Association of Municipalities of Ontario (AMO) Call to Action on Housing and Homelessness.

2. Association of Municipalities of Ontario (AMO) Ending Homelessness Symposium

On May 3-4, 2023, elected officials, municipal staff, those with lived experience, academics, not for profits, service providers and others came together to examine solutions for ending homelessness in Ontario. This well-attended event covered many topics related to housing and homelessness and spoke to the complexities of homelessness in rural, northern and urban centres. It highlighted the impact that COVID-19 had on the homelessness sector and how the homeless population were disproportionately impacted. The need to provide more housing was echoed by most presenters and specifically more supportive housing to help address the increase in homelessness.

3. Town of Renfrew Housing Action Plan

The Town of Renfrew is undertaking an attainable housing action plan designed to evaluate the needs for various forms of housing within the town. A key component of the study is stakeholder consultation. The Director of Community Services along with other County of Renfrew staff participated in two activities related to this where information on housing needs, as identified through our housing and homelessness program, was shared. Staff in other departments have also been engaged.

4. Senior Women Living Together

A meeting was held recently to learn more about this program that has had success in helping senior women find compatible home mates and match women to suitable rental accommodation. This program, which is still relatively new, is looking to expand their services in Renfrew County. An initial meeting was held to learn more about the program and to see where we can assist with launching this in our area. For more information, go to [Senior Women Living Together](#).

5. Business Case – Staffing Increases

The Development and Property department has submitted a business case to hire an Infrastructure Coordinator full time utilizing funding through the new Homelessness Prevention Program (HPP) administration funding. The Infrastructure Coordinator position has been a contract position located within the Development and Property department for the past year and is supporting the efforts of the community housing portfolio. Changing this position from a contract to full-time position will incur an increased annual estimated expense of \$15,000 to cover the cost of benefits. With a significant increase in capital and non-capital repairs and infrastructure work within the community housing portfolio, this position will support these activities and will assist with infrastructure work moving forward including work involved with the new Integrated Community Housing build in Pembroke and other initiatives that may be undertaken in the future.

A business case has been submitted to the Renfrew County Housing Corporation (RCHC) to hire a contract Community Housing Coordinator position for the balance of 2023 to complete the Landlord and Tenant Board tribunals that have significantly increased due to the backlog created during the COVID-19 pandemic and to address the growing rental arrears that has seen a considerable surge over the past three years, in part due to the COVID-19 pandemic, and due to the increase in financial hardship that many tenants have experienced. The position will be funded partially by the Homelessness Prevention Program and additional revenue from unbudgeted arrears. The six-month contract is expected not to exceed \$50,000.

6. 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.

7. 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.



**The Corporation of the
County of Northumberland**
555 Courthouse Road
Cobourg, ON, K9A 5J6



Northumberland County Council Resolution

SENT VIA EMAIL

April 19, 2023

All Ontario Municipalities

Re: Northumberland County Resolution – Association of Municipalities of Ontario’s (AMO) Call to Action on Housing and Homelessness

At a meeting held on April 12, 2023 Northumberland County Council approved the following Council Resolution # 2023-04-12-270.

Association of Municipalities of Ontario’s (AMO) Call to Action on Housing and Homelessness

Moved by: Councillor Hankivsky

Seconded by: Councillor Logel

“**Whereas** the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario; and

Whereas homelessness requires a range of housing, social service, and health solutions from government; and

Whereas homelessness is felt most at the level of local government and the residents that they serve; and

Whereas municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity, or tools to address this complex challenge; and

Whereas leadership and urgent action is needed from the Provincial Government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario;

Now Therefore Be It Resolved That the Corporation of the County of Northumberland calls on the Provincial Government to urgently:

1. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
2. Commit to ending homelessness in Ontario;
3. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal; and

Further Be It Resolved That County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable Michael Parsa (Minister of Children, Community and Social Services), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario (AMO), and to all Ontario Municipalities.”

Council Resolution # 2023-04-12-270

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,



Maddison Mather
Manager of Legislative Services / Clerk
Northumberland County

ONTARIO WORKS REPORT

Prepared by: Andrea Patrick, Manager of Ontario Works

Prepared for: Community Services Committee

June 14, 2023

INFORMATION**1. Retirement – Ontario Works Agent**

Ms. Brenda Jolicoeur, Ontario Works Agent has provided notice of her retirement effective July 31, 2023. Brenda joined the County of Renfrew on October 27, 1997 and has over 25 years of service. We would like to extend our thanks to Brenda for all her hard work and dedication over the years and we wish her health and happiness as she moves on to this next chapter in life.

2. Social Assistance Caseload Forecast Update

Please see attached as Appendix OW-I a memo dated May 8, 2023 from the Director of the Social Assistance Service Delivery Branch introducing the January 2023 Social Assistance Caseload and Expenditure Forecast Report.

The annual caseload forecast from the Ministry of Children, Community and Social Services (MCCSS) was prepared by the Business Intelligence and Practice Division, using actual social assistance data and labour market trends up to January 2023. The forecast shows an anticipated increase in the Ontario Works caseload of 8.4% in 2023-2024 over the previous fiscal year. For further details on caseload and expenditure trends, please see the report attached as Appendix OW-II.

3. Renfrew County Risk Watch

The County of Renfrew Community Services Department has been participating on the Renfrew County Risk Watch Table since April 2023. The Table brings multiple human-service sectors together to identify individuals who are at an acutely elevated risk of harm and provide a coordinated intervention before a crisis occurs. Meetings are held on a bi-monthly basis, and the location is rotated between Renfrew and Pembroke. Rotating the meeting location enables all agencies an opportunity to attend in person while reducing travel time and expenses.

The Ontario Works Supervisor has been asked to sit on the Renfrew County Risk Watch Steering Committee. The steering committee is in place to ensure the integrity of the meetings and to help facilitate participation by key agencies. The steering committee will meet on an ad-hoc basis as circumstances are identified that require a decision to be made to benefit the Table.

Renfrew County Risk Watch meetings will be held in County of Renfrew boardrooms at Renfrew County Place and the County Administration Building. The meeting spaces in both locations are large enough to accommodate all participants and are equipped with the required technology to allow for a virtual/hybrid meeting model. The Community Services department is very pleased to be part of this OPP initiative and we look forward to the ongoing collaboration with community partners to support at-risk individuals in our community.

Ministry of Children,
Community and Social Services

Director's Office
Social Assistance
Service Delivery Branch

Ministère des Services
à l'enfance et des Services
sociaux et communautaires
Bureau du directeur
Direction de la prestation des
services en matière d'aide sociale



May 8, 2023

MEMORANDUM TO: Ontario Works Administrator

FROM: **Colleen Hardie**
Director, Social Assistance Service Delivery Branch, Toronto
and West Regions
Nancy Sauvé
Director, Social Assistance Service Delivery Branch, Central,
East and North Regions

RE: January 2023 Social Assistance Caseload Forecast

Enclosed is the January 2023 social assistance caseload forecast for the 2023-24 and 2024-25 fiscal years prepared by the Business Intelligence and Practice Division of the Ministry of Children, Community and Social Services.

This January 2023 Social Assistance Caseload Forecast uses actual social assistance data and labour market trends up to and including January 2023 and the January 2023 unemployment rate forecast of the Ministry of Finance. It incorporates the impacts of policy and program changes implemented to date. Note that this is a forecast of what the caseload level would be if assumed economic and policy conditions prevail in the current and next fiscal years.

The document also provides a distribution of the province-wide caseload forecast by Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Board (DSSAB) for planning purposes only. The distribution is based on each CMSM/DSSAB's 2022-23 actual average share of the provincial caseload.

I trust you will find this information useful

A handwritten signature in cursive script that reads "Colleen Hardie".

Colleen Hardie
Director,
Social Assistance Service Delivery Branch, Toronto and West Program Office



Nancy Sauvé
Director,
Social Assistance Service Delivery Branch, Central, East and North Regions

Encl.

Ontario Ministry of Children, Community and Social Services

January 2023 Provincial Social Assistance Caseload Forecast

ONTARIO WORKS AVERAGE MONTHLY CASELOAD January 2023 Forecast			
	2022-23*	2023-24	2024-25
Singles with children	60,930	63,720	67,410
% change		4.6%	5.8%
Singles without children	139,950	154,004	165,124
% change		10.0%	7.2%
Couples	16,759	18,700	20,255
% change		11.6%	8.3%
Total Ontario Works	217,639	236,423	252,789
% change		8.6%	6.9%
Temporary Care Assistance	6,821	6,788	6,801
% change		-0.5%	0.2%
GRAND TOTAL	224,460	243,211	259,590
% change		8.4%	6.7%
*actual monthly average caseload			

ONTARIO DISABILITY SUPPORT PROGRAM AVERAGE MONTHLY CASELOAD January 2023 Forecast			
	2022-23*	2023-24	2024-25
Singles	328,160	331,863	342,008
% change		1.1%	3.1%
Couples	39,668	38,398	38,044
% change		-3.2%	-0.9%
Total ODSP	367,828	370,262	380,052
% change		0.7%	2.6%
Assistance for Children with Severe Disabilities	26,747	27,701	28,022
% change		3.6%	1.2%
GRAND TOTAL	394,575	397,963	408,074
% change		0.9%	2.5%
*actual monthly average caseload			

1. Forecast

- Following recent economic and caseload trends, the Ontario Works monthly caseload (including Temporary Care Assistance cases) is forecast to increase by about 8.4% in 2023-24 (compared to the actual caseload in 2022-23). In line

with forecast unemployment rates that remain higher than prior to COVID, it is forecast to increase by about 6.7% in 2024-25.

- ▣ Also following recent caseload trends, the Ontario Disability Support Program (ODSP) caseload (including Assistance for Children with Severe Disabilities cases) is expected to increase by about 0.9% in 2023-24 (compared to the actual caseload in 2022-23) and by about 2.5% in 2024-25.

2. Caveats

- ▣ This social assistance caseload forecast uses actual social assistance data and labour market trends up to and including January 2023. It incorporates the expected impacts of approved program and policy changes to date.
- ▣ This is a forecast of what the caseload levels would likely be if current expectations prevail in the future. The forecast assumes that current policies and practices continue over the next four years. However, a variety of risks to this forecast exists.
- ▣ The Ministry of Finance's January 2023 Labour Market Forecast is a key input to this forecast. Therefore, it is a potential source of forecast risk. All else equal, an unemployment rate that is higher than forecast by one percentage point could result in a 9% increase in the Ontario Works caseload.
- ▣ The Ministry also faces the following forecast risks:
 - This forecast does not take into account the potential caseload impacts of changes announced through the 2022 Fall Economic Statement. The Ministry will monitor the caseload impacts of these changes.
 - "Post-COVID-19 condition" or "long COVID" poses an unknown risk to the ODSP caseload, as people with long COVID symptoms may apply for and become eligible for ODSP, resulting in actual social assistance caseloads that could be higher than forecast.
 - A decision to significantly reduce the number of ODSP applications pending a decision from the Disability Adjudication Unit or pending a Social Benefits Tribunal appeal decision would result in higher than forecast ODSP caseload.

- Actual caseload could be lower than forecast if Employment Services Transformation leads to an increase in exits from social assistance to employment.

January 2023 Social Assistance Caseload Forecast Distributed by 47 CMSM/DSSAB's

- ▣ A distribution of the provincial social assistance caseload forecast by CMSM/DSSAB is provided for planning purposes only. The Ministry does not produce a caseload forecast at the CMSM/DSSAB level that reflects local economic conditions. The Ministry only produces a forecast of the Ontario Works caseload and the Ontario Disability Support Program caseload at the provincial level.
- ▣ This distribution is based on each CMSM/DSSAB's 2022-23 actual average share of the provincial caseload.

January 2023 Ontario Works Caseload Forecast Distributed by CMSM/DSSAB

REGION	CMSM/DSSAB	Ontario Works (including Temporary Care Assistance)		
		Monthly Average Caseload		
		2022-23*	2023-24	2024-25
TORONTO	Toronto CMSM	68,110	73,799	78,769
CENTRAL EAST	Dufferin CMSM	446	483	516
	Simcoe CMSM	4,978	5,394	5,757
	Wellington CMSM	1,905	2,064	2,203
	York CMSM	8,972	9,722	10,377
CENTRAL WEST	Halton CMSM	1,979	2,145	2,289
	Peel CMSM	13,052	14,142	15,094
	Waterloo CMSM	8,230	8,918	9,518
EASTERN	Cornwall CMSM	1,816	1,968	2,100
	Lanark CMSM	834	904	965
	Leeds & Grenville CMSM	1,089	1,180	1,259
	Ottawa CMSM	15,544	16,843	17,977
	Prescott & Russell CMSM	802	869	928
	Renfrew CMSM	1,144	1,239	1,323
HAMILTON-NIAGARA	Brant CMSM	2,119	2,296	2,451
	Hamilton CMSM	9,950	10,781	11,507
	Niagara CMSM	10,371	11,237	11,994
	Norfolk CMSM	1,199	1,299	1,387
	Oxford CMSM	1,229	1,331	1,421
NORTH EAST	Cochrane DSSAB	1,863	2,019	2,155
	Greater Sudbury CMSM	3,034	3,287	3,509
	Manitoulin-Sudbury DSSAB	506	548	585
	Muskoka CMSM	697	755	806
	Nipissing DSSAB	1,771	1,918	2,048
	Parry Sound DSSAB	622	674	719
	Timiskaming DSSAB	668	724	773
NORTHERN	Algoma DSSAB	712	772	824
	Kenora DSSAB	710	769	821
	Rainy River DSSAB	242	262	280
	Sault Ste. Marie DSSAB	1,950	2,113	2,255
	Thunder Bay DSSAB	2,817	3,052	3,258
SOUTH EAST	Durham CMSM	7,378	7,995	8,533
	Hastings CMSM	2,135	2,313	2,469
	Kawartha Lakes CMSM	1,341	1,453	1,551
	Kingston CMSM	2,328	2,522	2,692
	Northumberland CMSM	658	713	761
	Peterborough CMSM	2,941	3,187	3,401
	Prince Edward-Lennox & Addington CMSM	836	905	966
SOUTH WEST	Bruce CMSM	519	562	600
	Chatham-Kent CMSM	2,307	2,500	2,668
	Grey CMSM	1,323	1,434	1,530
	Huron CMSM	401	435	464
	Lambton CMSM	2,684	2,908	3,104
	London CMSM	9,687	10,496	11,203
	St. Thomas CMSM	1,299	1,407	1,502
	Stratford CMSM	727	787	840
	Windsor CMSM	7,298	7,908	8,441
First Nations		11,238	12,177	12,997
Provincial Total (including First Nations)		224,460	243,211	259,590

Numbers may not add up due to rounding

* Actual monthly average caseload

January 2023 ODSP Caseload Forecast Distributed by CMSM/DSSAB

REGION	CMSM/DSSAB	Ontario Disability Support Program (including Assistance for Children with Severe Disabilities) Monthly Average Caseload		
		2022-23*	2023-24	2024-25
TORONTO	Toronto CMSM	82,267	82,973	85,081
CENTRAL EAST	Dufferin CMSM	1,200	1,210	1,241
	Simcoe CMSM	14,816	14,943	15,322
	Wellington CMSM	5,098	5,142	5,272
	York CMSM	14,905	15,033	15,415
CENTRAL WEST	Halton CMSM	7,078	7,139	7,320
	Peel CMSM	22,129	22,319	22,886
	Waterloo CMSM	13,728	13,846	14,198
EASTERN	Cornwall CMSM	5,709	5,758	5,905
	Lanark CMSM	2,783	2,807	2,879
	Leeds & Grenville CMSM	3,795	3,827	3,925
	Ottawa CMSM	27,101	27,334	28,028
	Prescott & Russell CMSM	2,880	2,905	2,979
	Renfrew CMSM	3,830	3,863	3,961
HAMILTON-NIAGARA	Brant CMSM	5,723	5,772	5,918
	Hamilton CMSM	21,093	21,274	21,815
	Niagara CMSM	17,375	17,524	17,969
	Norfolk CMSM	3,258	3,285	3,369
	Oxford CMSM	3,119	3,146	3,226
NORTH EAST	Cochrane DSSAB	3,318	3,346	3,431
	Greater Sudbury CMSM	6,547	6,603	6,771
	Manitoulin-Sudbury DSSAB	1,037	1,046	1,072
	Muskoka CMSM	1,906	1,922	1,971
	Nipissing DSSAB	4,573	4,612	4,729
	Parry Sound DSSAB	1,616	1,630	1,671
	Timiskaming DSSAB	1,597	1,611	1,652
NORTHERN	Algoma DSSAB	1,635	1,649	1,691
	Kenora DSSAB	1,314	1,325	1,358
	Rainy River DSSAB	490	494	507
	Sault Ste. Marie DSSAB	4,143	4,178	4,284
	Thunder Bay DSSAB	5,923	5,974	6,126
SOUTH EAST	Durham CMSM	16,064	16,202	16,613
	Hastings CMSM	8,997	9,074	9,305
	Kawartha Lakes CMSM	2,929	2,954	3,029
	Kingston CMSM	7,453	7,517	7,708
	Northumberland CMSM	2,676	2,699	2,768
	Peterborough CMSM	5,753	5,802	5,949
	Prince Edward-Lennox & Addington CMSM	2,662	2,684	2,753
SOUTH WEST	Bruce CMSM	1,777	1,792	1,838
	Chatham-Kent CMSM	4,809	4,850	4,973
	Grey CMSM	3,489	3,519	3,609
	Huron CMSM	1,800	1,815	1,861
	Lambton CMSM	4,071	4,106	4,210
	London CMSM	16,791	16,935	17,365
	St. Thomas CMSM	2,926	2,951	3,026
	Stratford CMSM	1,909	1,926	1,975
	Windsor CMSM	14,991	15,120	15,504
First Nations		3,496	3,526	3,616
Provincial Total (including First Nations)		394,575	397,963	408,074

Numbers may not add up due to rounding

* Actual monthly average caseload

CHILD CARE AND EARLY YEARS REPORT

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

Prepared for: Community Services Committee

June 14, 2023

INFORMATION

1. Early Childhood Educators Qualifications Upgrade Program

Due to increased demand, the Government of Ontario has reopened the ECE Qualifications Upgrade Program, which has grant applications available to financially support eligible individuals who are working in the Child Care and Early Years field to acquire an ECE diploma. Applications for support could include grants for educational costs, travel, training allowances and reimbursements for the registration and administration fees with the College of Early Childhood Educators. More information about the program can be found at the following link: [Early Childhood Educators Qualifications Upgrade Program](#).

2. 2023 Canada-Wide Early Learning and Child Care (CWELCC) System Update Memo

Attached as Appendix CC-I is a memorandum dated May 24, 2023, from Holly Moran, Assistant Deputy Minister, Ministry of Education, Early Years and Child Care Division, providing updates to the Canada-Wide Early Learning and Child Care system. In December 2022, the Ministry of Education provided service system managers with notional space creation targets for new licensed child care spaces, both in schools and community-based, for children aged 0-5. After an engagement process with service system managers over the past months, the attached memo is providing updated information in the following areas:

- Adjustments to the 2023 Directed Growth Plans for service system managers (Appendix B).
- Adjustments to the 2023 CWELCC funding allocations (Appendix A).
- Clarification on CWELCC enrolment potential for those licensees who chose not to enrol in 2022.
- Information on the percentages of not-for-profit spaces versus for-profit spaces, as per the CWELCC agreement.
- Start-up Grant provisions to service system managers to support the creation of new licensed spaces.
- An upcoming release on the finalized Access and Inclusion Framework.
- New reporting processes for service system managers to the Ministry of Education on licensee participation in CWELCC.

BY-LAWS

3. Amendment to By-law 50-17- County of Renfrew New Licensed Home Agreement

Recommendation: THAT the Community Services Committee recommend to County Council that By-law No. 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, be amended to enter into an agreement with Kate Green (Pembroke).

Background

Since 2018, the County of Renfrew has been licensed by the Ministry of Education to operate a Licensed Home Child Care Agency. Currently, there are eight homes operating, one home resides in Arnprior, one in Eganville, one in Haley Station and five homes located in Pembroke.

Attached as Appendix CC-II is the By-law to amend By-law 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care providers, as well as the Funding Agreement with Kate Green.

**Ministry of Education**

Early Years and Child Care
Division

315 Front Street West, 11th Floor
Toronto, ON M7A 0B8

Ministère de l'Éducation

Division de la petite enfance et de la
garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto, ON M7A 0B8

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: May 24, 2023

SUBJECT: 2023 Canada-Wide Early Learning and Child Care (CWELCC) System Update

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

As we implement the next stages of the Canada-Wide Early Learning and Child Care (CWELCC) system for 2023, I am pleased to provide the following updates:

2023 Directed Growth Plan

On December 19, 2022, the ministry requested that service system managers review their notional space creation targets and identify the priority neighbourhoods where they propose to locate child care spaces, both school and community-based, under the CWELCC system. Service system managers submitted report backs to the ministry in Winter 2023, and space creation targets have been adjusted to reflect these report backs (*please see Appendix B*).

Adjusted targets for 2023 include new spaces requested as part of each service system manager's Directed Growth Plan, and to provide flexibility to service managers. Multi-year space creation targets are attached as Appendix B, and the ministry will work with service system managers to re-calibrate annual targets for 2024 through 2026 in order to ensure targets are achievable.

Adjustments to Funding Allocation

In Spring 2023, the ministry is providing the sector with updated 2023 funding allocations. The updated allocations will support fee reduction, workforce compensation and administration in alignment with each individual service system manager's 2023 Directed Growth Plan. Funding for these spaces is based on the 2023 average cost per space and space targets by service system manager and will be provided at 50% of the full year allocation as spaces will become operational at different points of the year. Additional funding will also be provided to service system managers for administration.

The ministry continues to work to ensure that allocations to service system managers align with enrolled

spaces. As a result, the original 2023 CWELCC allocations for fee reduction and workforce compensation as provided to service system managers on December 5, 2022, have been adjusted to better reflect space enrolment as of December 31, 2022. This adjustment was made when the number of licensed spaces divided by the number of licensed spaces assumed in the original 2023 CWELCC allocations was less than 98% or more than 100%. As part of the adjustment, the ministry is providing up to 2% flexibility to support the opening of additional licensed homes up to the capacity identified on the agency licence, and associated spaces. This flexibility can be used to support growth in the number of active homes in licensed home child care since March 31, 2022. No adjustments were made to the CWELCC administration allocations.

As part of the release, Ministry Financial Analysts will also be providing each service system manager with a reconciliation of the changes to CWELCC funding and spaces.

Enrolment

As we transition to a more targeted approach to growth, service system managers have inquired about how to address existing licensees who may have regrets about their decision to opt out in 2022. The new regulations and changes to the licensing process that took effect December 31, 2022 apply to applicants seeking new licences or licensees seeking to revise their licence to add additional capacity.

The regulations and funding guidelines do not prevent municipalities from providing existing licensees who opted out in 2022 with an opportunity to opt in in 2023.

Licensees that did not enrol in the CWELCC system in 2022 and wish to participate are permitted to enrol in 2023. These programs/spaces will count towards the service system manager's Directed Growth Plan regardless of whether they align with the Access and Inclusion Framework.

Service system managers are also required to ensure enrolled licensees who have already received floor plan approval, prior to January 1, 2023, from the ministry related to increases in capacity are supported with sufficient CWELCC funding to enable the licensing revision to proceed. Service system managers can request that licensees provide a copy of their floor plan approval letter to confirm the date approval was granted and contact the program advisor assigned to the licence if there are any significant concerns.

Auspice

Ontario remains committed to supporting all licensees regardless of auspice. As per the CWELCC agreement, the proportion of not-for-profit licensed child care spaces for children age 0 to 5 must be maintained at 70% or increased by the end of the CWELCC agreement.

To mitigate risks of non-compliance with the CWELCC agreement, targets have been set for each CMSM/DSSAB regarding the proportion of not-for-profit new spaces created as part of the CWELCC space allocation:

- CMSM/DSSABs where less than 90% of their spaces are currently not-for-profit must maintain their rates in new spaces.
- CMSM/DSSABs where 90% or more of their current spaces are not-for-profit are permitted to reduce their current rate of not-for-profit new spaces to 90%.

The ministry will monitor space allocations over the term of the CWELCC agreement and remains available to discuss local circumstances with CMSM/DSSAB partners.

Start-up Grants

As announced on December 19, 2022, the ministry is providing \$213 million in funding for Start-up Grants to support the creation of new, affordable child care spaces for children under age six in targeted locations and for populations most in need.

Start-up Grants will support directed growth by enabling space creation in neighbourhoods that have had historically lower rates of space availability that may not be accommodated through natural growth.

Funding for Start-up Grants has been allocated to service system managers proportionally based on directed growth spaces. The ministry will provide the Start-up Grant funding to each service system manager through their 2023-2027 transfer payment agreements. Funding for Start-up Grants will be paid to service system managers in installments.

To be able to meet the 8,000 spaces commitment by the end of 2023 per the CWELCC action plan – a portion of the total 86,000 CWELCC spaces to be opened by the end of 2026 – the ministry will be providing the sector with a notional 2023 allocation of \$54.8 million. This funding will be provided to service system managers upon amending 2023 transfer payment agreements. This will enable space creation by offsetting the costs of expanding or creating spaces, such as purchasing equipment or renovating facilities to support space-creation in 2023. Service system managers must submit a multi-year forecast to the ministry **by September 8, 2023**, to access the remaining Start-up Grant allocations for their regions.

Service system managers are responsible for administering the application process for Start-up Grants to support space creation in alignment with their Directed Growth Plans. CMSMs and DSSABs must establish an equitable and transparent process for licensees to apply.

Guidance for the administration of Start-up Grant funding will be included in the updated 2023 funding guideline document, which will be released in the coming days. It will also include a sample Application Form that is intended to assist service system managers in their administration of the Start-up Grant application process. Service system managers are not required to use this sample application and may wish to consult with their legal counsel to obtain legal advice on the application or the administration process.

Access and Inclusion Framework

The ministry will also be releasing the finalized Access and Inclusion Framework to support CMSMs and DSSABs with developing and implementing local service plans with an increased focus on access as it relates to inclusion. The new Framework was informed by the consultations conducted in early 2023 with service system managers, Indigenous partners, Francophone stakeholders, other provincial government ministries and a range of external partners. It is also now more closely linked with the Directed Growth strategy, and the ministry's CWELCC commitments under the Ontario Action Plan.

The ministry will continue to consider the sector's feedback on longer term policy, workforce and data collection initiatives as part of ongoing CWELCC policy and program development.

Reporting

Service system managers are required to report to the ministry, on a semi-annual basis, on licensee participation in CWELCC. This information is intended to track progress in meeting Directed Growth space allocations and progress towards meeting the overall commitment to create 86,000 spaces under CWELCC.

In 2023, the mid-year report must be submitted to the ministry **by September 30** (in respect of data for January 1- June 30, 2023) and final report for the calendar year by January 30, 2024 (in respect of data for 2023 calendar year), which must include the following information:

- Total number of spaces created in priority neighbourhoods and/or for priority populations as identified by CMSM/DSSABs in their Directed Growth plans broken down by age groups of child, auspice and type of setting.
- Total number of net new spaces created for licensees who enrolled in CWELCC in 2023 broken down by age groups of child, auspice and type of setting.
- Total number of net new spaces supported with start-up grants during the fiscal year, broken down

by age groups of child, auspice and type of setting.

- Percentage of for-profit and not-for-profit spaces enrolled in CWELCC (please note that for the purposes of CWELCC reporting, all licensed home child care spaces are considered not-for-profit).

The ministry will be providing CMSMs/DSSABs with a template for service system managers to submit these reports.

Next Steps

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 released a consultation paper on April 5, 2023, outlining the proposed conceptual framework on the 2024 CWELCC funding formula for feedback from service system managers, licensees and school boards.

Additional technical details will be shared with the service system managers and the sector once the feedback from this initial consultation phase is analyzed and incorporated into the necessary developmental work for the 2024 funding formula.

Thank you for your ongoing support and valuable feedback. We will follow up in the coming days to provide you with the updated 2023 funding guideline document, Start-up Grant sample application form, and the final Access and Inclusion Framework.

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

APPENDIX A – CHART OF ALLOCATIONS

2023 Revised CWELCC Allocations

CMSM/DSSAB	Fee Reduction and Workforce Compensation - Base Funding	Administration	Fee Reduction and Workforce Compensation - 2023 Directed Growth	Administration - 2023 Directed Growth	Start-up Grants Allocation	Total 2023 CWELCC Allocation
Corporation of the City of Brantford	12,402,455	275,589	504,448	15,752	834,388	14,032,632
City of Cornwall	6,368,163	196,129	55,125	2,110	111,748	6,733,275
City of Greater Sudbury	16,591,424	367,284	262,350	7,735	227,222	17,456,015
The City of Hamilton	76,122,891	1,003,596	1,449,848	34,316	1,419,205	80,029,856
Corporation of the City of Kawartha Lakes	5,442,601	155,485	107,382	3,094	96,849	5,805,411
Corporation of the City of Kingston	14,976,855	284,871	409,553	10,196	85,674	15,767,149
Corporation of the City of London	58,015,785	790,250	1,897,568	42,755	1,553,303	62,299,661
City of Ottawa	172,015,620	2,225,310	2,303,223	56,889	1,974,223	178,575,265
Corporation of the City of Peterborough	14,550,932	276,433	285,215	7,806	413,469	15,533,855
Corporation of the City of St. Thomas	7,095,303	177,987	598,224	17,017	484,243	8,372,774
Corporation of the City of Stratford	6,315,962	169,549	580,810	16,947	569,917	7,653,185
City of Toronto	414,542,844	4,716,975	17,583,623	327,762	16,251,950	453,423,154
Corporation of the City of Windsor	37,770,224	661,356	768,274	23,768	186,247	39,409,869
Corporation of the County of Bruce	7,037,050	167,088	581,800	14,064	309,171	8,109,173
Corporation of the County of Dufferin	7,871,839	176,299	253,170	6,329	335,245	8,642,882
Corporation of the County of Grey	6,725,339	189,660	568,960	15,752	763,614	8,263,325
Corporation of the County of Hastings	12,058,605	237,266	1,543,311	39,450	1,724,651	15,603,283
Corporation of the County of Huron	4,498,683	149,930	65,160	2,110	111,748	4,827,631
Corporation of the County of Lambton	13,033,204	247,251	307,002	8,016	424,644	14,020,117
County of Lanark	8,449,679	200,208	109,536	2,953	156,448	8,918,824
County of Lennox & Addington	4,161,320	138,116	125,118	3,797	201,147	4,629,498
County of Northumberland	5,481,328	158,931	473,255	14,134	748,715	6,876,363
County of Oxford	6,378,185	177,495	280,071	8,649	458,169	7,302,569
County of Renfrew	6,637,008	164,627	453,135	11,954	178,798	7,445,522
County of Simcoe	47,946,242	744,051	2,249,143	56,678	1,728,376	52,724,490
County of Wellington	20,134,466	336,204	1,426,230	33,543	1,538,404	23,468,847
District Municipality of Muskoka	3,191,596	130,733	435,486	12,728	122,923	3,893,466
Corporation of the Municipality of Chatham-Kent	11,622,125	234,242	146,430	4,219	223,497	12,230,513
The Corporation of Norfolk County	6,305,884	172,854	167,187	4,852	257,021	6,907,798
Regional Municipality of Durham	99,148,370	1,382,824	1,481,084	35,371	1,232,958	103,280,607
Regional Municipality of Halton	121,461,616	1,437,813	1,370,925	28,480	707,740	125,006,574
Regional Municipality of Niagara	38,748,316	639,136	1,433,175	41,559	2,201,445	43,063,631
Regional Municipality of Peel	187,155,954	2,118,637	11,237,573	235,924	11,133,871	211,881,959
Regional Municipality of Waterloo	89,624,628	1,166,806	2,821,176	70,250	3,393,428	97,076,288
Regional Municipality of York	231,604,343	2,700,874	1,778,694	36,637	1,519,779	237,640,327
United Counties of Leeds & Grenville	7,719,981	187,832	36,765	1,055	-	7,945,633
United Counties of Prescott & Russell	9,802,034	247,462	182,198	5,977	55,874	10,293,545
Algoma District Services Administration Board	2,773,436	119,482	163,265	4,993	264,471	3,325,647
District of Cochrane Social Service Administration Board	7,475,767	191,137	94,485	2,883	152,723	7,916,995
District of Nipissing Social Services Administration Board	10,315,907	222,499	205,716	5,837	111,748	10,861,707
District of Parry Sound Social Services Administration Board	2,837,985	112,169	45,496	1,125	59,599	3,056,374
District of Sault Ste Marie Social Services Administration Board	6,981,932	177,635	12,745	352	18,628	7,191,292
District of Timiskaming Social Services Administration Board	2,831,165	121,943	36,375	1,055	55,874	3,046,412
Kenora District Services Board	5,005,649	143,039	162,779	4,290	115,473	5,431,230
Manitoulin-Sudbury District Social Services Administration Board	1,779,545	113,997	61,020	2,532	134,098	2,091,192
Rainy River District Social Services Administration Board	1,746,927	101,481	21,308	563	29,800	1,900,079
District of Thunder Bay Social Services Administration Board	9,624,241	189,379	92,432	2,250	119,198	10,027,500
PROVINCIAL TOTAL	1,850,381,408	26,299,914	57,227,848	1,286,508	54,797,716	1,989,993,394

APPENDIX B – CHART OF SPACE ALLOCATIONS

Five Year CWELCC Space Allocations - May 2023

EFIS ID	CMSM/DSSAB	Total Spaces						School-based Spaces						Community-based Spaces					
		Total	2022	2023	2024	2025	2026	Total	2022	2023	2024	2025	2026	Total	2022	2023	2024	2025	2026
NA	ONTARIO	72,583	4,950	18,295	19,995	14,912	14,431	15,342	2,259	3,524	6,015	1,872	1,672	57,241	2,691	14,771	13,980	13,040	12,759
200	City of Brantford	985	39	224	201	212	309	329	-	-	137	64	128	656	39	224	64	148	181
201	City of Cornwall	298	72	30	-	98	98	72	72	-	-	-	-	226	-	30	-	98	98
202	City of Greater Sudbury	257	25	110	52	55	15	91	-	49	42	-	-	166	25	61	10	55	15
203	City of Hamilton	1,687	195	488	314	388	302	254	49	107	49	49	-	1,433	146	381	265	339	302
204	City of Kawartha Lakes	443	48	44	101	89	161	18	-	18	-	-	-	425	48	26	101	89	161
205	City of Kingston	337	34	145	67	-	91	122	-	122	-	-	-	215	34	23	67	-	91
206	City of London	2,889	178	608	787	735	581	582	88	191	215	88	-	2,307	90	417	572	647	581
207	City of Ottawa	2,903	199	809	740	352	803	713	151	279	205	-	78	2,190	48	530	535	352	725
208	City of Peterborough	485	87	111	124	93	70	39	39	-	-	-	-	446	48	111	124	93	70
209	City of St. Thomas	701	30	242	109	86	234	112	-	112	-	-	-	589	30	130	109	86	234
210	City of Stratford	819	-	241	143	75	360	88	-	88	-	-	-	731	-	153	143	75	360
211	City of Toronto	18,177	182	4,661	6,349	4,492	2,493	4,550	49	298	2,754	1,037	412	13,627	133	4,363	3,595	3,455	2,081
212	City of Windsor	1,587	280	338	362	110	497	678	146	288	146	98	-	909	134	50	216	12	497
213	County of Bruce	645	-	200	180	172	93	117	-	117	-	-	-	528	-	83	180	172	93
214	County of Dufferin	478	-	90	120	108	160	-	-	-	-	-	-	478	-	90	120	108	160
215	County of Grey	663	19	224	104	42	274	197	19	19	-	3	156	466	-	205	104	39	118
216	County of Hastings	828	107	561	64	72	24	98	-	98	-	-	-	730	107	463	64	72	24
217	County of Huron	175	50	30	30	30	35	-	-	-	-	-	-	175	50	30	30	30	35
218	County of Lambton	573	16	114	182	80	181	210	-	-	137	-	73	363	16	114	45	80	108
219	County of Lanark	170	22	42	43	38	25	-	-	-	-	-	-	170	22	42	43	38	25
220	County of Lennox & Addington	433	26	54	143	147	63	98	-	-	49	49	-	335	26	54	94	98	63
221	County of Northumberland	404	10	201	59	15	119	59	10	-	-	-	49	345	-	201	59	15	70
222	County of Oxford	1,894	-	123	528	414	829	176	-	-	88	-	88	1,718	-	123	440	414	741
223	County of Renfrew	427	153	170	104	-	-	291	127	122	42	-	-	136	26	48	62	-	-
224	County of Simcoe	3,081	355	806	776	698	446	590	150	342	-	-	98	2,491	205	464	776	698	348
225	County of Wellington	1,721	109	477	496	390	249	113	49	64	-	-	-	1,608	60	413	496	390	249
226	District Municipality of Muskoka	373	-	181	71	81	40	148	-	148	-	-	-	225	-	33	71	81	40
227	Municipality of Chatham-Kent	341	162	60	100	7	12	49	-	-	49	-	-	292	162	60	51	7	12
228	Norfolk County	441	98	69	85	171	18	196	98	-	-	98	-	245	-	69	85	73	18
229	Regional Municipality of Durham	2,029	404	503	511	49	562	1,103	404	172	405	49	73	926	-	331	106	-	489
230	Regional Municipality of Halton	1,386	88	405	194	88	611	849	88	215	194	88	264	537	-	190	-	-	347
231	Regional Municipality of Niagara	4,067	357	591	1,502	549	1,068	382	98	-	235	-	49	3,685	259	591	1,267	549	1,019
232	Regional Municipality of Peel	11,980	811	3,355	3,115	2,897	1,802	1,145	107	366	560	112	-	10,835	704	2,989	2,555	2,785	1,802
233	Regional Municipality of Waterloo	3,725	288	999	951	905	582	789	210	88	315	88	88	2,936	78	911	636	817	494
234	Regional Municipality of York	1,882	135	521	480	454	292	367	-	113	166	49	39	1,515	135	408	314	405	253
235	United Counties of Leeds & Grenville	397	51	15	95	142	94	120	49	15	43	-	13	277	2	-	52	142	81
236	United Counties of Prescott & Russell	316	197	85	13	-	21	207	197	10	-	-	-	109	-	75	13	-	21
300	Algoma District Services Administration Board	248	5	71	75	48	49	64	-	-	64	-	-	184	5	71	11	48	49
301	Cochrane District Social Services Administration Board	189	-	41	70	43	35	49	-	-	49	-	-	140	-	41	21	43	35
302	Nipissing District Social Services Administration Board	182	26	83	19	19	35	53	-	53	-	-	-	129	26	30	19	19	35
303	Parry Sound District Social Services Administration Board	131	1	16	55	28	31	25	-	-	25	-	-	106	1	16	30	28	31
304	Sault Ste Marie District Social Services Administration Board	233	-	5	79	30	119	87	-	-	23	-	64	146	-	5	56	30	55
305	Timiskaming District Social Services Administration Board	45	-	15	15	-	15	-	-	-	-	-	-	45	-	15	15	-	15
306	Kenora District Services Board	1,004	32	61	258	252	401	45	-	30	15	-	-	959	32	31	243	252	401
307	Manitoulin-Sudbury District Services Board	183	10	36	35	42	60	10	10	-	-	-	-	173	-	36	35	42	60
308	Rainy River District Social Services Administration Board	148	-	8	38	60	42	8	-	-	8	-	-	140	-	8	30	60	42
309	Thunder Bay District Social Services Administration Board	223	49	32	56	56	30	49	49	-	-	-	-	174	-	32	56	56	30

COUNTY OF RENFREW

BY-LAW NUMBER

A BY-LAW TO AMEND BY-LAW 50-17 - TO AUTHORIZE THE COUNTY OF RENFREW TO ENTER INTO AN AGREEMENT WITH LICENSED HOME CHILD CARE SERVICE PROVIDERS

WHEREAS on April 26, 2017, the Corporation of the County of Renfrew enacted By-law No. 50-17, being a By-law to authorize the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, as amended on August 30, 2017, February 28, 2018, May 30, 2018, September 26, 2018, February 27, 2019, March 27, 2019, August 25, 2021, November 24, 2021, May 25, 2022; June 29, 2022, August 31, 2022, April 26, 2023 and June 28, 2023.

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Community Service Programs and responsible for child care services in the County of Renfrew;

AND WHEREAS the County of Renfrew has been approved by the Ministry of Education to operate a Licensed Home Child Care Agency within the Child Care and Early Years Division;

AND WHEREAS it is necessary to amend By-law No. 50-17 to include an additional licensed home child care provider;

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 agreement with Kate Green for the provision of child care in their home and that By-law 50-17 is hereby amended.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

FUNDING AGREEMENT FOR LICENSED CHILD CARE

BETWEEN:

**County of Renfrew Child Care Agency
(the “Agency”)**

-and-

**Kate Green
(the “Provider”)**

WHEREAS the Agency has been licensed by the Province of Ontario as a Home Child Care Agency under the *Child Care and Early Years Act, 2014* (the “Act”), and is in a position to provide funding to the Provider;

AND WHEREAS the Provider is a child care provider as defined in the *Act* and has agreed to provide home child care as defined in the *Act*;

THEREFORE THE PARTIES agree as follows:

1. Definition

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations made under the *Act*, shall have the same meaning as in the *Act* or the Regulations.

Other Definitions

“Agency Staff” means the staff of the Agency authorized to exercise the rights and perform the duties of the Agency under this Agreement.

“Agreement” means this Agreement, as may be amended from time to time.

“Home” means the premises at which the Provider is providing home child care services.

2. Status

The Agency and the Provider confirm that this is a funding agreement and they specifically deny any intention or agreement to be or to become agents, one for the other, or to create a partnership or other relationship whereby either would be held liable for any tortious, negligent, contractual or other acts, either of omission or commission, of the other party. Neither party shall have any authority to act for or to

assume or to incur any obligations or responsibilities on behalf of the other party unless specifically provided for in this Agreement. The parties specifically agree that this Agreement does not create an employer/employee relationship between the Agency and the Provider.

3. Term

- a) Unless otherwise provided herein, this Agreement shall remain in force from June 28, 2023, until it is superseded or replaced by a subsequent agreement in writing between the parties, or unless terminated in its entirety by either party by giving to the other party thirty (30) days advance written notice of such termination. In the event that this Agreement is terminated by either party, the Provider will refund forthwith to the Agency all monies advanced to it by the Agency which have not been expended by the Provider in accordance with this Agreement.
- b) Notwithstanding any other provision of this Agreement the Agency may immediately terminate this Agreement, in whole or in part, with respect to the provision of any particular service where the Agency, in its sole and unfettered discretion, determines that the health, welfare or safety of any child is at risk.

4. Program

- a) The Provider agrees to provide quality home child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time, including, but not limited to the child care policies specific to the operation of the licensed Home. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.
- b) The Provider is not to provide care for more than six (6) children at any one time.
- c) The Provider shall not make private child care arrangements with families placed by the Agency. Should the Provider make such arrangements, the Agency shall be entitled to immediately terminate this Agreement.
- d) The Provider shall immediately provide written notification to the Agency that there is a risk of a temporary closure of the Home in order that the Agency be able to make alternate care arrangements for the children. The Provider shall immediately contact all parents/caregivers and the Agency in the event that the home will not be operating on any particular day or at any particular time during which it would ordinarily be operating.
- e) The Provider understands that if the Home is closed and therefore not operating on any particular day or at any particular time, there will be no funding from the

Agency. Likewise, if the Home is open but there are no children approved for placement in the Home, there shall be no funding provided by the Agency.

- f) The Provider shall participate in all training workshops recommended by the Agency.
- g) The Provider agrees to complete a First Aid course, as recommended by the Agency, within sixty days of the signing of this Agreement. The Provider further agrees to deliver to the Agency, immediately upon it becoming available, a certificate demonstrating completion of the First Aid course.
- h) The Provider shall create an inclusive child care setting which can accommodate children with special needs.
- i) The Provider shall return to the Agency all property, goods, acquisitions, and signage supplied by the Agency within 30 days of termination of this Agreement.
- j) In the event that the Provider ceases operations, it shall not dispose of any records related to the services provided for under this Agreement and shall immediately deliver those records to the Agency or, alternatively, immediately provide copies of those records to the Agency.

5. Payment

The Agency shall pay to the Provider, one month in arrears, for each approved child receiving child care services at the Home, an amount equal to the approved hourly rate multiplied the agreed upon hours, all as contained in the individual Resource Funding Agreement for each child.

6. Agency Access, Consultation and Recommendations

- a) In order to allow the Agency staff (as designated by the Agency) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this Agreement, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider in connection with the provision of the services pursuant to this Agreement;
- b) In order to allow the Agency to carry out such oversight of the provision of care to children at the Home, as may be deemed necessary by the Agency and, or the Province of Ontario, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider;

- c) The Provider shall make available to the Agency all relevant financial records including but not limited to child attendance sheets or other reports Agency within 10 business days of such request made by the Agency. The Provider shall also allow the Agency to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the Agency for the purpose of copying such records; and
- d) Once the Agency has obtained access to and has reviewed the aforementioned records, and has consulted with the Provider, all as described above, the Agency may make recommendations to the Provider with respect to any matters related to this Agreement, including proper accounting and oversight methods and procedures or any other matter that the Agency deems necessary. The Provider agrees to immediately implement and to abide by any such recommendations made by the Agency and to provide to the Agency such proof of implementation and compliance as may be required by the Agency.

7. Reports

The Provider shall prepare and submit to the Agency, within 5 days following the end of each calendar month in a year, a Monthly Expense/Statistical Report in the form and content of the template attached hereto as Schedule "A" reflecting actual monthly costs for the previous month. In addition to the foregoing the Provider shall:

- a) complete and maintain daily attendance records of staff and children which the Agency may inspect and audit from time to time as it sees fit as well as records of expenses incurred where funding is being provided by the County in connection with any particular child; and
- b) prepare and submit to the Agency, at any time upon request by the Agency, a comprehensive report, in a form and substance acceptable to the Agency, respecting the services being provided by the Provider, which services may include, services delivered in the preceding year.

8. Financial Reports

- a) The Agency may, at any time, request information from the Provider in connection with attendance and expense records and the Provider shall immediately provide that information and materials to the Agency.
- b) The Provider shall adhere to any additional financial reporting requirements in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.

- c) The Provider shall prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the Agency may require.
- d) The Provider shall comply with the Agency's policies on the treatment of revenues and expenditures. The Provider acknowledges that it has received and reviewed these policies on the treatment of revenues and expenditures.

9. Confidentiality

The Provider will hold confidential and will not disclose or release to anyone, including any person, partnership, corporation or other entity, other than the Agency, 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.

10. Indemnification

The Provider will, both during and following the term of this Agreement, indemnify and save harmless the Agency, its officers, directors, employees, agents, servants and volunteers 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 Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Provider pursuant to this Agreement.

11. Insurance

- a) The Provider will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the Agency in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this Agreement.
- b) The general liability insurance policy shall:
 - i. include the Agency as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the Agreement; and
 - iv. contain a provision that the Agency is to be notified by the insurer should the Provider fail to make the required premium payments and that the

policy shall not be terminated by the insurer until such notice has been provided to the Agency and the Agency has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Provider shall provide to the Agency on or before January 31 of any calendar year proof that the above-noted insurance is in place and, in addition to this, shall, upon request of the Agency at any time, provide such proof of insurance to the Agency.

12. Freedom of Information

Any information collected by the Agency pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this Agreement, and of every Agreement entered into pursuant to the performance of this Agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this Agreement with no further notice required.

14. Severability

If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and the remaining provisions or portions shall remain valid and binding.

15. Governing Law

- a) This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this Agreement shall be commenced in the Province of Ontario.

16. Laws

The Provider shall 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.

17. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

a) To: County of Renfrew, Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division

Copy to: County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services

b) To: Kate Green
1870 Sandy Beach Road
Pembroke, ON K8A 6W8

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice sent by registered mail shall be effective when received by the addressee.

18. Entire Agreement

The Provider and the Agency acknowledge that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement except as expressly set out in this Agreement and the Schedules annexed hereto and that this Agreement and the Schedules constitute the entire agreement between the Provider and the Agency.

19. Non-Waiver

No condoning, excusing or overlooking by the Agency of any default, breach or non-observance by the Provider at any time or times in respect of any covenant, proviso or condition contained in this Agreement shall operate as a waiver of the Agencies rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or effect in any way the rights of the Agency. No waiver shall be inferred from or implied by anything done or omitted to be done by the Agency save only by way of express waiver in writing.

20. Successors

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, executors, administrators, permitted successors and assigns of the Provider.

21. Amendments

This Agreement can only be amended by written agreement signed by both parties.

For the convenience of the parties, this Agreement may be executed in counterpart and acceptance of this Agreement may be delivered electronically or by facsimile.

IN WITNESS WHEREOF this Agreement has been signed by an authorized County of Renfrew official on behalf of the Agency and on behalf of the 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 Kate Green, Provider:

Witness Signature

Signature

**(Name and Position)

Witness Signature

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.