

REGULAR BOARD MEETING AGENDA

Date: **Wednesday, June 28, 2023, Immediately following the Community Services Committee meeting**
 Location: **Hybrid (Virtual & Boardroom)**
200 McIntyre St. East
North Bay, ON, P1B 8V6

Pages

- 1. Call to Order**

Recommended Motion:
 THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of Wednesday, June 28 at _____ PM.

1.1 Declaration of Conflict of Interest
- 2. Opening remarks by the Chair**
- 3. Approval of Agenda for June 28, 2023.**

Recommended Motion:
 THAT the Board accept the Agenda for Wednesday June 28, 2023.
- 4. Approval of Minutes (May 24, 2023)** 3

Recommended Motion:
 THAT the Board adopt the minutes of the proceedings of the DNSSAB Board meeting of May 24, 2023.

Recommended Motion:
 THAT the Board adopt the minutes from the Finance and Administration Meeting of May 24, 2023.
- 5. Delegations**
 There are no delegations.
- 6. CAO Verbal Update**

Recommended Motion:
 THAT the Board accepts the CAO Verbal Update for June 28, 2023.
- 7. Consent Agenda**

Recommended Motion:
 THAT the Board receive for information, Consent Agenda Items 7.1 and 7.2.

 - 7.1 HS14-23 Ontario Strengthening Protections for Tenants** 15

Report HS14-23 provides an update on the Government of Ontario's recent investment to appoint additional adjudicators and staff at the Landlord and Tenant Board, for information.
 - 7.2 B23-23 EWrite Software** 17

Information about a new meeting agenda management software, known as eScribe, which is being adopted by DNSSAB.

8. Managers' Reports

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8.1 CS07-23 Canada-Wide Early Learning and Child Care (CWELCC) Update

Recommended Motion:

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts Board Report CS07-23 and approves the updated priority areas related to the Directed Growth Plan (or Space Allocation Plan); and,

THAT the DNSSAB Board directs staff to implement strategies that align with the recommended priorities as detailed in this report, while further developing the district's Directed Growth Plan; and,

THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and approves Policy 5CS-ADM-13 and Policy 5CS-ADM-14 related to the Canada-Wide Early Learning and Child Care System, attached as Appendix A and B, respectively.

9. Move In Camera

Recommended Motion:

THAT the Board go in-camera at TIME to discuss matters of negotiation and disposition of property.

9.1 Approval of In Camera Minutes

9.2 Matter of Negotiation

9.3 Matter of Negotiation

9.4 Matter of Disposition of Property

10. Adjourn In Camera

Recommended Motion:

THAT the in camera session be adjourned at TIME; and,

THAT the Board approve the direction/action discussed in camera.

11. Other/ New business

12. Next Meeting Date

September 27, 2023.

13. Adjournment

Recommended Motion:

THAT the Board meeting be adjourned at _____.



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING –May 24, 2023

2:00 PM

Virtually via Zoom and in person in DNSSAB Boardroom

MEMBERS PRESENT:

Councillor Mélanie Chenier
Mayor Peter Chirico
Deputy Mayor Maggie Horsfield
Councillor Terry Kelly
Councillor Mark King
Mayor Ethel LaValley
Councillor Justine Mallah
Councillor Lana Mitchell
Mayor Dan O’Mara
Deputy Mayor Jamie Restoule
Representative Amanda Smith

MEMBERS NOT PRESENT:

Councillor Chris Mayne

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
David Plumstead – Manager Planning, Outcomes & Analytics
Justin Avery, Manager of Finance
Tracy Bethune, Director, Housing Operations
Lynn Demore-Pitre, Director, Children’s Services
Michelle Glabb, Director, Social Services and Employment

Tyler Venable, Manager of Housing Programs
Dawn Carlyle, Project Manager
Donna Mayer, Manager of Project Development
Stephen Kirk, Chief of Paramedic Services

1.1 CALL TO ORDER

Resolution No. 2023-43

Moved by Terry Kelly
Seconded by Dan O'Mara

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of May 24 at 2:14 PM.

CARRIED

1.2 DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared.

2.0 CHAIR'S REMARKS

Chair Mark King welcomed everyone. He noted a report in the agenda about Northern Pines, adding that many years of work and a certain amount of creativity have culminated into making Northern Pines a transitional housing model that incorporates both housing and health services. He gave credit to the tremendous collaboration amongst leaders at North Bay Regional Health Centre, Crisis Centre North Bay and the DNSSAB.

He acknowledged Paramedics Week and thanked paramedics and community paramedics for the very important work they do, adding that the recent Provincial initiative called the Learn and Stay Grant, where people considering this profession have the opportunity for free tuition, books and other supplies.

3.0 ADOPTION OF THE AGENDA FOR MAY 24, 2023

Resolution No. 2023-44

Moved by Ethel LaValley
Seconded by Justine Mallah

Resolved THAT the Board accepts the agenda as presented.

CARRIED

4.0 APPROVAL OF MINUTES

4.1 Resolution No. 2023-45-A

Moved by Maggie Horsfield
Seconded by Jamie Restoule

THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of April 26, 2023.

Carried.

4.2 Resolution No. 2023-45-B

Moved by Terry Kelly
Seconded by Peter Chirico

THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of April 26, 2023.

Carried.

5.0 DELEGATIONS – B19-23 Strategic Plan, Board Term 2023-2026

Manager Planning, Outcomes & Analytics, David Plumstead presented on the Board Term Strategic Plan. He noted that input was gathered through focus group, survey and municipal CAO interviews. Dave reviewed how the plan’s priorities generally line up with the priorities and action items in the former plan, carried through to this one and updated. He reviewed the stretch goals in the plan, new guiding principles, the 10 strategic priorities and seven new action items. Dave indicated progress updates will be brought back to the board.

Discussion followed about an Indigenous statement and the CAO indicated one is being worked on that will be respectful and thoughtful in consultant with elders and others knowledgeable about the intent of a statement. She indicated this item will be brought forward in September.

The suggestion of an organizational review was brought up. The CAO indicated one is possible once DNSSAB has more information on the OW transformation changes. Staff will come back in about eight months, or potentially earlier, on how to proceed with this.

There was a request to include that homelessness services across the District will be considered to include smaller municipalities and that an action item be included. The CAO assured the change will be made.

The Chair thanked Dave for presentation.

Resolution No. 2023-46

Moved by Justine Mallah
Seconded by Lana Mitchell

That the District of Nipissing Social Services Administration Board (DNSSAB) accepts the updated strategic plan and instructs staff to implement the plan's priorities and action items through the Board's term 2023-2026.

Carried.

6.0 CAO VERBAL UPDATE

Resolution No. 2023-47

Moved by Ethel LaValley
Seconded by Terry Kelly

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for May 24, 2023.

CAO Catherine Matheson emphasized the importance of their strategic priorities as noted in the previous presentation. Staff can now mobilize their resources to achieve these outcomes. She noted that report 8.5 is an excellent example of focusing on goals of removing barriers, maximizing impact, and seamless access, adding that collaboration enabled the original objectives of housing and health.

CARRIED

7.0 CONSENT AGENDA - there are no consent agenda items.

8.0 Managers Reports

8.1 PS04-23 Paramedic Services Transition Update - Report PS04-23 provides an update on the Paramedic Services transition and future considerations, for information – this report provided an update on the Paramedic Services transition and future considerations, for information. Paramedic Chief Stephen Kirk answered questions about whether any savings have been realized yet through the direct delivery model, efforts at recruitment, retention and bargaining, collaborative training and information sharing with other local emergency services, and first response teams at Bear Island and Martin River.

8.2 B20-23 Community Services Composition

Moved by Dan O'Mara
Seconded by Terry Kelly

Resolution No. 2023-48

THAT the Board accept report B20-23 and;

THAT the membership of the Community Services Committee be changed ~~as recommended~~ to ~~four~~ five representatives from outlying areas and ~~four~~ five representatives from the City of North Bay, in alignment with DNSSAB By-Law #2.

Members Jamie Restoule of West Nipissing and Ethel LaValley of South Algonquin indicated an interest in sitting on the Committee. Current member Peter Chirico of North Bay offered to withdraw his seat on the committee. The new membership has five members from the City of North Bay and five members from outlying municipalities.

CARRIED

8.3 B22-23 NDHC By-law Amendments

Moved by Lana Mitchell
Seconded by Jamie Restoule

Resolution No. 2023-49

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the NDHC Board By-law #1 and #2 amendments by resolution; as Service Manager and Shareholder of the Nipissing District Housing Corporation (NDHC).

CARRIED

8.4 Approve Audited Financial Statements

Moved by Terry Kelly
Seconded by Maggie Horsfield

Resolution No. 2023-50

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the audited financial statements as presented and approved at the Finance and Administration Committee through Resolution #FA2023-09.

CARRIED

[Dan O'Mara left at 3:13]

8.5 HS11-23 Northern Pines Transitional Housing - Model of Care

Moved by Lana Mitchell

Seconded by Ethel LaValley

Resolution No. 2023-51

WHEREAS DNSSAB has received significant funding from the Provincial government to build and operate transitional housing at Northern Pines; and,

WHEREAS, there has been a significant effort over the past three years by the board, staff and community to secure clinical health services at Northern Pines, with no additional health services funding being found nor available;

WHEREAS North Bay Regional Health Centre (NBRHC), Crisis Centre North Bay (CCNB) and DNSSAB have identified an opportunity for NBRHC to locate at Northern Pines, and enable clinical health services to be made available on-site to the chronically homeless through the existing NBRHC's Assertive Community Treatment Team (ACTT) and mobile Rapid Access Addiction Medicine (RAAM) program at no additional cost in operating funds to the DNSSAB;

THEREFORE BE IT RESOLVED THAT DNSSAB conduct capital renovations for the lower floor of Northern Pines Phase 1 to enable the space to be made available for the ACTT and mobile RAAM programs, pending approval of in camera resolution 2023-52-B regarding negotiations of capital costs; and,

THAT available provincial funding from the Homelessness Prevention Program (HPP) be utilized first for capital renovations with the balance from the Affordable Housing Reserve Fund; and,

THAT a service agreement and sublet agreement be developed with NBRHC to enable tenants at Northern Pines to access on-site health services from the ACTT and mobile RAAM Program; and,

THAT the DNSSAB, NBRHC, and Crisis Centre commit to continuing to seek capital and additional operating funding for this health model at Northern Pines.

Housing Services Manager Tyler Venable reviewed his report on the excellent example of collaboration of community partners at Northern Pines. He noted that the DNSSAB's Community Paramedicine program will also be providing health services on site on a scheduled basis. Clinical services available in exchange for clinical and office space and renovations at no cost to NBRHC for one time cost for DNSSAB. Tyler answered questions from members

regarding details of the arrangements, the effect this might have on the neighbourhood and ways to mitigate any concerns. Members indicated their excitement in the fact this project is moving ahead so well, and in setting a high bar for the rest of the province.

CARRIED

8.5 Move in Camera

Moved by Jamie Restoule
Seconded by Terry Kelly

Resolution No. 2023-52

THAT the Board move in-camera at 3:35 to discuss matters of negotiation and labour relations.

CARRIED

8.6 Adjourn In Camera

Moved by Peter Chirico
Seconded by Amanda Smith

Resolution No. 2023-53

THAT the Board adjourn in-camera at 3:43 PM

CARRIED

8.7 Approve In Camera

Moved by Amanda Smith
Seconded by Justine Mallah

Resolution No. 2023-23

THAT the Board approves the direction/action agreed to in the in-camera session.

CARRIED

9. NEW BUSINESS

Maggie Horsfield requested a presentation from the DNSSAB at North Bay City Council. The CAO indicated the Executive Coordinator will speak with the City Clerk about this.

CARRIED

10. NEXT MEETING DATE

Wednesday, June 28, 2023

11. ADJOURNMENT

Resolution No. 2023-46

Moved by Terry Kelly

Seconded by Jamie Restoule

THAT the Board meeting be adjourned at 3:46 PM.

CARRIED.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

**FINANCE AND COMMITTEE MEETING
WEDNESDAY, MAY 24, 2023**

1:00 PM – VIRTUALLY VIA ZOOM AND IN DNSSAB BOARDROOM

MEMBERS PRESENT:

Mayor Peter Chirico (Chair)

Deputy Mayor Maggie Horsfield (Vice Chair)

Councillor Mélanie Chenier

Councillor Terry Kelly

Councillor Mark King

Councillor Justine Mallah

Councillor Lana Mitchell

Mayor Dan O'Mara

Mayor Ethel LaValley

Deputy Mayor Jamie Restoule

Representative Amanda Smith

NOT IN ATTENDANCE:

Councillor Chris Mayne

STAFF ATTENDANCE:

Catherine Matheson, CAO

Marianne Zadra, Executive Coordinator and Communications

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Director, Housing Operations
Stephen Kirk, Chief of Paramedic Services
Justin Avery, Manager of Finance
David Plumstead, Manager Planning, Outcomes & Analytics
Donna Mayer, Manager of Project Development

1.1 CALL TO ORDER –The Community Services Committee was called to order at 1:08 PM. Roll call was taken.

1.2 DECLARATION OF CONFLICTS OF INTEREST – no conflicts were declared.

2.0 OPENING REMARKS

Chair Peter Chirico thanked Finance Manager Justin Avery and his staff for preparing an audit this large and commended them for their good work.

3.0 Approval of the Agenda

RESOLUTION: #FA2023-08

THAT the Finance and Administration Committee accepts the Agenda as presented.

MOVED BY: Justine Mallah
SECONDED BY: Melanie Chenier

Carried

4.0 DELEGATIONS – *the auditor wasn't yet online and moved to next item, 5.0 Consent Agenda, and then returned to Delegations.*

RESOLUTION: #FA2023-10

THAT the Board receives for information, Consent Agenda items 5.1 to 5.2

MOVED BY: Mark King
SECONDED BY: Lana Mitchell

5.1 FA03-2023 2022 Investment Report - This report provides an update on the performance of the District of Nipissing Social Services Administration Board's (DNSSAB) investment portfolio.

5.2 FA04-23 2023 Federal and Provincial Budget Highlights - This report provides the District of

Nipissing Social Services Administration Board (DNSSAB) with highlights of funding announced in the 2023 Federal and Provincial budgets that may affect the DNSSAB for information purposes.

Carried

The Auditor joined the meeting and presented on the Audit Findings.

4.1 Auditor Dean Decaire, BDO – Presenting on Audit Findings.

The auditor reviewed the consolidated statements that include NDHC; and the non-consolidated are statements for DNSSAB alone. He noted the organization is in a good financial situation due to annual surplus by making good financial management strategies. He described the strategies as fully compliant, not aggressive and consistent. He encouraged DNSSAB to use social housing federal capital (\$2.5M) and noted the significant about set aside for affordable housing.

RESOLUTION: #FA2023-09

THAT the Audited Financial Statements for the year ending December 31, 2022, be approved as presented.

MOVED BY: Mark King

SECONDED BY: Lana Mitchell

Carried

The regular order of the agenda resumed.

Jamie Restoule joined the meeting at 1:42 PM.

6.0 MANAGERS REPORTS

6.1 FA05-23 Year-to-date (YTD) Financial Report, January 1 to March 31, 2023 - This report provides The District of Nipissing Social Services Administration Board (DNSSAB) with an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end.

The Finance Manager explained that the first quarter showed a surplus of \$2.16M and that this is largely due to timing differences. DNSSAB has until the end of the year to spend the surplus and anything not expended must be returned to the provincial government.

7.0 OTHER BUSINESS – there was none.

8.0 NEXT MEETING DATE

Wednesday, April 26, 2023

9.0 ADJOURNMENT

RESOLUTION: #FA2023-11

MOVED BY: Mark King

SECONDED BY: Maggie Horsfield

***Resolved* THAT the Community Services Committee meeting be adjourned at 2:04 PM.**

Carried.

PETER CHIRICO
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BRIEFING NOTE HS14-23

For Information or For Approval

Date: June 28, 2023

Purpose: Ontario Strengthening Protections for Tenants

Dept. Approval: Stacey Cyopeck, Director, Housing Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Remove Barriers Seamless Access Learn & Grow

Report HS14-23 provides an update on the Government of Ontario's recent investment to appoint additional adjudicators and staff at the Landlord and Tenant Board, for information.

BACKGROUND:

- The Landlord and Tenant Board (LTB) was created by the Residential Tenancies Act (RTA) on January 31, 2007. The RTA provides residential landlords and tenants rights and responsibilities and sets out a process for enforcement. The role of the LTB is to:
 - Resolve disputes between landlords and tenants through mediation or adjudication;
 - Resolve eviction applications from co-ops; and
 - Provide information to landlords and tenants about their rights and responsibilities under the RTA.
- Over the past 5 years, there has been a growing backlog of cases at the LTB resulting in delays for hearings. The COVID-19 Pandemic exacerbated the backlog of cases increasing the length of time to schedule hearings. Delays for LTB hearings can negatively impact both tenants and landlords.

CURRENT STATUS/STEPS TAKEN TO DATE:

Announced in April 2023, Ontario is investing \$6.5 million to appoint an additional 40 adjudicators and hire five staff to improve service standards and reduce the backlog of LTB

applications. The investment is expected to shorten decision timeframes and strengthen a range of tenant protections, including:

- Enhanced tenants' rights to install air conditioning in their units.
- Protections against evictions due to renovations, demolitions, conversions, and landlord's own use.
 - When evicting a tenant to use the unit themselves (or for their family), a landlord (or their family member) would have to move into the unit within a prescribed timeframe.
 - When evicting a tenant to renovate a unit, landlords would be required to:
 - provide confirmation from a qualified individual that the unit must be vacant during renovations
 - provide renovation status updates in writing to the tenant, if the tenant plans to return
 - provide a 60-day grace period to move back in, once renovations are complete
 - If the landlord doesn't maintain the pre-renovation rent amount, the tenant would have two years after moving out, or six months after renovations are complete (whichever is longer), to apply to the LTB for a remedy.
- Ability to enter into a repayment agreement to avoid eviction.
 - The government is proposing to require the use of the LTB's plain language repayment agreement form, to ensure all parties understand their rights and responsibilities.

RISK IDENTIFICATION AND MITIGATION:

DNSSAB has multiple interests in the recent provincial investment to the LTB. Shortening the timeframe for LTB applications to be processed will mitigate the amount of arrears accrued by landlords and community housing providers, while the additional protections for tenants should assist in avoiding evictions.

CONCLUSION:

The provincial investment is intended to reduce delays and improve efficiencies at the LTB, while strengthening tenant protections, and indicates a provincial commitment to the housing sector and conforms to the More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-23. DNSSAB staff will monitor the impacts of the LTB investment from a tenant, landlord, and community housing provider perspective.

BOARD REPORT B23-23

For Information or For Approval

Date: June 28, 2023

Purpose: **Escribe Software**

Dept. Approval: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact **Remove Barriers** **Seamless Access** **Learn & Grow**

BACKGROUND

The COVID-19 pandemic prompted staff to look for ways to share information with the Board and the public in more timely and seamless ways. Board meetings moved to the Zoom videoconferencing platform as of March 18, 2020 and prompted staff to explore options for improving Board agenda management in a virtual setting, as well as the management of Board meetings.

The Request for Proposal (RFP) 2022-07 for Electronic Agenda Management Solution was issued in order to secure a vendor for online Board agenda management software. eScribe Software Limited was awarded the contract for a three (3) year term, with the option of two (2), one (1) year extensions.

The software will allow for the simultaneous hosting and recording of meetings, including features such as timestamps for ease of viewing of the video. The software provides timesaving tools such as the creation of report and agenda templates and automatic generation of draft meeting minutes.

Staff will have functionality in eScribe to create and edit reports, while the platform also allows for collaboration and customization. This platform will facilitate version control of each report, reducing the potential for errors.

Confidentiality is an important consideration, and eScribe will ensure in-camera reports are restricted to only those who should be privy to confidential information.

eScribe is an end-to-end meeting management solution that is intended to boost accountability and efficiency, while addressing increasing transparency and accessibility requirements. eScribe is a Canadian company that focuses primarily on municipalities and school boards.



The software also makes the recording of meetings more manageable. Going forward, public Board meetings will be recorded, and will be available for viewing after the meeting on the www.dnssab.ca website. In accordance with DNSSAB By-law #2, it will be stated in the agenda that the proceedings will be recorded.

CURRENT STATUS/STEPS TAKEN TO DATE

In preparation for the implementation of eScribe software, staff will provide Board members with training in the early fall of 2023 on the use of the software, as well as communication training to support the use of recorded meetings. The following municipalities within Nipissing District are already using eScribe, so it is anticipated the software will be familiar to many of you.

- East Ferris

- North Bay
- Temagami
- West Nipissing

Communication Strategy Development for Board Members

The DNSSAB will be coordinating a communication strategy development session for Board members with a third party in fall 2023. The session will focus on better understanding the Board's priorities and goals for communication, both internally and externally, and will further enhance effective communication during Board meetings.

CONCLUSION

As a meeting management platform, eScribe provides an effective and efficient way to conduct Board and committee meetings, while boosting transparency and accessibility, whether meetings are in person or virtual. DNSSAB plans to fully implement eScribe in fall of 2023.



BOARD REPORT CS07-23

For Information or For Approval

Date: June 28, 2023

Purpose: **Canada-Wide Early Learning and Child Care (CWELCC) Update**

Dept. Approval: Lynn Démoré-Pitre, Director Children's Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Removed Barriers Seamless Access Learn & Grow

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts Board Report CS07-23 and approves the updated priority areas related to the Directed Growth Plan (or Space Allocation Plan); and,

THAT the DNSSAB Board directs staff to implement strategies that align with the recommended priorities as detailed in this report, while further developing the district's Directed Growth Plan; and,

THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and approves Policy 5CS-ADM-13 and Policy 5CS-ADM-14 related to the Canada-Wide Early Learning and Child Care System, attached as Appendix A and B, respectively.

BACKGROUND

DNSSAB is the designated child care and early years service system manager responsible for the planning and managing of licenced child care services and EarlyON Child and Family Centres throughout the District of Nipissing.

In 2021, the federal budget proposed to invest up to \$27.2 billion over five years towards a national early learning and child care plan, starting in 2021-22 as part of initial 5-year agreements.

On March 28, 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. The Province of Ontario reached a

\$13.2 billion commitment over six years with the federal government on a national child care plan.

Funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability and inclusivity in early learning and child care, towards achieving the objectives of:

- Providing reduced parent fees for licensed child care reaching an average parent fee of \$10 a day by March 31, 2026;
- Creating 86,000 new high-quality, affordable licensed child care spaces (relative to 2019 levels), and predominantly through not-for-profit licensed child care;
- Addressing barriers to providing inclusive child care; and
- Valuing the early childhood workforce and providing them with training and development opportunities.

On April 27, 2022, the DNSSAB's Community Services Committee received Board Report CS04-22 related to Canada-Wide Early Learning and Child Care (CWELCC) Plan, which provided an update regarding the reached agreement. Furthermore, the DNSSAB Board directed staff to develop an expansion plan to address the early years and licensed child care needs in the district, to be brought back to the Board in Fall 2022.

On December 19, 2022, the Ministry of Education issued a memo related to the Access and Inclusion Framework and Notional Space Targets. Under this framework, the ministry has developed a model to allocate spaces and funding for the creation of licensed child care spaces for children from infancy up to five years of age, with a focus on improving access towards a common provincial access ratio of 37%.

On March 22, 2023, the DNSSAB's Community Services Committee received Board Report CS01-23 related to the Canada-Wide Early Learning and Child Care (CWELCC) Space Allocation Plan, which provided an update regarding the province's plan towards the creation of 86,000 new licensed child care spaces (relative to 2019) by December 2026. In its submission to the province, DNSSAB indicated a willingness to work with the ministry in order to expand the capacity and the footprint of the licensed child care sector within the Nipissing District beyond the existing space allocation of 109.

CURRENT STATUS/STEPS TAKEN TO DATE

Directed Growth Plan

Through the CWELCC System, DNSSAB has the opportunity to improve access to Licensed Child Care in targeted locations and for populations most in need. Start-up funding has been made available to support with the creation of new high quality, affordable, flexible and inclusive child care spaces for children under six years of age.

On May 24, 2023, the ministry released a memorandum which provided an update related to the implementation of the CWELCC System across the province. The memorandum provided details on the Directed Growth Plan (or space allocation plan), adjustments to funding allocations, enrolment, for-profit/not-for-profit targets, start-up grants and more.

The ministry adjusted targets for 2023 based on each service system manager’s Directed Growth Plan. DNSSAB’s space allocation increased by 73, bringing the five-year allocation up to 182 spaces from the original 109. With previous and current projects underway, this leaves 103 community-based spaces to plan for by end of 2026. The following chart provides an overview of DNSSAB’s notional and adjusted space allocation to 2026.

Year	2022	2023	2024	2025	2026	Total
Notional Allocation	14	27	27	25	16	109
Adjusted Allocation	26	83	19	19	35	182

In its initial submission to the province, DNSSAB indicated a willingness to work with the ministry in order to expand the capacity and the footprint of the licensed child care sector within the Nipissing District. The submission included three priority areas:

- Priority 1: District of Nipissing (2023 to 2026) - This priority focused on expanding the licensed home child care sector with an attention to underserved and rural communities throughout the district. The initial goal was to open 16 new homes within the district providing an additional 96 licensed child care spaces.
- Priority 2: North Bay (2023) - This priority aligned with the school-based project already underway in North Bay, and included the creation of 53 new spaces (Near North District School Board, Maple View Public School).
- Priority 3: Municipality of East Ferris (2026) - This priority proposed the creation of 62 new licensed child care spaces. The plan indicated that while DNSSAB supported this program, the viability and reality to create these spaces was dependent on provincial funding that would support with operating and capital requirements.

In order to determine the areas of greatest need for the District of Nipissing, various data sets were considered (i.e. access to care, census demographic, population projections, district’s waitlist for licensed child care services, etc.). In addition, DNSSAB also took into account the biggest challenge that the sector is facing – staff recruitment and retention.

Given the limitations of the start-up grant, it is recommended that DNSSAB focus on the first two priorities (as noted above) over the next few years, which will take into consideration the needs of underserved and rural communities. It is also recommended that the first priority (as noted above) be expanded to include licensed centre-based child care, opening up the opportunity for agencies to review the footprint of their current operations and determine if additional full day child care spaces for children under six years of age can be created.

DNSSAB has developed Policy 5CS-ADM-14 (attached as Appendix B) in order to ensure that funding opportunities related to the CWELCC Start-Up Grant for the creation of full day licensed child care spaces is available and distributed through a fair, accountable and transparent process.

Following the DNSSAB Board approval of the district’s priorities and the CWELCC policies, the updated CWELCC guidelines, related processes and Start-Up Grant application will be

made available to all service providers and posted on the DNSSAB website. DNSSAB will also work on further developing the district's Directed Growth Plan to align with the ministry requirements and local priorities.

Canada-Wide Early Learning and Child Care Policies

The Canada-Wide Early Learning Child Care System Policy (attached as Appendix A) has been updated to reflect current guidelines (June 2023), best practices and local priorities. More specifically, the policy was also updated to include a reference to Policy 5CS-ADM-14.

The overarching policy continues to provide guidance, service standards and accountabilities related to the ongoing implementation of the CWELCC System within the District of Nipissing. The policy includes topics such as application to the system, participation, funding, reporting and reconciliations, audits, appeals and more.

The Canada-Wide Early Learning Child Care System Policy: Start-Up Grant Funding (attached as Appendix B) has been created to align with the recently released guidelines (June 2023), best practices and local priorities. More specifically, the policy was created to support with the implementation of the district's growth plan as it relates to funding the creation of new full day licensed child care spaces for children under six years of age.

The policy includes areas related to funding applications, processing applications, eligible and ineligible expenditures, quotations, maximum allocations, reporting and reconciliations, appeals and more.

RESOURCES REQUIRED

Funding provided for the implementation of the CWELCC System related to fee reductions, workforce compensation and the growth plan continues to be 100% federal funding and does not require any municipal contributions.

At this time, operating funding outside of the CWELCC system used to support the licensed child care sector with various funding supports such as fee subsidy, general operating grant, capacity building and one-time special purpose funding, has not been increased.

Due to programs operating at a lower capacity within the district, the Children's Services Budget is currently operating within a surplus. DNSSAB will use existing slippage within the Children's Services Budget to support with growth that may occur with a centre-based licensed child care program. Operating funding to support licensed home child care with the expansion of services was previously planned for in the Children's Services budget for 2023.

RISK IDENTIFICATION AND MITIGATION

The attached policies are intended to mitigate potential risk by ensuring further alignment with ministry guidelines, best practices and local priorities. Furthermore, they are intended to support a fair, equitable, accountable and transparent decision making process.

As previously brought forward, the biggest challenge that the sector is currently facing is staff recruitment and retention. At this time, Nipissing's licensed child care agencies are operating

between 48% and 100% of their licensed capacity (55% overall). While the need for additional staff varies from one child care agency to another, the service providers in the sector have indicated a need for well over 200 individuals (i.e. RECEs, non-qualified staff, support staff) in order to operate at the current licensed capacity.

In order to stabilize and strengthen the current sector, recruitment and retention strategies continue to be implemented to complement and support the sector's efforts in achieving sufficient staffing levels to operate at full licensed capacity.

CONCLUSION

DNSSAB continues to work closely with early years and child care service providers to ensure that the sector is well supported as the CWELCC System is implemented across the province. DNSSAB will continue to explore new and creative solutions in order to enhance and complement the recruitment, retention and recognition strategies for the district.

Ongoing collaboration between the Ministry of Education, licensed child care service providers, school boards, municipalities, community partners and stakeholders will be required to meet the district's growth plan and local priorities.

DNSSAB will also ensure that ongoing communication is handled in a proficient manner through various methods (i.e. website, guidelines, memorandums, etc.) which in turn will ensure that information related to policies, guidelines, funding opportunities and more reaches service providers throughout the district.

The Board will continue to receive updates as additional information becomes available.

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1. **Policy Statement**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to the economic recovery.

In 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. Funding under the CWELCC will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, access, affordability, flexibility and inclusivity in early learning and child care.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that the CWELCC System is planned and implemented in accordance with the Agreement, Policies and Guidelines through a process that is fair, accountable and transparent.

2. **Goals, Objectives and Purpose**

- Offer financial relief through lower licensed child care fees to families with children under six years old to an average of \$10 a day by March 31, 2026.
- Strengthen and stabilize the early learning and child care workforce.
- Create additional high quality, accessible and affordable licensed child care spaces.
- Address barriers to providing inclusive early learning and child care services.
- To ensure a fair, equitable, transparent and consistent approach to the implementation of the CWELCC System.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and the Canada-Wide Early Learning and Child Care Guidelines For Consolidated Municipal Managers and District Social Service Administration Boards.

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3. Persons or Groups Affected

- All licensed child care centres and home child care agencies are eligible to apply for CWELCC, regardless of participation in the local quality initiatives, or current purchase of service status with DNSSAB.
- Families with children 6 years of age and under residing in the district of Nipissing.

4. Restrictions

- In order to be eligible to participate in the CWELCC System, the Service Provider's program/services must align with the district's growth plan and service system priorities.
- To receive any of the CWELCC Funding, Service Providers must have a fully executed Agreement with DNSSAB.
- Service Providers must demonstrate financial viability in order to qualify for Funding under the CWELCC System.
- Service Providers must maintain a license in good standing with, and not in contravention of, the Act.
- Service Providers must complete the annual Licensed Child Care Operations Survey, as required by a ministry director.
- The Service Provider may not exceed two consecutive weeks of closure, and not more than four weeks of closure within a calendar year while still receiving full Funding from the CWELCC System.
- The Service Provider must not charge Base Fees higher for Eligible Children than the Base Fees at which it was capped after March 27, 2022 (unless the Base Fee increase was communicated to parents prior to March 27, 2022).
- Once the Service Provider is enrolled in CWELCC and reduce their fees to the new base fee, the Service Provider is required to maintain its new base fee until they are either required to reduce them again, or they are no longer participating in CWELCC.
- If a Service Provider becomes licensed after March 27, 2022, the cap on the base fee is based on a regional maximum as set out in [O. Reg 137/15](#), which provides a table of capped fees by program and service system manager. These regional maximum fees would also apply to any new age groups that a Service Provider begins operating after March 27, 2022 (e.g., they apply to revise their licence to add an infant room), or where a Service Provider begins operating an age group after March 27, 2022 that the agency had not operated for at least two years (e.g.,

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a Service Provider wishes to use an alternate capacity that has not been used recently or re-open a room that was closed during the pandemic).

- Service Providers participating in the CWELCC System must maintain existing licensed spaces for children from infancy up to and including 5 years of age.
- Service Providers participating in the CWELCC system must meet all stipulated timelines as it relates to communication, reimbursement of fees to eligible families, and compensation to eligible staff.
- Funding provided through the CWELCC System is specific to meeting the CWELCC System's objectives.
- In order to receive CWELCC Workforce Compensation Funding, the Service Provider must also apply for the Wage Enhancement Grant.
- A Service Provider entering into a new purchase of service agreement for the CWELCC System will not automatically be eligible to access Child Care, EarlyON and Workforce Allocations (with the exception of the Wage Enhancement Grant) if they are not already in receipt of this funding.

5. **Policy**

Participation in the CWELCC System

- Participation in the CWELCC System is optional for a Service Provider.
- The Service Provider will be able to:
 - 1- Apply to participate in the CWELCC System, or
 - 2- Operate outside the CWELCC System and continue to operate within the regular system.

CWELCC Application

- The Service Provider that wishes to enroll in the CWELCC System must complete the CWELCC Application Form and agree to all terms of application set out in the form.
- The CWELCC System application will be posted to the DNSSAB Website.

Processing CWELCC Applications

- Where all required information and/or documentation is received, DNSSAB will review and process the Service Provider's application within 10 business days of having received a completed application.

Declining CWELCC Applications

- DNSSAB may deny a Service Provider's enrollment in the CWELCC System:

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- 1- where the Service Provider's program/services do not align with the district's growth plan and service system priorities, or
 - 2- if the Service Provider is not able to demonstrate financial viability, or
 - 3- if the DNSSAB has strong concerns that the Funding will be used for improper purposes.
- When declining a Service Provider's CWELCC Application, DNSSAB will provide circumstances and rationale in writing to the Service Provider and Ministry within five (5) business days of having reviewed the application.

CWELCC Funding Allocations

- To be eligible for CWELCC Funding, the Service Provider must be enrolled in the CWELCC System and enter into an Agreement with DNSSAB.
- To ensure consistent financial management practices across all Service Providers, DNSSAB will not provide Funding to reduce Base Fees for eligible children in excess of what is required to meet the CWELCC fee reduction initiative.
- Non-Base Fees charged by the Service Provider to parents for things that are not included in the Base Fee, as well as their associated costs, will be omitted by DNSSAB when determining the Funding amounts to be flowed to enrolled Service Providers (for example: fees for picking up a Child late).
- DNSSAB will ensure that Funding provided to Service Providers supports inflationary costs associated with increased program costs in accordance with DNSSAB's budget as well as Policies and Guidelines.
- To support wage increases for eligible staff, CWELCC Funding will be provided by DNSSAB to the Service Providers to support with the actual cost associated with the implementation of the wage floor, annual wage increases and minimum wage offset in accordance with Policies and Guidelines.
- Depending on Funding availability, additional Funding allocations may be provided to support with the gap between Actual Cost of Care and the Base Fee paid to the Service Providers. Service Providers must complete the actual cost of care workbook for each program area in order to be eligible for this additional allocation. The allocations will be determined using a consistent, transparent and equitable approach and in accordance to Policies and Guidelines.
- CWELCC Funding amounts (i.e. fee reduction, workforce compensation, actual cost of care) to Service Providers will be determined in accordance with Policies and Guidelines and at the discretion of DNSSAB.

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- To be eligible for Funding that supports with start up cost related to the creation of new Licensed Child Care spaces for children under six years of age, Service Providers must meet the requirements established within the Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding policy (5CS-ADM-14) and guidelines.

Reporting and Reconciliations

- On an annual basis, Service Providers are required to reconcile CWELCC Funding entitlements with actual expenditures, in the prescribed format provided by DNSSAB.
- DNSSAB will collect appropriate and detailed financial and program information from Service Providers related to the operations of child care for eligible children, fee reduction, as well as staff supported with workforce compensation.
- Any adjustments and recoveries of Funding will be determined at the discretion of the DNSSAB through the CWELCC reconciliation process.
- If the Service Provider withdraws from the CWELCC System or ceases their operations, DNSSAB will recover excess Funding, if any, and return it to the ministry as part of the regular financial reporting processes.

Random Audits and Additional Reports

- DNSSAB will conduct random audit/reviews of CWELCC Funding to ensure that Service Providers adhere to established Policies and Guidelines as well as the terms and conditions set out in the Agreement with DNSSAB.
- The Service Provider, for the provision of CWELCC, shall permit DNSSAB to observe and evaluate the distribution of CWELCC Funding provided or audit/review the financial records and books of account.
- Any unused or misused CWELCC Funds shall be recovered by DNSSAB.
- Non-compliant Service Providers may be deemed ineligible to receive future CWELCC funding.

Reserves and Retained Earnings

- The Service Provider will be permitted to accumulate financial reserves or retained earnings to support with working capital requirements in accordance to Policies and Guidelines as well as the Agreement with DNSSAB.

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- The Service Provider is required to submit to DNSSAB audited financial statements prepared by a licensed public accountant and a Management Letter (issued by the external auditor) within four months of the Service Provider's year-end.

Appeals

- Service Providers wishing to bring forward concerns and/or appeal Funding decisions will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.
- The "Service Provider Appeal Form" will be made available on the DNSSAB's website along with the information related to the CWELCC System.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

Inquiries

- Individuals inquiring about the CWELCC System must complete the "CWELCC Inquiry Form" to ensure adequate and appropriate follow-up.
- The "CWELCC Inquiry Form" will be made available on the DNSSAB's website along with the information related to the CWELCC System.
- When received, DNSSAB will review and respond to inquiries within two (2) business days.

6. Policy Update

This policy will be updated on an annual basis to reflect updates and addendums made to the Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards, Canada-Wide Early Learning and Child Care Guidelines and/or municipal/provincial/local best practices.

7. Definitions

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- "Act" means the [Child Care and Early Years Act, 2014, S.O. 2014, C.11](#) as amended, and the regulations thereunder.
- "Actual Cost" means the total daily costs calculated based on actual program costs incurred in the portion of the Service Providers' child care business for Eligible Children, net of fee generated revenues received by the Service

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Provider from Base Fees, any provincial and current ELCC funding, municipal funding, and other revenues provided to a Service Provider to support the costs associated with Base Fee for Eligible Children.

- “Agreement” means a service agreement between the DNSSAB and Child Care Service Provider.
- “Base Fee” means the daily rate or any fee or part of a fee that is charged to Eligible Families for child care services, including anything a Service Provider is required to provide under the Act or anything a Service Provider requires the parent to purchase from the Service Provider, but does not include a Non-Base Fee.
- “Board” means the Board of Directors of the District of Nipissing Social Services Administration Board.
- “Business Days” means any working day, Monday to Friday inclusive, excluding Statutory or other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; National Day for Truth and Reconciliation; Thanksgiving Day; Remembrance Day; Christmas Day, Boxing Day and any other day which DNSSAB has elected to be closed for business.
- “CWELCC” means the Canada-Wide Early Learning and Child Care System.
- “DNSSAB” means the District of Nipissing Social Services Administration Board.
- “Eligible Child” any child, until the last day of the month in which the child turns 6 years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care, as defined in the Act.
- “Funding or Funds” means the money the DNSSAB provides to the Service Provider related to the provisions under the CWELCC System.
- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Minimum Wage” means the lowest hourly rate of pay that a Child Care Service Provider can pay an employee.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.
- “Non-Base Fee” means any fees charged for optional items or optional services, such as transportation or field trips, or any fees charged pursuant to an agreement between the parent and the Service Provider in respect of circumstances where

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the parent fails to meet the terms of the agreement (e.g. fees for picking up a child late, fees to obtain items that the parent agreed to provide for their child but failed to provide), as defined in the Act.

- "Policies and Guidelines" means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- "Service Provider(s)" means an independent agency providing Licensed Child Care services.
- "WEG" means Wage Enhancement Grant.

8. **References and Related Statements of Policy and Procedures**

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Canada-Wide Early Learning and Child Care Guidelines for Consolidated Municipal Service Managers and District Social Service Administration Board (Ministry of Education, updated annually)
- Child Care and Early Learning Act 2014.
- 5CS-ADM Policy 14 – Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding.
- 5CS-ADM Policy 10 - Wage Enhancement Grant and Home Child Care Enhancement Grant

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1. **Policy Statement**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to the economic recovery.

In 2022, the Governments of Ontario and Canada signed +the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. Through CWELCC, Ontario is improving access to Licensed Child Care to support with the creation of new high quality, affordable, flexible and inclusive child care spaces for children under six years of age in targeted locations and for populations most in need.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that Funding (CWELCC Start Up Grant) allocated to Service Providers is distributed through a process that is fair, accountable and transparent to ensure the delivery of quality early learning and child care programs throughout the District.

2. **Goals, Objectives and Purpose**

- Create additional high quality, accessible and affordable Licensed Child Care spaces.
- Address barriers to providing inclusive early learning and child care services.
- To ensure a fair, equitable, transparent and consistent approach to the implementation of the CWELCC System.
- To define a policy in regards to the allocation of the Funding.
- To adopt a standard approach in managing Funding applications and allocations.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To obtain the best value for the use of public funds.
- To maintain the integrity of the process.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and the Canada-Wide Early Learning and Child Care Guidelines For Consolidated Municipal Managers and District Social Service Administration Boards.

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3. **Persons or Groups Affected**

- Licensed Child Care Service Providers, enrolled in the CWELCC System with an existing Agreement with DNSSAB.

4. **Restrictions**

- The availability of this Funding will depend on Ministry funding and DNSSAB's Children's Services budget flexibility.
- The Service Provider must be enrolled in the CWELCC System to be eligible to apply for Funding.
- The Service Provider application for new Licensed Child Care Spaces must align with the district's directed growth plan and service system priorities.
- The Service Provider must maintain the number of approved child care spaces within the district for the duration of the CWELCC agreement.
- Funding excludes capital projects for Licensed Child Care programs that operate during school hours for kindergarten and school-aged children and before and after school programs.

5. **Policy**

- Funding for start-up grants is available to support the creation of new Licensed Child care spaces approved for enrolment in CWELCC in alignment with the district's directed growth plan and service system priorities.
- DNSSAB may provide Funding to Licensed Child Care Service Providers with an existing Agreement in order to support with the creation of new, affordable Licensed Child Care spaces for children under the age of six in targeted locations and for populations most in need.
- Funding must support projects that will create, retrofit, renovate and/or expand child care facilities to accommodate a maximum group size for each age grouping for children under six years of age.
- In order to receive Funding, the Service Provider must participate in the CWELCC System for the remainder of the CWELCC Agreement (March 31, 2026).
- The proposed new spaces must improve access to full day Licensed Child Care for children from infancy up to four years of age care in communities with vulnerable children and children from diverse populations including, but not limited to:

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- Children living in low-income families
- Children with exception needs
- Indigenous children
- Black or other racialized children
- Children of newcomers to Canada
- Francophone children
- Families needing more flexible models of care, including evening, weekend, and overnight care.

Funding Applications

- DNSSAB will consider Funding applications on an ongoing basis, in accordance with Funding availability and Policies and Guidelines.
- Applications and guidelines will be made available to all service providers and will be posted to DNSSAB's Children's Services website.
- Service Providers wishing to apply for Funding will complete the application for Funding in the prescribed manner.
- Estimated completion date of the proposed new spaces should be within two years of the application date.
- Requests must:
 - be supported, where appropriate, by relevant documentation/plan
 - be supported by quotes (in accordance to the required quotations as described below and within the agency's purchasing policy and process) and current-year receipts and/or paid invoices, where applicable.

Processing Applications

- Where all required information and/or documentation is received, DNSSAB will review and process the Service Provider's application within 15 business days of the application date in accordance with established budget, priorities, Policies and Guidelines.
- When approving applications for Funding, DNSSAB will consider:
 - Cost effectiveness
 - Available operating funding
 - Capacity of the program to access funds through other means
 - Program budget and financial history

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- Child care licensing history
- Current licensed and operational capacity
- Age groups
- Long term viability
- Investment in quality and inclusive programming.
- DNSSAB will also consider and monitor the portion of not-for-profit and for-profit new spaces created in order to maintain the current rate of not-for-profit spaces (88.8%) in accordance with provincial guidelines and the CWELCC agreement.

Eligible Expenditures

- Service Providers will be eligible to receive a grant of up to \$90 per square foot of a new full day licensed space with a cap of \$350,000 for every 50 child care spaces created in a centre-based child care setting.
 - Eligible expenses for licensed child care centres include:
 - Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in *Section 19 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014.*
 - Non-consumable supplies/equipment to support the ongoing regular operation of the child care program. For example, appliances, IT, supplies to support learning environments while adhering to health and safety requirements.
 - Renovations, additions, or repairs to Licensed Child Care facilities or potential child care facilities as approved by DNSSAB.
 - Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the Service Provider continues to comply with *Section 24 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014.* Funding to cover the costs incurred to make outdoor play space changes are subject to the overall project cap of \$90 per square foot to a maximum of \$350,000 per 50 child care spaces created.
 - Leasehold improvements.
- Home Child Care Agencies will be eligible to receive grants of up to \$1,000 per CWELCC space created, to a maximum of \$6,000 per provider.
 - Eligible expenses for home child care agencies include:

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- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in *Section 27 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014* that can be transferred between home child care providers as required.

Ineligible Expenses

- Purchase of land or buildings
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans
- Property taxes
- Expenditures related to 6-12 years age groups
- School-based child care spaces
- Indoor and outdoor renovations, additions or repairs to home child care agency premises or potential home child care provider premises.

Quotations

- Service Providers must ensure to solicit and submit the minimum number of quotes as described in the chart below while still adhering to the agency's procurement policy and process.
- If unable to meet the established quotation requirement (i.e. supplier with special knowledge, skills or expertise), the service provider must demonstrate that every effort was undertaken to meet the requirement (i.e. written documentation of failed search).

Quotation Requirements for Purchase of Goods and Services	
\$0 – \$24,999	1 written quote detailing purchase and/or scope of work to be completed
\$25,000 - \$49,999	2 written quotes detailing purchase and/or scope of work to be completed
\$50,000 + \$99,999	3 written quotes detailing purchase and/or scope of work to be completed
\$100,000 +	Request for Proposal or Request for Tender strongly encouraged, when feasible or 3 written quotes detailing purchase and/or scope of work to be completed

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Funding Allocations

- DNSSAB may provide Funding to Service Providers on demonstrated cash needs, to minimize large advance lump sum payments.
- Service Providers must ensure to complete work and use the Funding before December 31 of the year when the project was initiated to create the new licensed spaces.

Reporting and Reconciliations

- Service Providers in receipt of Funding will be required to reconcile the Funding allocation with actual expenditures, in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, the Service Provider will be required to submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through the reconciliation process.
- If the Service Provider withdraws from CWELCC or ceases their operations, DNSSAB will recover the Funding and return it to the ministry as part of the regular financial reporting processes.
- Any unused or misused Funds shall be recovered by DNSSAB.

Appeals

- Service Providers wishing to bring forward concerns and/or appeal Funding decisions will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.
- The "Service Provider Appeal Form" will be made available on the DNSSAB's website.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

6. Annual Policy Update

This policy will be updated on an annual basis to reflect updates and addendums made to the Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service

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Administration Boards, Canada-Wide Early Learning and Child Care Guidelines and/or municipal/provincial/local best practices.

7. **Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- “Act” means the [Child Care and Early Years Act, 2014, S.O. 2014, C.11](#) as amended, and the regulations thereunder.
- “Agreement” means a service agreement between the DNSSAB and Child Care Service Provider.
- “Board” means the Board of Directors of the Nipissing District Social Services Administration Board.
- “Business Days” means any working day, Monday to Friday inclusive, excluding Statutory or other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; National Day of Truth and Reconciliation; Thanksgiving Day; Remembrance Day; Christmas Day, Boxing Day and any other day which DNSSAB has elected to be closed for business.
- “Children’s Services Budget” means Board approved department budget including authorized revisions.
- “CWELCC” means the Canada-Wide Early Learning and Child Care System.
- “DNSSAB” means the District of Nipissing Social Services Administration Board;
- “Funding or Funds” means Start-Up Grant allocated to the Service Provider to support the creation of new, affordable, flexible and inclusive child care spaces for children under six years of age in targeted locations and for populations most in need.
- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.
- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-14
Policy	Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding		
Effective Date	June 2023	Annual Review	
Revision Date		Board Approval	

- "Service Provider(s)" means an independent agency providing Licensed Child Care services.

8. **References and Related Statements of Policy and Procedure**

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Canada-Wide Early Learning and Child Care Guidelines for Consolidated Municipal Service Managers and District Social Service Administration Board (Ministry of Education, updated annually)
- Child Care and Early Learning Act 2014.
- 5CS-ADM Policy 13 – Canada-Wide Early Learning and Child Care System