

**The Corporation of the City of Cornwall
("Corporation")**

**Service Agreement
Provincial Wage Enhancement Grant**

Schedule "A-4": Service Description Schedule

Organization Name: Name of Child Care Service Operator
Address

Legislation: *Child Care Early Years Act (CCEYA)*

Service name: Child Care – Wage Enhancement

Service Objectives

The provincial wage enhancement initiative will benefit low-income child care program staff in the sector, help retain Registered Early Childhood Educators (RECEs), and support access to stable, high quality child care programs for children and families.

The wage enhancement initiative has the following goals:

- To close the gap between Registered Early Childhood Educators (RECEs) working in the school sector and those in the licensed child care sector;
- To help stabilize child care operators by helping them to retain qualified RECEs; and
- To support greater employment and income security.

Service Description

The objective of the wage enhancement grant is to support a wage increase of up to \$2 per hour in 2020, plus 17.5% benefits to Registered Early Childhood Educators (RECEs) and other child care program staff working in licensed child care centres.

Child care wage enhancement funding is available to eligible child care program staff whose positions can be counted toward adult to child ratios under the *Child Care Early Years Act (CCEYA)* working in all licensed child care centres including:

- Registered Early Childhood Educators (RECEs);
- Program staff; and
- Supervisors

Implementation Approach

1. Application Process

- a) Child Care Operators must apply for the wage enhancement grant using the municipal application form provided on the City's website.
- b) Child Care Operators must submit their application by the deadline indicated on the City of Cornwall Wage Enhancement application form. Applications received after the deadline will not be allocated wage enhancement funding in 2020. Operators who miss the application deadline may apply for wage enhancement funding in 2021.

2. Eligibility Criteria

Full Wage Enhancement Entitlement

To be eligible to receive the full 2020 wage enhancement, RECEs and other child care program staff must be employed in a licensed child care position that:

- a) Has an associated base wage, excluding prior year's wage enhancement, of less than \$25.75 per hour (\$2 or more below the wage cap of \$27.75);
- b) Is categorized as a child care supervisor, RECE or can otherwise be counted toward adult to child ratios under the *Child Care Early Years Act (CCEYA)*.

Supplementary program staff positions that are in place to maintain lower adult-child ratios than required under the *CCEYA* are also eligible for wage enhancement.

Partial Wage Enhancement Entitlement

Where an eligible program staff has an associated wage rate, excluding the previous year's wage enhancement, that is between \$25.76 and \$27.74 per hour, that position is eligible for partial wage enhancement to increase the wage to \$27.75 per hour.

Ineligible Positions (Non-Program Staff)

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- Special Needs funded supplemental staff are not eligible for wage enhancement funding;
- The only exception to this provision is if at least 25% of the non-program staff position is used to support *CCEYA* ratio requirements; in which case the staff would be eligible for a partial wage enhancement funding to be prorated for the time spent in the eligible position.

The wage enhancement funding is subject to the following conditions:

1. Child Care Service Operators must have a service contract with the Corporation to qualify for funding.
2. In the event that a Child Care Service Operator of a child care program sells to another, the existing wage enhancement funding is to be returned to the Corporation immediately.
3. Child Care Service Operators are subject to review and/or audit upon the Corporations' request and must provide such information as deemed necessary by the Corporation.
4. Wage enhancement funds not utilized in accordance with the conditions outlined above shall be returned to the Corporation immediately.
5. Failure to comply with any of the funding conditions herein may result in a claim for the recovery of the wage enhancement funding as well as ineligibility to receive future funds under the wage enhancement program.
6. In the event that there are changes with respect to wage enhancement funding this schedule will be amended and signed by all parties accordingly.
7. Child Care Service Operators agree to abide by policies and procedures as outlined in the Business Practice Guidelines for Child Care Service Operators.

Accountability

1. Child Care Operators must provide a formal statement which attests that 100% of wage enhancement funding was provided directly to eligible child care staff with \$2.00 per hour provided for wage plus 17.5% provided for benefits by February 28, 2021.
2. Child Care Operators must clearly indicate on program staff paycheques the portion of funding that is being provided through the wage enhancement funding labeled as "Provincial child care wage enhancement".
3. Child Care Service Operators, by means of a special purpose report, will reconcile the wage enhancement funds against actual expenditures. The special purpose report requires a third-party audit to verify that the wage enhancement grant has been used for the purpose(s) intended.
4. Child Care Service Operators shall submit an audited financial statement within four (4) months of the end of the Child Care Service Operator's fiscal year end.
5. Child Care Operators must provide a completed data reporting schedule as per the corporate template by February 28, 2021.

In witness whereof this contract has been signed by an authorized Corporate official on behalf of the Corporation and the Child Care Service Operator by its proper signing officers.

Signed, sealed and delivered

On the _____ day of _____, 2020

On behalf of the Corporation
Bernadette Clement
Mayor

On behalf of the Corporation
Manon Levesque
City Clerk

Child Care Service Operator: Name of Child Care Service Operator

Witness*

By: Signing Officer **

Position:

(Seal)

Witness *

By: Signing Officer**

Position:

* Witness required where the Child Care Service Operator is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the Corporation.