



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Social and Housing Services  
Division: Child Care  
Report Number: 2020-204-Social and Housing Services  
Prepared By: Kristine Greaves, Child Care Supervisor  
Meeting Date: January 13, 2020  
Subject: Child Care Division Business Practice Guidelines for 2020

**Purpose**

To seek Council approval for the annual update to the Child Care Division Business Practice Guidelines for Child Care Service Operators to apply for and access special purpose funding.

**Recommendation**

That Council approve the 2020 Child Care Division Business Practice Guidelines for the distribution of Special Purpose, General Operating and Fee Subsidy Funding to Operators that have a service contract with the City of Cornwall as outlined in the background discussion of Report 2020-204-Social and Housing Services.

**Financial Implications**

The City of Cornwall Child Care Division will continue to receive funding in 100% provincial funds. The funds distributed to the Operators for Special Purpose, General Operating Grants and Fee Subsidy are taken from these 100% provincial funds. As the designated System Service Manager, the City flows these funds to the Child Care Service Operators. As in past years, there is no cost to the City or to the United Counties of SDG.

## **Strategic Priority Implications**

Special Purpose funds are intended to support Child Care Operators with minor renovations, repairs and maintenance costs, play equipment and capacity building to support compliance with licensing requirements. Fee Subsidy funds support parents in obtaining affordable child care while attending work or school. General Operating funds support Child Care Operators with operating expenses thereby supporting affordable access for families to licensed child care centres and meeting Council's sustainability of programs and services priority.

## **Background / Discussion**

As a result of the funds provided under the Province's funding formula and framework for special purpose allocations intended to support expense categories such as Repairs and Maintenance, Capacity Building, Play-Based Materials and Business transformation, the Child Care Division developed Business Practice Guidelines based on the Ministry's *Ontario Child Care Service Management and Funding Guidelines* as well as the Division's understanding of the current child care system.

The original guidelines were approved by Council at the June 24, 2013 Council meeting and revisions have been approved annually. The last update was approved at the January 28, 2019 Council meeting. Operators continue to submit requests for funds using these guidelines.

The Business Practice Guidelines and procedures were developed to support the process of applying for the various expense categories. These guidelines are reviewed by the Child Care Division on an annual basis and revisions are recommended based on the needs of the current child care system. Revisions for 2020 that are most noteworthy include:

- I. The addition of Fee Subsidy information to ensure that all Child Care Supervisors have access to current information as communicated through the annual service contracts to the respective Child Care Operator Head Offices;
- II. Ensuring the guidelines reflect current programs offered as well as the current provincial funding requirements.

These recommendations are made in response to the realities of the current local child care system.



### **Accessibility Impact**

The provision of licensed child care programs enhances the access for families and children with special needs to quality child care programs.

Document Title:	Child Care Division Business Practice Guidelines for 2020 - 2020-204-Social and Housing Services.docx
Attachments:	- 2020 Business Practice Guidelines updated Jan 2020.doc
Final Approval Date:	Jan 7, 2020

This report and all of its attachments were approved and signed as outlined below:

**Stacey Ferguson - Jan 6, 2020 - 4:15 PM**

**Tracey Bailey - Jan 6, 2020 - 7:11 PM**

**Maureen Adams - Jan 7, 2020 - 9:25 AM**