



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

Department: Social and Housing Services  
Division: Child Care  
Report Number: 2021-37-Social and Housing Services  
Prepared By: Kristine Greaves, Manager, Children's Services  
Meeting Date: December 13, 2021  
Subject: Children's Services Business Practice Guidelines for 2022

**Purpose**

To seek Council approval for the annual update to the Children's Services Business Practice Guidelines for Child Care Service Operators. This guideline informs operators of programs and services offered as well as how to apply for and access special purpose funding.

**Recommendation**

That Council approve the 2022 Children's Services Business Practice Guidelines to support 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 this report.

**Financial Implications**

The City of Cornwall Children's Services Division will continue to receive provincial funding. Special Purpose, General Operating and Fee Subsidy Funding is distributed to child care operators as per the guidelines as set out in the attached document. The Business Practice Guidelines are based upon the Ontario Child Care Service Management and Funding Guideline as provided to the department by the Ministry of Education.

## **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**

The Children's Services Division originally developed Business Practice Guidelines in 2013. These guidelines are reviewed and updated on an annual basis and are 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 December 14, 2020 Council meeting. Operators continue to submit requests for funds using these guidelines.

The Business Practice Guidelines and procedures were developed to inform child care operators about support services that are available to them as well as to support the process of applying for the various expense categories. These guidelines are reviewed by the Children's Services Division on an annual basis and revisions are recommended based on the needs of the current child care system. Revisions for 2022 that are most noteworthy include:

- I. The calculation for the distribution of the general operating grant will now be based on operating capacity which demonstrates a more accurate reflection of the financial need for each child care operator.
- II. Other minor updates to ensure 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:	Children's Services Business Practice Guidelines for 2022 - 2021-37-Social and Housing Services.docx
Attachments:	- 2022 Business Practice Guidelines.docx
Final Approval Date:	Dec 6, 2021

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

**Mellissa Morgan - Nov 29, 2021 - 10:33 AM**

**Maureen Adams - Dec 6, 2021 - 11:20 AM**