

**Ministry of Education
Early Years and Child Care
Programs and Service
Integration Branch**

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**Ministère de l'Éducation
Direction de l'intégration des
programmes et des services pour la
petite enfance et la garde d'enfants**

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2017: EYCC5

MEMORANDUM TO: Chief Administrative Officers, CMSMs and DSSABs
General Managers/Commissioners, CMSMs and DSSABs
Children's Service Managers, CMSMs and DSSABs

FROM: Julia Danos
Director, Early Years and Child Care Programs and
Service Integration Branch
Early Years and Child Care Division
Ministry of Education

DATE: **June 16, 2017**

SUBJECT: **Canada-Ontario Early Learning and Child Care
Agreement and 2017 Revised Child Care and Child
and Family Program Service Agreements**

The purpose of this memo is to provide details on Ontario's Action Plan under the Canada-Ontario Early Learning and Child Care Agreement (ELCC) and to share information on the amended 2017 child care service agreements for Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

The ELCC supports a shared commitment by the Ontario and Federal governments to provide investments in early learning and child care to increase quality, accessibility, affordability, flexibility and inclusivity. This funding will help parents, families and communities in their efforts to ensure the best possible future for their children.

The ELCC provides \$100M in new funding for increased subsidies and increased access to licensed child care in Ontario. There are two components to this investment:

- \$80M for children aged 0-6 years old.

- \$20M to support broader system priorities for children aged 0-12.

In the first year, this funding will support access to licensed child care for up to 11,200 more children. For children aged 0-6, this funding can also be used to create and support new not for profit community-based capital projects, excluding capital projects for child care programs that run during school hours for kindergarten and school-age children. Capital funds may be used for retrofits, renovations or expansion projects.

As the ELCC is a fiscal year investment, the ministry will provide 2017 allocations in the updated service agreements and has provided, for information purposes, allocations for the first quarter of 2018 to support local planning. Please refer to Appendix A for your 2017 and first quarter 2018 ELCC allocations.

The ELCC aligns with Ontario's recent historic commitment, the Child Care Expansion Plan (Expansion Plan), to create access to licensed child care for 100,000 more children aged 0-4 years old. To support this commitment, the Government of Ontario made a provincial investment of \$170 million in the current fiscal year, resulting in a total investment of \$1.37 billion in 2017-18, including wage enhancement. It also aligns with the expanded duty for District School Boards for the provision of before-and-after school programs.

Confidentiality and Public Announcements

Announcements regarding additional children and families served through these investments are communications opportunities for the Federal government, the Government of Ontario and CMSMs, and DSSABs. Therefore, CMSMs and DSSABs announcements related to funding received through the ELCC **must** clearly acknowledge that the contributions were made by the Province of Ontario and the Government of Canada. In addition, any such communications opportunities should remain confidential until they are announced publicly by the Government of Canada, the Province of Ontario or jointly with CMSMs and DSSABs.

The intent is to help promote the role of the Government of Canada, Ministry of Education, CMSMs and DSSABs, and community partners in bringing new investments to local communities. For more information on the announcement protocol, please refer to Appendix B.

Enhanced Accountability Requirements

A. Enveloping and Carry Forward

Funding for the ELCC is an enveloped allocation and can only be spent on the priorities identified below. Any funding not spent on the prescribed expenditures will be recovered by the ministry.

CMSMs and DSSABs have the ability to use two-thirds of the 2017 allocation for this commitment by **December 31, 2017** and the remaining funds by **December 31, 2018**. Through enhanced financial reporting requirements, CMSMs and DSSABs will

demonstrate how this funding is used to increase the number of children served in their region.

B. Addressing local needs

ELCC funding for children must be spent on the following priorities:

1. Additional fee subsidies;
2. Increased access to licensed child care; and/or
3. For children aged 0-6, this funding can also be used to create and support new not for profit community-based capital projects, excluding capital projects for child care programs that run during school hours for kindergarten and school-age children.

If these priorities cannot be met due to local considerations, service system managers may use this funding to broadly reduce licensed child care fees and increase affordability. The ministry's expectation is that service system managers demonstrate they have attempted to meet the priorities before exploring this option.

Administration and Cost Sharing

To support local planning and implementation up to 10% of the ELCC allocation can be used towards administration. Additionally, the new investments do not require municipal cost sharing.

Prioritizing Not for Profit Operators

The ministry is continuing to prioritize funding to the not-for-profit child care sector. The "For Profit Auspice Threshold" is included in service agreements to support CMSMs and DSSABs with maintaining funding to for-profit entities at or below previous year's expenditure levels. This threshold applies to both base child care funding and the new investments for the Expansion Plan and the ELCC.

New Agreement Schedules

A new schedule, Schedule I - Ontario's ELCC Targets, will be added to your agreement. CMSMs/DSSABs are asked to complete this schedule with the average monthly children served with additional fee subsidies, number of children served through increased access, the number of children served through increased affordability, and/or estimated number of not for profit community-based capital spaces (**for children aged 0-6 only**) that will be created through this new funding.

Should the ELCC targets indicated in service agreements by CMSMs and DSSABs not be met by 10% or more, and 10 children or more in the aggregate by December 31st of

2017 and 2018, cash flow for ELCC will be reduced by 1 per cent to reflect the underachievement of the targets.

The Ministry's Child Care Advisors will work with service system managers to confirm and submit the information in signed service agreements returned to the Ministry.

ELCC funds are to be tracked separately from other funding and will have distinct financial reporting requirements.

Cash Flow in 2017

Monthly cash flow for operating funding will continue to be based on the 2016 Revised Estimates submission entitlement or initial 2017 service agreement (if already submitted) until the 2017 signed amended service agreement is received and signed by the Ministry. Revised service agreements will be sent out shortly and will be due back to the Ministry by August 28, 2017.

Signed Amended Service Agreement Received by:	Payment Date:
July 26, 2017	September 5, 2017
August 28, 2017	October 3, 2017

For convenience, CMSMs and DSSABs have the choice of submitting their signed service agreement and signed amending agreement by **email** to: tpa.edu.earlylearning@ontario.ca, or alternatively by regular mail.

Should you choose to submit your signed agreement by regular mail, please send two original signed copies to:

Julia Danos, Director
Early Years and Child Care Programs and Service Integration Branch
Ministry of Education
24th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario M7A 1L2

The ministry will email a scanned signed copy or mail a hard copy of the completed agreement back to your CMSM and DSSAB for your records.

Child Care Advisors and Financial Analysts are the ministry contacts for child care and

child and family programs. Please direct any questions or concerns to your existing contacts at the ministry; the contact list is available on the [Financial Analysis and Accountability Branch website](#).

For further information on licensed child care funding, including the ELCC, please refer to the updated 2017 Child Care and Child and Family Program Service Management and Funding Guideline and the updated 2017 Technical Paper which will be available shortly. Regional meetings will be scheduled to review updates to the guideline and the approach for the ELCC.

We are excited to work with you on this important initiative in order to best serve families across the province. Your ongoing partnership is critical in meeting the needs of the children and families in your community.

Sincerely,

Original signed by:

Julia Danos
Director, Early Years and Child Care
Programs and Service Integration
Branch
Early Years and Child Care Division

Enclosure:

Appendix A: ELCC Child Care Allocations

Appendix B: Communications Protocol Requirements

Copy: Child Care Advisors, Early Years and Child Care Programs and Service
Integration Branch, Early Years and Child Care Division, Ministry of
Education
Education Officers, Early Years and Child Care Programs and Service

Integration Branch, Early Years and Child Care Division, Ministry of
Education
Financial Analysts, Early Years and Child Care Business Planning,
Outcomes and Assessments Branch, Early Years and Child Care
Division, Ministry of Education
Ontario Municipal Social Services Association
Association of Municipalities of Ontario

Appendix A: ELCC Child Care Allocations

CMSM/DSSAB	2017 ELCC Allocation			Q1 2018 ELCC Allocation*		
	Allocation for 0-6 year olds	Allocation for 0-12 year olds	Allocation - Total	Allocation for 0-6 year olds	Allocation for 0-12 year olds	Allocation - Total
Corporation of the City of Brantford	488,224	122,444	610,668	162,741	40,815	203,556
City of Cornwall	464,213	116,486	580,699	154,738	38,829	193,566
City of Greater Sudbury	763,644	191,031	954,675	254,548	63,677	318,225
The City of Hamilton	2,719,661	679,362	3,399,023	906,554	226,454	1,133,008
Corporation of the City of Kawartha Lakes	304,617	76,493	381,111	101,539	25,498	127,037
Corporation of the City of Kingston	517,851	128,720	646,571	172,617	42,907	215,524
Corporation of the City of London	1,827,854	456,069	2,283,924	609,285	152,023	761,308
City of Ottawa	4,188,651	1,045,318	5,233,969	1,396,217	348,439	1,744,656
Corporation of the City of Peterborough	475,913	118,807	594,720	158,638	39,602	198,240
Corporation of the City of St. Thomas	367,131	92,220	459,351	122,377	30,740	153,117
Corporation of the City of Stratford	241,780	60,763	302,543	80,593	20,254	100,848
City of Toronto	17,225,264	4,278,013	21,503,277	5,741,755	1,426,004	7,167,759
Corporation of the City of Windsor	1,736,943	436,778	2,173,721	578,981	145,593	724,574
Corporation of the County of Bruce	220,543	55,272	275,815	73,514	18,424	91,938
Corporation of the County of Dufferin	187,389	47,218	234,606	62,463	15,739	78,202
Corporation of the County of Grey	314,311	78,785	393,095	104,770	26,262	131,032
Corporation of the County of Hastings	509,583	127,977	637,560	169,861	42,659	212,520
Corporation of the County of Huron	198,785	49,970	248,755	66,262	16,657	82,918
Corporation of the County of Lambton	470,932	118,144	589,076	156,977	39,381	196,359
County of Lanark	249,358	62,572	311,929	83,119	20,857	103,976
County of Lennox & Addington	213,606	53,764	267,370	71,202	17,921	89,123
County of Northumberland	247,709	62,282	309,991	82,570	20,761	103,330
County of Oxford	349,810	87,663	437,474	116,603	29,221	145,825
County of Renfrew	332,376	82,951	415,326	110,792	27,650	138,442
County of Simcoe	1,508,801	378,690	1,887,491	502,934	126,230	629,164
County of Wellington	686,795	171,351	858,146	228,932	57,117	286,049
District Municipality of Muskoka	218,321	54,776	273,097	72,774	18,259	91,032
Corporation of the Municipality of Chatham-Kent	451,825	113,416	565,241	150,608	37,805	188,414
The Corporation of Norfolk County	357,411	89,520	446,931	119,137	29,840	148,977
Regional Municipality of Durham	2,131,783	535,992	2,667,774	710,594	178,664	889,258
Regional Municipality of Halton	1,613,378	408,925	2,022,302	537,793	136,308	674,101
Regional Municipality of Niagara	1,514,807	379,873	1,894,680	504,936	126,624	631,560
Regional Municipality of Peel	6,487,013	1,624,996	8,112,009	2,162,338	541,665	2,704,003
Regional Municipality of Waterloo	1,835,146	458,896	2,294,042	611,715	152,965	764,681
Regional Municipality of York	4,653,568	1,171,297	5,824,865	1,551,189	390,432	1,941,622
United Counties of Leeds & Grenville	312,231	78,791	391,022	104,077	26,264	130,341
United Counties of Prescott & Russell	355,637	89,374	445,011	118,546	29,791	148,337
Algoma District Services Administration Board	212,300	53,170	265,471	70,767	17,723	88,490
District of Cochrane Social Service Administration Board	447,933	111,994	559,928	149,311	37,331	186,643
District of Nipissing Social Services Administration Board	436,430	109,093	545,523	145,477	36,364	181,841
District of Parry Sound Social Services Administration Board	244,518	61,364	305,882	81,506	20,455	101,961
District of Sault Ste Marie Social Services Administration Board	316,484	79,333	395,818	105,495	26,444	131,939
District of Timiskaming Social Services Administration Board	264,904	66,325	331,229	88,301	22,108	110,410
Kenora District Services Board	297,058	74,172	371,230	99,019	24,724	123,743
Manitoulin-Sudbury District Social Services Administration Board	252,410	63,234	315,644	84,137	21,078	105,215
Rainy River District Social Services Administration Board	157,726	39,511	197,237	52,575	13,170	65,746
District of Thunder Bay Social Services Administration Board	627,376	156,803	784,179	209,125	52,268	261,393
Provincial Total	60,000,000	15,000,000	75,000,000	20,000,000	5,000,000	25,000,000

*The ELCC allocation for Q1 of 2018 is provided for informational purposes only and is not part of the 2017 allocation.

Appendix B: Communications Protocol Requirements: Canada-Ontario Early Learning and Child Care Agreement

All public announcements regarding provincial and federal investments in Ontario's child care and early years system are potential joint communication opportunities for the provincial government, school boards, the CMSMs/DSSABs, municipalities and community partners.

Public Communications

Municipalities, school boards, CMSMs and DSSABs, and community partners should not issue a news release or any other public communication directed at media regarding major child care and early years investments, without publicly recognizing the Ministry of Education's role of providing funding.

The Ministry of Education may also choose to issue its own news release and/or hold events about investments in child care and early years projects, in addition to those prepared by municipalities, school boards, CMSMs and DSSABs, and community partners.

The intent of this protocol is to promote the role of both the Ministry of Education and stakeholders in bringing new child care and early years projects to local communities.

Major Announcements and Events

Important: For all major child care investments the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations can be sent to EYCCinvestments@ontario.ca, with a copy sent to your Ministry Child Care Advisor/ Education Officer. Municipalities, school boards, CMSMs and DSSABs, and community partners will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. If the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your municipality, school board, CMSM or DSSAB, or community partner to coordinate the details (e.g. joint announcement). Municipalities, school boards, CMSMs and DSSABs, and community partners are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

Other Events

For all other media-focussed public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister Responsible for Early Years and Child Care by email with at least three weeks' notice. Again, please send a copy to your ministry child care advisor. Please note that if the date of your

event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

Municipalities, school boards, CMSMs and DSSABs, and community partners are not expected to delay these “other” events to accommodate the Minister. Only an invitation needs to be sent, a response is not mandatory to proceed.

This communications protocol does not replace our stakeholders’ existing partnerships with the Ministry of Education’s. Regional child care advisors and regional child care licensing staff should still be regarded as primary points of contact for events and should be given updates in accordance to existing processes.

Acknowledgement of Support

The support of the Government of Ontario must be acknowledged in media-focused communications of any kind, written or oral, relating to the expansion plan. This acknowledgment could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, Vine, etc. where there is a tight restriction on content, municipalities, school boards, CMSMs and DSSABs, and community partners are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) municipalities, school boards, CMSMs and DSSABs, and community partners do not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.