

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** August 3, 2018

**RE:** **2018 Provincial Child Care Wage Enhancement Agreement – RRDSSAB**

### Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) has provided one-time funding for the 2018 Provincial Child Care Wage Enhancement Grant (WEG) for eligible staff at the Fort Frances Children's Complex. This one-time funding allocation is based on the information submitted in our Application for Provincial Wage Enhancement Funding. The approved applications for each of the 4 childcare sites are attached, below is a summary:

	# of FTE	Salary	Benefits	Supplemental Grant	Total
<b>Main Site</b>	9.42	24,712.66	4,324.72	1,412.84	\$30,450.21
<b>JW Walker</b>	1.90	4,505.08	788.39	285.72	\$5,579.19
<b>Robert Moore</b>	1.86	5,488.76	960.53	278.46	\$6,727.75
<b>St. Michaels</b>	1.90	6,684.00	1,169.70	285.72	\$8,139.42

### Total Allocation

Provincial Child Care Wage Enhancement	\$48,633.84
Supplemental Grant	\$2,262.74
Administration Funding	\$ 87.36


This funding will provide the Children's Complex with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on actual hours worked. The Ministry has established an hourly wage maximum of \$27.07/hour (as of January 1, 2018) for centre-based staff.

Once again, Resource Teachers (RT's) are deemed ineligible for the provincially funded WEG, which places our 2 RT's at a lower hourly rate than our registered early childhood educators (RECE's) despite more education required for the position.

### Recommendation

The Community Services Division recommends to Mayor & Council to endorse the agreement with the Rainy River District Social Services Administration Board (RRDSSAB) as presented and authorize execution by Mayor and Clerk.

Respectfully submitted,



Jason Kabel

## Rainy River District Social Services Administration Board

450 Street  
Fort Frances, ON  
P9A 1H2

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• Children's Services   • Land Ambulance   • Ontario Works   • Social Housing

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July 26, 2018

Jason Kabel  
Manager of Community Services  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Jason Kabel

**RE:    2018 Provincial Child Care Wage Enhancement Agreement**

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to provide one-time funding for the 2018 Provincial Child Care Wage Enhancement for eligible staff at Fort Frances Day Care. This allocation is based on the information submitted in your Application for Provincial Wage Enhancement Funding – Child Care Centres & Home Visitors (2018). Your approved application is attached.

This funding will provide your centre with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on hours worked in 2017.

<i>Funding Type</i>	<i>Allocation</i>
Provincial Child Care Wage Enhancement	\$ 48,633.84
Supplemental Grant	\$ 2,262.74
Administration Funding	\$ 87.36

If the licensee is in agreement with the terms as set out in this letter, please return **two signed hard copies or one signed scanned copy** of this letter to my attention at the Rainy River DSSAB by **August 24, 2018**.

### **TERMS OF THE AGREEMENT**

#### **1) Purpose**

The wage enhancement objectives are:

- To help close the wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector;
- To help stabilize child care operators by supporting their ability to retain RECEs and non-RECE program staff; and
- To support greater employment and income security.

The ministry has established an hourly wage maximum of \$27.07/hour (as of January 1, 2018) for centre-based staff.

## 2) Eligibility

RECEs and other child care program staff are eligible for the wage enhancement if they:

- Are employed in a licensed child care centre or home child care agency;
- Have a wage of less than \$27.07 per hour excluding the prior year's wage enhancement; and
- Are categorized as a child care supervisor, RECE, or can be otherwise counted toward adult to child ratios under the *Child Care and Early Years Act, 2014 (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.

### Ineligible Positions (Non-Program Staff)

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and 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 these instances, the enhancement will be provided for the time in program.

## 3) Payments to Staff

The licensee is required to pay the wage enhancement to qualifying staff during the current year retroactive to January 1, 2018. Discretion is allowed for wage enhancement payments to staff. The licensee can provide wage enhancement payments to staff as follows:

- Through staff's regular paycheques; or
- Through quarterly lump sum payments in the funding year ending December 31, 2018.

With either of the above payment options the licensee is required to clearly label the funding provided for wage enhancement on staff pay cheques as "Provincial child care wage enhancement". A separate code may also be used on the pay cheques (if text is not feasible) as long as clear communication has been provided to staff defining the code as "Provincial child care wage enhancement".

If a separate line or code on pay cheques is not feasible due to payroll restrictions, the licensee may provide the funding to staff through a separate payment. These payments must be clearly tied to the number of hours worked.

The 17.5% maximum in mandatory benefits is used for employer costs for the statutory contributions. This includes 4.00% in vacation pay and 3.59% in public holiday pay that will be provided to employees.

### More Working Hours

If a centre has more working hours than in the previous year, the licensee will run out of wage enhancement funding prior to the end of the year. The supplemental grant may be used to top up wage enhancement salary shortfalls.

The licensee is not required to absorb the additional cost to continue funding the enhancement until the end of the year. The licensee can stop paying wage enhancement once the allocation for the centre has been depleted. There is no obligation for the licensee to pay the balance.

The licensee may choose to address wage enhancement for staff positions that are ineligible for the provincial child care wage enhancement or top up shortfalls in provincial wage enhancement for eligible positions through other funding sources.

#### Fewer Working Hours

If a position has fewer working hours than in the previous year (or as determined by the wage enhancement application) the licensee will only distribute wage enhancement for the actual hours worked in the current year. All surplus funds are to be returned to the RRDSSAB in the reconciliation process at year-end.

#### **4) Use of Wage Enhancement**

The licensee is required to provide 100% of wage enhancement funds to eligible staff. Wage enhancement funding must be paid to child care staff in addition to their standard wage rate as of January 1, 2018. Wage enhancement funding may be used to fund overtime hours worked in the current year but not exceeding \$2.00 per hour. In addition, it may only be provided to staff whose positions were approved as part of the current wage enhancement application process.

The funding cannot be:

- spent on any other child care program expenses;
- used to offset or replace a wage increase;
- used to replace other funding that the operator receives from the RRDSSAB (i.e. general operating funding).

The licensee is not permitted to substitute payments previously provided to staff with wage enhancement funding. Wage enhancement funding must be provided in addition to any pay equity payments agreed to under the pay equity memorandum of settlement. Wage enhancement funding that is not used for its intended purpose will be recovered by the RRDSSAB.

#### Benefits Funding and Flexibility

Benefits of 17.5 per cent support licensees in meeting their statutory benefit requirements. Once all statutory benefits requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5 per cent can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Licensees may use any residual benefits funding for wage enhancement salaries. The flexibility is only one way; therefore, salary funding cannot be used for benefits.

Licensees may exceed 17.5% for benefits if the supplemental grant is used to support additional benefit expenses.

#### Supplemental Grant

In addition to the wage enhancement funds, licensees will also receive a supplemental grant of \$150 for each eligible centre based FTE. The supplemental grant provides licensees with flexibility to cover salary shortfalls due to increased hours or staffing, and/or additional benefits (e.g. additional time in program, new staff, vacation days, sick days or PD days and/or other benefits) once mandatory benefits are covered. Any funding that is not used for these purposes will be recovered.

DSSAB staff is available to support licensees in setting priorities for how to allocate the supplemental grant.

## Administration Funding

To support licensees with the implementation of the wage enhancement initiative, each licensee will receive one-time funding for administration as part of its funding agreement. Unused administration funds will be recovered by the DSSAB.

### **5) Payment Schedule**

Wage enhancement funding has been included with the licensee's monthly electronic funds transfer (EFT) this year based on last year's allocation. Any necessary adjustments based on this year's wage enhancement grant approval will be made on the August EFT.

### **6) Reporting Requirements**

The licensee is required to provide the RRDSSAB with the following information using forms to be supplied by the RRDSSAB:

- A statement which attests that 100% of wage enhancement funding was provided directly to eligible child care staff with up to \$2.00 per hour provided for wage plus up to 17.5 percent provided for benefits.
- Service and financial data required by the Ministry including:
  - Number of RECE FTEs receiving a full wage enhancement;
  - Number of Supervisor FTEs receiving a full wage enhancement;
  - Number of other program FTEs receiving a full wage enhancement;
  - Number of RECE FTEs receiving a partial wage enhancement;
  - Number of Supervisor FTEs receiving a partial wage enhancement;
  - Number of other program FTEs receiving a partial wage enhancement.

Rather than subtracting sick hours and adding in supply hours the licensee may have chosen to include the total hours worked for a position on its application and then pay whichever staff worked the hours this year. Where the licensee has chosen to combine staff positions on its wage enhancement application the licensee must ensure that records are kept on file for actual hours worked for each position from January 1, 2018 to December 31, 2018 and be prepared to present these upon request to the RRDSSAB.

### **7) Reconciliation**

Reconciliation of wage enhancement funding will be completed on the total number of FTEs funded by the licensee. In instances where the wage enhancement allocation for a position exceeds the actual hours worked this year the RRDSSAB will recover unused funds from the licensee.

To support the reconciliation of wage enhancement funding the licensee agrees to:

- Participate in a wage enhancement reconciliation and compliance audit to confirm adherence with this Agreement. Licensees selected for a wage enhancement audit will be notified in advance and provided with further information to prepare for the audit.
- Retain records pertinent to the information provided in the wage enhancement application.
- Track salaries and benefits payments separately.
- Permit RRDSSAB staff to enter, at reasonable times, any premises used by the licensee in connection with the provision of wage enhancement and retention of records to inspect all records relating to the delivery of wage enhancement.
- Provide quarterly year-to-date reports that include actual and projected wage enhancement expenditures, revenue and all other service data information – "Schedule 3".
- Include a separate line within its audited financial statements for each wage enhancement revenue and wage enhancement operating expenses.

In the event that the RRDSSAB determines that the licensee has failed to meet the funding conditions

outlined in their agreement for the provision of wage enhancement funding, the RRDSSAB will recover all misused funds. Additionally, non-compliant licensees may be deemed ineligible to receive future wage enhancement funding.

Thank you for your continued commitment to your staff, and the children and families in your community. If you have any questions regarding this agreement please contact me at [tfretter@rrdssab.on.ca](mailto:tfretter@rrdssab.on.ca) or (807) 274-5349 ext. 241.

Sincerely,



Tanis Fretter  
Integrated Services Manager

Attachment

cc: Neva Carlson, Child Care Manager, Fort Frances Day Care  
Dawn Galusha, Deputy Treasurer, Town of Fort Frances  
Wendy Tilbury, Finance Supervisor, Rainy River DSSAB

I, \_\_\_\_\_ have the authority to bind the **Town of Fort Frances** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Town of Fort Frances Corporation** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018**

# Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2018)

## CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name: Fort Frances Children's Complex  
 Operator Name: Fort Frances Children's Complex JW Walker  
 Licence Number: 0006668  
 Auspice Type: Non-Profit Operation  
 Centre / Agency Mailing Address: 1150 Portage Avenue  
 Fort Frances Ontario  
 P9A 2B1

## CONTACT INFORMATION

Name: Neva Carlson  
 Phone Number: (807) 274-5457  
 Email Address: ncarlson@fort-frances.com

## CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2017: 52  
 Standard work week (hours): 24  
 Total Operating Capacity (N/A for Home Child Care Provider agencies): 13  
 Total Licensed Capacity (N/A for Home Child Care Provider agencies): 30

## SERVICE DATA

Number of ineligible\* RECES: 0  
 Number of ineligible\* Non-RECES: 0  
 Number of ineligible\* Supervisors: 0  
 Number of ineligible\* Home Visitors: 0  
 \*Hourly rate exceeds cap

EMPLOYEE / POSITION INFORMATION				WAGE ENHANCEMENT DETERMINATION							
Position Description	New Position created during Jan 1 - Dec 31, 2017? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2017)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 School Age Teacher 1	NO	RECE	\$ 25.83	1,433.50	100%	Partial	\$ 1.24	0.82	\$ 1,777.54	\$ 311.07	\$ 2,088.61
2 School Age Teacher 2	NO	RECE	\$ 25.83	1,433.50	100%	Partial	\$ 1.24	0.82	\$ 1,777.54	\$ 311.07	\$ 2,088.61
3 Interim Replacement 4	NO	Non-RECE	\$ 20.54	475.00	100%	Full	\$ 2.00	0.27	\$ 950.00	\$ 166.25	\$ 1,116.25
SUMMARY											
Fully Eligible Positions											
RECE - \$ 0.00 \$ 0.00 \$ 0.00											
Non-RECE 0.27 \$ 950.00 \$ 166.25 \$ 1,116.25											
Supervisor - \$ 0.00 \$ 0.00 \$ 0.00											
Home Visitor - \$ 0.00 \$ 0.00 \$ 0.00											
SUB-TOTAL 0.27 \$ 950.00 \$ 166.25 \$ 1,116.25											
Partially Eligible Positions											
RECE 1.63 \$ 3,555.08 \$ 622.14 \$ 4,177.22											
Non-RECE - \$ 0.00 \$ 0.00 \$ 0.00											
Supervisor - \$ 0.00 \$ 0.00 \$ 0.00											
Home Visitor - \$ 0.00 \$ 0.00 \$ 0.00											
SUB-TOTAL 1.63 \$ 3,555.08 \$ 622.14 \$ 4,177.22											
TOTAL 1.90 \$ 4,505.08 \$ 788.39 \$ 5,293.47											
SUPPLEMENTAL GRANT											
GRAND TOTAL \$ 285.72 \$ 5,579.19											

## CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2017.

Name of Signing Authority:

Title:

Date:

(To be completed by CMS/MDSSAB only)

## APPROVAL

The child care centre / agency is approved for the following:

# of FTE: 1.9 Salary: \$ 4,505.08 Benefit: \$ 788.39 Supplemental Grant: \$ 285.72 Total: \$ 5,579.19

APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018



**APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018**

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2018)

CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name: Fort Francois Children's Complex  
Operator Name: Fort Francois Day Care  
Licence Number: 08903  
Auspice Type: Non-Profit Operation  
Centre / Agency Mailing Address: 1150 Portage Avenue  
Fort Francois Ontario  
P9A 2B1

CONTACT INFORMATION

Name: Neva Carlson  
Phone Number: (807) 274-5457  
Email Address: neva@fort-francois.com

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2017  
Standard work week (hours) 52  
Total Operating Capacity (N/A for Home Child Care Provider agencies) 37.5  
Total Licensed Capacity (N/A for Home Child Care Provider agencies) 32  
44

SERVICE DATA

Number of ineligible RECES 2  
Number of ineligible Non-RECES 0  
Number of ineligible Supervisors 0  
Number of ineligible Home Visitors 0  
\*Hourly rate exceeds cap 0

EMPLOYEE / POSITION INFORMATION				WAGE ENHANCEMENT DETERMINATION			
Position Description	New Position created during Jan 1 - Dec 31, 2017? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	Total Compensation
1 Toddler Room 1 A	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
2 Toddler Room 1 B	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
3 Toddler Room 2 A	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
4 Toddler Room 2 B	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
5 Preschool A	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
6 Preschool B	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
7 Preschool C	NO	RECE	\$ 25.83	100%	Partial	\$ 1.24	\$ 338.74
8 Float Staff	NO	Non-RECE	\$ 20.54	100%	Full	\$ 2.00	\$ 4,009.53
9 Interim Replacement 1	NO	Non-RECE	\$ 20.54	100%	Full	\$ 2.00	\$ 4,009.53
10 Interim Replacement 2	NO	Non-RECE	\$ 20.54	100%	Full	\$ 2.00	\$ 4,009.53
SUMMARY				FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions				RECE	\$ 0.00	\$ 0.00	\$ 0.00
Non-RECE				Supervisor	\$ 11,106.00	\$ 1,943.90	\$ 13,051.90
Home Visitor				Supervisor	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL				RECE	\$ 11,106.00	\$ 1,943.90	\$ 13,051.90
Partially Eligible Positions				RECE	\$ 13,604.66	\$ 2,360.82	\$ 15,965.48
Non-RECE				Supervisor	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor				Supervisor	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL				RECE	\$ 13,604.66	\$ 2,360.82	\$ 15,965.48
TOTAL				RECE	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
SUPPLEMENTAL GRANT				RECE	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL				RECE	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
GRAND TOTAL				RECE	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2017.

Name of Signing Authority:

Title:

Date:

(To be completed by CMS/DSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE 9.42 Salary 24,712.66 Benefit 4,324.72 Supplemental Grant 1,412.84 Total 30,450.21

APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018