



## DNSSAB BOARD MEETING POST-MEETING AGENDA

Date: **Wednesday, April 23, 2025, 1:00 p.m.**  
Location: **DNSSAB Boardroom**  
**200 McIntyre Street East, North Bay, ON, P1B 8V6**

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Pages

**1. Call to Order**

**Recommended Motion:**

THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the DNSSAB Board Meeting of **April 23, 2025**, at **1:14 PM**.

**1.1 Declaration of Conflict of Interest**

**2. Opening Remarks by the Chair**

**3. Approval of Agenda**

**Recommended Motion:**

THAT the DNSSAB Board accept the Agenda for the **April 23, 2025**, Board meeting.

**4. Approval of Minutes**

3

**Recommended Motion:**

THAT the DNSSAB Board adopt the minutes of the **March 26, 2025**, proceedings of the Community Services Committee meeting and the DNSSAB Board meeting.

**5. Delegations**

There are no Delegations for the April 23, 2025, DNSSAB Board meeting.

**6. CAO Verbal Update**

**Recommended Motion:**

THAT the DNSSAB Board receive the CAO's Verbal Update as presented to the Board on **April 23, 2025**.

**7. Consent Agenda**

*All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.*

**Recommended Motion:**

THAT the Board receives for approval, Consent Agenda item 7.1

**7.1 Early Learning and Child Care Sector Update, CS-2025-001** 11

**8. Managers' Reports**

**8.1 Buprenorphine (Suboxone) Program Outline, PS-2025-006** 31

**9. Move In Camera**

**Recommended Motion:**

THAT the DNSSAB Board move in-camera on **April 23, 2025** at **1:54 PM** to discuss matters of negotiation.

**9.1 Item 1**

**9.2 Item 2**

**9.3 Item 3**

**9.4 Back to Open Session**

**10. Adjourn In Camera**

**Recommended Motion:**

THAT the DNSSAB Board approve the actions and directions discussed within the **April 23, 2025**, in-camera session.

**11. Other / New Business**

**12. Next Meeting Date**

The next DNSSAB Board meeting will be held on **May 28, 2025**.

**13. Adjournment**

**Recommended Motion:**

THAT the DNSSAB Board Meeting of **April 23, 2025**, be adjourned at **2:38 PM**.



## COMMUNITY SERVICES COMMITTEE MEETING

### MINUTES OF PROCEEDINGS

**Date:** March 26, 2025, 12:30 p.m.  
**Location:** DNSSAB Boardroom  
200 McIntyre Street East, North Bay, ON, P1B 8V6

**Members Present:** Chair Ethel LaValley  
Vice Chair Mélanie Chenier  
Chris Mayne  
Dan O'Mara  
Jamie Restoule  
Justine Mallah  
Lana Mitchell  
Maggie Horsfield  
Mark King  
Terry Kelly

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#### 1. Call to Order

The Chair called the meeting to order at 12:34 PM.

**Resolution #: CSC 2025-05**

Moved by: Maggie Horsfield

Seconded by: Justine Mallah

THAT the Committee accepts the Roll Call as read by the Recording Secretary for the Community Services Committee meeting of **March 26, 2025, at 12:34 PM.**

**CARRIED**

#### 1.1 Declaration of Conflict of Interest

No conflicts were declared.

**2. Opening remarks by the Chair**

**3. Approval of Agenda**

**Resolution #: CSC 2025-06**

Moved by: Maggie Horsfield

Seconded by: Terry Kelly

THAT the Committee accept the Agenda for the **March 26, 2025**, Community Services Committee meeting.

**CARRIED**

**4. Delegations**

**4.1 Crisis Centre and LIPI Emergency Trusteeship Pilot**

**5. Consent Agenda**

**Resolution #: CSC 2025-07**

Moved by: Jamie Restoule

Seconded by: Mark King

THAT the Committee receives for approval/information, Consent Agenda items **5.1 and 5.2.**

**CARRIED**

**5.1 Employment Services Transformation Update, OW-2025-004**

**5.2 Centralization of OW Debt Management, OW-2025-005**

**6. Managers' Reports**

There was no Managers' Reports for the March 26, 2025, Community Services Committee meeting.

**7. Move In Camera**

An in-camera session was not required for the March 26, 2025, Community Services Committee meeting.

**8. Adjourn In Camera**

**9. Other / New Business**

No new business was brought before the Committee.

**10. Next Meeting Date**

**11. Adjournment**

**Resolution #: CSC 2025-08**

Moved by: Chris Mayne

Seconded by: Lana Mitchell

THAT the Community Services Committee meeting of **March 26, 2025**, be adjourned at **1:23 PM**.

**CARRIED**



**DNSSAB BOARD MEETING**  
**MINUTES OF PROCEEDINGS**

**Date:** March 26, 2025, 1:30 p.m.  
**Location:** DNSSAB Boardroom  
200 McIntyre Street East, North Bay, ON, P1B 8V6

Members Present: Chair Mark King  
Vice Chair Lana Mitchell  
Amanda Smith  
Chris Mayne  
Dan O'Mara  
Ethel LaValley  
Jamie Restoule  
Justine Mallah  
Maggie Horsfield  
Mélanie Chenier  
Peter Chirico  
Terry Kelly

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**1. Call to Order**

The Chair called the meeting to order at 1:42 PM.

**Resolution #: DNSSAB 2025-22**

Moved by: Vice Chair Lana Mitchell

Seconded by: Dan O'Mara

THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the DNSSAB Board Meeting of **March 26, 2025, at 1:42 PM.**

**CARRIED**

### **1.1 Declaration of Conflict of Interest**

Board members Lana Mitchell and Amanda Smith declared conflicts with item 8.2 as their employer receives funding from the DNSSAB.

## **2. Opening Remarks by the Chair**

## **3. Approval of Agenda**

### **Resolution #: DNSSAB 2025-23**

Moved by: Maggie Horsfield

Seconded by: Ethel LaValley

THAT the DNSSAB Board accept the Agenda for the **March 26, 2025**, Board meeting.

**CARRIED**

## **4. Approval of Minutes**

### **Resolution #: DNSSAB 2025-24-A**

Moved by: Dan O'Mara

Seconded by: Jamie Restoule

THAT the DNSSAB Board adopt the minutes of the **February 26, 2025**, proceedings of the Finance and Administration Committee Meeting.

**CARRIED**

### **Resolution #: DNSSAB 2025-24-B**

Moved by: Dan O'Mara

Seconded by: Justine Mallah

THAT the DNSSAB Board adopt the minutes of the **February 26, 2025**, proceedings of the DNSSAB Board Meeting.

**CARRIED**

## **5. Delegations**

### **5.1 Planet Youth**

**6. CAO Verbal Update**

**Resolution #: DNSSAB 2025-25**

Moved by: Ethel LaValley

Seconded by: Chris Mayne

THAT the DNSSAB Board receive the CAO's Verbal Update as presented to the Board on **March 26, 2025**.

**CARRIED**

**7. Consent Agenda**

**Resolution #: DNSSAB 2025-26**

Moved by: Mélanie Chenier

Seconded by: Jamie Restoule

THAT the Board receives for approval/ information, Consent Agenda item **7.1**.

**CARRIED**

**7.1 2025 Board Service Reimbursement Update, CORP-2025-006**

**8. Managers' Reports**

**8.1 2024 Response Time Standards Results, PS-2025-004**

**8.2 2025-26 Investments in Homelessness, HS-2025-009**

**Resolution #: DNSSAB 2025-27**

Moved by: Dan O'Mara

Seconded by: Terry Kelly

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts report HS-2025-009 and approves the recommended investments for Homelessness Prevention Program (HPP) and Reaching Home (RH), including the awarding of the RFP for District-wide Outreach and Unsheltered Supports, as outlined in the report.

**CARRIED**



**8.3 Housing Development Update, HS-2025-010**

**9. Move In Camera**

**Resolution #: DNSSAB 2025-28**

Moved by: Maggie Horsfield

Seconded by: Amanda Smith

THAT the DNSSAB Board move in-camera on **March 26, 2025**, at **3:03 PM** to discuss matters of negotiation.

**CARRIED**

**9.1 Item #1**

**9.2 Item #2**

**9.3 Item #3**

**9.4 Item #4**

**9.5 Item #5**

**9.6 Back to Open Session**

**10. Adjourn In Camera**

**Resolution #: DNSSAB 2025-29**

Moved by: Jamie Restoule

Seconded by: Terry Kelly

THAT the DNSSAB Board approve the action(s)/direction(s) discussed at the **March 26, 2025**, in-camera session.

**CARRIED**

**11. Other / New Business**

No new business was brought before the Board.

**12. Next Meeting Date**

**13. Adjournment**

**Resolution #: DNSSAB 2025-30**

Moved by: Peter Chirico

Seconded by: Amanda Smith

THAT the DNSSAB Board Meeting of **March 26, 2025**, be adjourned at **4:31 PM**.

**CARRIED**



## BOARD REPORT #CS-2025-001

☐ FOR INFORMATION

or

☒ FOR APPROVAL

**Date:** April 23, 2025

**Purpose:** Early Learning and Child Care Sector Update

**Department Head:** Lynn Démoré-Pitre, Director of Children's Services

**Approver:** Melanie Shaye, Chief Administrative Officer

### RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts Board Report CS-2025-01 and approves policies 5CS-ADM-14 and 5CS-ADM-17, attached as Appendix A and B.

### RELATIONSHIP TO STRATEGIC PLAN

#### Alignment with Strategic Plan 2022-2042: Healthy, Sustainable Communities

<input checked="" type="checkbox"/> <b>Maximize Impact</b>	<input type="checkbox"/> <b>Remove Barriers</b>	<input checked="" type="checkbox"/> <b>Seamless Access</b>	<input type="checkbox"/> <b>Learn &amp; Grow</b>
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Families with young children often need access to licensed child care services that are conveniently located near their homes or workplaces. The CWELCC Start-Up Funding and ELCC Infrastructure Funding are designed to support the District's Directed Growth Plan, which aims to create new full-day licensed child care spaces. These investments will enhance the plan's goals by providing sufficient funds to increase access to quality, accessible, affordable, and inclusive licensed child care services in underserved communities within the District.

### BACKGROUND

DNSSAB is the designated child care and early years service system manager responsible for planning and managing EarlyON child and family centres and licensed child care services throughout the District of Nipissing.

In 2021, the federal budget proposed an investment of up to \$27.2 billion over five years towards a national early learning and child care plan, starting in 2021-22 as part of initial five-year agreements.

On March 28, 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. The Province of Ontario committed \$13.2 billion over six years in collaboration with the federal government to support a national child care plan.

Funding under the CWELCC Agreement is used to enhance Ontario's existing early learning and child care system by increasing quality, accessibility, affordability, and inclusivity. The objectives include:

- Reducing parent fees for licensed child care to an average of \$10 per day by March 31, 2026.
- Creating 86,000 new high-quality, affordable licensed child care spaces (relative to 2019 levels), primarily through not-for-profit providers.
- Addressing barriers to inclusive child care.
- Valuing the early childhood workforce by providing training and development opportunities.

On March 31, 2025, the Ontario Ministry of Education released a memorandum which provides updates to the 2025 Ontario Child Care and Early Years Guidelines, which includes:

- Results of the provincial space target recalibration exercise.
- Updated information related to the CWELCC Start-Up Grant.
- Information on the Early Learning and Child Care Infrastructure Fund.
- Updated 2025 funding allocations and amended Transfer Payment Agreement.

The recalibration of Ontario's provincial space target has been completed to support the creation of 86,000 net new CWELCC spaces by the end of 2026. As part of this process, the Ministry assessed the actual CWELCC-enrolled space count as of December 31, 2024. For the Nipissing District, this means an allocation of 186 spaces to be created by December 31, 2026, including the spaces that were created in 2024. During this exercise, the not-for-profit threshold for the District was lowered from 88.8% to 87% to accommodate a request for expansion through for-profit service providers.

The CWELCC Start-Up Grant has been updated to align with recalibration targets, increasing the overall funding allocation for Nipissing District to over \$900,000. This funding aims to create new child care spaces in underserved communities and is available to all service providers. Eligible expenses include renovations, repairs to licensed facilities, purchase of play-based materials and equipment, non-consumable supplies/equipment, changes to outdoor play spaces, and leasehold improvements.

The ELCC Infrastructure Fund supports projects to increase inclusion in child care for underserved communities. For 2025, the fund allocates approximately \$135.1 million across the Province, with \$70.5 million distributed equally among all service system managers (\$1.5

million each) and \$64.6 million allocated proportionally based on each manager's share of revised 2025 and 2026 community-based child care space targets. DNSSAB received an allocation of over \$2 million to support infrastructure projects aimed at creating not-for-profit community-based child care spaces in underserved communities in 2025/2026. Eligible expenses include new construction, renovations, retrofits, purchase of land or buildings, play-based materials and equipment, non-consumable supplies/equipment, changes to outdoor play spaces, and leasehold improvements.

In July, all service system managers will be required to report to the ministry how the funding will be used to support the expansion of spaces (2025 and 2026 spaces) and their ability to commit funds by December 2025.

### Policies

DNSSAB's policies, practices and guidelines are planned and implemented to reflect legislation, regulations, directives, and best practices, which include the Ontario Child Care and Early Years Funding Guidelines for Consolidated Municipal Managers and District Social Services Administration Boards.

The Ministry of Education encourages service system managers to adopt a standard approach to managing the ongoing implementation of the CWELCC System across the district.

The Canada-Wide Early Learning and Child Care System Policy: Start-Up Grant Funding (attached as Appendix A) has been updated to align with the recent memorandum, updated guidelines, best practices, and local priorities. The purpose of the CWELCC Start-Up Grant Funding is to support the District's growth plan by funding the creation of new full-day licensed child care spaces for children under six years of age, regardless of auspice. The policy covers areas such as funding applications, processing applications, eligible and ineligible expenditures, quotations, maximum allocations, reporting and reconciliations, appeals, and more. Specifically, the policy has been updated to clarify the per space funding amounts and participation requirements in the CWELCC System.

The Canada-Ontario Early Learning and Child Care: Infrastructure Fund policy (attached as Appendix B) has been created to align with the recent memorandum, updated guidelines, best practices, and local priorities. The purpose of the ELCC Infrastructure Fund is to support the District's growth plan by funding the creation of new full-day not-for-profit licensed child care spaces for children under four years of age. The policy covers areas such as restrictions, funding applications, processing applications, eligible and ineligible expenditures, quotations, reporting and reconciliations, appeals, and more.

## FINANCIAL AND RISK CONSIDERATIONS

As previously noted, DNSSAB's 2025 funding allocation has been updated to reflect the recent changes. Despite increased investments to support the expansion of licensed child care services, the CWELCC Cost-Based allocation has been reduced by over \$1 million. This reduction does not threaten the financial viability of the early years and child care sector at this time, as the sector continues to operate at a lower capacity, providing some flexibility within the allocation. Additionally, the reduction in cost-based funding has triggered a further reduction in DNSSAB's administration allocation by approximately \$8,000. This is after a decrease of over \$600,000 in administration funding in 2024.

The attached policies are intended to mitigate potential risk by ensuring further alignment with ministry guidelines, best practices, and local priorities. Furthermore, they will support a fair, equitable, accountable, and transparent decision-making process.

## OPTIONS AND/OR RECOMMENDATIONS

As stated in Recommendation above.

## NEXT STEPS

Following Board approval, Infrastructure Guidelines, including information related to the CWELCC Start-Up Grant and ELCC Infrastructure policies will be made available on the [DNSSAB Website](#).

DNSSAB will continue to collaborate closely with early years and child care service providers to ensure appropriate support is provided as the CWELCC System is implemented across the province.

Additionally, DNSSAB will maintain communication through various methods (e.g., website, guidelines, memorandums) to ensure that information related to policies, guidelines, funding opportunities, and more, reaches service providers throughout the District.

The Board will continue to receive updates as additional information becomes available.

## RESOURCES CITED

DNSSAB Website: [DNSSAB | Guidelines & Applications](#)

Ministry of Education Guidelines: [Ontario Child Care and Early Years Funding Guidelines. Chapter 5: Infrastructure Guideline](#)

**AUTHOR:** Lynn Démoré-Pitre, Director of Children's Services

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-14
Policy	Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding		
Effective Date	June 2023	Annual Review	April 2024
Revision Date	April 2025	Board Approval	

## 1. **Policy Statement**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation, and contribute to the economic recovery.

In 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. This initiative aims to enhance access to licensed child care by creating high-quality, affordable, flexible, and inclusive spaces for children under six in targeted locations and for populations most in need. The Start-Up Grant Funding will facilitate growth by establishing licensed child care spaces in districts with lower availability.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to distributing CWELCC Start-Up Grant funding to service providers through a fair, accountable, and transparent process, ensuring the delivery of quality early learning and child care programs throughout the Nipissing District.

## 2. **Goals, Objectives and Purpose**

- Create additional high quality, accessible and affordable Licensed Child Care spaces for eligible children in targeted locations and for populations most in need.
- Address barriers to inclusive early learning and child care services.
- Ensure a fair, equitable, transparent and consistent implementation of the CWELCC System.
- Define a policy and adopt a standard approach in managing Funding applications and allocations.
- Ensure fairness among all Licensed Child Care Service Providers.
- Ensure equity, openness, accountability and transparency.
- Obtain the best value for public funds.
- Maintain the integrity of the process.
- Administer Funds within the discretion of the Ontario Child Care Early Years Funding Guidelines for Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-14
Policy	Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding		
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### 3. **Persons or Groups Affected**

- Licensed Child Care Service Providers, enrolled in the CWELCC System with an existing Agreement with DNSSAB, no matter the auspice.

### 4. **Restrictions**

- Funding availability is contingent on Ministry funding and the DNSSAB Children's Services budget.
- Service Providers must commit to participating in the CWELCC System for at least seven years from the start of operations to be eligible for funding.
- Applications for new licensed child care spaces must align with the District's Directed Growth Plan and service system priorities.
- Providers must maintain the approved number of child care spaces within the district for a minimum of seven years.
- Funding does not cover capital projects for Licensed Child Care programs operating during school hours for kindergarten and school-aged children, as well as before and after school programs.

### 5. **Policy**

- DNSSAB may provide funding to Licensed Child Care Service Providers to support the creation of new child care spaces for children under six in neighborhoods with lower availability rates, in alignment with the District's Directed Growth Plan and service system priorities.
- Funding must support projects that create, retrofit, renovate, or expand child care facilities to accommodate the maximum group size for each age grouping for children under six.
- To receive funding, Service Providers must participate in the CWELCC System for at least seven years from the first day of operation of the new child care spaces.
- The proposed new spaces must enhance access to full-day licensed child care for children from infancy to four years of age in communities with vulnerable children and diverse populations. This includes, but is not limited to:
  - Children living in low-income families
  - Children with exceptional needs



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- Indigenous children
- Black or other racialized children
- Children of newcomers to Canada
- Francophone children
- Families requiring more flexible care models, such as evening, weekend, and overnight care.

#### Funding Applications

- DNSSAB will consider funding applications on an ongoing basis, subject to funding availability and policies and guidelines.
- Applications and guidelines will be accessible to all service providers and posted on DNSSAB's Children's Services website.
- Service providers wishing to apply for funding must complete the application in the prescribed manner.
- The estimated completion date for the proposed new spaces should be no later than December 31<sup>st</sup>, 2026.
- Requests must:
  - be supported, where appropriate, by relevant documentation/plan
  - be supported by quotes (in accordance with the required quotations as described in this policy and within the agency's purchasing policy and process) and current-year receipts and/or paid invoices, where applicable.

#### Processing Applications

- Upon receiving all required information and documentation, DNSSAB will review and process the Service Provider's application within 20 business days, in accordance with the established budget, priorities, policies, and guidelines.
- When approving applications for Funding, DNSSAB will consider:
  - Alignment of the new spaces with Ontario's Access and Inclusion Framework, Nipissing's Directed Growth Plan and service system priorities.
  - Cost-effectiveness.
  - Available operating funding.
  - Capacity of the program to access funds through other means.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-14
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- Program budget and financial history.
- Child care licensing history.
- Current licensed and operational capacity.
- Age groups served.
- Long-term viability.
- Investment in quality and inclusive programming.
- DNSSAB will also consider and monitor the portion of not-for-profit and for-profit new spaces created to maintain the current rate of not-for-profit spaces (87%) in accordance with provincial guidelines and the CWELCC agreement.

#### Eligible Expenditures

- Service Providers will be eligible to receive a grant of up to \$350,000 for every 20 child care spaces created in a centre-based child care setting.
  - Eligible expenses for licensed child care centres include:
    - Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in *Section 19 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014*.
    - Non-consumable supplies/equipment to support the ongoing regular operation of the child care program. For example, appliances, IT, supplies to support learning environments while adhering to health and safety requirements.
    - Retrofits, renovations, additions, or repairs to Licensed Child Care facilities or potential child care facilities as approved by DNSSAB.
    - Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the Service Provider continues to comply with *Section 24 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014*. Funding to cover the costs incurred to make outdoor play space changes are subject to the overall project cap of \$350,000 per 20 child care spaces created.
    - Leasehold improvements.
- Home Child Care Agencies will be eligible to receive grants of up to \$1,200 per CWELCC space created, to a maximum of \$7,200 per provider.
  - Eligible expenses for home child care agencies include:

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- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in *Section 27 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014* that can be transferred between home child care providers as required.

#### Ineligible Expenses

- The following expenses are not eligible for CWELCC Start-Up Grant funding:
  - Purchase of land or buildings
  - Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans
  - Property taxes
  - Expenditures related to 6-12 years age groups
  - School-based child care spaces
  - Indoor and outdoor renovations, additions or repairs to home child care agency premises or potential home child care provider premises.

#### Quotations

- Service Providers must solicit and submit the minimum number of quotes as outlined in the chart below, while adhering to the agency's procurement policy and process.
- If unable to meet the established quotation requirement due to a supplier's special knowledge, skills, or expertise, the Service Provider must demonstrate that every effort was made to meet the requirement, including providing written documentation of the failed search.

Quotation Requirements for Purchase of Goods and Services	
\$0 – \$24,999	1 written quote detailing purchase and/or scope of work to be completed
\$25,000 - \$49,999	2 written quotes detailing purchase and/or scope of work to be completed
\$50,000 - \$99,999	3 written quotes detailing purchase and/or scope of work to be completed

District of Nipissing Social Services Administration Board			
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\$100,000 +	Request for Proposal or Request for Tender strongly encouraged, when feasible or 3 written quotes detailing purchase and/or scope of work to be completed
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#### Funding Allocations

- DNSSAB may provide funding to Service Providers based on demonstrated cash needs to minimize large advance lump sum payments.
- Service Providers must complete the work and utilize the funding by December 31, 2026.

#### Reporting and Reconciliations

- Service Providers receiving funding must reconcile the allocation with actual expenditures in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, Service Providers must submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through this process.
- If a Service Provider withdraws from CWELCC or ceases operations prior to the end of the required 7-year commitment, DNSSAB will recover the funding and return it to the ministry as part of regular financial reporting.
- Any unused or misused funds will be recovered by DNSSAB.

#### Appeals

- Service Providers wishing to raise concerns or appeal funding decisions must complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up. The form will be available on DNSSAB's website.
- Upon receipt, DNSSAB will review and respond to the appeal within ten business days.

### **6. Annual Policy Update**

This policy will be updated annually to incorporate changes, best practices and addendums made to the Ontario Child Care Early Years Funding Guidelines for

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-14
Policy	Canada-Wide Early Learning and Child Care System: Start-Up Grant Funding		
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Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines.

## 7. **Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- “Act” means the [Child Care and Early Years Act, 2014, S.O. 2014, C.11](#) as amended, and the regulations thereunder.
- “Agreement” means a service agreement between the DNSSAB and Child Care Service Provider.
- “Board” means the Board of Directors of the Nipissing District Social Services Administration Board.
- “Business Days” means any working day, Monday to Friday inclusive, excluding Statutory or other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; National Day of Truth and Reconciliation; Thanksgiving Day; Remembrance Day; Christmas Day, Boxing Day and any other day which DNSSAB has elected to be closed for business.
- “Children’s Services Budget” means Board approved department budget including authorized revisions.
- “CWELCC” means the Canada-Wide Early Learning and Child Care System.
- “DNSSAB” means the District of Nipissing Social Services Administration Board;
- “Funding or Funds” means Start-Up Grant allocated to the Service Provider to support the creation of new, affordable, flexible and inclusive child care spaces for children under six years of age in targeted locations and for populations most in need.
- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.

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- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.

#### 8. **References and Related Statements of Policy and Procedure**

- Ontario Child Care Early Years Funding Guidelines for Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines (Ministry of Education, updated annually).
- Child Care and Early Years Act, 2014 (CCEYA).
- 5CS-ADM Policy 13 – Canada-Wide Early Learning and Child Care System.
- 5CS-ADM Policy 17 – Canada-Ontario Early Learning and Child Care Infrastructure Fund.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-17
Policy	Canada-Ontario Early Learning and Child Care: Infrastructure Fund		
Effective Date	April 2025	Annual Review	
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## 1. **Policy Statement**

The Government of Canada has identified child care as a national priority.

The Canada-Ontario Early Learning and Child Care Infrastructure Fund (ELCC Infrastructure Fund) supports infrastructure projects to enhance child care inclusion for underserved communities by creating new, not-for-profit licensed child care spaces. The Fund aligns with Ontario's Access and Inclusion Framework and Nipissing's Directed Growth Plan and service system priorities. Additionally, it complements the CWELCC Start-Up Grant Funding.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to distributing ELCC Infrastructure Fund to not-for-profit service providers through a fair, accountable, and transparent process, ensuring the delivery of quality early learning and child care programs throughout the Nipissing District.

## 2. **Goals, Objectives and Purpose**

- Create additional high quality, accessible and affordable Licensed Child Care spaces in underserved communities.
- Address barriers to inclusive early learning and child care services.
- Ensure a fair, equitable, transparent and consistent implementation.
- Define a policy and adopt a standard approach in managing Funding applications and allocations.
- Ensure fairness among all not-for-profit Licensed Child Care Service Providers.
- Ensure equity, openness, accountability and transparency.
- Obtain the best value for public funds.
- Maintain the integrity of the process.
- Administer Funds within the discretion of the Ontario Child Care Early Years Funding Guidelines for Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines.

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### 3. **Persons or Groups Affected**

- Not-for-profit Licensed Child Care Service Providers, enrolled in the CWELCC System with an existing Agreement with DNSSAB.

### 4. **Restrictions**

- Funding availability is contingent on Ministry funding and the DNSSAB Children's Services budget.
- Service Providers must commit to participating in the CWELCC System for at least seven years from the start of operations to be eligible for funding.
- Applications for new licensed child care spaces must align with the District's Directed Growth Plan and service system priorities.
- Providers must maintain the approved number of child care spaces within the district for a minimum of seven years.
- Licensed Home Child Care agencies, For-Profit Child Care Centres, and Service Providers operating school-based child care centres are ineligible for the ELCC Infrastructure Fund.

### 5. **Policy**

- DNSSAB may provide funding to not-for-profit Licensed Child Care Service Providers to support the creation of new child care spaces for children under four years of age (excluding children eligible to attend junior kindergarten) in neighborhoods with lower availability rates, in alignment with the District's Directed Growth Plan and service system priorities.
- Funding must support projects that create, retrofit, renovate, or expand child care facilities to accommodate the maximum group size for each age grouping for children under four years of age.
- To receive funding, Service Providers must participate in the CWELCC System and continue operating in the facility for at least seven years from the first day of operation of the new child care spaces.
- The proposed new spaces must enhance access to full-day licensed child care for children from infancy to four years of age in communities with vulnerable children and diverse populations. This includes, but is not limited to:



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- Communities in rural and remote regions.
- Communities in high-cost urban areas.
- Communities with low-income households.
- Communities with barriers to access to child care including, but not limited to:
  - Parent, caregivers and Children with exceptional needs.
  - Indigenous communities.
  - Black or other racialized communities.
  - Communities with newcomers to Canada.
  - Official language minority communities, including Francophone children.
- Families requiring more flexible care models, such as evening, weekend, and overnight care.
- Projects in receipt of ELCC Infrastructure Funding must be built in accordance with the Child Care and Early Years Act, 2014, S.O. 2014, C.11., Ontario's Building Code and the *Accessibility for Ontarians with Disabilities Act, 2005* and other applicable legislation.

#### Funding Applications

- DNSSAB will consider funding applications on an ongoing basis, subject to funding availability and policies and guidelines.
- Applications and guidelines will be accessible to all service providers and posted on DNSSAB's Children's Services website.
- Service providers wishing to apply for funding must complete the application in the prescribed manner.
- The estimated completion date for the proposed new spaces should be no later than December 31<sup>st</sup>, 2026.
- Requests must:
  - be supported, where appropriate, by relevant documentation/plan
  - be supported by quotes (in accordance with the required quotations as described in this policy and within the agency's purchasing policy and process) and current-year receipts and/or paid invoices, where applicable.

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### Processing Applications

- Upon receiving all required information and documentation, DNSSAB will review and process the Service Provider's application within 20 business days, in accordance with the established budget, priorities, policies, and guidelines.
- When approving applications for Funding, DNSSAB will consider:
  - Alignment of the new spaces with Ontario's Access and Inclusion Framework, Nipissing's Directed Growth Plan and service system priorities.
  - Cost-effectiveness.
  - Available operating funding.
  - Capacity of the program to access funds through other means.
  - Program budget and financial history.
  - Child care licensing history.
  - Current licensed and operational capacity.
  - Age groups served (primarily eligible children and prioritizing the creation of full-time spaces).
  - Long-term viability.
  - Investment in quality and inclusive programming.

### Eligible Expenditures

- ELCC Infrastructure Fund funding must be used for projects required for child care facilities to be created, retrofitted, renovated, or expanded to accommodate a maximum group size for each age grouping for children aged from infancy up to 4 years of age (excluding children eligible to attend junior kindergarten) in accordance with *O. Reg. 137/15*. Eligible expenses include:
  - Purpose-built new construction, renovations, retrofits, and additions to community-based child care facilities, including expenses incurred through planning, design, and building stages.
  - Purchase of land or buildings.
  - Purchase of play-based materials, equipment, and furnishings (both indoors and outdoors) as outlined in *O. Reg. 137/15* under the *Child Care and Early Years Act, 2014, S.O. 2014, C.11*.
  - Purchase of non-consumable supplies/equipment to support the ongoing regular operation of the child care program (e.g., appliances, IT equipment,

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supplies to support learning environments while adhering to health and safety requirements).

- Changes to outdoor play space required as a result of the creation of new child care spaces to ensure compliance with *O. Reg. 137/15*.
- Leasehold improvements.

#### Ineligible Expenses

- The following expenses are not eligible for ELCC Infrastructure Fund funding:
  - Debt costs, including principal and interest payments related to capital loans, mortgage financing, and operating loans.
  - Property taxes.
  - Amortization of existing assets.
  - Operating expenses.
  - Expenditures related to licensed child care programs for kindergarten and school-aged children and before and after school programs.
  - Expenditures related to facilities owned by school boards.
  - Expenditures related to licensed home child care spaces.

#### Quotations

- Service Providers must solicit and submit the minimum number of quotes as outlined in the chart below, while adhering to the agency's procurement policy and process.
- If unable to meet the established quotation requirement due to a supplier's special knowledge, skills, or expertise, the Service Provider must demonstrate that every effort was made to meet the requirement, including providing written documentation of the failed search.

Quotation Requirements for Purchase of Goods and Services	
\$0 – \$24,999	1 written quote detailing purchase and/or scope of work to be completed
\$25,000 - \$49,999	2 written quotes detailing purchase and/or scope of work to be completed

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\$50,000 - \$99,999	3 written quotes detailing purchase and/or scope of work to be completed
\$100,000 +	Request for Proposal or Request for Tender strongly encouraged, when feasible or 3 written quotes detailing purchase and/or scope of work to be completed

### Funding Allocations

- DNSSAB may provide funding to Service Providers based on demonstrated cash needs to minimize large advance lump sum payments.
- Service Providers must complete the work and utilize the funding by December 31, 2026.

### Reporting and Reconciliations

- Service Providers receiving funding must reconcile the allocation with actual expenditures in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, Service Providers must submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through this process.
- If a Service Provider withdraws from CWELCC or ceases operations prior to the end of the required 7-year commitment, DNSSAB will recover the funding and return it to the ministry as part of regular financial reporting.
- Any unused or misused funds will be recovered by DNSSAB.

### Appeals

- Service Providers wishing to raise concerns or appeal funding decisions must complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up. The form will be available on DNSSAB's website.
- Upon receipt, DNSSAB will review and respond to the appeal within ten business days.

## **6. Annual Policy Update**

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This policy will be updated annually to incorporate changes, best practices and addendums made to the Ontario Child Care Early Years Funding Guidelines for Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines.

## 7. **Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- “Act” means the [Child Care and Early Years Act, 2014, S.O. 2014, C.11](#) as amended, and the regulations thereunder.
- “Agreement” means a service agreement between the DNSSAB and Child Care Service Provider.
- “Board” means the Board of Directors of the Nipissing District Social Services Administration Board.
- “Business Days” means any working day, Monday to Friday inclusive, excluding Statutory or other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; National Day of Truth and Reconciliation; Thanksgiving Day; Remembrance Day; Christmas Day, Boxing Day and any other day which DNSSAB has elected to be closed for business.
- “Children’s Services Budget” means Board approved department budget including authorized revisions.
- “CWELCC” means the Canada-Wide Early Learning and Child Care System.
- “DNSSAB” means the District of Nipissing Social Services Administration Board;
- “ELCC” means Early Learning and Child Care.
- “Funding or Funds” means Start-Up Grant allocated to the Service Provider to support the creation of new, affordable, flexible and inclusive child care spaces for children under six years of age in targeted locations and for populations most in need.
- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.

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- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.
- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.

#### **8. References and Related Statements of Policy and Procedure**

- Ontario Child Care Early Years Funding Guidelines for Consolidated Municipal Service Managers and District Social Services Administration Boards – Chapter 5: Infrastructure Guidelines (Ministry of Education, updated annually).
- Child Care and Early Years Act, 2014 (CCEYA).
- 5CS-ADM Policy 13 – Canada-Wide Early Learning and Child Care System.
- 5CS-ADM Policy 14 – Canada-Ontario Early Learning and Child Care Start-Up Grant Funding.



## BOARD REPORT #PS-2025-006

☒ FOR INFORMATION

or

☐ FOR APPROVAL

**Date:** April 23, 2025

**Purpose:** Buprenorphine (Suboxone) Program Outline

**Department Head:** Stephen Kirk, Chief of Paramedic Services

**Approver:** Melanie Shaye, Chief Administrative Officer

### RELATIONSHIP TO STRATEGIC PLAN

#### Alignment with Strategic Plan 2022-2042: Healthy, Sustainable Communities

<input checked="" type="checkbox"/> <b>Maximize Impact</b>	<input checked="" type="checkbox"/> <b>Remove Barriers</b>	<input checked="" type="checkbox"/> <b>Seamless Access</b>	<input checked="" type="checkbox"/> <b>Learn &amp; Grow</b>
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**Maximize Impact** – To complement existing medication access such as Naloxone and support community Opioid Use Disorder (OUD) treatment. The use of Buprenorphine will increase Paramedic response capacity to provide Opioid Antagonist Therapy (OAT) to support improved health outcomes and to provide an opportunity for referral pathways to more supportive addiction focused programs.

**Remove Barriers** – Currently OUD programs such as OAT's require patients to seek treatment or have exposure treatment in formal settings. This program offers immediate access to OATs following an opioid overdose and has clinical evidence to support increased access to treatment pathways.

**Seamless Access** – Buprenorphine is administered to consenting patients meeting the criteria without waitlist implications or delays in treatment.

**Learn & Grow** – As this is a relatively new program in the province of Ontario, the data retained will support current and future initiatives.

### BACKGROUND

In May of 2023, Cochrane District EMS implemented a pilot project to address increasing concern of Opioid Use Disorder (OUD). With the support of medical researchers Dr. Julia Samson and Dr. Louisa Marion-Bellemare who work with the Addictions Medicine Consult Team & Community Withdrawal Management Services at Timmins and District Hospital, the program was able to bring Buprenorphine to the front-line in an effort to provide ready access Opioid Antagonist Therapy (OAT) when patients are more probable to reach out for assistance in withdrawal management. This program has now been approved for Paramedic Services in the province of Ontario. The goal is to increase access points to treatment for OUD.

While the District of Nipissing has seen a decline in OUD mortality and opioid overdoses in general, it continues to be a concern in our communities.

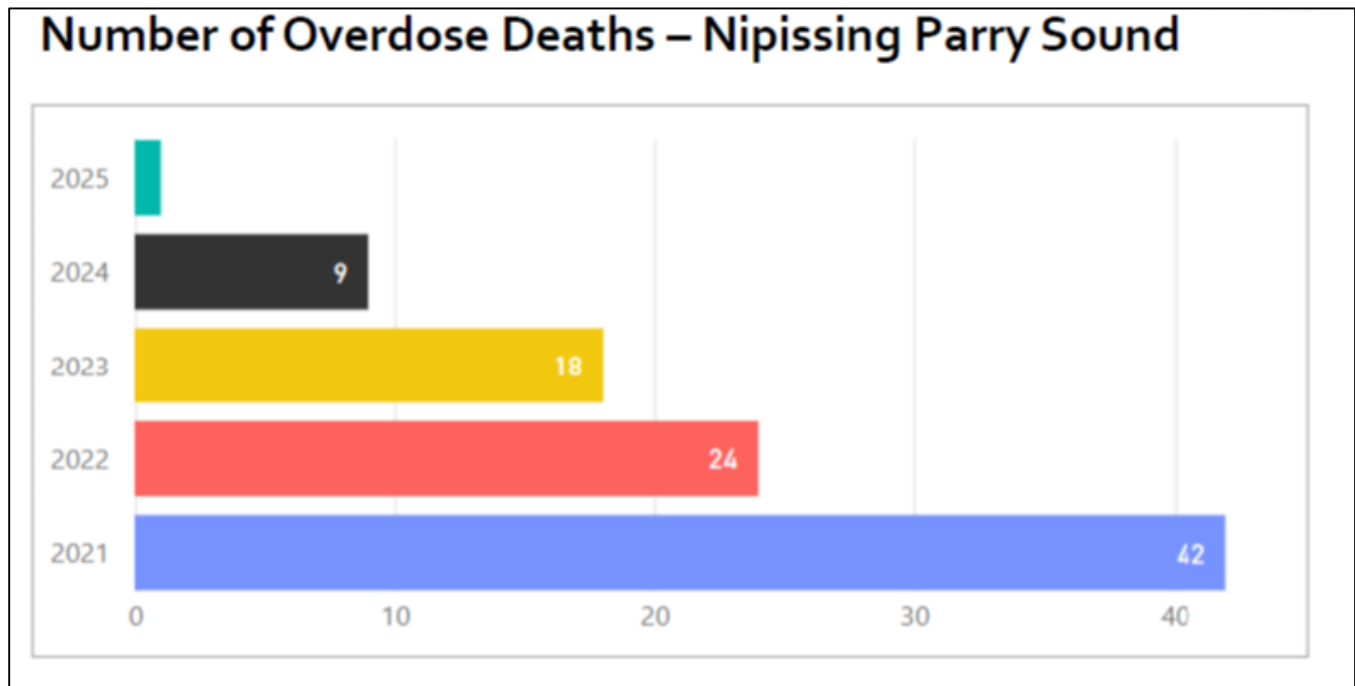


Figure 1. Number of overdose deaths in Nipissing Parry Sound. Adapted from *Overdose Early Warning System Report* (North Bay Parry Sound District Health Unit, 2025).

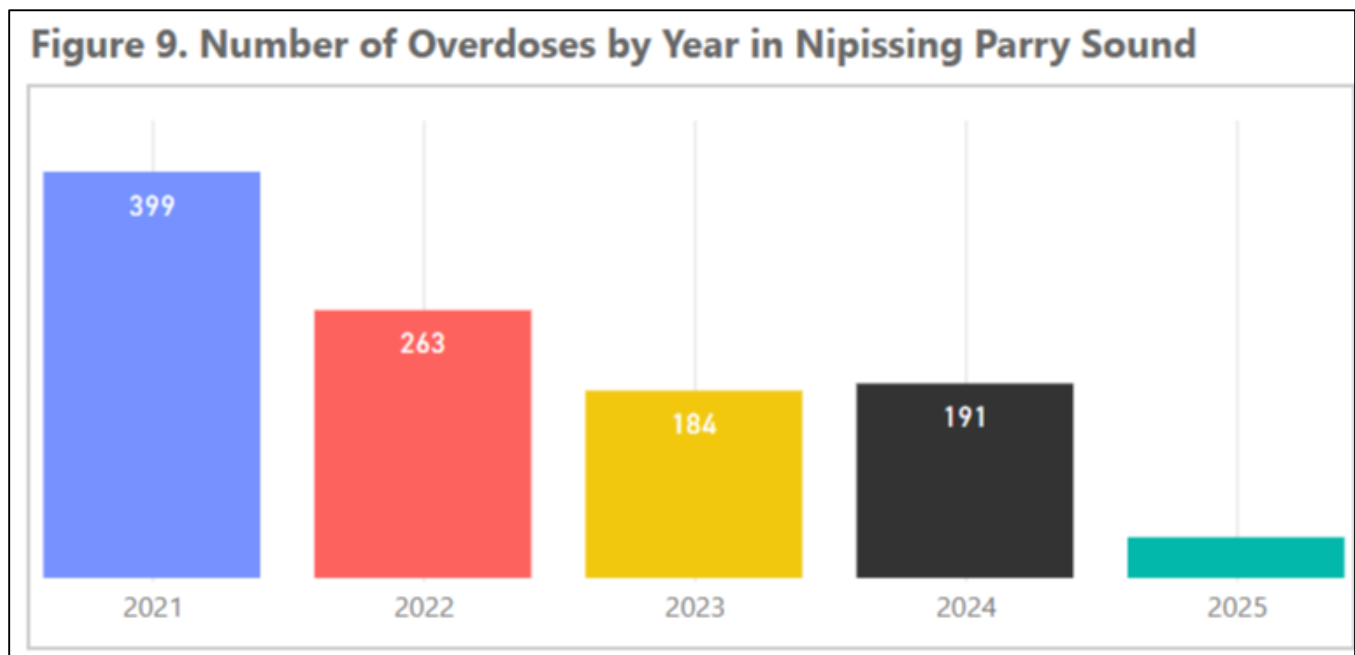


Figure 2. Number of overdoses by year in Nipissing Parry Sound. Adapted from *Overdose Early Warning System Report* (North Bay Parry Sound District Health Unit, 2025).

## PROGRAM AND IMPLEMENTATION

As authorized under Provincial law, Medical Directives enable paramedics to assess and confirm the patient is interested in treatment for OUD with Buprenorphine/Naloxone and has



discussed treatment options with the Paramedics. Patients who meet the criteria in the Medical Directive will have options for treatment. Patients will then be transported to an assigned destination where they will receive further care and referral to community partners that support addiction treatment.

The development of referral pathways has been discussed with West Nipissing General Hospital and North Bay Regional Health Centre, which also supports referrals from Mattawa General Hospital and Temiskaming District Hospital, as they currently have capacity for addictions patient intake. There is ongoing consultation with Renfrew County regarding pathways as the County of Renfrew Paramedic Service is currently initiating the OUD treatment directive. Training of paramedics is scheduled for May and June 2025 with a full program implementation projected for July 2025.

### **FINANCIAL AND RISK CONSIDERATIONS**

N/A

### **RESOURCES CITED**

North Bay Parry Sound District Health Unit. (2025). *Overdose Early Warning System Report*. Retrieved April 10, 2025, from <https://app.powerbi.com/view?r=eyJrIjoieYWI2Y2NiN2ltOGFhNi00ZTZjLWFiNTItZjI4MTEzODBiZWVlZDExliwidCI6IjgzZTZQ0ZDk4LTcwNTgtNDFINS1iODBiLWFIYWE4YzI0NTdlNyJ9&wmode=transparent>

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