

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012

Item 2, Report No. 14, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2012.

2 KID'S CLUB PROGRAM (BEFORE AND AFTER SCHOOL PROGRAM) NEW LICENSING REQUIREMENTS – WARDS 1, 2 AND 3

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Commissioner of Community Services, dated December 3, 2012:

Recommendation

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture and the Director of Budgeting and Financial Planning, recommends:

- 1) That the following report regarding the new licensing requirements for Before and After School Programs, including the Kid's Club program offered by the Recreation and Culture Department, be received; and,
- 2) That the Draft 2013 Operating Budget & 2014–16 Plan be adjusted to reflect the impact resulting from the legislative changes.

Contribution to Sustainability

Not Applicable.

Economic Impact

The new licensing requirements for Before and After School Programs results in the cancellation of a portion of the Recreation and Culture Kid's Club program effective November 19, 2012. The net loss to the 2012 Recreation and Culture operating budget is approximately \$38,000. There is a potential to mitigate this impact through favourable performance in other program areas, based on third quarter results.

The cancellation of the program will have an impact to the 2013 Recreation and Culture operating budget in the amount of \$235,239; reducing the overall cost recovery of the department by approximately 1.3% and result in a 0.16% tax rate increase, or \$1.88 increase on the average assessed household. In 2014, notwithstanding the opportunity to review other cost containment and/or revenue generating initiatives to mitigate the impact, an additional net full year impact of \$56,230 will result in a 0.036% tax rate increase once all remaining portions of the program are cancelled.

Communications Plan

In June of 2012, the York Catholic District School Board (YCDSB) communicated information on the new licensing requirements for Before and After School Programs to staff in Recreation and Culture. Following, there were several meetings with the YCDSB and Ministry of Education to understand the impact and the actions required as a result.

Affected residents were notified of upcoming changes by the YCDSB. Recreation and Culture also communicated with residents regarding registration and payment matters.

Purpose

The purpose of this report is to inform Council of the new licensing requirements for Before and After School Programs, resulting in the cancellation of a portion of the Kid's Club program offered

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012

Item 2, Finance Report No. 14 – Page 2

by the Recreation and Culture Department, due to the Ministry of Education legislative changes. This report also details the subsequent impact to the 2012 and 2013 Recreation and Culture operating budgets.

Background - Analysis and Options

In 2010, as part of the Ontario Government announcement of the full-day kindergarten program, the Ministry of Education introduced new legislation, mandating that all school boards provide a Before and After School Program for the kindergarten age group either directly or through a third-party provider licenced by the Ministry of Education, as part of the Day Nursery Act (DNA). During this two year transition period, school boards were required to inform their providers and work with them to meet the new licensing requirements. However, believing that municipal recreation was exempt from the licence requirements, the YCDSB did not inform City staff at that time.

On June 11, 2012 the YCDSB informed Recreation and Culture staff that a Day Nursery licence would be required in order for the City to continue offering the Before and After School, Kid's Club Program, for the upcoming school year.

The City of Vaughan has delivered the Kid's Club recreation program, both before and after school, at some local schools for over 20 years. At the commencement of the 2012 school year, the Kid's Club program operated in five York Catholic District elementary schools (Maple area: Holy Jubilee and Our Lady of Peace; Woodbridge area: St. Clement, St. Francis of Assisi and St. Margaret Mary).

Licensing Requirements

The new licensing requirements became mandatory when a) a provider offers programs for pre-school age children and/or b) when a program for school aged children exceeds three (3) hours daily. The combined hours of the Kid's Club Before and After School program exceeded three hours and included pre-school aged kids. In order to obtain a licence, extensive criteria and requirements must be met and include:

- Registered Early Childhood Educators (RECE's) at each location and in each room;
- Snacks and drinks for all children for each portion of the day((before and after school);
- Food storage and food preparation requirements;
- Accommodation for special dietary and feeding arrangements according to parents' instructions;
- In depth intake procedures for the children;
- Play rooms for different age-groups;
- Storing units for medical supplies; and,
- Building lighting and temperature requirements appropriate for each age group.

All of these requirements are in keeping with the operation of a daycare or day nursery. Recreation programs (camps, pre-school programs, etc.) are exempt from these requirements and prior to the new licensing requirements; the City was not required to meet all of these requirements for the Kid's Club programs offered at schools. It should be noted that many recreation programs can be operated in schools provided they do not fall within the Day Nursery Act guidelines. Examples of programs that can be offered without a licence are after school only programs for children 6-12 years of age and programs for less than three hours.

Recognizing the schools in question did not have another licenced provider in place, with the school year imminent and over 300 families already registered in the City of Vaughan recreation program, staff worked diligently and cooperatively with the school board and Ministry to pursue the licence from the Ministry. Best efforts by all parties were put forward so that the start of the

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012

Item 2, Finance Report No. 14 – Page 3

school year would not be disrupted for parents and children and to that end, in early September the Ministry issued the department a temporary licence (until November 16th, 2012) to allow time to understand the implications of obtaining a licence. It should be noted that as staff began communicating with the Ministry regarding the licence, they stated that it normally takes a new provider 12 to 18 months to obtain a licence, and that to achieve all the requirements before the start of the school year would be a challenge.

Program Review and Departmental Mandate

As part of the review and analysis of obtaining a licence staff considered a number of factors including that;

- daycare programs are not a service currently provided by the City;
- the Kid's Club program was identified as a standard desirable program as part of the Program Review (licenced daycare programs are not on the list);
- the additional costs (e.g for specialized staff and equipment), were not part of the 2012 approved operating budget; and,
- the strict non-negotiable timelines (i.e. November 16th).

Following the review staff met with the YCDSB to discuss any other models that could be applied without budget implications whilst keeping with the mandate of the department. Reluctantly and cooperatively with the school board it was determined that the decision to pursue the licence was no longer viable. Constrained to meet their obligations, the YCDSB asked if the City could continue until the expiration of the temporary licence to allow them time to select a fully licenced operator. It should be noted that the YCDB has licenced providers currently operating at other schools.

The Kid's Club Program will continue to be offered at Holy Jubilee and St. Margaret Mary Catholic Elementary Schools until June, 2013 for the afternoon program for 6 year olds and over (these programs do not currently require a licence)

Budget Impact

In an agreement with the school board, the City will continue to offer the after-school only component of the program at two schools until the end of the 2012/2013 school year. Continuing with the program at two locations will result in projected revenue of \$113,649 in 2013, with a favourable net impact of \$56,230 for these two sites.

With the changes to the remainder of the program, the 2013 Recreation and Culture operating budget will reflect a reduction of revenues and expenses in the amounts of \$503,312 and \$268,073 respectively; resulting in a net loss of \$235,239. The cancellation of the Kid's Club program, and the corresponding adjustment that is required to the 2013 Recreation and Culture Draft Operating Budget will reduce the department's overall cost recovery by approximately 1.3% and result in a 0.16% tax rate increase, or \$1.88 increase, on the average assessed household.

	2013			2014	
	Budget	Revised	Variance	Budget	Variance
Revenues	616,961	113,649	(503,312)	0	(113,649)
Expenses	325,402	57,329	(268,074)	0	(57,329)
Net	291,559	56,321	(235,238)	-	(56,321)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012

Item 2, Finance Report No. 14 – Page 4

The Recreation and Culture Department will be actively reviewing options to develop sustainable operating changes to mitigate the impact to the budget through cost containment and revenue generation opportunities.

The City has issued refunds and communicated all necessary details to all registered Kid's Club participants.

Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, this report will provide:

- **STRATEGIC GOAL:**
Service Excellence – Providing service excellence to citizens
- **STRATEGIC OBJECTIVES:**
Enhance and Ensure Community Safety, Health and Wellness.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

There are no regional implications as a result of this report.

Conclusion

Legislative changes by the Ministry of Education required all school boards to provide their own Before and After School Program or that any third-party providers must be licenced as part of the Day Nursery Act (DNA). Recognizing the short notice provided to the Recreation and Culture Department and with the school year imminent, staff worked cooperatively with the school board to pursue the licence from the Ministry, however it was identified quickly that a full licence could not be met within our current budget and constrained timelines.

Although the City will continue to operate a limited portion of the existing program which is not implicated by the legislative changes, the Recreation and Culture Department will review options to develop sustainable operating changes to mitigate the impact to the budget.

Attachments

None.

Report Prepared By

Mary Reali, Director of Recreation and Culture, ext. 8234
Paul Compton, Area Recreation Manager, ext. 8358
Sunny Bains, Business Services Manager, ext. 8336

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

FINANCE AND ADMINISTRATION COMMITTEE – DECEMBER 3, 2012

KID'S CLUB PROGRAM (BEFORE AND AFTER SCHOOL PROGRAM) NEW LICENSING REQUIREMENTS – WARDS 1, 2 AND 3

Recommendation

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture and the Director of Budgeting and Financial Planning, recommends:

- 1) That the following report regarding the new licensing requirements for Before and After School Programs, including the Kid's Club program offered by the Recreation and Culture Department, be received; and,
- 2) That the Draft 2013 Operating Budget & 2014–16 Plan be adjusted to reflect the impact resulting from the legislative changes.

Contribution to Sustainability

Not Applicable.

Economic Impact

The new licensing requirements for Before and After School Programs results in the cancellation of a portion of the Recreation and Culture Kid's Club program effective November 19, 2012. The net loss to the 2012 Recreation and Culture operating budget is approximately \$38,000. There is a potential to mitigate this impact through favourable performance in other program areas, based on third quarter results.

The cancellation of the program will have an impact to the 2013 Recreation and Culture operating budget in the amount of \$235,239; reducing the overall cost recovery of the department by approximately 1.3% and result in a 0.16% tax rate increase, or \$1.88 increase on the average assessed household. In 2014, notwithstanding the opportunity to review other cost containment and/or revenue generating initiatives to mitigate the impact, an additional net full year impact of \$56,230 will result in a 0.036% tax rate increase once all remaining portions of the program are cancelled.

Communications Plan

In June of 2012, the York Catholic District School Board (YCDSB) communicated information on the new licensing requirements for Before and After School Programs to staff in Recreation and Culture. Following, there were several meetings with the YCDSB and Ministry of Education to understand the impact and the actions required as a result.

Affected residents were notified of upcoming changes by the YCDSB. Recreation and Culture also communicated with residents regarding registration and payment matters.

Purpose

The purpose of this report is to inform Council of the new licensing requirements for Before and After School Programs, resulting in the cancellation of a portion of the Kid's Club program offered by the Recreation and Culture Department, due to the Ministry of Education legislative changes. This report also details the subsequent impact to the 2012 and 2013 Recreation and Culture operating budgets.

Background - Analysis and Options

In 2010, as part of the Ontario Government announcement of the full-day kindergarten program, the Ministry of Education introduced new legislation, mandating that all school boards provide a Before and After School Program for the kindergarten age group either directly or through a third-party provider licenced by the Ministry of Education, as part of the Day Nursery Act (DNA). During this two year transition period, school boards were required to inform their providers and work with them to meet the new licensing requirements. However, believing that municipal recreation was exempt from the licence requirements, the YCDSB did not inform City staff at that time.

On June 11, 2012 the YCDSB informed Recreation and Culture staff that a Day Nursery licence would be required in order for the City to continue offering the Before and After School, Kid's Club Program, for the upcoming school year.

The City of Vaughan has delivered the Kid's Club recreation program, both before and after school, at some local schools for over 20 years. At the commencement of the 2012 school year, the Kid's Club program operated in five York Catholic District elementary schools (Maple area: Holy Jubilee and Our Lady of Peace; Woodbridge area: St. Clement, St. Francis of Assisi and St. Margaret Mary).

Licensing Requirements

The new licensing requirements became mandatory when a) a provider offers programs for pre-school age children and/or b) when a program for school aged children exceeds three (3) hours daily. The combined hours of the Kid's Club Before and After School program exceeded three hours and included pre-school aged kids. In order to obtain a licence, extensive criteria and requirements must be met and include:

- Registered Early Childhood Educators (RECE's) at each location and in each room;
- Snacks and drinks for all children for each portion of the day((before and after school);
- Food storage and food preparation requirements;
- Accommodation for special dietary and feeding arrangements according to parents' instructions;
- In depth intake procedures for the children;
- Play rooms for different age-groups;
- Storing units for medical supplies; and,
- Building lighting and temperature requirements appropriate for each age group.

All of these requirements are in keeping with the operation of a daycare or day nursery. Recreation programs (camps, pre-school programs, etc.) are exempt from these requirements and prior to the new licensing requirements; the City was not required to meet all of these requirements for the Kid's Club programs offered at schools. It should be noted that many recreation programs can be operated in schools provided they do not fall within the Day Nursery Act guidelines. Examples of programs that can be offered without a licence are after school only programs for children 6-12 years of age and programs for less than three hours.

Recognizing the schools in question did not have another licenced provider in place, with the school year imminent and over 300 families already registered in the City of Vaughan recreation program, staff worked diligently and cooperatively with the school board and Ministry to pursue the licence from the Ministry. Best efforts by all parties were put forward so that the start of the school year would not be disrupted for parents and children and to that end, in early September the Ministry issued the department a temporary licence (until November 16th, 2012) to allow time to understand the implications of obtaining a licence. It should be noted that as staff began communicating with the Ministry regarding the licence, they stated that it normally takes a new

provider 12 to 18 months to obtain a licence, and that to achieve all the requirements before the start of the school year would be a challenge.

Program Review and Departmental Mandate

As part of the review and analysis of obtaining a licence staff considered a number of factors including that;

- daycare programs are not a service currently provided by the City;
- the Kid's Club program was identified as a standard desirable program as part of the Program Review (licenced daycare programs are not on the list);
- the additional costs (e.g for specialized staff and equipment), were not part of the 2012 approved operating budget; and,
- the strict non-negotiable timelines (i.e. November 16th).

Following the review staff met with the YCDSB to discuss any other models that could be applied without budget implications whilst keeping with the mandate of the department. Reluctantly and cooperatively with the school board it was determined that the decision to pursue the licence was no longer viable. Constrained to meet their obligations, the YCDSB asked if the City could continue until the expiration of the temporary licence to allow them time to select a fully licenced operator. It should be noted that the YCDB has licenced providers currently operating at other schools.

The Kid's Club Program will continue to be offered at Holy Jubilee and St. Margaret Mary Catholic Elementary Schools until June, 2013 for the afternoon program for 6 year olds and over (these programs do not currently require a licence)

Budget Impact

In an agreement with the school board, the City will continue to offer the after-school only component of the program at two schools until the end of the 2012/2013 school year. Continuing with the program at two locations will result in projected revenue of \$113,649 in 2013, with a favourable net impact of \$56,230 for these two sites.

With the changes to the remainder of the program, the 2013 Recreation and Culture operating budget will reflect a reduction of revenues and expenses in the amounts of \$503,312 and \$268,073 respectively; resulting in a net loss of \$235,239. The cancellation of the Kid's Club program, and the corresponding adjustment that is required to the 2013 Recreation and Culture Draft Operating Budget will reduce the department's overall cost recovery by approximately 1.3% and result in a 0.16% tax rate increase, or \$1.88 increase, on the average assessed household.

	2013			2014	
	Budget	Revised	Variance	Budget	Variance
Revenues	616,961	113,649	(503,312)	0	(113,649)
Expenses	325,402	57,329	(268,074)	0	(57,329)
Net	291,559	56,321	(235,238)	-	(56,321)

The Recreation and Culture Department will be actively reviewing options to develop sustainable operating changes to mitigate the impact to the budget through cost containment and revenue generation opportunities.

The City has issued refunds and communicated all necessary details to all registered Kid's Club participants.

Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, this report will provide:

- STRATEGIC GOAL:
Service Excellence – Providing service excellence to citizens
- STRATEGIC OBJECTIVES:
Enhance and Ensure Community Safety, Health and Wellness.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

There are no regional implications as a result of this report.

Conclusion

Legislative changes by the Ministry of Education required all school boards to provide their own Before and After School Program or that any third-party providers must be licenced as part of the Day Nursery Act (DNA). Recognizing the short notice provided to the Recreation and Culture Department and with the school year imminent, staff worked cooperatively with the school board to pursue the licence from the Ministry, however it was identified quickly that a full licence could not be met within our current budget and constrained timelines.

Although the City will continue to operate a limited portion of the existing program which is not implicated by the legislative changes, the Recreation and Culture Department will review options to develop sustainable operating changes to mitigate the impact to the budget.

Attachments

None.

Report Prepared By

Mary Real, Director of Recreation and Culture, ext. 8234
Paul Compton, Area Recreation Manager, ext. 8358
Sunny Bains, Business Services Manager, ext. 8336

Respectfully submitted,

Marlon Kallideen
Commissioner of Community Services