Policy Name: CWELCC Unexpected Costs

Policy Number CC-013-2025

Administrative Approval Date: March 4, 2025

Council Approval Date: NA

Most Recent Amendment Date: NA

Effective Date: March 4, 2025

By-law reference: NA

Supersedes: NA

1. Policy:

1.1 Licensed child care operators enrolled in CWELCC can apply for one-time funding for unexpected eligible costs above their Cost-Based Funding allocation. Operators must complete an application detailing the nature of the expense and any funding avenues explored.

1.2 As the Consolidated Municipal Service Manager, The District Municipality of Muskoka is responsible for approving applications in accordance with eligibility and reporting requirements.

1.3 Available funding for unexpected costs is contingent on Provincial allocations and service system needs and is, therefore, limited.

2. Purpose:

2.1 The purpose of this policy is to outline the eligibility requirements for one-time Unexpected Costs, per the Canada-Wide Early Learning and Child Care System Guidelines. The purpose of the Unexpected Cost funding is for Licensee non-discretionary and unforeseen expenses.

3. Application:

3.1 This policy is applicable to any licensed operator enrolled in the CWELCC system and holds a service agreement with the District Municipality of Muskoka.

4. Definitions:

a) “CWELCC”: Canada-Wide Early Learning and Child Care System.

b) “Licensee”: An individual or corporation who holds a license under the Ministry of Education to provide child care.

c) “CMSM”: Consolidated Municipal System Manager, The District Municipality of Muskoka.

d) “Non-Discretionary Expenses”: Costs out of the control of the licensed operator, that are mandatory for program delivery, are necessary for maintaining health and safety standards, and are not covered by other government funding.

e) “CCEYA”: the Child Care and Early Years Act.

5. Administration:

5.1 Application process

i. Operators will be required to submit an application for funding which details how their costs are legitimate, necessary, and not supported by any other government funding.

ii. The CMSM will prioritize, but not limit, approval of funding to Licensees who:

- Have incurred non-discretionary and unexpected eligible operating costs above their Cost-Based Funding allocation;
- Demonstrate that other options (such as implementing efficiencies) do not cover their unexpected costs; and
- Demonstrate their financial viability.

iii. The CMSM decision regarding an applicant’s eligibility should be made within 45 days from receipt of a completed application. The decision will be provided to the applicant in writing via the email address provided on the application form

5.2 Eligibility

To be eligible to receive Unexpected Cost Funding, licensees must meet the following requirements:

i. Be enrolled in the CWELCC system.

ii. Have eligible costs. Costs are eligible if they are:

- Legitimately incurred for child care delivery (required by Licensee under CCEYA);
- Necessary for health and safety;
- Non-discretionary; and
- Incurred in relation to the provision of child care for eligible children (up to age 6).

iii. Costs are not eligible if they are:

- For the creation of new spaces;
- Discretionary (costs that are not necessary, ex. Covering parent fees for closure days, repairs that could have been avoided by preventative maintenance, etc.); or
- Supported or eligible for alternate sources of funding.

iv. Alternative revenue sources must be explored and proven on the application.

v. If approved, Unexpected Cost funding received will not affect the licensees actual Cost-Based Funding.

5.3 Reporting

i. A Reconciliation Template will be provided annually, and it is the responsibility of the Licensee to complete and return it, along with any supporting documentation, by the due date on the template.

ii. All unspent monies will be returned to the District of Muskoka along with the annual reporting template, financial statements and third-party signed declarations verifying that funding has been used for the purposes intended.

Related Policies/Procedures:

CC-004-2023 CWELCC Reconciliation

CC-710-2025 Unexpected Costs Application Form

Reference:

CC-203-2025 Unexpected Costs Questionnaire

2025 Ontario Child Care and Early Years Funding Guidelines