

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2013-06

Being a by-law to authorize execution by the Reeve and Administrator of an agreement between Child Care Algoma and the Prince Township Parent/Child Resource Centre.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

1. THAT the Reeve and Administrator are hereby authorized to execute and affix the Corporate Seal to an Agreement between Child Care Algoma and the Prince Township Parent/Child Resource Centre, which Agreement is attached hereto as Schedule "A".

2. SCHEDULE "A"

Schedule "A" forms part of this by-law.

READ THREE TIMES AND PASSED in open Council this 12th day of February, 2013.



Reeve





CAO/Administrator

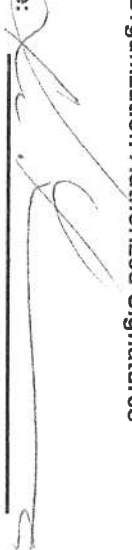

SERVICE CONTRACT FACE SHEET

BUDGET YEAR 2012

Organization Name: The Corporation of the Township of Prince Resource Centre
Address: 3042 Second Line, West ~ Sault Ste. Marie ~ ON ~ P6A 6K4
Contact: Karen Vallee, Executive Director

Detail Code	Description
A371	Child Care Deliv. Agent Fee Subsidy DNA
A390	Child Care Deliv. Agent Wage Sub Non-profit
A429	ELCC Wage Subsidy
A446	Best Start Wage Improvement
A393	Pay Equity
A386	Resource Centre
A665	Transition Operating

District of Sault Ste. Marie Social Services Administration Board Authorized Signatures	
Signature:	
Date:	October 18, 2012
Signature:	
Date:	October 18, 2012

A complete Service Contract Includes :	
<ul style="list-style-type: none"> * Face Sheet * Budget Summary Actuals & Analysis * Service Data Summary - Service & Financial Targets 	
Organization Authorized Signatures	
Signature:	
Date:	Sept 14, 2012
Signature:	
Date:	Sept 13, 2012



Service Contract Budget Schedule BUDGET YEAR: 2012

Organization Name: The Corporation of the Township of Prince Resource Centre
 Address: 3042 Second Line, West ~ Sault Ste. Marie ~ ON ~ P6A 6K4
 Contact: Karen Vallee, Executive Director

SERVICE NAME	DNA Fee Subsidy Audit	Resource Centre	Prince Resource Centre			Pay Equity	Mountain View Program		Total
			DNA Wage Subsidy	Best Start Wage Improvement			New Transition Operating	ELCC Wage Subsidy	
MINISTRY DETAIL CODE	A371	A386	A390	A446	A393	A665	6745		
Account Category	6700	6700	6700	6766	6725	7730			
4 Salaries/Benefits		\$ 179,000.00				\$ 20,000.00		\$ 199,000.00	
3 Other Service Costs:	\$ 5,000.00	\$ 78,978.25						\$ 83,978.25	
Gross Expenditures	\$ 5,000.00	\$ 257,978.25				\$ 20,000.00		\$ 282,978.25	
Offsetting Revenue: (-) Parents in Need						\$ (1,021.00)		\$ (1,021.00)	
Offsetting Revenue: (-) Parents not in Need						\$ (10,226.00)		\$ (10,226.00)	
Offsetting Revenue: (-) Gov't of Canada						\$ (63,102.00)		\$ (63,102.00)	
Offsetting Revenue: (-) OEYC			\$ (4,122.00)					\$ (4,122.00)	
Offsetting Revenue: (-) DNA Wage Subsidy						\$ (3,098.00)	\$ 3,098.00	\$ -	
Offsetting Revenue: (-) ELCC Wage Subsidy								\$ -	
Offsetting Revenue: (-) ELCC Fee Subsidy								\$ -	
Offsetting Revenue: (-) Best Start Wage Subsidy								\$ -	
Offsetting Revenue: (-) Reduction in user fee				\$ 637.00	\$ 2,447.25			\$ -	
Offsetting Revenue: (-) Pay Equity								\$ -	
Offsetting Revenue: (-) Fundraising / Donations				\$ (2,447.25)				\$ -	
Offsetting Revenue: (-) Investment Income								\$ -	
Offsetting Revenue: (-) Grants		\$ (18,435.00)						\$ (18,435.00)	
Offsetting Revenue: (-)								\$ -	
Adjusted Service Expenditures	\$ 5,000.00	\$ 49,217.00	\$ 4,122.00	\$ 637.00	\$ 2,447.25	\$ 5,018.00	\$ 3,098.00	\$ 69,539.25	
Annualized Subsidy	\$ 5,000.00	\$ 49,217.00	\$ 4,122.00	\$ 637.00	\$ 2,447.25	\$ 5,018.00	\$ 3,098.00	\$ 69,539.25	
Per Diem for All Children									
Fiscal Subsidy	\$ 5,000.00	\$ 49,217.00	\$ 4,122.00	\$ 637.00	\$ 2,447.25	\$ 5,018.00	\$ 3,098.00	\$ 69,539.25	

SERVICE DATA SUMMARY BUDGET YEAR 2012

Organization Name: The Corporation of the Township of Prince Resource Centre
 Address: 3042 Second Line, West ~ Sault Ste. Marie ~ ON ~ P6A 6K4
 Contact: Karen Vallee, Executive Director

SERVICE NAME	RESOURCE CENTRE	WAGE SUBSIDY DNA	FEE SUBSIDY ELCC	TRANSITION OPERATING	ELCC WAGE SUBSIDY	BEST START WAGE IMPROVEMENT
Ministry Detail Code	A386	A390	A429	A665	A429	A446
1	Name PARVISIT# Approved # at Year End 1000	CCFTE0-5#	ELCCCHILD#	FSCHILDSE# 3	WSFTE0-6# 0.5	CCFTE0-5# 0.5
2	Name CCSCHDSE# Approved # at Year End 250	CCFTE6-12#	ELCCFAM#	FSFAMSE# 3	WSFTE6-12 0.5	CCFTE6-12# 0.5
3	Name CHDIVISIT# Approved # at Year End 1500	CCNONPSTA# 0.75	AVGINFSER#	FSANSINF#		
4	Name PARCARSER# Approved # at Year End 149		AVGTODSER#	FSANTOD#		
5	Name PROFSE# Approved # at Year End 250		AVGPRESE#	FSANPRE#		
6	Name REFERRALS# Approved # at Year End 250		AVGJKSER#	FSANSJK#		
7	Name PROTLINKS# Approved # at Year End 5		AVGSKSER#	FSANSSK# 3		
8	Name CCPARSER# Approved # at Year End 350					
	FDE SUBSER				2550	
	DAYS OPEN				200	

Frequency of Reporting - Quarterly

PURCHASE OF SERVICE AGREEMENT
January 2013 – December 2013

BETWEEN:

Child Care Algoma
(Sault Ste. Marie Ontario Early Years Centre)

and

Prince Township Parent/Child Resource Centre
(Service Provider)

Overview

Child Care Algoma provides service as the Ontario Early Years Centre for Sault Ste Marie. Prince Township Parent Child Resource Centre provides services to Prince Township, Sault Ste. Marie {West} and Sault Ste. Marie {North}. It has been determined that in the North Region and in Sault Ste. Marie, resources will be used to establish Early Years/Best Start Hubs.

As per this agreement Prince Township Parent Child Resource Centre agrees to transition towards providing Best Start Hub/Early Years services in the Prince Township and Sault Ste. Marie West area.

In an effort to enhance communications, collaboration and co-ordination between Child Care Algoma and Prince Township Parent Child Resource Centre for the delivery of Best Start Hub services, the following Partnership Agreement will be signed off by both parties

Child Care Algoma is ultimately accountable to the Ministry of Children and Youth Services (MCYS) for the designated Best Start Hub services that are being delivered by Prince Township Parent Child Resource Centre

Partnership Rationale

It is apparent that there is overlap between the objectives expected of both Best Start Hub/Ontario Early Years programs within the same geographic area of Sault Ste. Marie West. Every effort will be made for Best Start Hub programs and sites to work together in an effort to avoid duplication and better address gaps in Early Years services.

In the area of Prince Township, Sault Ste. Marie West and Sault North, Prince Township Parent Child Resource Centre and Child Care Algoma will work in partnership to better address the needs of this part of the district and riding.

SERVICE OBJECTIVES FOR EARLY YEARS/BEST START HUBS

Early Years/Best Start Hubs will promote children's optimal growth and readiness to learn in healthy, safe, and supportive communities, so they may reach their fullest potential in accordance with the objectives of Best Start.

- Early Years/Best Start Hubs will plan and manage the operation within provincial legislation, regulations, standards, policies and guidelines.
- Early Years/Best Start Hubs must provide the delivery of and/or provide access to core services, including a wide range of early learning and care services for children and parents, such as but not limited to:
 - Parent Education
 - Early Literacy
 - Interactive structured programs for parents/caregivers and child
 - Unstructured, informal interactive programs for parents/caregivers and child
 - Child focused early learning programs such as stories, music, movement and creative art which promote literacy, gross and fine motor skills development and problem-solving skills
 - Pre-natal and post natal resources and information
 - Child Supervision
- Early Years/Best Start Hubs must provide access to programs and services which support parents and caregivers in their learning and gaining of knowledge regarding child development through a range of educational opportunities and that are sensitive to a wide range of adult learning styles. For those families whose circumstances make it difficult to participate. Early Years/Best Start Hubs will utilize innovative ways to connect with these families and where necessary, provide transportation to meet community and family needs.
- Early Years/Best Start Hubs must promote and/or provide evidence-based primary prevention activities on behalf of the children's service system in order to minimize the need for specialized services.
- Early Years/Best Start Hubs must tailor services which will be provided to meet unique community needs, such as supports for children with special needs or programming for specific populations.

- **Early Years/Best Start Hubs must provide linkages for children and their families to community services and supports:**
 - Early Years/Best Start Hubs will provide information about available services within the community.
 - Where children require more specialized services utilizing the local access mechanism or directly to other services not part of the local access mechanism ensuring that the transition is seamless.
 - When appropriate, Early Years/Best Start Hubs will initiate service registration and obtain consents.
 - Early Years/Best Start Hubs will coordinate system related services between schools, child care and other community services – (i.e. HBHC; pre-school speech and language, primary care provider.
 - Early Years/Best Start Hubs will work with Data Analysis Coordinators (Sault Ste. Marie Innovation Centre) to ensure community information is up-to-date (i.e. specialized services)

- **Early Years/Best Start Hubs must provide universal screening:**
 - In collaboration with other service providers, universal screening is available to children and families at the Centre or other appropriate locations, utilizing provincially approved screening tools (i.e. Nippissing District Development Screen) [NDDS].
 - Based on screening results and with appropriate consents, Early Years/Best Start Hubs will initiate registration, and/or refer to specialized services through the local access mechanism or other services not provided by the access mechanism as described above.

- **Early Years/Best Start Hubs must provide the access to and/or deliver public education:**
 - Early Years/Best Start Hubs will promote and distribute education material on child development and parenting for parents, caregivers and the community.
 - Early Years/Best Start Hubs will inform and increase public awareness regarding the generic services available in the community and how these services can be accessed.
 - Early Years/Best Start Hubs will facilitate access to and/or provide self-help material.

- **Early Years/Best Start Hubs are expected to establish local advisory committees that include parents for each area and seek their input and advice on a regular basis. The structure of this committee may change from time to time.**

- Early Years/Best Start Hubs will provide information for planning and evaluation purposes to the Ministry, the Best Start Network and the Local Service System Management Table as required and in partnership with the Data Analysis Coordinator (Sault Ste. Marie Innovation Centre).
- Early Years/Early Years/Best Start Hubs must develop formal protocols and official linkages with external agencies that provide early years and other community and support services to children and families, schools, access mechanisms and other community based services required to achieve the objectives of the program.

Services provided through this agreement will be:

- Reflective and responsive to individual, family and community strengths and needs.
- Accountable to the individual, family and community.
- Sensitive to the social, linguistic and cultural diversity of families and communities, including Francophone and Aboriginal communities.
- Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of adults, children and their families; and
- Provided based on the individual's assessed needs, preferences and available within individual, agency, community and contracted Ministry resources.

Francophone Services

Organizations identifying themselves as Early Years/Early Years/Best Start Hubs should submit annually, as a part of their work plan, information that ensures:

- access to client services in French
- accountability for French Language Service provision and quality of services
- translation of written material as needed

Local Accountability

Early Years/Early Years/Best Start Hubs are accountable to the Local Best Start Network. As such, Prince Township Parent/Child Resource Centre will actively participate in the Sault Ste. Marie Best Start Network.

Early Years/Early Years/Best Start Hubs are expected to establish local advisory committees/groups for their community.

Early Years/Early Years/Best Start Hubs must comply with Serious Occurrence Reporting requirements and the requirements of the Physical Restraint Policy.

Early Years/Early Years/Best Start Hubs must comply with the Ministry's criminal reference check policy.

METHOD OF EVALUATION

Submission	Deadline
1 st Quarter Data Elements	10 th of month following each quarter
1 st Quarter Financial Report	23 rd of month following each quarter
2 nd Quarter Data Elements	10 th of month following each quarter
2 nd Quarter Financial Report	23 rd of month following each quarter
3 rd Quarter Data Elements	10 th of month following each quarter
3 rd Quarter Financial Report	23 rd of month following each quarter
4 th Quarter Data Elements	10 th of month following each quarter
4 th Quarter Financial Report	23 rd of month following each quarter
Audited Financial Statements	February 15
Final Year End Narrative Report	January 15
Parenting Work plan	February 15
Monthly Calendars	As per discussions with Oeyc Program Coordinator
Any Additional Reporting Requests as Requested	As per discussions with Oeyc Program Coordinator

PARTNERSHIP RESPONSIBILITIES

will:

- Continue to work on the potential establishment of Best Start Hub services in Prince Township and Sault Ste. Marie West area. In the interim provide some Best Start Hub services in the designated areas as designated by the Sault Ste. Marie Best Start Network and as appropriate.
- Notify Child Care Algoma of any proposed changes to the delivery, accessibility and/or availability of Hub services and of any changes to hours of operation, addresses or telephone numbers.
- Regularly and in a timely fashion submit all reports identified for evaluation purposes (see chart).
- Work with the local Best Start Network to ensure local community needs are addressed.

- Agree to an evaluation of purchased services as required to ensure that parents/caregivers are satisfied with the services provided and that the Hub services are consistent with the service objectives. Where the evaluation of the Hub services finds that parents/caregivers are not satisfied with the services provided, and/or that the services are not consistent with the Best Start Hub service objectives, work with Child Care Algoma to increase client satisfaction and consistency.
- Complete the attached addendum to the service objectives identified to ensure minimum requirements are met.

Child Care Algoma will:

- Provide Prince Township Parent/Child Resource Centre with financial support for this term of \$115,786.00 for the delivery of Ontario Early Years/Best Start Hub services. Payments will be forwarded on a quarterly basis in advance as per Appendix A.
- Through the Data Analysis Coordinator (Sault Ste. Marie Innovation Centre), maintain an inventory of the services delivered throughout the designated areas.
- Complete, in partnership with the Network, an evaluation of the Hub services provided to ensure that parents/caregivers are satisfied with the Hub services provided and that the services are consistent with the Hub service objectives.
- Work with the Sault Ste. Marie Network to identify strategies to increase client satisfaction and consistency, where an evaluation of Hub services finds that parents/caregivers are not satisfied with the services provided, and/or that the services are not consistent with Hub service objectives.

TERM

This agreement will be in force from January 1, 2013 to December 31, 2013. This agreement can be terminated by either party by giving thirty (30) days written notice. In the event of termination Prince Township Parent/Child Resource Centre will refund forthwith to Child Care Algoma any monies advanced by Child Care Algoma and not expended in accordance with the approved budget.

LIABILITY
Indemnity

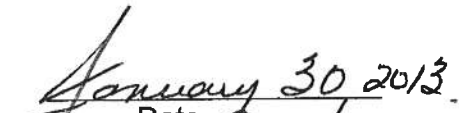
Prince Township Parent/Child Resource Centre agrees to indemnify and hold harmless Child Care Algoma, its directors, officers, employees, and agents from and against any and all claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused or arising out of or in any way related to shared programming.

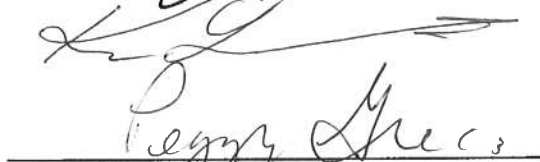
Child Care Algoma agrees to indemnify and hold harmless Prince Township Parent/Child Resource Centre directors, officers, employees and agents, for any incidental, indirect, special or consequential damages, or any loss of use, revenue or profits, by any person, entity or organization howsoever caused or arising out of or in any way related to shared programming.

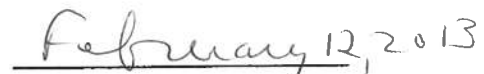
Insurance

Both agencies, as outlined above, agree to put in effect and maintain for the period during which its Partnership Agreement is in effect, at their own cost, with insurers acceptable to each other, all the necessary insurance that would be considered appropriate for a prudent recipient undertaking a program of this type, including Comprehensive General Liability to an inclusive limit of not less than \$5,000,000.00 per occurrence for Property Damage, Bodily Injury and Personal Injury.


Child Care Algoma Authorized Signature


Date


Prince Township Parent/Child
Resource Centre Authorized Signature


Date

**APPENDIX A
PAYMENT SCHEDULE
Early Years/Best Start Hubs**

Date: April 2011

Prince Township Parent/Child Resource Centre

MONTH	PAYMENT
April – June	April 25 \$28,946.50
July – September	July 25 \$28,946.50
October – December	October 25 \$28,946.50
January – March	January 25 \$28,946.50