City of Hamilton
EMERGENCY & COMMUNITY SERVICES COMMITTEE
REVISED

Meeting #: 24-008
Date: November 7, 2024
Time: 1:30 p.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

Loren Kolar, Legislative Coordinator (905) 546-2424 ext. 2604

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1. CEREMONIAL ACTIVITIES

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1 October 3, 2024

5. COMMUNICATIONS

6. DELEGATION REQUESTS

*6.1 Judith Bishop, Hamilton Child Care Advocates, respecting Item 10.1, Canada-Wide Early Learning and Child Care New Funding Formula, Emerging Issues Funding, and One Time Administration Funding (HSC24025(a)) (for today's meeting)

7. DELEGATIONS

7.1 Jennifer Bonner, The HUB, respecting increased gun violence and the Building Safer Communities Funding issued by Public Safety Canada

Approved at the September 19, 2024 meeting

8. STAFF PRESENTATIONS

8.1 Community Risk Assessment (HSC24033)

9. CONSENT ITEMS

10. DISCUSSION ITEMS

10.1 Canada-Wide Early Learning and Child Care New Funding Formula, Emerging Issues Funding, and One Time Administration Funding (HSC24025(a))

10.2 Citizen Committee Report: Senior's Advisory Committee's Request to Publish an Editorial in the Hamilton Spectator respecting the Communications Survey for Older Adults

11. MOTIONS

11.1 Replacement of Floor Mats at Huntington Park Recreation Centre

11.2 Motion referred from Council on October 23, 2024, respecting Flamborough Connects

11.3 Assessment of Municipal Golf Courses

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT

Members of the public can contact the Clerk’s Office to acquire the documents considered at this meeting, in an alternate format.

EMERGENCY & COMMUNITY SERVICES COMMITTEE
MINUTES 24-007

1:30 p.m.
Thursday, October 3, 2024
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Councillor A. Wilson (Chair), Councillors B. Clark, T. Hwang, T. Jackson, C. Kroetsch (Vice-Chair) (Virtual), N. Nann (Virtual), and M. Wilson (Virtual)

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Standardization and Non-Competitive Procurement of Electric Beds and Accessories (HSC19028(a)) (Wards 7 and 13) (Item 10.1)

(Jackson/A. Wilson)

(a) That Council approve the continued standardization of Span Medical electric beds, replacement parts and accessories manufactured by Span Medical Products Canada Incorporated, for use at Macassa and Wentworth Lodges until December 31, 2029 pursuant to Procurement Policy #14 – Standardization; and

(b) That Council approve the single source procurement for Span Medical electric beds, replacement parts and accessories from the exclusive distributor Cardinal Health Canada Inc., until December 31, 2029 Pursuant to Procurement Policy #11 Non-Competitive Procurements; and,

(c) That the General Manager, Healthy and Safe Communities Department be authorized to negotiate, enter into, and execute any required contract and ancillary documents required to give effect thereto with Span Medical Products Canada Incorporated and Cardinal Health Canada Inc., in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4

YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

2. Community Living Hamilton Rental Fees (HSC24036) (City Wide) (Item 10.2)

(Nann/Hwang)
That Community Living Hamilton rentals for adult day programs be eligible for a 75% discount off the subsidized category C room rental rates for eligible space at City of Hamilton recreation facilities for as long as they continue to offer this service.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4
YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

The Committee Clerk advised the Committee that there were no changes to the agenda.

(Hwang/Nann)
That the agenda for the October 3, 2024 Emergency and Community Services Committee meeting be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4
YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

(b) DECLARATIONS OF INTEREST (Item 3)

There were no Declarations of Interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) September 19, 2024 (Item 4.1)

(Hwang/Jackson)
That the Minutes of the September 19, 2024 meeting of the Emergency and Community Services Committee, be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4
YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

(d) CONSENT ITEMS (Item 9)

(Hwang/Kroetsch)
That the following Consent Items be received:

(i) Veteran's Committee Minutes

(1) May 28, 2024

(2) June 25, 2024

(ii) Seniors Advisory Committee Minutes

(1) May 3, 2024

(2) June 7, 2024

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4
YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

(e) ADJOURNMENT (Item 16)

(M. Wilson/Clark)
That there being no further business, the Emergency and Community Services Committee be adjourned at 1:41 p.m.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES	-	Clark, Brad	Ward 9
YES	-	Hwang, Tammy	Ward 4
YES	-	Kroetsch, Cameron	Ward 2
YES	-	Jackson, Tom	Ward 6
YES	-	Nann, Nrinder	Ward 3
YES	-	Wilson, Alex	Ward 13
YES	-	Wilson, Maureen	Ward 1

Respectfully submitted,

Councillor A. Wilson, Chair
Emergency and Community Services Committee

Loren Kolar
Legislative Coordinator
Office of the City Clerk

From: clerk@hamilton.ca
To: Kolar, Loren; Blen-Bruzon, Dami
Subject: FW: Webform submission from: Request to Speak to a Committee of Council
Date: Wednesday, November 6, 2024 8:25:47 AM

Magda Green
Administrative Assistant II to the City Clerk
Office of the City Clerk, Corporate Services
City of Hamilton
magda.green@hamilton.ca

City Hall is located on the ancestral territory of the Haudenosaunee Confederacy, the Anishinaabe and many other Indigenous peoples. It is also covered by the Dish with One Spoon Wampum agreement, which asks that all sharing this territory do so respectfully and sustainably in community.

From: City of Hamilton <hello@hamilton.ca>
Sent: Tuesday, November 5, 2024 7:23 PM
To: clerk@hamilton.ca
Subject: Webform submission from: Request to Speak to a Committee of Council

External Email: Use caution with links and attachments

Submitted on Tue, 11/05/2024 - 19:23

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
Emergency & Community Services Committee

Will you be delegating in-person or virtually?
In-person

Will you be delegating via a pre-recorded video?
No

Requestor Information

Requestor Information
Judith Bishop
Hamilton Child Care Advocates
[redacted]

[redacted]

Preferred Pronoun
she/her

Reason(s) for delegation request
To support the report of the Children 's and Community Service Division on Child Care , and to request that Hamilton play a leadership role in child care

Will you be requesting funds from the City?
No

Will you be submitting a formal presentation?
Yes

INFORMATION REPORT

TO:	Mayor and Members Emergency and Community Services Committee
COMMITTEE DATE:	November 7, 2024
SUBJECT/REPORT NO:	Community Risk Assessment (HSC24033)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Debbie Spence (905) 546-2424 Ext. 3395
SUBMITTED BY: **SIGNATURE:**	David Cunliffe Chief, Hamilton Fire Department Healthy and Safe Communities Department

COUNCIL DIRECTION

Not applicable

INFORMATION

The Hamilton Fire Department has completed its 2023 Community Risk Assessment Report. The Ontario Fire Marshal requires all Ontario municipal fire departments to review their existing Community Risk Assessments annually and generate updated versions every five (5) years. The Hamilton Fire Department completed its first Community Risk Assessment in 2019, which formed part of its 10-Year Service Delivery Plan (Reference: Report HSC19026). Community Risk Assessments are unique to each community and are a critical and foundational tool, used to comprehensively assess and document current and future fire risk based on a range of features and profiles. Identified risks and trends are then used to inform decisions about the three (3) lines of defence, which include programs and activities for public fire safety education; fire safety standards and enforcement; and emergency response (delivery of Fire Protection and Rescue Services). Fire departments use this information to determine which risks they need to address and how best to manage and reduce them.

The information (profiles) reviewed and contained in the Report (Appendix A: Community Risk Assessment Report) include Hamilton's geographic features, building stock, critical infrastructure, demographics (includes corresponding data by Ward), hazards, public safety response, community services, economy, and past fire loss and fire event history. Qualitative and quantitative data – in combination with matrix and assessment tools provided by the Ontario Fire Marshal and reviewed by the Hamilton

Fire Department leadership team – are used to determine overall fire risk and specifically identify which features or profiles have high, moderate, or low risk levels.

While the Community Risk Assessment is considered a standalone document, it will be utilized to identify potential gaps, opportunities for improvement, and/or efficiencies in the current Fire Service Delivery model. Through the utilization of its updated data, trends, and community risk analysis it will also inform, support, and influence future Fire Department strategies, programs, business cases and plans, including the planned mid-point review of the perpetual 10-Year Service Delivery Plan expected to be brought to Committee and Council in 2025 as a follow up report with potential recommendations and actions.

REPORT SUMMARY AND HIGHLIGHTS

The data collected and reviewed spans from 2016 to 2023. Data sources include Hamilton Fire Department data (i.e., Past Loss section includes 2020, 2021, and 2022), Statistics Canada data, and the City of Hamilton's Geographic Information Services section via a range of sources such as various divisions within the City of Hamilton's Planning & Economic Development Department (i.e., Building Stock data).

Key findings include year over year increases in number of fires, dollar value loss, deaths, and injuries. Significant and concerning trends in the City include increased residential fires and their associated deaths and injuries, the troubling and ongoing trends of residences that do not have working smoke alarms, increased persons living unsheltered, encampments, and issues surrounding housing stock availability (i.e., the increased need to protect and preserve existing residential building stock). Other hazards noted include risk levels related to wildland fires.

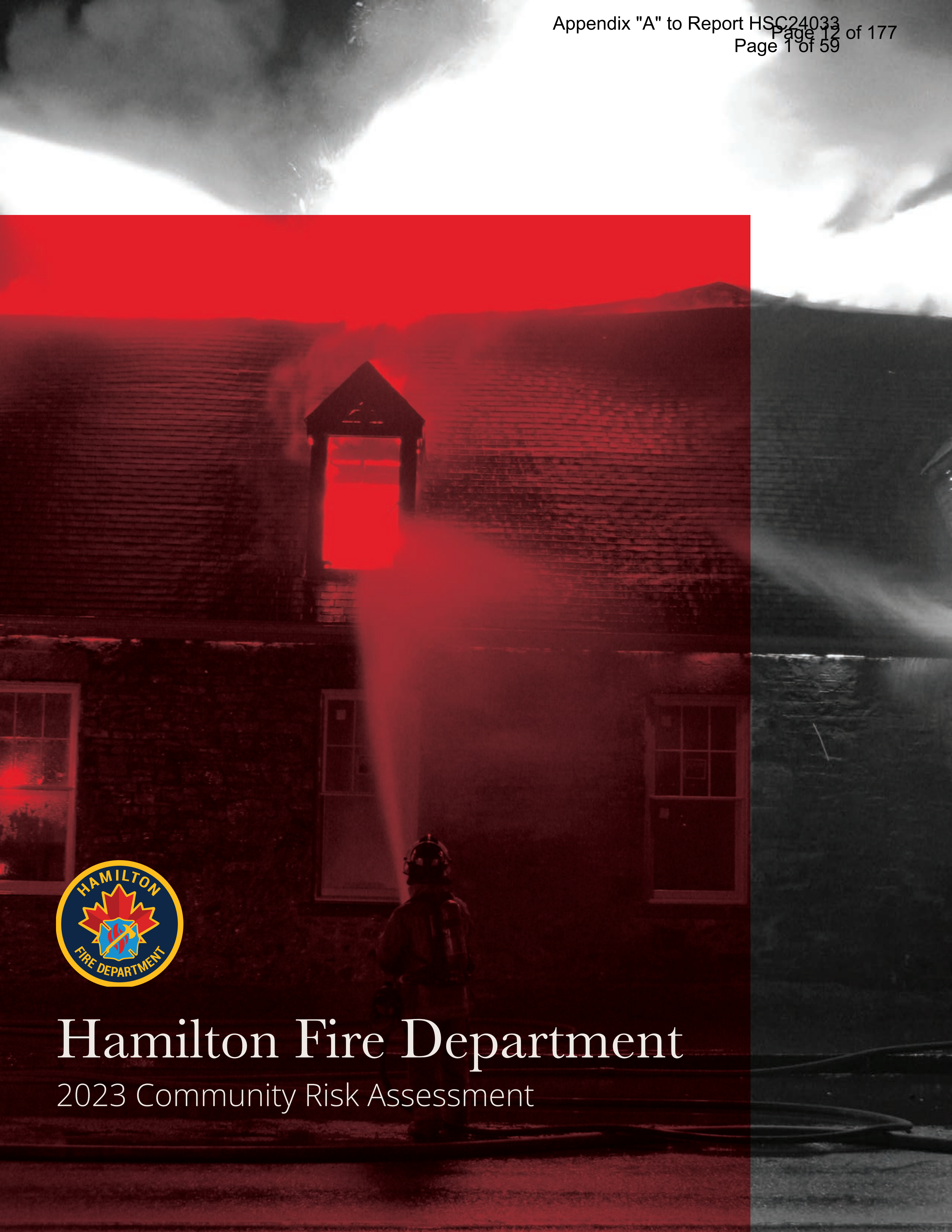
This current report highlights several changes when compared with the 2019 Community Risk Assessment. These include an increase in the number of fires and emergency incidents, changes and increases in building stock and the City's population and demographics, and a shift in the top behavioural causes of fires.

High-risk levels were identified in the information/profiles associated with building stock, past fire loss and non-fire emergency calls, hazards, and economy. Risk levels are determined by reviews that a) identify features and characteristics that may impact fire and life safety risk; b) prioritize risks based on probability and consequences; and c) assign a risk level (low, medium, and high) for features or elements within each profile using the Ontario Fire Marshal's risk index.

With the Community Risk Assessment being reviewed annually, yearly data associated with past fire loss and non-fire emergency calls will be updated and communicated in future (i.e., 2023 and beyond) annual reports from the Hamilton Fire Department.

APPENDICES AND SCHEDULES ATTACHED

Appendix A: Community Risk Assessment Report



Hamilton Fire Department

2023 Community Risk Assessment

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Section 1

Purpose of Report & Requirements

"A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services." (Reference: Ontario Fire Marshal). Community Risk Assessments are mandated and regulated by the Ontario Fire Marshal through the Fire Protection and Prevention Act, 1997 and ONTARIO REGULATION 378/18. As outlined in the regulation "Every municipality, and every fire department in a territory without municipal organization, must (a) complete and review a community risk assessment as provided by this Regulation; and (b) use its community risk assessment to inform decisions about the provision of fire protection services." Community Risk Assessments must be completed by municipalities' fire departments every five (5) years and reviewed annually.

The Hamilton Fire Department completed its first Community Risk Assessment in 2019 that formed a part of the 10-Year Service Delivery Plan.

All nine (9) mandatory profiles are contained in this report:

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms, and wildland-urban interfaces.
2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals, and airports.
4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.
5. Hazard profile: The hazards in the community, including natural hazards caused by humans, and technological hazards.
6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.
7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.
8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.
9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:
   - The number and types of emergency responses, injuries, deaths, and dollar losses.
   - Comparison of the community's fire loss statistics with provincial fire loss statistics

Each profile helps to describe and understand community risk as they relate to fire. The Ontario Fire Marshal provides corresponding worksheets for each profile that guide the type of information to be reviewed and/or gathered. The completed worksheets are found in the appendices of this report and referenced throughout.

The core data collected and required for this report includes:

- 2020, 2021, and 2022 Hamilton Fire Department statistics that inform the Past Loss Profile;
- 2016 and 2021 Statistics Canada data that informs the Demographic Profile and Economic Profile; and
- The building stock list comes from the Geographic Information Services section via a range of sources such as the City of Hamilton's Planning & Economic Development Department (data date: November 2023).

MESSAGE FROM

The Fire Chief

In keeping with the Hamilton Fire Department's consistent history of evidence-based decision making – this Community Risk Assessment contains important information and data that will help us reflect, plan, and prioritize. Hamilton's Community Risk Assessment is a critical tool that allows the Hamilton Fire Department to comprehensively assess current and future fire risk. And while the data in this report highlights overall fire risk in Hamilton, it can also be used to identify specific high-risk level areas, evaluate probability and consequences, and capture emerging trends. An additional benefit of the Community Risk Assessment is that it helps identify potential future actions and informs changes to the 10-Year Service Delivery Plan updates. Beyond data collation, this report also includes a thoughtful review using the Ontario Fire Marshal's risk assessment tools combined with staff knowledge and expertise to identify, analyze, evaluate, and prioritize the risks to public safety in Hamilton. Collectively, these elements support service delivery decisions across the three lines of defense: public fire safety education; fire safety standards and enforcement; and emergency response.

This report reflects the dedication of staff from all divisions of the Hamilton Fire Department. When the Leadership Team and I reviewed the data and trends to determine risk, we were reminded of the large scope of work performed by our entire team, as well as their adaptability to change. I am grateful for the collaborative effort of all parties – internal staff who make our community safe, other City of Hamilton departments, and various external organizations. Their participation contributed significantly to this report.

Frequently revisiting and tracking changes within the profiles is essential. Data collection and careful analysis assist both tactical and strategic decision-making. Compared with the previous 2019 Community Risk Assessment, we're seeing an increased volume of fires and emergency incidents; changes and increases in building stock and the City's population, and a shift relative to the behavioral causes of fires. There were also significant and alarming changes related to unsheltered persons; increasing concerns and levels of risk from hazards like wildland fires; and an upward trend in residential fires - including associated deaths and injuries. Critically, we continue to see the very concerning trend that a significant number of residences experiencing fires do not have working smoke alarms.

I am confident this report achieves the Ontario Fire Marshal's goal of undertaking a community risk assessment to inform decisions relative to the provision of fire protection services. As the People's fire department, this Community Risk Assessment maintains our commitment to keeping the Hamilton community safe and informed.

FIRE CHIEF DAVID CUNLIFFE

SERVICES PROVIDED BY

The Hamilton Fire Department

THE HAMILTON FIRE DEPARTMENT HAS A BYLAW (BY-LAW NO. 19-0345) THAT REGULATES THE TYPES AND LEVELS OF SERVICES PROVIDED. THIS IS CALLED THE ESTABLISHING AND REGULATING BYLAW, APPROVED BY CITY COUNCIL AND PERMITTED BY THE FIRE PROTECTION AND PREVENTION ACT. THE FIRE PROTECTION AND RESCUE SERVICES CURRENTLY PROVIDED BY THE HAMILTON FIRE DEPARTMENT INCLUDE:

(a) fire suppression, fire prevention, fire safety education;

(b) rescue and hazardous materials response;

(c) emergency first response services in accordance with the tiered-response agreement with Hamilton Paramedic Service;

(d) mitigation and prevention of risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels;

(e) communication in respect of any matter described in (a)-(d);

(f) training of persons involved in the provision of any services described in (a)-(e) in accordance with National Fire Protection Association (NFPA) standards; and

(g) delivery of all services described in (a)-(f) above.

Section 2

How Risk is Measured & Determined

The Ontario Fire Marshal provides three (3) tools to help cities determine and review the risks associated with their building stock, past fire loss and non-fire emergency calls, hazards, demographics, and economy. These risk reviews help a) identify features and characteristics that may impact fire and life safety risks and b) prioritize risks based on probability and consequences. Hamilton's building stock; past fire loss and non-fire emergency calls; hazards; demographics; and economic profiles all had individual risk reviews completed to identify the probability, consequences, and assigned level of risk for several different features within each profile. For example, within Hamilton's Building Stock Profile the assembly building type was identified as having a moderate risk level.

The way risk level is determined is by assigning probability and then consequence. Once probability is determined, cities use the Risk Level Matrix tool:

DETERMINING PROBABILITY AND CONSEQUENCE

The Ontario Fire Marshal provided the following tables to determine the probability level (Table 1) and consequence level (Table 2).

These levels were determined by the data collected and reviewed for each of the profiles.

Probability ↑ / Consequence →	*Insignificant*	*Minor*	*Moderate*	*Major*	*Catastrophic*
Almost Certain	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
Likely	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
Possible	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
Unlikely	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
Rare	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

TABLE 1

Probability Level

Rare	May occur in exceptional circumstances. No incidents in the past 15 years.
Unlikely	Could occur at some time, especially if circumstances change. 5 to 15 years since the last incident.
Possible	Might occur under current circumstances. 1 incident in the past 5 years.
Likely	Will probably occur at some time under current circumstances multiple or recurring incidents in the past 5 years.
Almost Certain	Expected to occur in most circumstances unless circumstances change. Multiple or recurring incidents in the past year.

TABLE 2

Consequence Levels

Insignificant	• no life safety issue • limited valued or no property loss • no impact to local economy, and/or • no effect on general living conditions
Minor	• potential risk to life safety of occupants • minor property loss • minimal disruption to business activity, and/or • minimal impact on general living conditions
Moderate	• threat to life safety of occupants • moderate property loss • poses threat to small local businesses, and/or • could pose a threat to the quality of the environment
Major	• potential for a large loss of life • would result in significant property damage • significant threat to large businesses, local economy, and tourism, and/or • impact to the environment would result in a short term, partial evacuation of local residents and businesses
Catastrophic	• significant loss of life • multiple property damage to a significant portion of the municipality • long-term disruption of businesses, local employment, and tourism, and/or • environmental damage that would result in long-term evacuation of local residents and businesses

Hamilton's building stock; past fire loss and non-fire emergency calls, hazards, demographics, and economic profile risk reviews were determined based on collated data along with a review by an internal team of experts within the Hamilton Fire Department. This team has significant combined experience and includes: the Hamilton Fire Chief, Deputy Chief - Operational Support and Community Safety, Deputy Chief – Operations, Manager – Operations/Assistant Deputy Chief, Chief Fire Prevention Officer, Assistant Chief Fire Prevention Officer, Technology & Analytics Specialist – Fire, and Senior Project Manager – Fire.

Section 3

Geographic Profile

Hamilton is centrally located in the Golden Horseshoe – within Canada's most densely populated region – and under an hour away from several major border crossings to the USA. The City of Hamilton borders on five (5) regions or cities and the Hamilton Fire Department has Mutual Aid agreements with all five (5) regions and cities. The City's size is 276,300 acres (or 1,118 km2) with 128,532 acres (or 520 km2) made up of farmland (Reference: 2016 Stats Canada and Hamilton Agriculture Profile and Economic Report). Hamilton has many unique geographic features that create potential impacts on the delivery of Fire Protection and Rescue Services. The geographic features that most impact or have the potential to impact the Hamilton Fire Department's protection and rescue services include:

Large Bodies of Water and Beaches

Hamilton has four (4) large bodies of water that include Lake Ontario with public access to water from five (5) different locations (Confederation Park, Bayfront Park, Pier 4 Park, Copps Pier Park, and Fifty Point Conservation Area) plus three conservation areas that include Binbrook Conservation Area, Christie Lake Conservation Area, and Valens Conservation Area. The size and number of bodies of water in Hamilton impacts the Hamilton Fire Department's need to maintain and potentially enhance water rescue services. To assist with water rescue, the Hamilton Fire Department has water rescue units and equipment (i.e., remote controlled water rescue device) and provides specialized training to staff. The open water rescue for Lake Ontario is currently provided by the Hamilton Beach Rescue Unit (a volunteer Coast Guard Auxiliary) and the Hamilton Police Service. Some harbours allow owners and passengers overnight stay in boat sleeping quarters presenting additional high fire and life safety concerns. Recreational and tourist activities on and near the water and trails are the busiest during the months of April through October. Looking at data from 2020 through 2022 related to bodies of water and beaches; the Hamilton Fire Department responded to a total of 35 water rescues. There were also some higher concentrations of calls/complaints regarding open air burning along Hamilton's shoreline.

In addition to Hamilton's shoreline attracting residents and tourists – this feature has and continues to attract significant business and industry. The 45 km length of Hamilton's shoreline and Lake Ontario's connection to the Atlantic Ocean via the St. Lawrence River creates significant opportunities for commercial and industrial ports and harbours. Hamilton is home to the busiest of all Canadian Great Lake Ports with access to multi-modal transportation including rail. A significant amount of cargo (26% of all Canadian Great Lakes-St. Lawrence Seaway) moves through Hamilton including steel, agri-food, manufacturing, and construction materials. (Reference: Invest in Hamilton, Goods Movement sector) The Port is also a "major regional import gateway from the U.S. for liquid bulk petrochemical products, such as consumer gasoline and asphalt cement used in GTHA road construction" (Reference: Hamilton Oshawa Port Authority website). While Hamilton has experienced a hand full of major fires over the years and some minor Hazardous

Materials (HAZMAT) incidents related to the industrial and commercial section of its shoreline; the clustering of buildings, types of businesses, and volume and types of materials coming in and out of this area have the potential to create increased fire risk. In terms of non-fire emergencies, the Hamilton Fire Department has responded to industrial accidents and other non-fire emergencies in this area with the water and docks creating unique challenges at times.

Escarpment

The Hamilton Escarpment is an 11 km long, east-west portion of the Niagara Escarpment. Hamilton's escarpment runs through the middle of the city, bisecting the city into "upper" and "lower" parts. The maximum high point is 250m (820') above the level of Lake Ontario (Reference: Wikipedia). The impacts this geographical feature has on the Hamilton Fire Department's protection and rescue services include the potential for significant road closures due to falling rocks and/or proactive maintenance requiring the re-

routing of vehicles. This can result in longer response times; potential for human or vehicular accidents (falls on trails or serious car accidents on roads near the escarpment); and open air burning that leads to fires in this area which can be very challenging to access.

From 2021 to November 2023 there was a total of 104 road closures related to escarpment maintenance or repair (i.e., Claremont Access, Kenilworth Access, Sherman Access, Jolly Cut and Sydenham Road etc.) with closures ranging from less than one (1) day to six (6) months. Broken down by year, escarpment road closure details include 2021 – 6 closures (closure length: 2 days to 3 months); 2022 – 48 closures (closure length: <1 day to 2.5 months); and 2023 (as of November 20) – 50 closures (closure length: <1 day to 6 months). (Reference: stats provided by City of Hamilton's Transportation Operations Division)

Waterfalls

Hamilton has more than 100 waterfalls across the city that attract visitors and residents. Some of the popular waterfalls (in no specific order) are Felker Falls, Tiffany Falls, Devil's Punchbowl, Albion Falls, Smokey Hollow Falls, Sherman Falls, Borer's Falls, Hermitage Cascade, Webster Falls, and Tews Falls. In addition to the promotion of outdoor activities such as trail hiking and waterfall visitation, the Tourism Hamilton website provides safety tips and warnings along with a link to a City of Hamilton waterfall safety video available on YouTube. The volume of people who access waterfalls during the months of April to October caused an impact to technical rescue services (i.e., rope rescues). From 2020 to 2022 the Hamilton Fire Department received 65 calls for service related to rope rescues. If broken down by year these number: 20 in 2020; 24 in 2021; and 21 rope rescues in 2022. (Note: Not all rope rescues are directly connected to waterfalls, however most incidents are related to a recreational activity that includes walking on a trail that may or may not have a waterfall nearby.)

There are several impacts, risks, and challenges to rescues at waterfall locations and/or nearby trails. Some features that make rescues particularly challenging are steep drops on or near trails; the ground on trails near waterfalls can become unstable; and visibility is significantly impacted at night and dusk as these areas are very dark. There were two (2) firefighter injuries from 2020 – 2022 related to rope rescues - one (1) in 2020 and one (1) in 2021. Due to the number of rope rescues and the associated risks, the Hamilton Fire Department has implemented specialized equipment, training, and vehicles to assist with rescue efforts and minimize risks. For example, the Hamilton Fire Department uses thermal imaging camera equipped drones to assist in safely locating victims in a timely manner and avoid potential risk to firefighters.

Trails & Conservation Areas

The City of Hamilton has a large network of trails and conservation areas. Trails include Battlefield Creek Trail, Bayfront Park Trail, Breezeway Trail, Chedoke Radial Recreation Trail, Cootes Drive Trail, Desjardins Recreation Trail, Escarpment Rail Trail, Waterfront Trail that includes the Green Millen Waterfront Trail and Hamilton Harbour Waterfront Trail, Harvey Park trail, Keddy Access Trail, Pier 4 Park Trail, Red Hill Valley Recreation Trail, Shrewsbury Trail, Spencer Creek Trail, and Lake Ontario Waterfront Trail (Reference: City of Hamilton website). Additional and popular areas for hiking and exploring include: Christie Lake and Conservation Area, Binbrook Conservation Area, Eramosa Karst, Devil's Punchbowl, Dundas Valley Trail System (intersects with the Bruce Trail and the 32-kilometre Hamilton to Brantford Rail Trail), Sassafras Point Trail in Churchill Park connected to Cootes Paradise, Escarpment Rail Trial to Albion Falls, and Indigenous Plant Medicine Trial (located at the Arboretum at the RBG) (Reference: Tourism Hamilton website).

The number, length, and terrain of trails and conservation areas impacts the accessibility and rescue apparatus required for response efforts. In 2023 Hamilton Fire Department implemented a new Utility Task Vehicle (UTV), which is a multi-purpose vehicle to assist with trail rescues and other firefighting and rescue efforts. Further demonstrating the impacts of trails on overall emergency services in Hamilton, the Hamilton Paramedic Service purchased bicycles in 2023 to help with emergency responses on Hamilton trails.

Open air burning in or near hiking areas is a concern; however, in reviewing response data from 2020 to 2022, Hamilton's urban areas had a higher incidence of such events compared to rural areas.
From 2021 to November 2023 there was a total of 104 road closures related to escarpment maintenance or repair (i.e., Claremont Access, Kenilworth Access, Sherman Access, Jolly Cut and Sydenham Road etc.)

with closures ranging from less than one (1) day to six (6) months. Broken down by year, escarpment road closure details include 2021 – 6 closures (closure length: 2 days to 3 months); 2022 – 48 closures (closure length: <1 day to 2.5 months); and 2023 (as of November 20) – 50 closures (closure length: <1 day to 6 months). (Reference: stats provided by City of Hamilton's Transportation Operations Division)

Large Percentage of Rural Lands

79% of Hamilton's land mass, some 219,504 acres is rural (Reference: Hamilton Agriculture Profile and Economic Impact Report, 2019). 1.4% of Ontario's total number of farms and approximately 13.7% of Golden Horseshoe farms are in Hamilton. (Reference: 2021 Census of Agriculture, Agriculture in Hamilton, 2022/2023 Prepared by Invest/EcDev).

Large areas of rural and agricultural lands create several potential impacts on the Hamilton Fire Department such as wildland fires. Wildland and urban (open-air fires) fires are expected to increase due to environmental factors (i.e., extreme heat, warmer and dryer temperatures mixed with high winds). Extreme heat was identified as one of the top hazards in Hamilton's 2022 Hazard Identification and Risk Assessment report. From 2020 to 2022, complaints and responses for open air burning peaked during the summer months, which when combined with extreme heat events occurring during this timeframe creates significant risk for major fires. Furthermore, the trend of higher incidents of open air burning in urban areas could create higher risk for residential (urban) areas in Hamilton that are located close to large rural or agricultural areas (i.e., Binbrook, Ancaster, Flamborough).

Transportation

Hamilton's geography impacts and is impacted by its multi-modal transportation. The City is one of a handful across Canada that has all four (4) major transportation methods within its boundaries – road, rail, air, and water (port). Concerns regarding these modes of transportation are covered in the Critical Infrastructure Profile.

Building Stock Profile

The Ontario Fire Marshal identifies and defines building categories by type (group). The Hamilton Fire Department has slightly modified these types by creating distinct sub-categories for residential buildings and adding a category for agricultural. These categories are:

Assembly: buildings where people typically gather - schools, theatres, stadiums, malls, community or recreational centres, clubs or community group facilities, places of worship/churches, libraries, childcare facilities, gyms, licensed beverage establishments, restaurants with 30+ occupancy, museums, lecture halls, concert/entertainment venues, arenas, art galleries, dance halls, etc.

Institutional: includes detention and care and treatment:

> *Detention*: strictly detention centres, prisons, or jails.
>
> *Care and Treatment*: healthcare facilities such as hospitals, residential care facilities, group homes, custodial homes for children, long-term care, psychiatric hospitals, etc.

Residential broken down into sub-categories of:
Single-detached: houses or dwellings that are not attached to other homes.

Semi-detached/row/town/duplex: includes dwellings that are attached on one or more walls, row homes, townhouses, or duplexes.

Multi-Unit Residential: a building with three (3) or more separate dwelling units (does not include single detached homes with basement apartment/unit) and has between two (2) to six (6) floors: includes rooming houses, residences connected to schools/universities/colleges, hotels or motels, shelter housing, etc.

High-Rise Residential: apartment buildings with seven (7) or more floors: includes residences connected to schools/universities/colleges, hotels or motels, shelter housing, etc.

Note: For fire services high-rise residential includes buildings with seven (7) or more floors as this aligns with rescue protocols, apparatus, and equipment.

Mobile homes and Trailers: include RV parks, recreational camp sites.

Dual Use: properties containing a commercial (mercantile and business/personal services) typically on the first or second floors with residential units above.

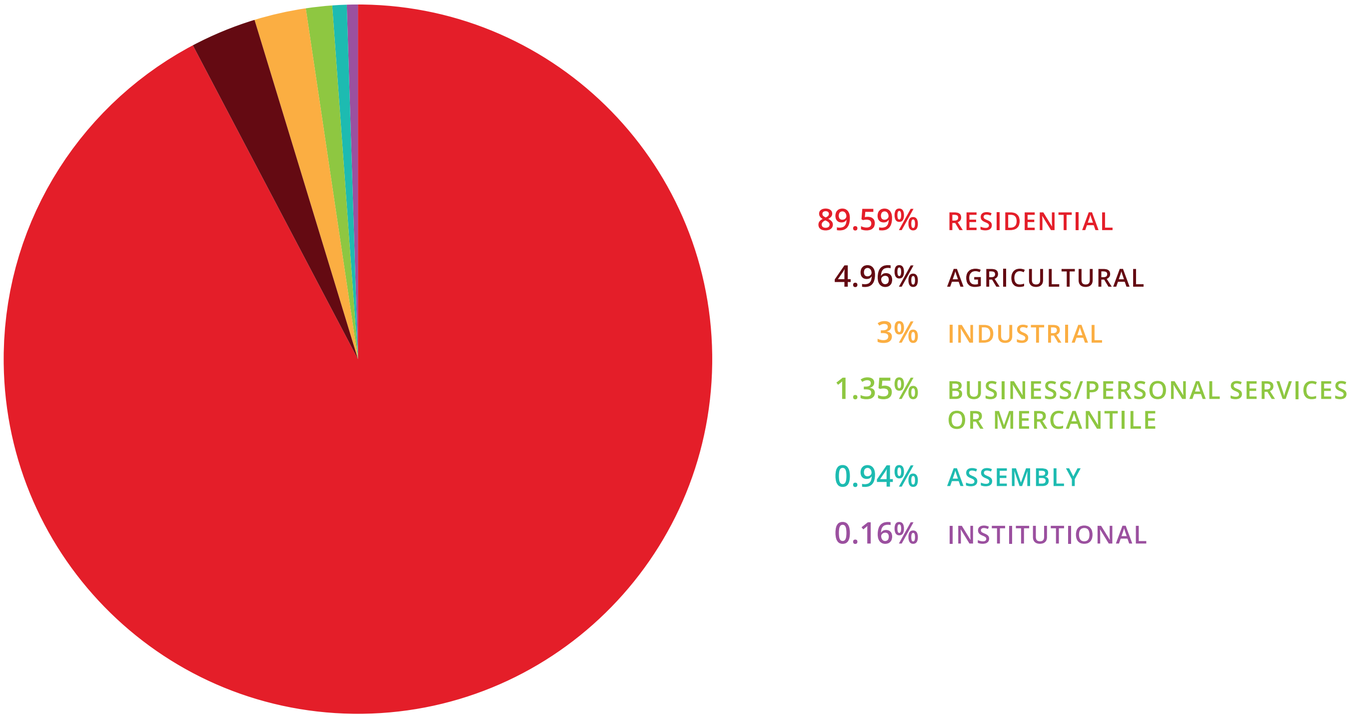
Business/Personal Services and Mercantile: includes commercial businesses, retail stores, offices, supermarkets, markets, restaurants with occupancies of less than 30 people, personal service business such as banks, hairdressers, nail salons, dental offices, laundromats, small tool and appliance rental and service establishments.

Industrial: includes a wide variety of industrial sector businesses and specific examples such as bulk storage warehouses for hazardous substances, chemical manufacturing or processing plants, distilleries, aircraft hangars, repair garages, self-service storage buildings, warehouses, and flour, cereal mills.

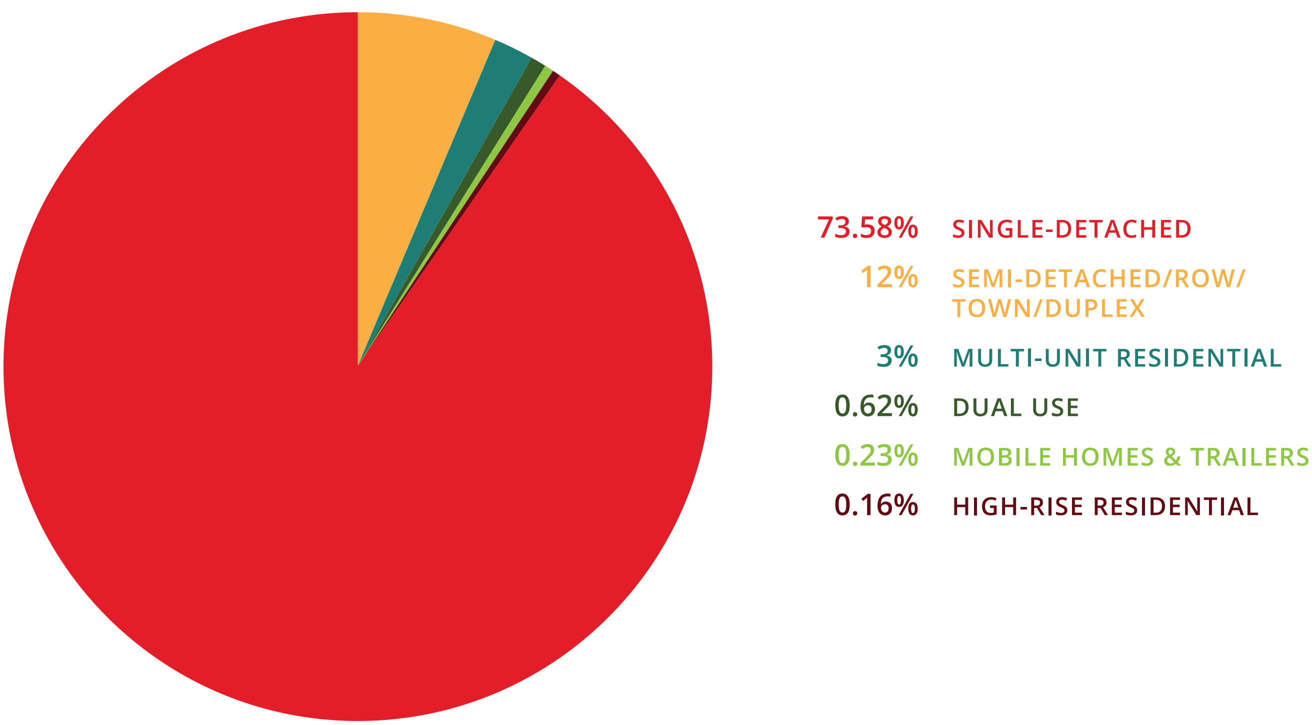
Agricultural properties: buildings that are used for agricultural purposes. (Note: single family homes that are the only building on the property are categorized as single family detached.)

The data used to develop Hamilton's Building Stock profile comes from the City of Hamilton's Geographic Information Services (GIS) with records (as of November 2023) from various sources such as the Municipal Property Assessment Corporation's Structures Data; General Property Data, July 2023; and the City of Hamilton's Planning Division (i.e., 2023 Site Plans, Development applications etc.), and Building Division (issued Building Permits). The total number of properties (as of November 2023) was 217,999. Vacant building and light weight construction data comes from the City of Hamilton's Municipal Bylaw & Licensing Division (vacant buildings); and the City of Hamilton's Building Division (light weight construction). Hamilton's building stock (by largest to small percentage) based on type is:

Hamilton's Building Stock by Type (category)



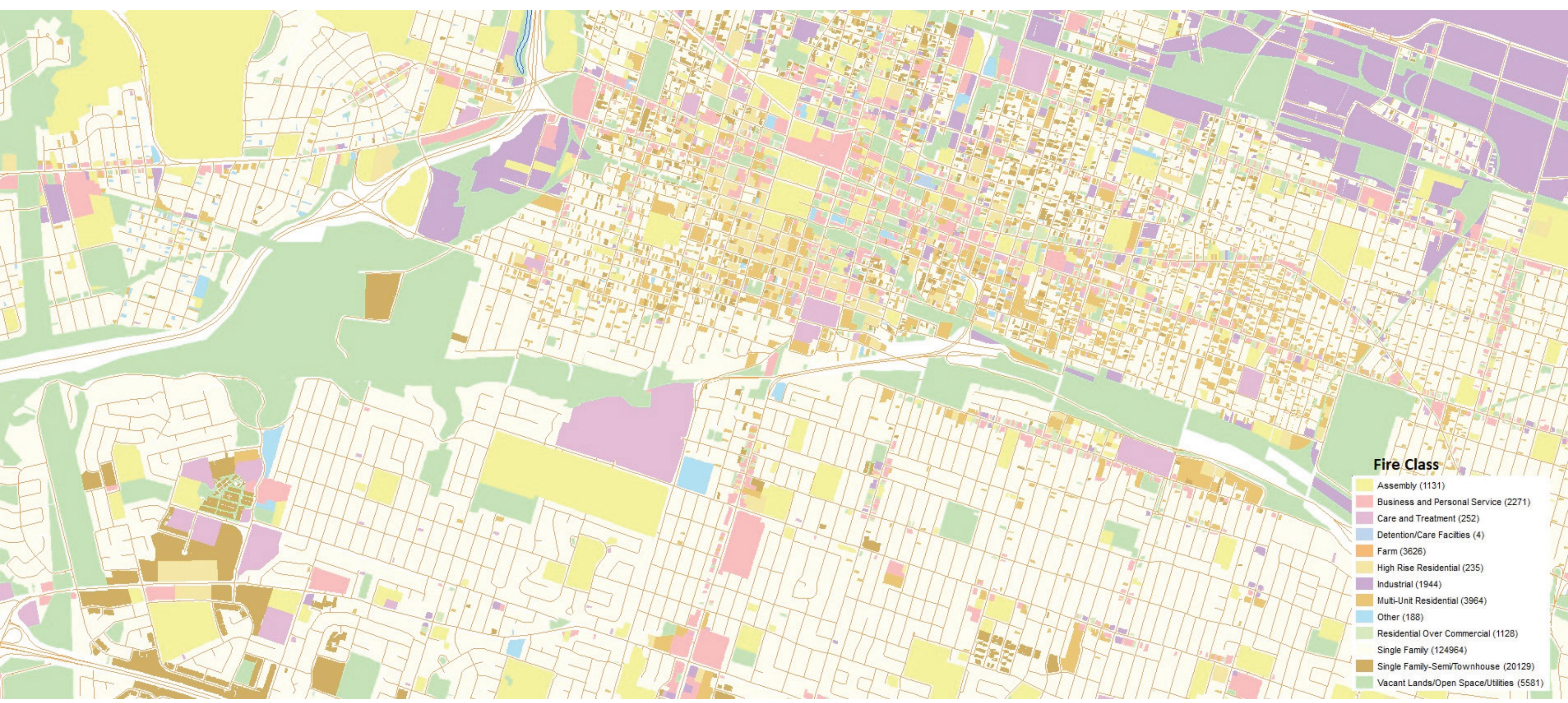
Residential Building Breakdown: Sub-Categories



Map of Hamilton's Building Stock

NOVEMBER 2023

To determine the risk level for each building type, information reviewed included number of buildings, number of vacant buildings by type, number of buildings by type that were identified as containing light weight construction, and overall fire knowledge from a prevention and suppression perspective. For each building type the following risk levels were assigned: (high risk building types are identified first, then medium, and then low risk.)



Summary of Hamilton's Building Stock

Building Type	Number of Buildings	Percentage of Buildings	Assigned Risk Level
Single-detached house	160, 397	73.58%	High Risk
Multi-Unit Residential: buildings with two or more units with two (2) - six (6) floors	6,536	3%	High Risk
High-Rise Residential: buildings with seven (7) or more floors	363	0.16%	High Risk
Business/Personal Service or Mercantile	2,951	1.35%	Moderate to High Risk
Industrial	6,503	3%	Moderate to High Risk
Semi-detatched/Row/ Townhouse/Duplex	26,150	12%	High Risk
Assembly	2,055	0.94%	Moderate Risk
Institutional	Total: 359 Detention: 8 Care & Treatment: 351	0.16%	Moderate Risk
Dual Use (residential with business/personal service or mercantile)	1,358	0.62%	Moderate Risk
Mobile Home and/or Trailers	511	0.23%	Moderate Risk to Lower Risk
Agricultural	10,816	4.96%	Low Risk
Other (non-property and includes sheds, vehicles, garages, etc.)	N/A These are considered accessory buildings within a property file asset or not a property type at all.	N/A	Low Risk




For the complete Ontario Fire Marshal worksheet (Risk Review), with buildings by type: total # of buildings, number of vacant buildings within each type, number of light weigh construction within each type, please see Appendices section.

In looking at the 2018 Community Risk Assessment, building types in this report are slightly different because the new types outlined by the Ontario Fire Marshal have changed. This means there can't be direct comparisons by type. One of the main changes in building types from 2018 to the current report is that the 2018 data did not include a count of agricultural properties and listed "Barns/Farm Properties" as an occupancy type. This 2023 report gathered all property types to include broader agricultural properties which increased the overall total number of buildings.

However, in comparing the 2018 Community Risk Assessment against 2023; the breakdown of percentages is similar with residential as the highest percentage of buildings followed by agricultural/barns, then industrial, mercantile, and business/personal services, assembly, and finally institutional having the smallest number/percentage of buildings.

Economic Profile

Hamilton has the third-largest urban economy in Ontario and has one of the most diverse economies in Canada (Reference: Government of Canada website - Economic Profile: Hamilton, Ontario - Immigration Matters). The City is often connected with its history in steel manufacturing, and advanced manufacturing continues to be a major contributor to the local economy. The City of Hamilton's Economic Development Division focuses on a variety of key sectors that include Agri-Business and Food Processing; Creative Industries; Finance, Insurance and Real Estate; Goods Movement; Information Computer Technology (ICT) & Digital Media; Life Sciences; and Tourism. These sectors provide significant economic impacts by contributing to the city's financial sustainability, attracting investment to the community, contributing to the city's quality of life, and providing jobs to the local economy.

The Economic Profile builds upon the Building Stock Profile by adding more details to the non-residential buildings and helps develop a better understanding of potential fire risks. By identifying sectors that represent significant economic drivers of our economy and their key patterns or features, we can examine the impact to the overall community and local economy if a fire or other emergency occurred in occupancies representing these sectors.

To gain an understanding of the scope of Hamilton's economy and the potential size of buildings that would house different sectors, it is helpful to review data that shows corresponding business counts for each industry or sector, and categorization by size of business. The Building Stock Profile provides the number of buildings within each the broad categories of industrial, agricultural, business/personal Service or mercantile, institutional, and assembly; whereas the Economic Profile digs deeper into these categories providing further insights into potential fire risks (i.e. 20 different types of industries that may indicate potential storage of hazardous materials etc., size of business or number of employees etc.).

Sectoral Business Counts in Hamilton

Source: Canadian Business Counts, June 2021, and Invest in Hamilton website.

Industry	Micro-businesses 1-4 employees	Small 5-99 employees	Medium 100-499 employees	Large 500+ employees
Manufacturing	241	383	40	5
Educational Services	76	106	4	4
Health care and social assistance	118	750	47	10
Construction	1200	702	16	1
Transportation and Warehousing	790	186	13	3
Wholesale Trade	257	316	16	1

Industry	Micro-businesses 1-4 employees	Small 5-99 employees	Medium 100-499 employees	Large 500+ employees
Administrative and support, waste management and remediation services	368	337	27	1
Retail Trade	687	1008	48	1
Professional, scientific, and technical services	1209	388	10	0
Management of companies and enterprises	25	29	9	1
Finance and insurance	339	240	10	0
Arts, entertainment, and recreation	86	95	5	0
Accommodation and food services	295	766	11	0
Other services (except public administration)	950	470	6	0
Public administration	15	2	0	1
Agriculture, forestry, fishing, and hunting	91	98	4	0
Mining, quarrying and oil and gas extraction	2	4	1	0
Utilites	2	7	1	0
Information and cultural industries	123	78	5	0
Finance and Insurance	339	240	10	0

The top five large and medium-sized businesses in Hamilton are:

TOP FIVE (5) LARGE BUSINESSES (500+ EMPLOYEES):

Source: Canadian Business Counts, June 2021, and Invest in Hamilton website.

• 7 large Hospital employers/businesses

• 4 large Educational Services businesses

• 2 large Primary Metal Manufacturing businesses

• 2 large Transportation Equipment Manufacturing businesses

• 2 large Postal Services employers/businesses

TOP FIVE (5) MEDIUM-SIZED (99-499 EMPLOYEES):

Source: Canadian Business Counts, June 2021, and Invest in Hamilton website.

• 25 medium Food and Beverages Services businesses

• 25 medium Administrative Services businesses

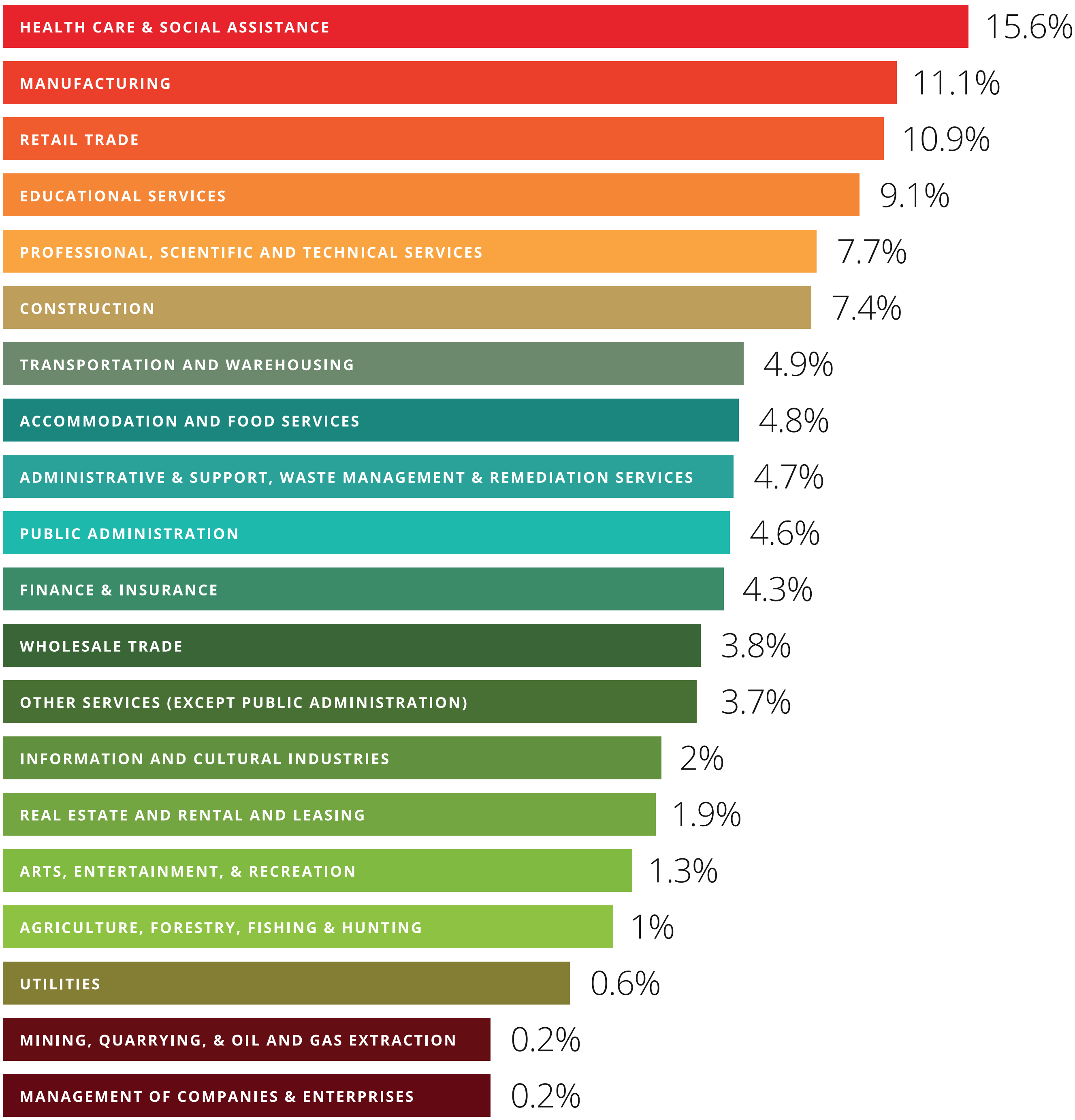
• 23 medium Nursing and Residential Care businesses

• 15 Ambulatory Health Care Services businesses

• 12 Specialty Trade Contractor businessesbuildings

Breakdown of the Labour Force in Hamilton by Sector

SOURCE: STATISTICS CANADA, 2021



For the risk review, the Hamilton Fire Department looked at 12 different industries/business types, and aligned each of them with the building type most likely located in. These 12 business types (except for Vulnerable Occupancies) represented more than 500 businesses and at least 3% of the labour force, making them the ones that provide the most significant economic impacts. These business types include: Health Care and Social Assistance, Manufacturing, Construction, Transportation and Warehousing, Wholesale Trade (distribution of merchandise), Administrative and Support, Waste Management and Remediation Services, Retail Trade, Professional, Scientific and Technical Services, Finance and Insurance, Accommodation and Food Services, and Other services (except public administration).

The risk review of Hamilton's economy (See Appendices) identifies the industry/business type and corresponding building type, number of businesses and key data, key risks, probability, consequence, and assigned risk level. The two (2) industry types assigned a high-risk level were vulnerable occupancies - consisting of hospitals, long term care facilities, retirement homes, group homes, and residential care facilities, and the broader category of health care and social assistance. Key risks associated with vulnerable occupancy businesses/buildings are the mobility of residents with cognitive and physical disabilities. Key risks associated with health care and social assistance include the fact this industry type has the greatest number of businesses, highest percentage of Hamilton's labour force, significant number and size of buildings (i.e., 7 hospitals), and represents critical infrastructure that serves and impacts the entire community.

The industry/business types that were assigned a moderate or moderate-to-high risk level were: manufacturing, transportation and warehousing, administrative and support, waste management and remediation services, professional, scientific, and technical services, and accommodation and food services. The remaining five (5) industries were assigned low or low-to-moderate risk levels.

Industry/Business Types	Assigned Risk Level
Vulnerable Occupancies; Health Care and Social Assistance	High Risk
Manufacturing; Transportation and Warehousing; Administrative and Support, Waste Management and Remediation Services; Professional, Scientific and Technical Services; and Accommodation and Food Services.	Moderate or Moderate to High Risk
Construction Wholesale Trade; Retail Trade; Finance and Insurance; and Other services (except public administration).	Low or Low to Moderate Risk

The number of buildings/industry or business type would require further review and gathering of data.

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Demographic Profile

A city's demographics offer key trends and insights into community risks, which are often connected with the statistics associated with fires and other emergency responses (i.e., next profile or section of this report that covers Hamilton's Past Loss Profile).

Hamilton is a medium-sized city with a population of 597, 655 (Reference: Growth Related Integrated Development Strategy projection data (2021-2051) population rate for 2023) that has seen a steady increase in population growth over the last several years. It ranks 9th largest in Canada and 5th largest provincially based on population. From 2016 to 2021 Hamilton's population increased by 6%, surpassing the provincial average of 5.8%. The total of occupied dwellings also increased by 5.3% in 2021 compared to 2016 (Reference: 2021 Census Data, Statistics Canada).

The elements or characteristics examined in this profile are guided by the Ontario Fire Marshal and include age, place of birth, immigration, language, transient populations, income, education, and persons with disabilities. These not only inform potential risks but assist with understanding how we can enhance our fire prevention (education and awareness) efforts. In addition to the Ontario Fire Marshal's requirements, the Hamilton Fire Department gathered additional demographic data such as population by housing type (including some information on persons living unsheltered) and the City of Hamilton's Ward Profiles (2016 Stats Canada). This information offered additional demographic detail through the lens of housing type and geographic area to help determine if there were correlations with demographics and past loss (specifically fires). Details and trends relating to ward profiles are found within the Past Loss Profile as fire data is cross-referenced with wards/geographic areas.

Age Range	# of People	% of Total Population
0-4	29,100	5.1%
5-9	30,700	5.4%
10-14	31,450	5.5%
15-19	31,795	5.6%
20-24	36,405	**6.4%**
25-29	40,525	**7.1%**
30-34	41,330	**7.3%**
35-39	38,945	**6.8%**
40-44	35,025	6.1%
45-49	34,155	6%
50-54	36,670	6.4%
55-59	40,930	**7.2%**
60-64	38,045	**6.7%**
65-69	31, 635	5.6%
70-74	26,695	4.7%
75-79	18,285	3.2%
80-84	12,985	2.3%
85 and over	14,680	2.6%
Total Pop.	569,355	100%

Ages in Hamilton

The ages of residents in Hamilton, broken down by age ranges (highest to lowest percentages) are: 27.6% aged 20-39; 25.7% aged 40-59; 21.6% are 19 or younger; 20.2% aged 60-79; and 4.9% are 80+ (Reference: Statistics Canada, 2021). [potentially create a pie chart] Using a smaller age range of five (5) years, the top six (6) age groups with the highest population percentage (in order) are ages: 30-34; 55-59; 25-29; 35-39; 60-64; and 20-24. Seniors (aged 65+) represent 18% of Hamilton's population (Reference: Statistics Canada, 2021).

Age can be a risk factor for fire safety, especially when connected to other factors like mobility issues or disability, gender, and whether a person lives alone. Current day or societal trends (impacted by generational characteristics, the economy, cultural norms, increase access to or new products and technology etc.) have varying impacts on activities and human behaviours that lead to some of the top fire causes (i.e., careless smoking or failure to properly extinguish smoking materials, unattended cooking, etc.)

In terms of national fire statistics related to age and gender - according to a report released on June 16, 2022, called Circumstances surrounding unintentional fire-related deaths in Canada, 2011 to 2020 (based on Statistics Canada data), males and adults aged 45 and older are more likely to die in a residential fire. The report goes on to state, "Unintentional residential fire-related deaths affect people of both sexes and all ages; however, men and older adults are overrepresented. From 2011 to 2020, males were 1.5 times more likely than females to die in an unintentional residential fire. This trend is consistent with previous research on fire-related death rates in Canada and internationally." In Hamilton, 21% of the population are males over the age of 45, which parallels percentages across Ontario.

Immigration, Places of Birth, and Languages

The 2021 Census for Hamilton showed that 25.9% of the population were foreign-born (immigrants),

IMAGE PROVIDED BY THE HAMILTON TIGER-CATS

71.8% were Canadian born (non-immigrants), and 2.3% were non-permanent residents. Of note, the number of non-permanent residents has nearly doubled since the last Census. Among immigrants in 2021, 20,145 arrived between 2016 and 2021 and made up 13.8% of the immigrant population.

The top three places of birth among immigrants living in Hamilton in 2021 were the United Kingdom, India, and Italy. For recent (arriving between 2016 and 2021) immigrants living in Hamilton, the top places of birth were India, Syria, and the Philippines.

More than 98% of Hamiltonians reported having a working knowledge or English leaving only 2% of residents in Hamilton who do not speak English or French. Trends or changes in languages spoken in Hamilton stem from immigration patterns as indicated above. There are significant increases in people reporting Arabic, Spanish, Punjabi, and Tagalog as their mother tongues in Hamilton. Whereas there are declines for Italian, Chinese languages, Portuguese, Polish, Serbian, and German languages reported as mother tongues. The top mother tongues (other than English or French) reported by Hamiltonians were 1. Arabic, 2. Italian, 3. Spanish, 4. Chinese languages, 5. Portuguese, 6. Polish, 7. Punjab, 8. Tagalog, 9. Serbian, 10. Persian languages (Reference: Statistics Canada, 2021).

Transient Populations: Students and Tourists

Hamilton has two (2) universities; one college; and private boarding (high) school with ~ 1,800 international students. A high concentration of students live in the Westdale area. McMaster University had 36,449 students enrolled in 2022. Mohawk College had more than 13,000 students enrolled, and Redeemer University had 1,089 in 2022. 17.2% of McMaster students were international students from 120 countries. Additional schools with transient populations and student housing include Columbia International with 1,700 international students living in Hamilton, and Hillfield Strathallen school that has some of its students traveling into Hamilton during the day.

Hamilton attracts 5.9 million visitors annually (Reference: Invest in Hamilton website), with the largest percentage of tourists visiting during the months of June through October. Visitors come to Hamilton for a range of different activities. The most popular tourist activities include outdoor activities (nature, hiking, trails, waterfalls), arts and culture (outdoor festivals and events), and historical heritage (landmarks, architecture, museums). As outlined in the Geographic Profile, outdoor activities such as visiting waterfalls and hiking - by both visitors and residents - has become a challenge requiring the need for trail and rope rescue. From 2020 to 2022 there were a total of 65 rope rescues performed representing 74% of all rescue types. Trail rescues increased from 5 incidents in 2020 (when rope rescues were the highest) to 8 incidents in 2022. Although the Hamilton Fire Department does not track where people who require rope rescuing come from; anecdotally it is believed most are tourists less familiar with the area and terrain.

Housing Types

Often, but not always, income is connected to a person's ability to afford different housing types, which is also impacted by a city's building stock (i.e., number and types of residential housing). Acknowledging that housing is a complex issue; the type of housing can be a factor related to fire safety as demonstrated by the 2020 to 2022 fire statistics (Past Loss Profile). Most Hamilton residents (56.2%) live in single detached houses. Other types of housing Hamiltonians occupy include: 16.4% live in apartments with more than five (5) stories, 12.3% live in row houses, 8.5% live in apartments less than five (5) stories, 3.3.% of people live in apartments or flats in a duplex, 3% of residents live in semi-detached properties, 0.2% live in other single attached houses, and 0.1% live in moveable dwellings (Reference: Statistics Canada, 2021). An important fact and trend to note within housing types is fires within social housing. Fires that happen within social housing have particularly significant and negative impacts as these fires often impact multiple units (i.e. within the category of high rise residential or multi-unit residential), impacting more people and more units - placing this type of housing and their residents in a more precarious place. Making it especially important to prevent and reduce impacts of fires in social housing.

Absent from these statistics are people who are living unsheltered. The City of Hamilton's Housing Services Division maintains data on the number of people who are actively homeless. As of October 2023, there were 1,693 people living unsheltered in Hamilton. Encampments in Canada and Hamilton began increasing and expanding in 2020 and in August 2023, the City of Hamilton approved its Encampment Protocol. The overall purpose of the City's encampment response is to support and recognize immediate needs of unsheltered individuals until appropriate resources are available to house and support those experiencing homelessness in Hamilton.

Income

In 2020, the median after-tax income for households was $75,500. Household income ranges for residents were as follows: 28.6% of households earned $60K - $99,999K, 24.7% earned $30K - $59,999K, 13.2% of households have incomes of $150K +, 13% had incomes of $30K or under; 12.3% make $100K – $124,999K, and 8.3% had incomes of $125K - $149,999K (Reference: Statistics Canada, 2021).

Education

Educational backgrounds in Hamilton range from 31% of people reported to have a BA degree or higher from university, 26.2% have College, CEGEP, or other non-university certificates, 24.7% had a high school certificate or diploma, 10.4% had no certificate, diploma, or degree, 2.9% possessed an apprenticeship certificate, 2.7% had a non-apprenticeship certificate, and 2.2% had a university degree (i. e. bachelor level) (Reference: Statistics Canada, 2021). There does not appear to be trending associated with educational background and fire safety.

Persons with disabilities

In Hamilton, 27.7% of residents (aged 15 and up) have a disability*. Hamilton has higher rates of disability in comparison to other Ontario and Canadian cities. In Ontario, the average percentage of persons with a disability is 24.1%, and for Canada that rate is 22.3%. 2017 stats indicate that persons with disabilities had less income than those without disabilities. As previously noted, this will likely impact housing type (Reference: Statistics Canada, 2017).

*Disability as defined from the Canadian Survey on Disability includes ten (10) disability types: developmental, memory, dexterity, learning, seeing, hearing, mental-health related, mobility, flexibility, and pain-related.

Section 4

Past Loss Profile

The focus of the Past Loss Profile is the different types of fire losses (i.e., number of fires, injuries, and deaths, and dollar loss) as well as the number of calls and trends associated with non-fire calls and responses. Included in Hamilton's Past Loss Profile are statistics on whether working smoke alarms were present in buildings that experienced fires, as well as statistics on the Hamilton Fire Department's Alarmed and Ready program that provides free smoke alarms, carbon monoxide alarms, and batteries to Hamilton residents. The Hamilton Fire Department responds to and tracks a variety of calls that relate to fire safety standards and enforcement as well as emergency response. Staff in the Fire Dispatch/Communications Division receive and process emergency calls, then dispatch the Operations Division (i.e., firefighters) and, in some cases, the Prevention Division (i.e., fire inspectors) who respond. Crews then mitigate and determine suspected fire cause and origin (where applicable). In 2022, the Hamilton Fire Department responded to 14,593 calls. These include responses to emergencies such as fires, water, rope, or trail rescues, open air burning, CO alarm concerns, pre-fire or smoke conditions (no fire), medical/resuscitator; overpressure rupture (no fire), and public hazards (i.e., hazmat).

Fires *by* Building Type, Cause, Deaths and Injuries, and Dollar Loss for 2020 – 2022

Concerning Trends & Increases
Year over year, the Hamilton Fire Department has seen an increase in the number of fires, dollar loss value, deaths and injuries. The number of fires in Hamilton from 2020 to 2022 steadily increased from 432 in 2020 to 471 in 2021, and to 500 in 2022 (a 16% increase). Total dollar loss associated with fires has also increased - $19,836,450 in 2020 to $49,853,720 in 2022. Fire related fatalities increased from two (2) deaths in 2020; two (2) deaths again in 2021; then eight (8) deaths in 2022. In terms of structure fires (i.e., buildings) there were 229 in 2020, 291 in 2021, and 328 in 2022.

The percentage of homes that experienced residential fires and that did not have working smoke alarms grew from 45% in 2020 to 51% in 2022, which is extremely concerning. To attempt to reverse this trend, the Hamilton Fire Department operates its Alarmed and Ready Program where staff visit residential properties to provide education and awareness about fire safety and the importance of working smoke alarms. As part of this program the Hamilton Fire Department installs smoke alarms, carbon monoxide alarms, and replaces batteries for residents. In 2023, the Hamilton Fire Department installed 765 smoke alarms (up by 31% from 2022), 483 carbon monoxide alarms (38% increase from 2022), and 421 batteries (up by 6% from 2022). These numbers include the Alarmed and Ready Program and other efforts where staff provide assistance with alarms and batteries.

Fire safety within encampments is a new and increasing concern in Hamilton, as are fires in vacant buildings where persons who are unsheltered have been found to be staying. There were two (2) significant encampment fires in 2021 and 2023 that caused substantial or total loss of encampments. Fortunately, neither of these encampment fires incurred death or injury. In vacant buildings however, there were three (3) deaths in 2022 and 2023 of people who were homeless in 2022 and 2023 and there was one (1) firefighter injury in a vacant building. Responses to fire safety incidents at encampments increased between 2020 and 2023 with most response types categorized as open-air burning. Eight (8) encampment locations had three (3) or more calls for fire safety related incidents from June to November 2023.

Fatalities & Injuries
All fire deaths in Hamilton from 2020 to 2022 occurred in residential buildings that included either single family detached homes, townhouse, or multi-residential (2-6 floors) or high rise (7+ floors) buildings. The total of civilian and firefighter injuries from 2020 to 2022 was 123, with 39 injuries in 2020; 43 in 2021; and 41 in 2022. Most firefighter and civilian injuries happened in single family detached homes (total injuries in this building type from 2020 to 2022: 39), townhouses (total 2020 to 2022: 19), and multi-residential* (total injuries from 2020 to 2022: 35) buildings.

*multi-residential includes: 2-6 floors and/or high rise: 7+ floors

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Where Fires Most Commonly Occurred

Note: From an operational firefighting perspective, buildings that are seven (7) or more floors require a different response compared to buildings with fewer floors. The data below that describes multi-residential buildings includes 2-6 floors and 7+ floors.

The top three (3) building types (year-over-year) where most fires occurred in Hamilton from 2020 to 2022 (most to least) were single family detached residential, multi-residential (2-6 floors and/or and high rise residential: 7+ floors), and industrial. In terms of average percentages by building type for this three-year period: 22% of fires happened at single family detached homes, 15% occurred at multi-residential buildings, and 6% at industrial properties when looking at all fire types including non-structure fires (i.e., vehicles, outdoor etc.).

From 2020 to 2022 there were a total of 849 structure-only fires. The chart below provides additional details regarding percentage of fires by building type and Hamilton's building stock.

Note: *agricultural property types (as a broad category) were not captured within past loss data. The Hamilton Fire Department management tracking system does not differentiate between Multi-Unit Residential (2-6 floors) and High Rise (7+ floors).*

% of Fires by Building Type	% of Building Stock	# of Buildings
43% Single Family Residential (Includes detatched, towns, row etc.)	85.58% of Hamilton's building stock	186,204
25% Multi-Residential (2-6 floors and 7+ floors)	3% of Hamilton's building stock	6,536
10% Industrial	3%	6,503
8% Business/Personal Services and Mercantile	1.35%	2,951
4% Dual Use: residential with business/personal services or mercantile (commercial)	0.62%	1,358
4% Assembly	0.94%	2,055
3.2% Mobile Homes and Trailers (includes camps and encampments)	0.23%	511
2% Care and Treatment	0.16%	351
0.4% Hotel or Motel	Falls within Multi-residential	~520
0.4% Detention	.005%	8
N/A: Agriculture building type not specifically captured	5.1%	10,816

Consideration for potential changes should be made to:

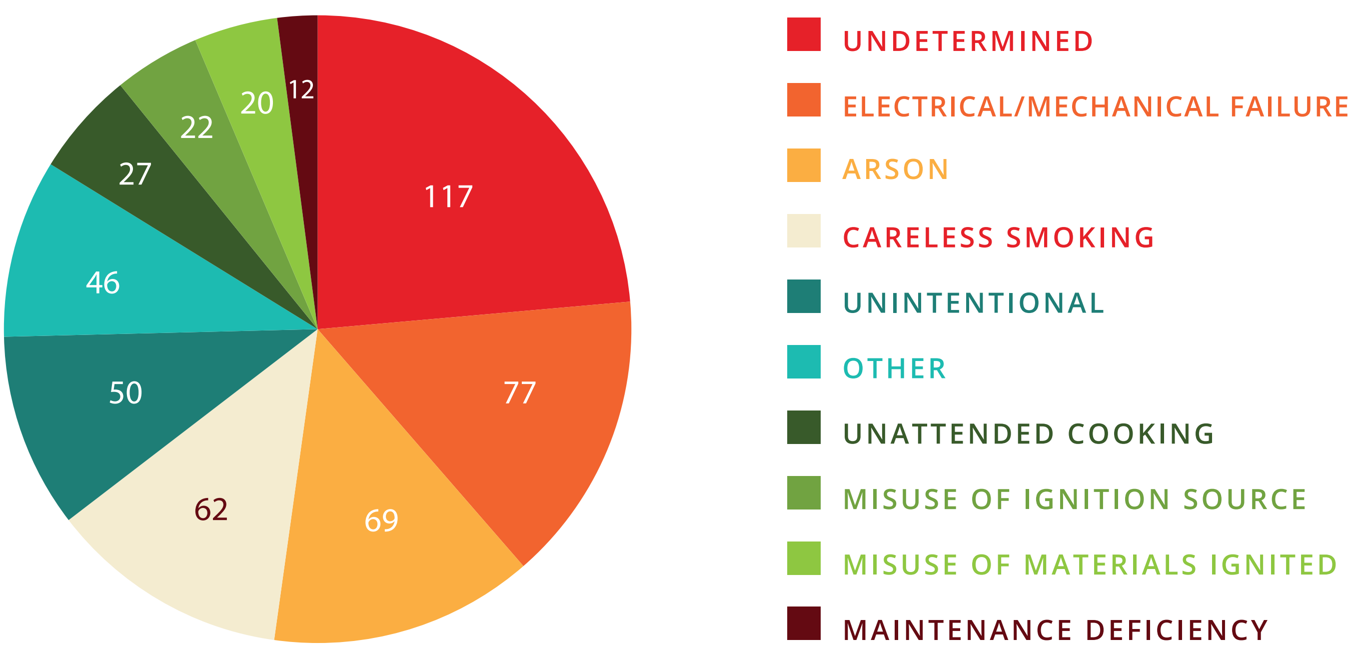
- Tracking and categorizing past loss involving agricultural properties as opposed to individual structures on agricultural lands (i.e. barns). Then create sub-categories within agriculture to identify potential trends or concerns; and
- Tracking and categorizing multi-unit (2-6 floors) and high rise (7+ floors).

In addition to property fires, the Hamilton Fire Department responds to and tracks non-building (property) fires. In 2022, non-building fires made up of 35% of fires. Non-building fires include vehicle fires, general outdoor fires (i.e., grass only fires), small, detached sheds, etc. Vehicle fires represented ~ 80% of non-building fires.

Top Causes & Trends

The top three causes of fires between 2020 and 2022 were: Undetermined, Arson, and Electrical/Mechanical Failure. The top behavioral causes of fires in Hamilton included: careless smoking or failure to properly extinguish flame or embers, unattended cooking, and misuse of ignition. Misuse of ignition primarily refers to inadequate control of open fires, careless use of an ignition source, welding or using a torch too close to a flammable object, etc. Careless smoking or improper extinguishing of smoking materials has become an increasing concern from 2020 to 2022. Fires caused by smoking increased 106% from 30 in 2020 to 62 in 2022.

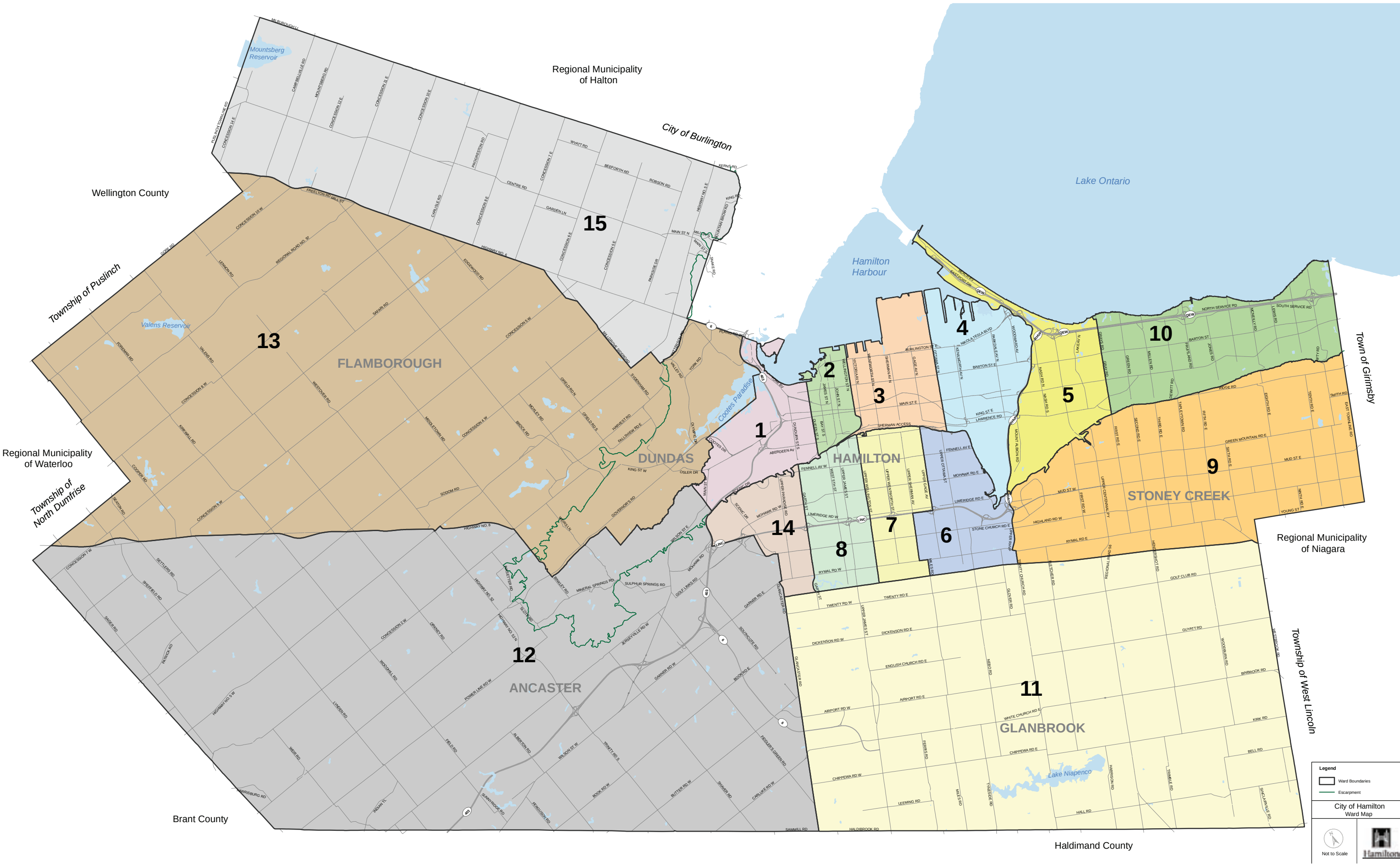
Number of Fire Incidents & their Causes in 2022



NOTE: for complete data set please see Appendices.

Combining Past Fire Loss with Geographic Areas *of* the City

CITY OF HAMILTON WARD MAP



To determine if there were any geographical trends associated with fire loss the Hamilton Fire Department looked at data by ward. Wards 3, 2, and 4 (most fires to least) consistently had the most incidents of fires from 2020 – 2022. These wards represent an average of 45% of the fires/year across the City. Other Wards that have experienced high numbers of fires include Wards 5 (always in top 5), 7 and 12.

To gain a better understanding of potential risk factors within the top three (3) wards that experienced the greatest number of fires, the Hamilton Fire Department looked at the details/ characteristics of these wards based on the City of Hamilton Ward Profiles (2016 Stats Canada). Some of these risk factors and characteristics will potentially lead to the identification of actions and/or changes within the Fire Service Delivery Plan.

Demographic Highlights* by Ward

*characteristics that could most impact risk factors associated with fire, with data sourced from Statistics Canada, 2016 and the City of Hamilton Ward Profiles.

Ward 3

This area is known as Central Hamilton and is home to 7.7% (3rd highest) of Hamilton's population. 1/3 of the ward is made up of industrial and commercial lands. In 2022 this ward had 87 fires. Some of the demographic highlights of this ward include:

- Top age ranges (3.8% each) are 25-29; 30-34; and 50-54.
- 5.7% moved to Hamilton (from other cities or, potentially immigrants or students).
- 40% of males smoke and 31% of females smoke.
- 86.9% people living here speak English at home and 79.1% are not immigrants.
- The countries that people immigrated from living in this ward include Africa and Asia.
- 5.9% are Indigenous and 18% are visible minorities.
- The average household income is $54K with 11.2% of people living in this ward receiving social assistance (Ontario Works).
- 52.9% are renting (higher than Hamilton's average rental rate of 32%).
- 12.6% of people living in Ward 3 are seniors.

Ward 2

This area is known as Downtown Hamilton and is the smallest sized ward. 6.3% of Hamilton's population lives in Ward 2 making it the most densely populated ward. In 2022, this ward had 68 fires. Some of the demographic highlights of this ward include:

- Top age ranges (representing 31% of this population) are 25-29; 30-34; and 20-24 making it a mostly "young" population.
- 60.6% of people live alone (i.e., single/never married, divorced, or widowed).
- 9.1% moved to Hamilton (i.e., from other cities or potentially immigrants or students).
- 38% of males smoke and 29% of females smoke.
- 6.2% of people speak English at home and 64% are not immigrants.
- Asia as the most common place of birth of residents who are immigrants.
- 3.2% people are Indigenous and 31.3% are visible minorities.
- The average household income is $51K with 9.8% receiving social assistance (Ontario Works).
- 76.4% people in this ward are renting (higher than Hamilton's average rental rate of 32%).
- 15.8% of the people who live in this ward are seniors.

Ward 4

This area is known as East Hamilton and 7.2% of Hamilton's population lives here. 1/3 is of this ward is made up of industrial and commercial lands (same as Ward 3). In 2022 this ward had 52 fires. Some of the demographic highlights of this ward include:

- Top three age ranges (24.8% of the ward population) are 50-54; 55-59; and 30-34.
- 50.7% of the residents live alone.
- 3% moved to Hamilton (i.e., from other cities or potentially immigrants).
- 36% of males who live here smoke and 33% of females smoke.
- 90.6% of people speak English at home and 84% are not immigrants.
- 5% of population are Indigenous and 10.4% are visible minorities.
- The average household income is $66K with 6.4% receiving social assistance (Ontario Works).
- 30.4% live in rental units (lower than Hamilton's average rental rate of 32%).
- 15.1% of people who live in this ward are seniors.

Non-Fire Calls by Response Type for 2020 - 2022

The Hamilton Fire Department tracks and codes non-fire calls and responses using nine (9) different category types such as burning (i.e., open air burning), carbon monoxide false calls, false fire calls, medical/resuscitator, overpressure rupture (no fire), pre-fire conditions (no actual fire), public hazard (i.e., hazmat), rescue (includes water, rope, elevator, trail rescue), and other responses (doesn't fit other categories). Non-fire calls and associated responses increased by 14.6% between 2020 and 2022. The percentage breakdown of total calls for 2020 to 2022 (highest to lowest) is: 24.67% for false fires, 22.27% for CO false calls, 21.88% for burning (open air burning), 10.44% for other responses, 7.97% for public hazard, 6.36% for medical/resuscitator, 3.37% for rescue, 3.02% for pre-fire conditions, and 0.01% for overpressure rupture (no fire).

Trends or Changes

The top three (3) call types consistent from 2020 through 2022 are burning, CO false calls, and false fires. Call types that decreased during the same period include: burning calls – 10% and carbon monoxide false calls - 5%. Call types that increased over the three (3) year period include a 4% increase in false fire calls, a 5% increase in medical/resuscitator calls, a 3% increase in other call types, and 2% increase in rescue calls. The remainder of call types saw small changes of 1% or less.

How Hamilton compares nationally

The fire statistics and trends in Hamilton are mostly reflective of what is happening across Canada.

Residential fire deaths

Residential fires are the leading type of unintentional fire-related death in Canada. From 2011 to 2020, 92% of fire deaths in Canada were unintentional fire-related deaths. In Hamilton, all fire deaths occurred in residential buildings and classified as unintentional.

Seasonal Trends

In Canada, unintentional residential fire-related deaths happen more often in winter (December to March) (Reference: Circumstances surrounding unintentional fire-related deaths in Canada, 2011 to 2020, June 16, 2022). This trend aligns with Hamilton's residential fire-related deaths where there were no deaths in the summer; five (5) deaths in the winter; two (2) deaths in the spring; and two (2) deaths in the fall (2020 to 2022 data). It should be noted that all five (5) deaths that occurred in winter resulted from one fire.

Hamilton also experienced seasonal fire trends. Fire incidents gradually increased during the winter (December to February); peaked in the summer (June to August), then decreased in the fall. To determine if there were any different seasonal patterns between intentional (arson) fires and all other fire causes (unintentional), the data sets for each were separated. Both intentional and unintentional fires had the same seasonal trend as previously described. What was different was those unintentional fires having the highest number of fatalities and injuries (civilian and firefighter) occurred during the winter months, compared to almost non-existent civilian fatalities and injuries in arson-related fires across all seasons.

There are typically more fire incidents during colder months as people are indoors for longer periods of time and engage in more smoking and cooking, as well as more frequent use of candles, heaters, and wood-burning stoves (Reference: Circumstances surrounding unintentional fire-related deaths in Canada, 2011 to 2020, June 16, 2022).

Fires by Building Type

Of the building types that are similarly categorized (i.e., residential, industrial, assembly, care and treatment, detention, and business/personal services and mercantile) Hamilton compares significantly with Canada-wide stats. Hamilton tracks incidents involving mobile homes and trailers that made up 3.2% of fires. This is not a category captured in the Statistics Canada data. Conversely, a property type in the Statistics Canada data that Hamilton doesn't specifically track or categorize is storage property, which represented 6% of fires across Canada in 2021. (Reference: Statistics Canada 2021: Incident-based fire statistics, by type of fire incident and type of structure.)

Causes of Fire

In Canada, cooking equipment, smoker's materials, and open flame continue to be the leading causes of residential fires." (Reference: Statistics Canada, 2021) Hamilton's top residential fire causes mimic the national data.

Working Smoke Alarms

From 2015 to 2021, 37% of residential fires in Canada had a working smoke alarm compared to the time period between 2020 and 2022 in Hamilton that saw an average of 50% of residential fires that had a working smoke alarm.

The Hamilton Fire Department does not currently track the gender or age of people who are injured or die in fires. According to Canadian statistics, males and adults aged 45 and older are more likely to die in a residential fire.

Canadian research identified trends related to non-fatal versus fatal residential fires. Nonfatal residential fires were commonly caused by careless cooking and electrical failure. Fatal fires were found to be connected to a variety of risk factors such as the consumption of drugs or alcohol, improperly discarded cigarettes, living alone, being asleep at the time of the fire, advanced age, mostly impacting males, and fires occurring in a mobile home (Reference: Circumstances surrounding unintentional fire-related deaths in Canada, 2011 to 2020, June 16, 2022).

Hazard Profile

In November 2022 the Hamilton Fire Department completed its Hazard Identification and Risk Assessment as required by the province's Emergency Management and Civil Protection Act. This risk assessment tool can be used to assess which hazards pose the greatest risk in terms of the likelihood to occur and the potential magnitude of the consequence. It is not intended to be used as a predictive tool to determine which hazard will cause the next emergency. The purpose of this assessment is to identify the hazards which have caused, or have the potential to cause, emergencies that may disrupt the response capabilities of the City of Hamilton.

The Hamilton Fire Department reviewed and utilized the work from the 2022 Hazard Identification and Risk Assessment to help complete Hamilton's Community Risk Assessment's Hazard Profile. The 12 hazards identified that could have impacts on the community and the provision of fire protection and rescue services include infectious disease, fires or explosion, extreme heat, building or structural failure, flooding, erosion, chemical release, tornado, high winds, wildland fire, transportation emergencies, and winter weather (snowstorms or ice storms). Fire and explosion, infectious disease, extreme heat, high winds, and winter weather (major snowstorms and/or ice storms) were rated as likely to almost certain to occur and had an assigned risk level of at least moderate. Some of the emerging or newer hazards that were identified included erosion, extreme heat, and wildland fires. Erosion's risk level was low to moderate and extreme heat and wildland fires were both assigned the risk level of moderate.

NOTE: *For complete worksheet, please see Appendices Section.*

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Section 5

Critical Infrastructure Profile

As with most mid-sized cities Hamilton has critical infrastructure that includes hospitals, long-term care facilities, walk-in clinics, emergency/communication dispatch sites and towers, water towers, pumping stations, warming and cooling centers, sewage pumping stations, hydro lines, detention centers, rail lines, major highways, waterfront/port, bridges and overpasses, airports, reservoirs and dams, main gas and oil distribution lines, provincial, federal, and municipal buildings, and fire stations.

The Hamilton critical infrastructure listed below includes key types of transportation, utilities and healthcare facilities that could face potential fire risks and associated impacts.

Roads
There are numerous major roads and highways throughout Hamilton including Hwy. 403, QEW, Red Hill Valley Parkway (RHVP), Lincoln Alexander Parkway, Industrial Drive, Burlington Street, and Highway 6 (North and South). The Hamilton Fire Department responded to 287 vehicle accidents between 2020 and 2022. Frequency of accidents, types of vehicles (i.e., large transport or cargo trucks, electric vehicles), and types of goods transported impacts risk and severity of accidents along with traffic flow. These factors can inform equipment, apparatus, and training needed (i.e., electric vehicle fires, large trucks carrying hazardous materials etc.). In addition, the type and location of accidents can have subsequent effects creating additional accidents, potentially shutting down access to portions of the city and impacting overall fire service response. In order to better understand future potential impacts and assist the creation of the next Community Risk Assessment, the Hamilton Fire Department should consider tracking and collecting information on vehicle collisions, extrications, and high trauma (fatalities). As with most cities we are seeing an increase in electric vehicles on the roads and parked in garages in single-family homes, apartment buildings, and assembly buildings. Electric vehicle fires burn significantly hotter than gas powered vehicles and can result in nearby cars or property also catching on fire. The process of extinguishing can also result in toxic fumes and runoff. These future impacts should be tracked and considered.

Future impacts/considerations
Construction of Hamilton's Light Rail Transit (LRT) project will begin sometime after 2025. This project consists of a 14 km corridor that will run east to west along Main Street, King Street and Queenston Road spanning the lower City. This multi-year construction project will affect road access across a significant portion of the City; creating detours that could impact emergency response times. Infrastructure improvements will occur throughout the project corridor and include sewer replacement, replacing gas and water mains, running new hydro and telecommunications lines, and rebuilding roadways and sidewalks (Reference: Metrolinx website).

Rail
Hamilton is home to two (2) major rail lines: Canadian National Railway (referred to as CN) and Canadian Pacific Railway (referred to as CP) that provide complete rail freight services across North America. Associated with these rail lines are two (2) rail yards, one (1) tunnel and two (2) bridges with a rail transfer site on Longwood Road by Hwy. 403. Rail lines and yards impact fire station locations and response protocols. In general, rail lines create concerns for Fire Departments as there is the potential for: accidents involving hazardous cargo necessitating a hazardous materials response. Other rail related risks include explosion, fire, destabilization of surrounding structures, passenger train derailments or collisions, and overall access challenges.

Air
John C. Munroe International Airport is in the south-west quadrant of Hamilton. 645,789 passengers flew to and from Hamilton International Airport in 2022. It is also the third largest cargo airport in Canada with a

total of 877,000,000 kg of billable freight moving through the facility in 2022 and is recognized as the largest domestic overnight express cargo mover in Canada (Reference: Hamilton International Airport website). Like rail, there is the potential for accidents involving hazardous cargo that would necessitate a hazardous materials response or could result in fire, explosion and/or destabilization of buildings or structures. The Hamilton International Airport has its own fire department responsible for aircraft emergencies (passenger and cargo) on runways and aprons (termed "airside"). The Hamilton Fire Department provides support and assistance to airport fire personnel for airside emergencies, including the tendering of water. The provision of fire protection and rescue services for all other emergency incident responses on airport property (buildings and structures) are the responsibility of the Hamilton Fire Department.

Port and Harbours
The Port of Hamilton is the largest in Ontario and is the busiest (largest volume of cargo and shipping traffic) of all Canadian Great Lake Ports. It is an import and export gateway to the Greater Toronto-Hamilton Area (GTHA) with access to multimodal transportation options including rail. From a Fire perspective, impacts to consider include types and amounts of storage, type and size of vessels, inland water incidents and dry docks (patient recovery), and ownership or jurisdiction of land (i.e., some port lands are federally owned). More specifically, some of the fire risks associated with cities located close to waterways include vessel collisions, fire, and explosions, electrical malfunctions and high voltage electrical incidents, dangerous goods and hazardous substance spills, and storage of hazardous cargo. Major incidents in these areas could also significantly affect the local economy.

Utilities
Hamilton has a range of critical infrastructure including hydro, oil and gas, and water. There's nothing specifically unique about Hamilton's utilities in terms of size, number, or history. Accidents or incidents that impact utilities or happen near hydro or oil and gas utilities have the potential to impact public and firefighter safety. Hazardous materials responses can expose firefighters to toxic or hazardous substances or environments via inhalation, absorption (skin contact), and/or ingestion. Incidents involving hydro lines can disrupt communications, prevent the use of medical devices, and have other impacts on public health. It is important to note and consider that more than a dozen major oil and gas pipelines run through Hamilton's rural areas and beneath populated neighbourhoods including the city's industrial north end.

Healthcare Facilities
As highlighted in the Economic Profile, Hamilton has a significant number of businesses and labour force associated with healthcare facilities. The Building Stock Profile also demonstrates numerous Care and Treatment type buildings in Hamilton. Large fires, hazmat incidents, or other emergencies occurring at or near these critical buildings have the potential to inflict significant short or longer-term impacts on the public, workers, first responders, building stock, and the economy. As indicated in the risk review rating for the health care and social assistance industry and its associated building type, this critical infrastructure type has been assigned a high-risk rating. (Refer to Appendices' Economic Profile Risk Review).

Public Safety Response

The Ontario Fire Marshal requires cities to complete a worksheet containing a list of agencies; the types of incidents they respond to; and the agency's role in any incidents connected to Fire Department responses and rescues. In Hamilton, the agencies involved with public safety responses along with the Hamilton Fire Department include the Hamilton Police Service (Land & Marine), the Hamilton Paramedic Service, Hydro One, Alectra Utilities, Enbridge Gas Inc., Hamilton Beach Rescue Unit, and the Ontario Provincial Police. Please see Appendices Section.

Community Services Profile

There are a wide range of community service agencies, organizations and associations that support the Hamilton Fire Department in the delivery of public fire safety education, Ontario Fire Code inspection, and enforcement and emergency response. These agencies contribute services in-kind, financial support, provision of training venues, increased access to high-risk community groups, and temporary accommodations. The key community service concern in Hamilton is the availability of temporary shelter for displaced residents following a fire or significant incident as demand for this service is constant. The impact is particularly high should a fire or other emergency evacuation happen in a multi-residential building that affects multiple units or the entire structure.

Section 7

Areas of Moderate or High Risk

AREAS OF MODERATE OR HIGH RISK

This section highlights and summarizes the areas that were found to have a moderate or high risk and provides additional information from the 2018 Community Risk Assessment to help indicate any longer-term trends or changes.

Residential was assessed as High & Moderate Risk Single-detached homes, semi-detached/row/townhouse homes, multi-unit residential; and high-rise residential were categorized as high risk in terms of building stock, demographics, and past loss data. There are wide-ranging factors that contribute to the high-risk level: more people live in these property types, most fires occur here, and most injuries and deaths occur in residential buildings. Single-detached homes had the highest risk of the two building types. Single-detached homes also represent the highest percentage (73.58%) of buildings in Hamilton compared with multi-residential (two or more units with 2-6 floors and residential buildings with 7+ floors) which account for 3.16% of buildings. The highest percentage (43%) of fires happened in single-detached homes and these property types also incurred the highest number of injuries. 23% of fires happened in multi-residential (apartment) buildings, which had the second highest number of injuries. Most (56.2%) of Hamiltonians live in single detached homes and 27.4% of the population live in multi-residential apartments.

There is a high risk for semi-detached/row/townhouse homes as these exist as the second highest percentage of buildings, were found to have a high number of injuries associated with fires, and there is an increased risk of fire spreading to adjacent buildings as these properties are attached by one or more walls. Dual-use (residential with commercial) also had a moderate risk level. Frequencies of fires in this type was a contributing factor for that rating.

In Hamilton's 2018 Community Risk Assessment, residential buildings were determined to be moderate risk as these had the highest number and percentage of fires and deaths. Like the recent statistics, the 2018 report found that single detached homes and multi-residential apartments presented the highest risk. Shifts or changes in trends from 2018 to the current report include:

- a reduction in fires in social housing units and no deaths occurring in these structures in 2020 to 2022 (i.e., six (6) deaths in 2014 – 2018 vs. no (0) deaths from 2020 – 2022);
- an increase in semi-detached/row/townhouse building stock and an associated high injury rate;
- the sub-category of dual use was employed for the current Community Risk Assessment, and due to number of fires within this building type, it has been assessed as moderate risk, and;
- new and concerning trends for fire risk and death for persons experiencing homelessness and/or living outdoors in encampments or in vacant buildings.

Hamilton's residential area assessment has shifted from moderate risk to moderate to high risk due to a combination of increased residential building stock, higher population, and increased fires in these building types. This increase from moderate to moderate-high risk could be attributed to construction materials and building layout (open concept) used in modern home design, as well as the type and quantity of contents found in most homes. Materials used to manufacture furniture and fixtures are increasingly flammable, burn hotter, and produce greater amounts of dense toxic smoke. Property and content fires are growing in size much faster and pose a greater risk of fire spreading to adjoining rooms and/or dwelling units and increased the potential for death or serious injury to firefighters and civilians.

Non-Residential Areas with Moderate to High Risk
The building type and economic sector having the highest risk (moderate to high) are care and treatment facilities and/or the healthcare sector, as these occupancy types are both numerous (quantity of buildings) and contain the highest percentage of Hamilton's labour force. The moderate to high-risk rating of these buildings is due to the current perceived risk and potential impacts – not the past loss history, as healthcare buildings only represented 2% of fires over the last three years. The high level of risk associated with healthcare remains unchanged from 2018.

Assembly occupancy buildings (where groups of people gather) have a moderate risk rating, unchanged from 2018. This building type only represents 4% of fires, however these buildings can contain large quantities of people who could be impacted by fires in these structures. This creates increased risks as many people who gather in these buildings aren't overly familiar with the layout or exists, which could create an additional risk to firefighters who are conducting rescue efforts. This can delay evacuation in an emergency, adding to the risk.

The remaining types of non-residential buildings with moderate risk include manufacturing facilities, which are frequently located in industrial buildings and represented 10% of fires in Hamilton. This rating is the same as in 2018 2018. With the inclusion of the Economic Profile to the current report, additional economic sectors were added that include Transportation and Warehousing, Administrative and Support, Waste Management and Remediation Services, Professional, Scientific and Technical Services, and Accommodation and Food Services. These were all categorized as moderate risk due to

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the types of products and nature of activities present in these locations.

Hazards & Trends with Moderate to High Risk
The hazards identified as moderate to high risk in Hamilton include infectious disease, fire or explosion, flooding, chemical release, tornado, and major transportation emergencies. Fire or explosion and chemical release incidents have the most direct impact on Hamilton Fire Department resources and specific risks to the community. However, the remaining hazards still represent a significant impact on the ability to provide firefighting and rescue services and response (i.e., impacts to staffing, response times, etc.). Wildland fires, building or structure fires, and extreme heat were categorized as moderate risk. Fires increased by 15.7% from 2020 to 2022; as did the risks associated with wildland fires and the occurrence and duration of extreme heat events.

Although open air burning complaints decreased 10% over the last three years; there is a concerning trend open-air burning happening more frequently in urban versus rural areas. This presents a greater risk for structure fires in residential buildings.

Non-working smoke alarms is still an extremely concerning trend in residences where fires have occurred. Continued effort and engagement are required to help increase the number of working smoking alarms in residential buildings/units to assist with reducing community risk.

Causes of Fire

As previously noted, the 106% (or more than two-fold) increase in fires caused by careless smoking (includes failure to properly extinguish smoking materials) is a concerning pattern that needs to be addressed. In 2022, careless smoking was the fourth highest cause of all fires. Since the categories of causes have changed slightly since the previous report in 2018, it is challenging to determine the change in specific careless smoking related incidents. Regardless, careless smoking was still a top three (3) behavioral cause within the 2014 to 2017 timeframe.

Section 8

Appendices

TABLE A

Ontario Fire Marshal reference: Worksheet 2: Building Stock Profile

Building Stock by Occupancy Type: Total number of buildings, number of vacant, number of light weight construction, and Risk Review

Type of Occupancy	# of Building's	# Vacant	# Light Weight Construction	Probability	Consequence	Assigned Risk Level
Assembly	2,055	20	1	Likely	Moderate	Moderate Risk
Institutional (Detention and care and treatment)	Total: 359 Detention: 8 Care & Treatment: 351	4 (Care & Treatment)	0	Likely	Moderate	Moderate Risk
Single Family Residential Semi-Detatched	160,397	234	5 (one was for a deck/ porch, one was for an accessory building	Almost Certain	Moderate to Major	High Risk
Single Family Residential Semi-detatched/ Row/ Townhouse	26,150	109	0	Almost Certain	Moderate to Major	High Risk
Multi-Unit Residential (2-6 floors)	6,536	29	1 (retirement home)	Almost Certain	Moderate to Major	High Risk
Highrise Residential (7 floors)	363	0	4	Almost Certain	Moderate to Major	High Risk
Residential Mobile Homes	511	0	0	Likely	Moderate	Moderate Risk
Residential over Mercantile or Personal/ Business Services	1,358	19	0	Likely	Moderate	Moderate Risk
Business & Personal Service and Mercantile	2,951	42	7	Almost Certain	Moderate	High Risk
Industrial	6,503	9	7	Almost Certain	Moderate	High Risk
Agricultural (Farm Properties)	10,816	48	0	Likely	Moderate	Moderate Risk

TABLE B

Ontario Fire Marshal reference: Worksheet 8: Economic Profile

Economic Profile Risks Review

Ontario Fire Marshal notes to only review significant or key industries: anything under 500 total business not included.

Type of Industry & Occupancy Most Aligned	# of Businesses and Key Data	Key Risks	Probability	Consequence	Assigned Risk Level
Vulnerable Occupancies Institutional and Multi-Residential Occupancy	**124 businesses/buildings** (8 Hospitals, 3 Institutional, 28 Long Term Care, 36 Retirement Homes (licensed), 47 Group Homes, and 2 Residential Care Facilities.)	Mobility of residents who will have a range of cognitive and physical disabilities.	Likely	Moderate to Major	High Risk
Health care & Social Assistance **Institutional Occupancy**	**1,925 businesses** 15.6% of labour force (highest) works here. 10 businesses have 500+ employees (industry with most large businesses)	Significant and 2nd highest occupancy of people (residents/patients and workers) in these buildings and includes the 7 hospitals in building stock.	Likely	Moderate to Major	High Risk
Manufacturing **Industrial Occupancy**	**669 businesses** 11.1% of labour force 5 businesses have 500+employees	Flammable and/or combustible liquid/ materials and all within Industrial Occupancy	Likely	Moderate to Major	Moderate to High Risk
Construction **Industrial and Business and Personal Service Occupancy**	**1,919 businesses** Most businesses (63%) are 1-4 employees		Possible	Minor to Moderate	Low to Moderate Risk
Transportation and Warehousing **Industrial Occupancy**	**992 businesses** 4.9% of labour force	Flammable and/or combustible liquids/ materials and all within Industrial Occupancy	Possible	Minor to Moderate	Moderate Risk
Wholesale Trade (distribution of merchandise) **Business and Personal Service Occupancy**	**590 businesses** 3.8% labour force	Depends on if business stores products onsite	Possible	Minor to Moderate	Low to Moderate Risk
Administrative and support, waste management and remediation services **Business and Industrial Occupancy**	**733 businesses** 4.7% labour force 95% of businesses have less than 100 employees	With inclusion of waste management companies: potential for flammable or combustible liquids and materials	Likely	Moderate	Moderate Risk
Retail Trade **Mercantile Occupancy**	**1,744 businesses** 10.9% labour force 58% of businesses have 5-99 employees		Possible	Moderate	Low to Moderate Risk
Professional, scientific, and technical services **Business and Personal Service Occupancy**	**1,609 businesses** 7.4% labour force 75% have 1-4 employees	Consider potential for larger use of electrical equipment and sources combined with the size of labour force and significant number of businesses.	Possible	Moderate	Moderate to High Risk
Finance and insurance Business and Personal Service Occupancy	**589 businesses** 4.3% labour force		Possible	Minor to Moderate	Low Risk
Accommodation and food services **Multi-Residential, Assembly, & Mercantile Occupancies**	**1,072 businesses** 4.8% labour force	Most diverse industry: Wide range of businesses and activities as well as occupancy types. Includes a range of residential uses.	Likely to Almost Certain	Moderate to High	Moderate Risk
Other services (except public administration) **Business and Personal Services and Mercantile Occupancy**	**1,426 businesses** 3.7% labour force	Likely mainly offices	Possible	Minor	Low Risk

TABLE C

Ontario Fire Marshal reference: Worksheet 9a: Past Loss and Event History Profile

Past Loss Risks Review by Occupancy

Occupancy	# of Fires 2020-2022	Top Causes	Probability	Consequence	Assigned Risk Level
Assembly	26	Arson, Unattended Cooking, Careless Smoking, and Undetermined	Likely	Minor to Moderate	Moderate Risk
Institutional	25	Careless Smoking, Arson, and Electrical/Mechanical	Likely	Minor to Moderate	Moderate Risk
Residential Single Family - Detached	309	Electrical/ Mechanical, Unattended Cooking, Careless Smoking, and Undetermined	Almost Certain	Moderate to Major	High Risk
Residential Semi – Detached (towns and row houses)	59	Unattended Cooking, Electrical/Mechanical, Careless Smoking	Likely	Moderate	High Risk
Residential Multi-residential (includes apartments and hotels)	220	Careless Smoking, Arson and Unattended Cooking.	Almost Certain	Moderate	High Risk
Residential Mobile, Tent, Trailer etc.	22	Arson, Undetermined and Misuse of Materials Ignited	Likely	Minor to Moderate	Moderate Risk to Low Risk
Residential Dual Residential/ Commercial	33	Arson, Electrical/ Mechanical, and Misuse of Materials Ignited	Likely	Minor to Moderate	Moderate Risk
Commercial: Personal and Business, Mercantile	64	Arson, Electrical/ Mechanical, and Undetermined	Almost Certain	Moderate	Moderate to High Risk
Industrial	88	Arson, Other, and Electrical/ Mechanical	Almost Certain	Moderate	Moderate to High Risk
Barns	4	Unintentional, Electrical/Mechanical, Undetermined	Possible	Minor	Low Risk
Other (non-property and includes sheds, vehicles, garages etc.)	558	Arson, Careless Smoking, Electrical/ Mechanical, Undetermined	Likely	Minor	Low Risk

TABLE C

Past Loss Worksheet A:

Municipal Fire Losses, Deaths, Injuries, and Causes 2018 – 2022

2020

Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Group A	**Assembly** **131** **132** **134** **157 & Restaurants**	11	$0.6 M	1	0	4 Arson 3 Unattended Cooking 1 Electrical Failure 1 Maintenance Deficiency 1 Misuse of Ignition Source 1 Unintentional
Group B	**Detention** **299** **206**	1	$20,000	0	0	1 Careless Smoking
	Care and Treatment/Care **212** **223** **233** **234** **NOTE: codes seem to change year over year for this category in FDM**	3	$.22 M	1	0	1 Electrical Mechanical 1 Misuse of Ignition Source 1 Misuse of Materials Ignited
Group C	**Single Family** **301 Detatched** **302** **303**	107	$15.45 M	10 Firefighters Injuries and 6 civilian Total: 16	2	20 Electrical/Mechanical 14 Undetermined 19 Unattended Cooking 12 Careless Smoking 11 Unintentional 8 Other 9 Misuse of Ignition Source 7 Misuse of Materials Ignited 3 Maitenance Deficiency 4 Arson
	Multi-Unit Residentail **321** **322** **323** **334** **361** **399**	41	$1.53 M	3 Firefighters and 4 civilian Total: 7	0	13 Careless Smoking 6 Arson 5 Unattended Cooking 5 Electrical/Mechanical Failure 5 Undetermined 4 Misue of Ignition Source 2 Misuse of Materials Ignited 2 Unintentional
	Hotel/Motel **355**	1	$0.03M	0	0	1 Electrical/Mechanical
	Mobile Homes & Trailers 341 **Mobile Home Camper/ Trailer 342** **Tent 343 (2021)** **Other residential** **Residential Camp**	6	$0.56M	1 civilian	0	2 Arson 2 Undetermined 1 Electrical/Mechanical 1 Misuse of Materials Ignited
	Other: Live/Work Residential w- Business **331, 332, 333, 334** **Detatched Garage**	6	$0.11M	0	0	2 Arson 2 Electrical/Mechanical 1 Careless Smoking 1 Unattended Cooking

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Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Groups D & E	Business & Personal Service/Mercantile 401, 410, 499, 501 503, 510, 521, 599	15	$0.47 M	5 Firefighters Total: 5	0	3 Arson 2 Electrical/Mechanical 1 Careless Smoking
Groups F	Industrial 601, 603, 615, 619, 623, 624, 633, 639, 659, 671, 672, 673, 679, 690, 717, 739, 741, 743, 749, 760, 791, 792, 799	37	$1.87 M	4 Firefighters and 1 civilian Total: 5	0	4 Arson 2 Electrical/Mechanical 1 Careless Smoking
	Other: Non Structure Vehicles, Barn, Sheds, Outdoor etc. Miscellaneous	203	$0.7M	0	0	6 Arson 2 Electrical/Mechanical 1 Careless Smoking
Summary		**Total Fires**	**Total $ Loss**	**Total Injuries**	**Total Deaths**	**Summary Causes**
Totals		432 fires	$20.98 M	Total: 37 23 Total Firefighters 14 Total Civilians	2 Civilian	Top 3: Undetermined Electrical/Mechanical and arson 97 Undetermined 86 Electrical/Mechanical 69 Arson 41 Unintentional 31 Unattended Cooking 30 Careless Smoking 28 Other 23 Misuse of Materials Ignited 9 Maintenance Deficiency 1 Exposure Fire

Past Loss Worksheet A:

Municipal Fire Losses, Deaths, Injuries, and Causes 2018 – 2022

2021

Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Group A	Assembly 131 132 134 157 & Restaurants	8	$0.9 M	0	0	2 Careless Smoking 1 Electrical/Mechanical Failure 1 Unattended Cooking 1 Arson 1 Undetermined 1 Misues of Materials Ignited 1 Other
Group B	Detention 299 206	1	$0	1 Civilian	0	Arson
	Care and Treatment/Care 212 223 233 234 NOTE: codes seem to change year over year for this category in FDM	8	$3.05 M	1 Civilian	0	2 Undetermined 2 Careless Smoking 1 Misused of Ignition Source 1 Maintenance Deficiency 1 Misuse of Ignition Source 1 Unattended Cooking
Group C	Single Family 301 Detatched 302 303	122	$10.3M	7 Firefighters 13 civilian Total: 20	0	27 Electrical/Mechanical 18 Unattended Cooking 16 Careless Smoking 16 Unintentional 14 Arson 12 Misuse of Ignition Source 9 Undetermined 8 Other 4 Maitenance Deficiency 3 Misuse of Materials Ignited
	Multi-Unit Residentail 321 322 323 334 361 399	88	$3.16 M	3 Firefighters 16 civilian Total: 19	0	20 Careless Smoking 16 Unattended Cooking 11 Misue of Ignition Source 9 Unintentional 9 Arson 8 Misuse of Materials Ignited 5 Undetermined 4 Electrical/Mechanical Failure
	Hotel/Motel 355	0	$0	0	0	n/a
	Mobile Homes & Trailers 341 Mobile Home Camper/ Trailer 342 Tent 343 (2021) Other residential Residential Camp	9	$0.2M	0	0	4 Undetermined 3 Electrical/Mechanical 1 Misuse of Materials Ignited 1 Other
	Other: Live/Work Residential w- Business 331, 332, 333, 334 Detatched Garage	14	$0	2 Firefighters	0	4 Undetermined 2 Arson 2 Electrical/Mechanical 2 Careless Smoking 2 Misuse of Ignition Source 1 Unattended Cooking 1 Unintentional

Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Groups D & E	**Business & Personal Service/Mercantile 401, 410, 499, 501 503, 510, 521, 599**	19	$1.04 M	2 Firefighters Total: 2	0	5 Arson 5 Electrical/Mechanical 3 Unattended Cooking 2 Misuse of Materials Ignited 1 Careless Smoking 1 Other
Groups F	**Industrial 601, 603, 615, 619, 623, 624, 633, 639, 659, 671, 672, 673, 679, 690, 717, 739, 741, 743, 749, 760, 791, 792, 799**	19	$1.28 M	0	0	6 Unintentional 4 Other 2 Arson 2 Undetermined 1 Electrical/Mechanical 1 Misuse of Ignition Source 1 Misuse of Materials Ignited
	Other: Non Structure Vehicles, Barn, Sheds, Outdoor etc. **Miscellaneous**	180	$0.98M	1	0	
Summary		**Total Fires**	**Total $ Loss**	**Total Injuries**	**Total Deaths**	**Summary Causes**
Totals		471 fires	$22.74 M	Total: 46 14 Total Firefighters 32 Total Civilians	2 Civilian	Top 3: Undetermined, arson, and Electrical/Mechanical 81 Undetermined 79 Arson 77 Electrical/Mechanical 63 Unintentional 46 Careless Smoking 40 Unattended Cooking 32 Misuse of Ignition 28 Other 17 Misuse of Materials Ignited 7 Maintenance Deficiency 1 Exposure Fire

Past Loss Worksheet A:

Municipal Fire Losses, Deaths, Injuries, and Causes 2018 – 2022

2022

Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Group A	**Assembly 131 132 134 157 & Restaurants**	14	$0.52 M	1 Firefighter	0	5 Undetermined 5 Arson 1 Unintentional 1 Electrical/Mechanical Failure 1 Misues of Ignition Source 1 Other
Group B	**Detention 299 206**	0	$0	0	0	n/a
	Care and Treatment/Care 212 223 233 234 NOTE: codes seem to change year over year for this category in FDM	11	$0.44 M	0	0	4 Arson 4 Careless Smoking 1 Electrical/Mechanical Failure 1 Misuse of Ignition Source 1 Other
Group C	**Single Family 301 Detatched 302 303**	136	$24.38 M	10 Firefighters 14 civilian Total: 24	6	25 Undetermined 23 Electrical/Mechanical 23 Careless Smoking 15 Unattended Cooking 12 Unintentional 9 Misuse of Ignition Source 9 Other 7 Arson 5 Misuse of Materials Ignited 4 Maitenance Deficiency
	Multi-Unit Residentail 321 322 323 334 361 399	84	$2.41 M	1 Firefighters 9 civilian Total: 10	2	25 Careless Smoking 9 Unattended Cooking 5 Misue of Ignition Source 5 Unintentional 14 Arson 8 Misuse of Materials Ignited 9 Undetermined 5 Electrical/Mechanical Failure 3 Other 1 Maintenance Deficiency
	Hotel/Motel 355	1	$0	0	0	1 Arson
	Mobile Homes & Trailers 341 Mobile Home Camper/ Trailer 342 Tent 343 (2021) Other residential Residential Camp	7	$0	1 Civilian	0	2 Misuse of Materials Ignited 1 Electrical/Mechanical 1 Misuse of Ignition Source 1 Other
	Other: Live/Work Residential w- Business 331, 332, 333, 334 Detatched Garage	13	$0.91 M	Total: 3	0	2 Misuse of Materials Ignited 1 Unintentional

Occupancy Classification		# of Fires	$ Loss	# of Injuries	# of Deaths	Causes
Groups D & E	**Business & Personal Service/Mercantile 401, 410, 499, 501 503, 510, 521, 599**	30	$14.73 M	1 Firefighters 1 Civilian Total: 2	0	9 Undetermined 7 Arson 3 Electrical/Mechanical 3 Unattended Cooking 3 Unintentional 2 Other 1 Careless Smoking 1 Misuse of Ignition Source 1 Misuse of Materials Ignited
Groups F	**Industrial 601, 603, 615, 619, 623, 624, 633, 639, 659, 671, 672, 673, 679, 690, 717, 739, 741, 743, 749, 760, 791, 792, 799**	32	$5.69 M	0	0	9 Other 6 Undetermined 5 Unintentional 5 Electrical/Mechanical 2 Misuse of Ignition Source 2 Careless Smoking 1 Arson 1 Misuse of Materials Ignited 1 Maintenance Deficiency
	Other: Non Structure Vehicles, Barn, Sheds, Outdoor etc. **Miscellaneous**	172	$0.75M	0	0	Careless Smoking Misuse of Ignition Source Electrical/Mechanical
Summary		**Total Fires**	**Total $ Loss**	**Total Injuries**	**Total Deaths**	**Summary Causes**
Totals		500 fires	$49.9 M	Total: 41 13 Total Firefighters 28 Total Civilians	8 Civilian	Top 3: Undetermined, Electrical/Mechanical, and arson. Careless smoking is consistently in top 5 and increasing each year (i.e. 30 cases in 2020 and 62 in 2022) 117 Undetermined 77 Electrical/Mechanical 69 Arson 62 Careless Smoking 50 Unintentional 44 Other 27 Unattended Cooking 22 Misuse of Ignition source 20 Misuse of Materials Ignited 12 Maintenance Deficiency

TABLE D

Ontario Fire Marshal reference: Worksheet 6

Public Safety Response Profile

Identified Public Safety Response	Types of Incidents They Respond To	Agency Role in Incident
Hamilton Police Services	• Motor vehicle collisions. • Fire incidents. • False fire incidents. • Arson. • Missing persons. • CBRNE. • Hazmat. • Any of the incident types above.	• Investigation, Traffic Control, Stabilization, Return to Normalcy. • Traffic Control, Scene Stabilization, Patient Contact, First Aid, Evacuation, Investigation. • Traffic Control, Scene Stabilization, Investigation • Traffic Control, Evacuation, Investigation. • Search and Rescue, Investigation, Patient Contact. • Scene Stabilization, Investigation, Traffic Control, Return to Normalcy. • Traffic Control. • The Hamilton Police's Victim Services Branch assists as necessary (i.e. resources, info or guidance) with anyone impacted by any of the types of incidents outlined here by Hamilton Police.
Hamilton Paramedic Services	• Motor vehicle collisions. • Medical incidents. • Fire incidents (including but not limited to hazardous materials and rescues). • False fire incidents. • Public assistance.	• Primary care of patient with Fire assisting with extrication and initial treatment/assessment. • Primary care of patient with Fire assisting with extrication and initial treatment/assessment. • Standby for medical support of firefighters, standby for potential primary care of patient, transport, reporting, with the potential for assistance with rehabilitation • Standby for medical support of firefighter safety, standby for primary care of patient, transport, reporting, with the potential for assistance with rehabilitation • Assist in coordinating public information
HydroOne	• Power supply incident • Distribution emergency	• Customer and emergency personnel notification • Service restoration
Alectra	• Power supply incident • Distribution emergency	• Affected customer notification. • Incident support teams for emergencies • Pipeline shutdown • Service restoration
Enbridge Gas Enbridge Gas Inc responds to over 75,000 emergency calls each year in Ontario, with a target response time of 90% within one hour. Average time is closer to 30 minutes.	• Reported carbon monoxide calls where the cause may be associated with natural gas equipment. • Reported smell of gas (either inside or outside a structure). • Fires and/or explosions where natural gas is potentially involved, or where the natural gas needs to be shut off to make safe. • Environmental spills where Enbridge may be involved.	• The role of Enbridge is to assist first responders with assessing a scene where required (e.g. taking gas readings in buildings and outside), working in Unified Command structures for larger events, making a site safe (e.g. shutting off gas where appropriate), performing any necessary notifications to impacted customers related to outages, repairing our assets where applicable, and reconnecting customers who need to be shut off. • Enbridge assists first responders by providing education training on natural gas awareness. • Enbridge educates customers about natural gas safety awareness and works with the Ontario Fire Marshal Safety Council and local Fire Departments on public education.
Hamilton Beach Rescue Unit	• Persons lost or overdue in/on the water. • Vessels in distress. • Maritime accidents/crime scenes. • Fire suppression operations near water (i.e. on a pier) • Inland water rescue/incident support. • Search and Rescue prevention activities.	• Conduct searches for overdue/missing vessels and personnel. • Towing/recovery of vessels and persons in distress (or at risk of being in distress). • Stabilization and transport of patients to land based Fire/EMS personnel. • Provide vessel operating platform as needed by Hamilton Fire (i.e. inland lake; ice rescue). • Provide standby rescue capabilities when Hamilton Fire is operating near water (i.e. on a pier). • Perimeter security for events like fireworks in the harbo
Hamilton Police Service Marine Unit The Marine Unit is responsible for policing approximately 250 square kilometers of water at the western end of Lake Ontario, including Hamilton Harbour and all other waterways within the City of Hamilton.	• Persons lost or overdue in/on the water. • Vessels in distress. • Maritime accidents/crime scenes. • During the boating season, officers promote boating safety and enforce various statutes, including: Canada Shipping Act, Liquor Licence Act, Criminal Code of Canada, Fish and Wildlife Conservation Act, Controlled Drugs and Substance Act. • The Marine Unit also participates in the provincial Reduce Impaired Driving Everywhere (RIDE) program on area waterways.	• Responds to law enforcement and rescue operations on water or ice. • Respond to vessel-in-distress calls and support the Canadian Coast Guard in search and rescue operations. • During the boating season from April through November, the Unit actively patrols western Lake Ontario and Hamilton Harbour daily.
Ontario Provincial Police	• Motor vehicle collisions. • Fire Incidents. • Medical Assist Incidents. • Dangerous Goods Incidents.	• Scene stabilization, First Aid, investigation, traffic control, public information. • Scene stabilization, First Aid, evacuation, investigation, traffic control, public information. • Scene stabilization, First Aid, investigation, traffic control. • Scene stabilization, First Aid, evacuation, investigation, traffic control, public information.

TABLE E

Part B: Non-Fire Emergency Calls

2020-2022

	2020	Data
Response Type Group	**Count of Incident Number**	**Percentage of Total Calls**
Burning (Controlled)	749	27.65%
Co False Calls	668	24.66%
False Fire Calls	587	21.67%
Medical/Resucitator Call	112	4.13%
Other Responses	240	8.86%
Overpressure Rupture	0	0.0%
Pre Fire Conditions	81	2.99%
Public Hazard	206	7.60%
Rescue	66	2.44%
Grand Total	2709	100%

	2021	Data
Response Type Group	**Count of Incident Number**	**Percentage of Total Calls**
Burning (Controlled)	618	21.42%
Co False Calls	659	22.84%
False Fire Calls	750	26.00%
Medical/Resucitator Call	145	5.03%
Other Responses	296	10.26%
Overpressure Rupture	0	0.0%
Pre Fire Conditions	97	3.36%
Public Hazard	243	8.42%
Rescue	77	2.67%
Grand Total	2885	100%

	2022	Data
Response Type Group	**Count of Incident Number**	**Percentage of Total Calls**
Burning (Controlled)	536	17.28%
Co False Calls	610	19.66%
False Fire Calls	808	26.05%
Medical/Resucitator Call	296	9.54%
Other Responses	372	11.99%
Overpressure Rupture	1	0.03%
Pre Fire Conditions	85	2.74%
Public Hazard	244	7.87%
Rescue	150	4.84%
Grand Total	3102	100%

Combined Totals (2020 - 2022) of Non-Fire Emergency Calls

	Total	Total
Response Type Group	**Count of Incident Number**	**Percentage of Total Calls**
Burning (Controlled)	1903	21.88%
Co False Calls	1937	22.27%
False Fire Calls	2145	24.67%
Medical/Resucitator Call	553	6.36%
Other Responses	908	10.44%
Overpressure Rupture	1	0.01%
Pre Fire Conditions	263	3.02%
Public Hazard	693	7.97%
Rescue	293	3.37%
Grand Total	8696	100%

TABLE F

Ontario Fire Marshal reference: Worksheet 9b: Past Loss and Event History Profile

Non-Fire Call by Type Risks Review

Type of Non-Fire Calls	% of Total Calls (2020 to 2022)	# of Calls in 2022	Probability	Consequence	Assigned Risk Level
Burning (open air)	21.88 %	536	Almost Certain	Minor to Moderate	Moderate to High Risk
CO False Calls	22.27 %	610	Almost Certain	Insignificant	Moderate
False Fire Calls	24.67 %	808	Almost Certain	Insignificant	Moderate
Medical/Resuscitator	6.36 %	296	Almost Certain	Minor to Moderate	Moderate to High Risk
Other responses	10.44 %	372	Almost Certain	Minor to Moderate	Moderate to High Risk
Overpressure Rupture (no fire)	0.01 %	1	Rare	Moderate to Major	Moderate
Pre-Fire Conditions (no fire)	3.02 %	85	Likely	Minor	Moderate
Public Hazard	7.97 %	244	Almost Certain	Moderate to Major	Moderate to High Risk
Rescue	3.37 %	150	Almost Certain	Moderate	Moderate

TABLE G

Ontario Fire Code reference: Worksheet 5: Hazard Profile

Hazard Risk Review

Identified Hazard	**Probability** (refer to Table 1 for suggested probability levels)	**Consequence** (refer to Table 2 for suggested consequence levels)	**Assigned Risk Level** (refer to the Risk Level Matrix for suggested risk levels)
Infectious Disease **Includes impacts to residents and on staffing.**	Likely	Moderate to Major	Moderate to High Risk
Fire or Explosion Fire and Explosion are grouped together in Ontario's Hazard Report, and as such, were evaluated together through the HIRA process. They ranked collectively as second highest with a total risk score of 68.88, and a level of risk of Moderate. SOURCE: HIRA	**Almost Certain** • Large fires, including warehouse or industrial fires, occur every year hence there is a very high likelihood these incidents will occur in our community • Consequence • More likely to see injuries instead of fatalities • Psycho-social impacts on both residents impacted and first responders	**Minor to Major** • Although these occurrences are frequent, they are usually short-term and/or localized • Property damage is certain, however is usually localized. Hamilton Fire can respond quickly, and limit spread	**Moderate to High Risk**
Extreme Heat Extreme Heat ranked third on HIRA.	**Likely to Almost Certain** • Extreme sustained heat has a higher likelihood of occurring in the next 5 years than in previous years	**Minor to Moderate** • Vulnerable residents, and those in lower socio-economic populations are most impacted by this hazard	**Moderate Risk**
Building or Structural Failure Includes any structure covered under the Ontario Building Code. The City of Hamilton has many older buildings and structures that were built at a time prior to strict building standards. These types of buildings are particularly susceptible to collapse. Building or Structural Failure ranked fourth via HIRA. SOURCE: HIRA	**Possible to Likely** • The sheer number of buildings and structures we have in our community increases the likelihood • Not only older buildings in Hamilton, but also those that are vacant and may become unsafe due to neglect • Building and structural collapse can sometimes be a secondary hazard to high wind, tornados, and explosions • Multiple collapses or large occupied building collapses could overwhelm resources and require use of mutual aid • There are multiple prevention strategies in place, the most important being regular inspections (both upon construction, vacant buildings, ones that have sustained fire or damage, or those reported as unsafe)	**Moderate to Major** • Pressures on critical infrastructure, especially the power grid as demand for electricity for air conditioning and fans surges • Damage to other infrastructure such as roads, bridges, and buildings with sustained extreme temperatures • Possible risk of injury to first responders • Possibility for evacuation, although usually localized • Property damage is certain, but again usually localized • Impacts to critical infrastructure such as road closures, loss of power supply and/or gas lines etc.	**Moderate Risk**
Flooding Impacts to roads, access/routes for fire apparatus to emergencies, vehicle accidents, flooding of buildings.	**Likely** • Some flooding is predictable, such as spring thaw, but flooding from thunderstorms is less predictable, especially in terms of volume • The City has closed 40 roads due to flooding in 2022 year-to-date (as of July 2022) • Over a dozen homes have been flooded in 2022 to date (as of July 2022) • Dollars on repairs to Safari Road in Flamborough	**Moderate** • Property damage can be severe and can take a long time to repair • Evacuations of homes and buildings are possible • Impacts to critical infrastructure such as the closing of roads • Flooding of some magnitude happens every year with varying consequences • The likelihood (and consequence) has increased due to newly urbanized areas that were once farmland and have now been paved over with concrete and asphalt which does not absorb water • Injuries and fatalities are rare	**Moderate to High Risk**

Erosion *Impacts the ability and access of fire apparatus to emergencies and closure of major interior city roads especially access up and down the escarpment.* Given the topography of Hamilton, including the Niagara Escarpment that traverses through the city, there is a risk of erosion which we have already seen happen on mountain accesses. **SOURCE: HIRA**	**Possible to Likely** • Considered past occurrences such as Claremont Access and Sydenham Hill • Because we have a limestone landscape (which is a softer stone) erosion is more prevalent in our area • The City of Hamilton is also at a higher risk due to climate change (increase in the frequency of significant rainfall events) and the root systems of trees and other plant life is not holding the soil like it used to (when the soil dries, it falls apart easily), hence risk of tree/ground erosion	**Minor to Moderate** • Road closures are generally lengthy as clean-up is significant • Road closures that last weeks or months can impact a large portion of the population as they must detour around the closure causing traffic disruptions • Access to some residences or parts of the community could be impacted • Fatalities and injuries are rare and would only occur if people were at the site of the erosion at the time of collapse. It is more likely for injuries to occur if a building is impacted due to its proximity to the eroded area • Consequences are generally localized to the area of impact meaning the risk of evacuation is low • Potential for property damage and damage to critical infrastructure beyond just roads (e.g., power supply lines/poles)	**Low to Moderate Risk**
Chemical Release Hamilton has large industry that utilize and produce various hazardous materials in their manufacturing processes. This includes municipal services such as large quantities of chlorine that is used in the process of water treatment. When properly contained and stored, hazardous materials are stable and safe. Hazardous materials incidents can be caused by human error such as vehicular accidents, or even technological malfunctions. **SOURCE: HIRA**	**Possible** • There is an increased potential with the prevalence of large industry, railways, the airport, and the Port in Hamilton • Although we have multiple small incidents in a year, larger incidents are not common. There are many mitigation strategies in place to minimize these occurrences such as storage and use regulations, inspections, alarms etc.	**Minor to Catastrophic** • With a large event, there is the potential for a medium to high impact of injury or fatalities, and the potential for long-term illness (e.g., cancer) due to exposure • Evacuation is a usual response to such an event – depending on severity • There is a potential for impact to a large portion of the population that could mean the need for emergency social services including the need for an evacuation centre • There is potential for psychosocial impacts to first responders (e.g., witnessing injury or fatalities including impacts to self or peers) • Property damage can be major, but is usually localized	**Moderate to High Risk**
Tornado Although the likelihood of a tornado is not as high as in other parts of Ontario, we have seen EF1 Tornados as recently as 2020. Many will also recall the EF1 Tornado that ripped through the Lawfield neighbourhood on the mountain in November 2005 causing extensive damage to a school and houses in the area. **SOURCE: HIRA**	**Possible to Likely** • In 2020, the City of Hamilton was impacted by an EF1 tornado in Strabane, a rural community in northern Hamilton • Continued urbanization in Hamilton means impact would be greater (i.e., if a tornado were to touchdown on an urbanized area that was once considered farmland) hence the likelihood of an impactful tornado is higher	**Minor to Catastrophic** • Property damage is the largest impact and could result in major destruction • Evacuation is possible if homes become inhabitable • Damage is localized, especially with smaller tornadoes • Risk of injury or fatality with EF0 or EF1 tornadoes is generally low. • Having a robust and well-trained first response team (Hamilton Fire) means rescues can happen quickly. Also, Hamilton Fire can leverage Toronto HUSAR unit (Heavy Urban Search and Rescue) if required. • Critical Infrastructure impacts could include closed roads, downed power lines/poles, which depending on area(s) impacted, could mean strain on resources to repair	**Moderate to High Risk**

High Wind We often see high wind because of other hazards such as Thunderstorms, but it can also cause cascading hazards, including Electrical Energy Failure because of downed trees on hydro infrastructure. The threshold of 90 km/h was used to define high winds. This threshold is used by Environment and Climate Change Canada as well as Alectra Utilities (hydro distributor). SOURCE: HIRA	**Almost Certain** • High Wind scored the highest in the likelihood category with all key stakeholders noting it as "Certain" to occur every year • There have been many High Wind events recorded in the past few years, hence there is certainty that we will have a high wind event at least once a year area of a neighbourhood)	**Minor to Moderate** • Fatalities and injuries are very low and most occur due to flying debris or people touching downed power lines (electrocution) • Property damage is guaranteed, especially in the urban environment where there is a larger number of homes (e.g., shingle damage on roofs of homes in a large • Impact to critical infrastructure could occur • The most notable impact will be power outages.	**Low to Moderate Risk**
Moderate to Major Wildland and/or Forested Area Fires Hamilton has a large area of land that is agricultural with some dense residential areas close to large agricultural areas and fields (i.e., Binbrook, Ancaster). SOURCE: HIRA	**Possible**	**Minor to Major**	**Moderate Risk**
Major Transportation Emergencies (i.e., air, rail, or road)	**Possible**	**Minor to Major**	**Moderate Risk**
Winter weather: **Snowstorms and/or Ice Storms**	**Possible to Almost Certain**	**Insignificant to Moderate**	**Low to Moderate Risk**

Hamilton
Fire Department

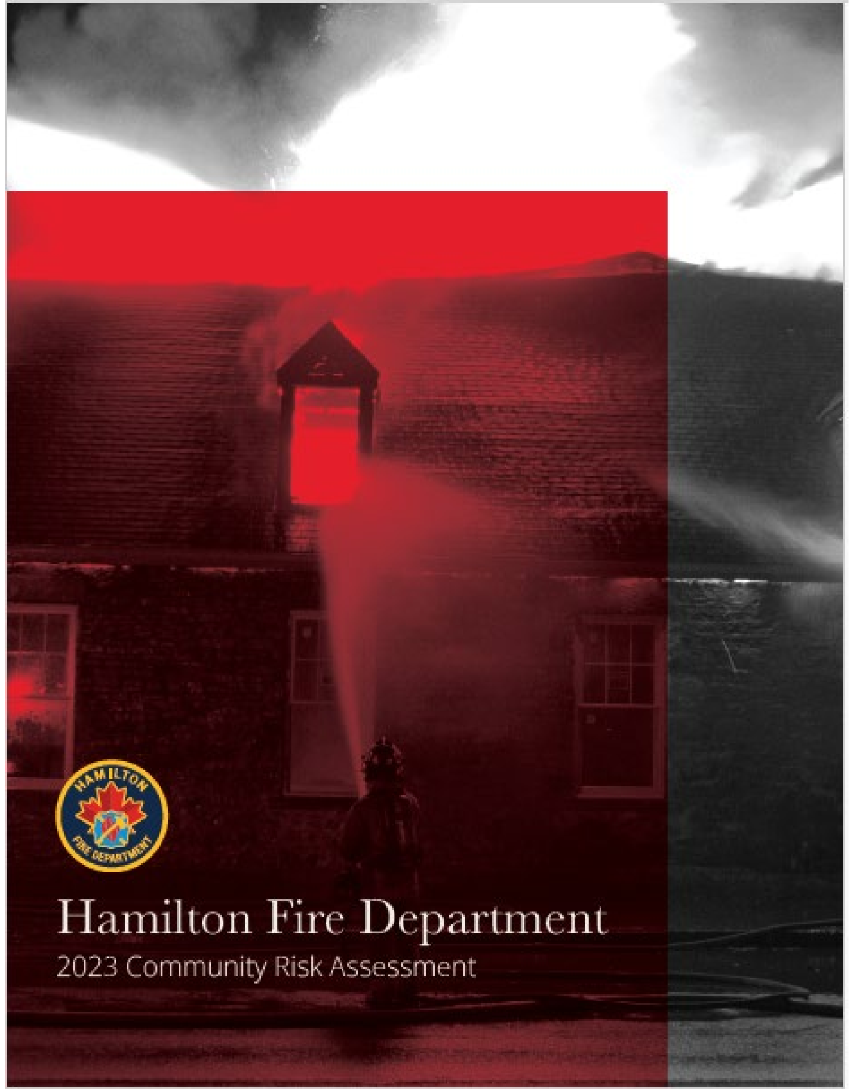
2023 Community Risk Assessment

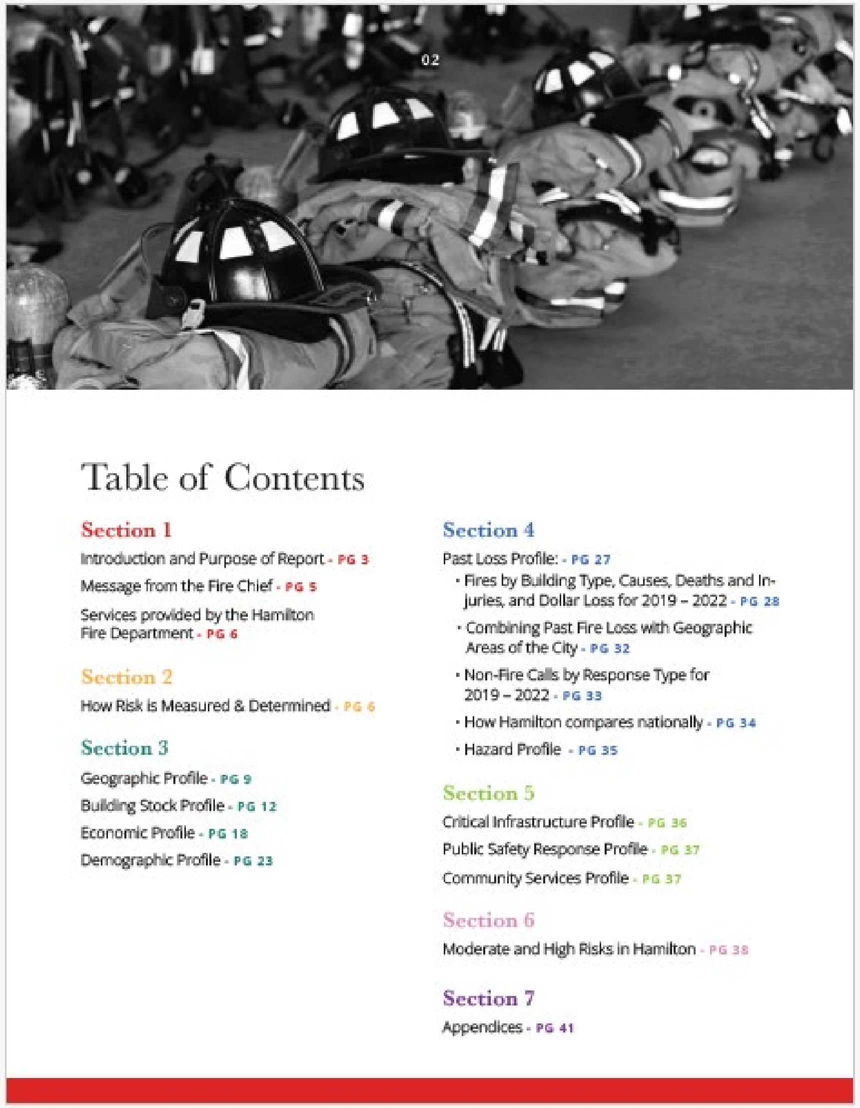
HAMILTON FIRE DEPARTMENT COMMUNITY RISK ASSESSMENT

November 7, 2024

David Cunliffe, Fire Chief

Community Risk Assessment




02

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Determining Risk

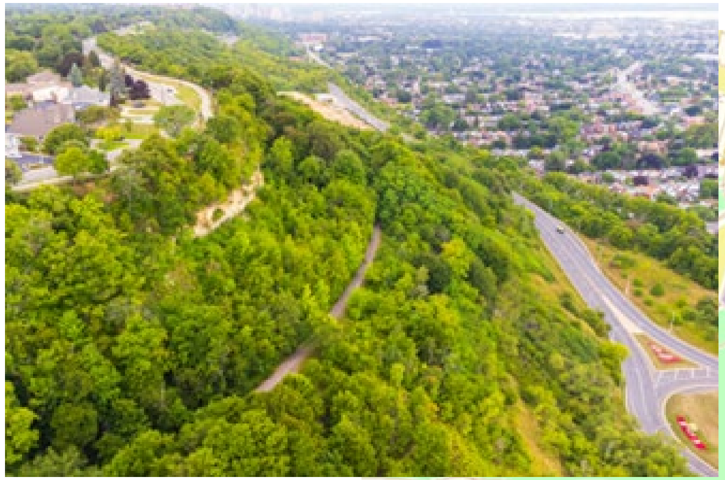
Risk Level Matrix

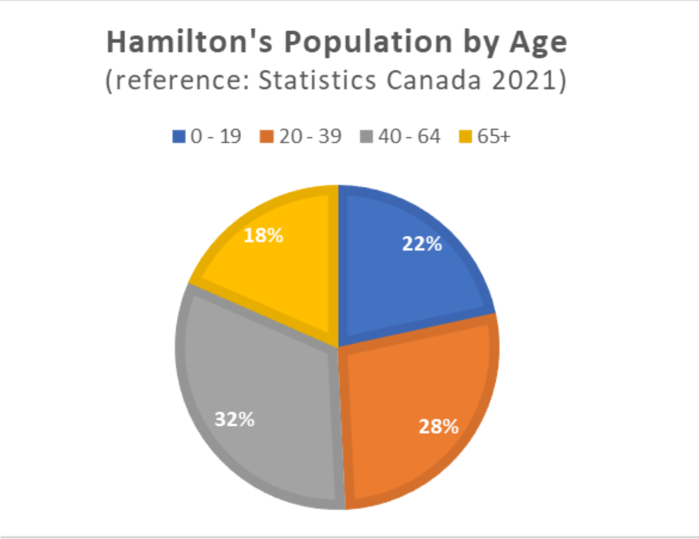
Probability ↑ / Consequence →	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

Probability

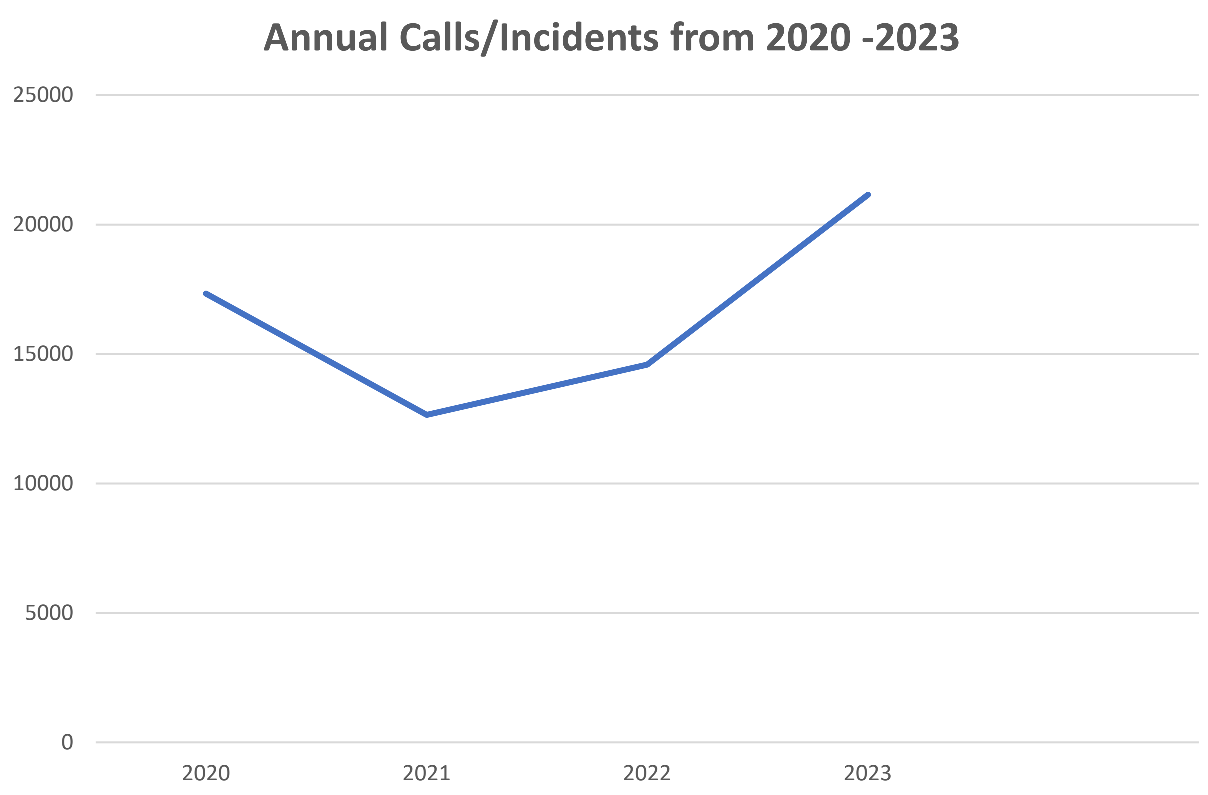
Consequence

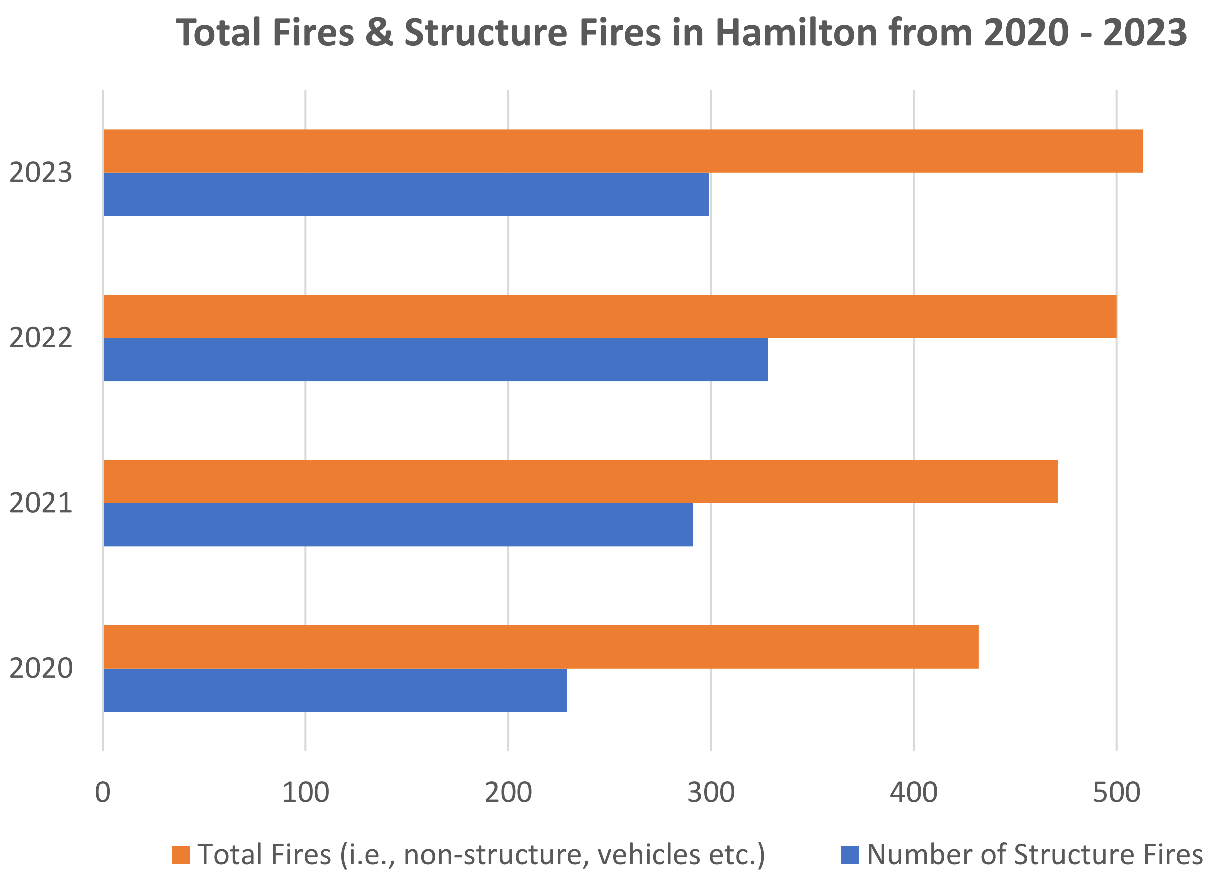
HAMILTON: One of the most Diverse and Complex Risk profiles in the Country



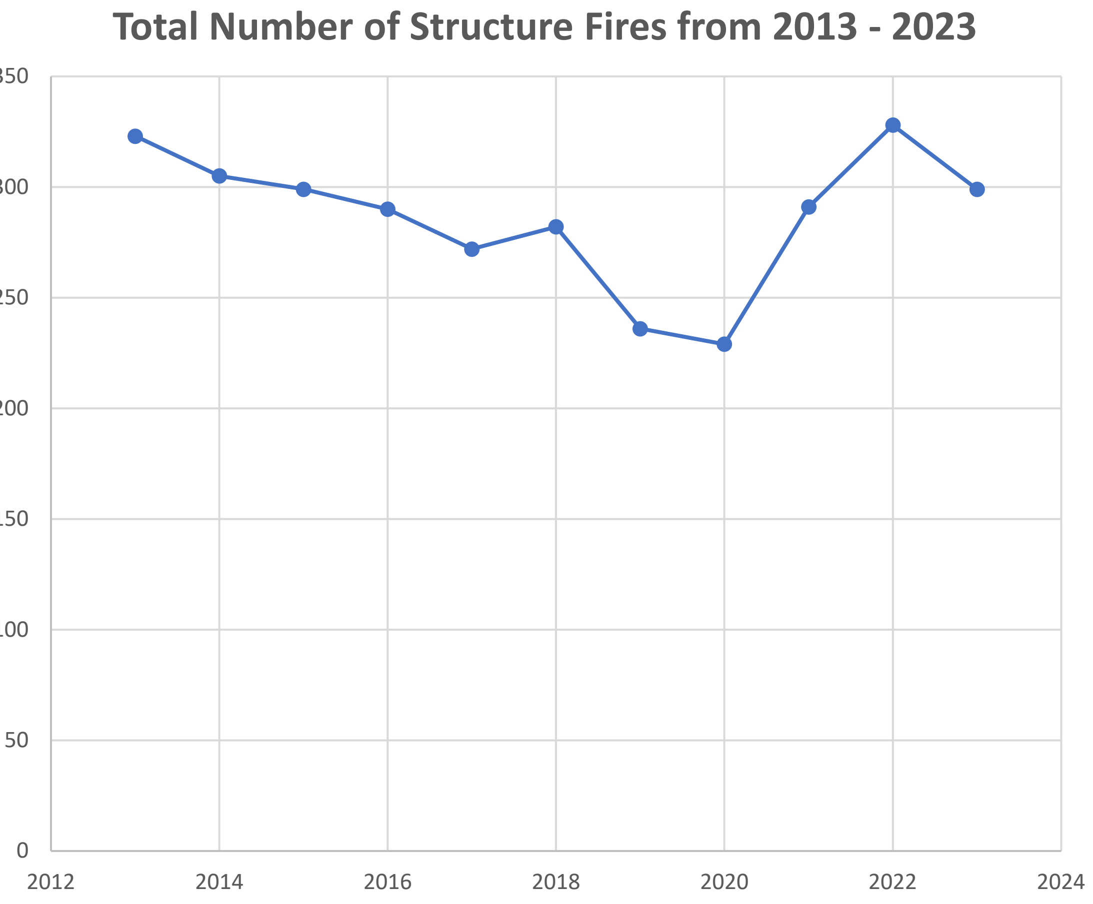


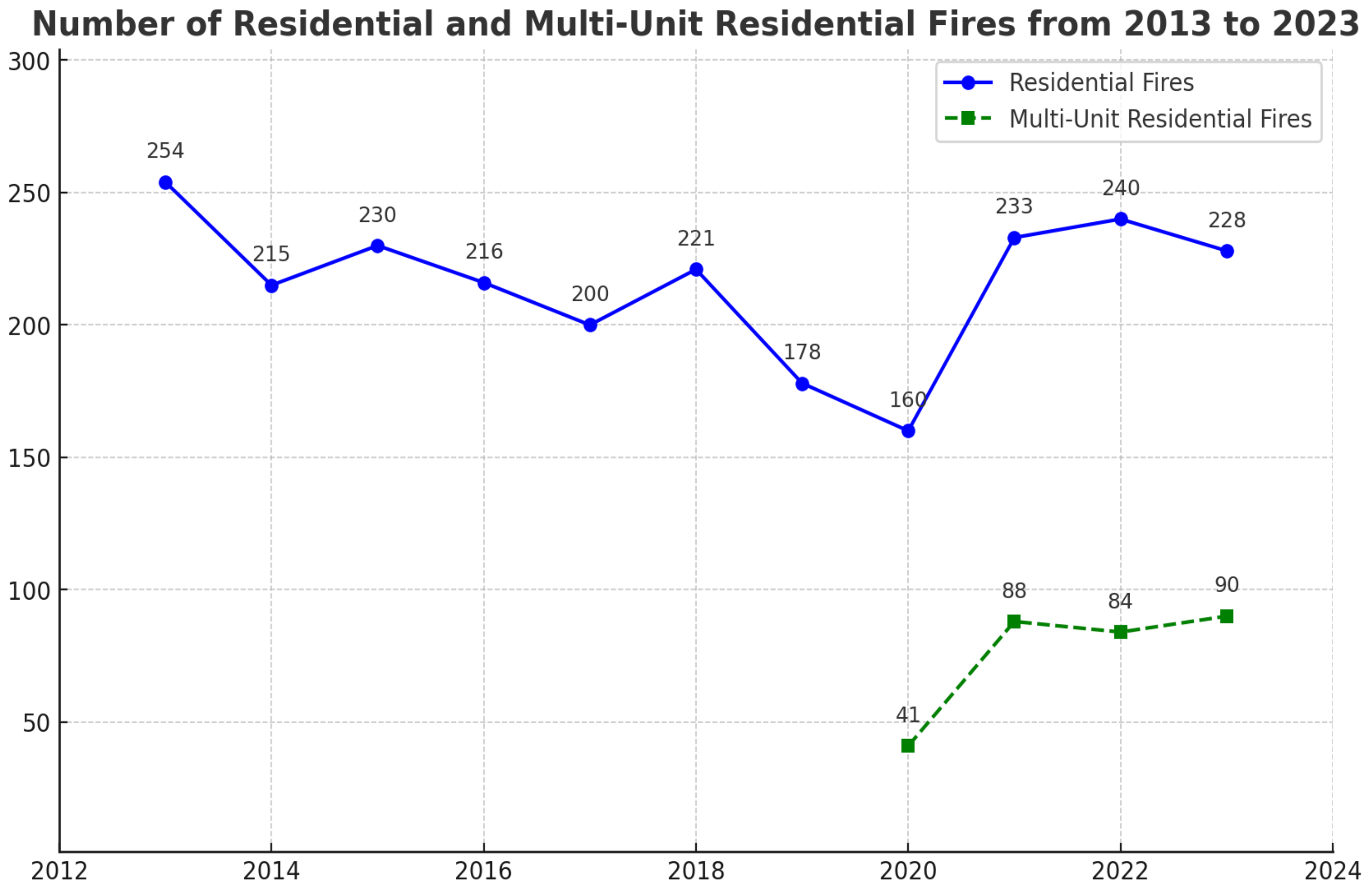
Annual Trends



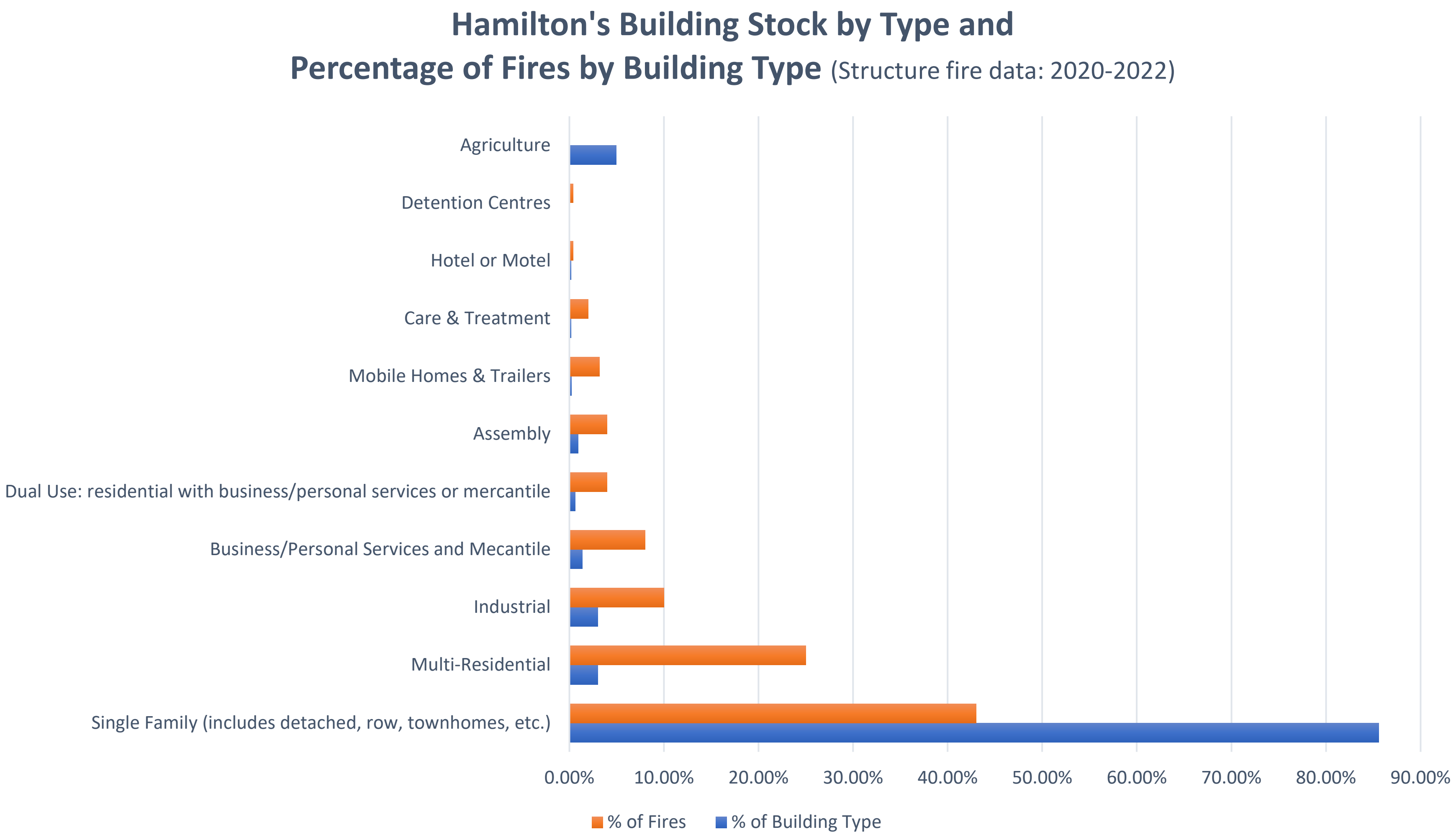


Historical Fire Trends: 2013 - 2023





Hamilton's Building Stock & Fires by Building Type



Fire Causes: Ten Year Trends

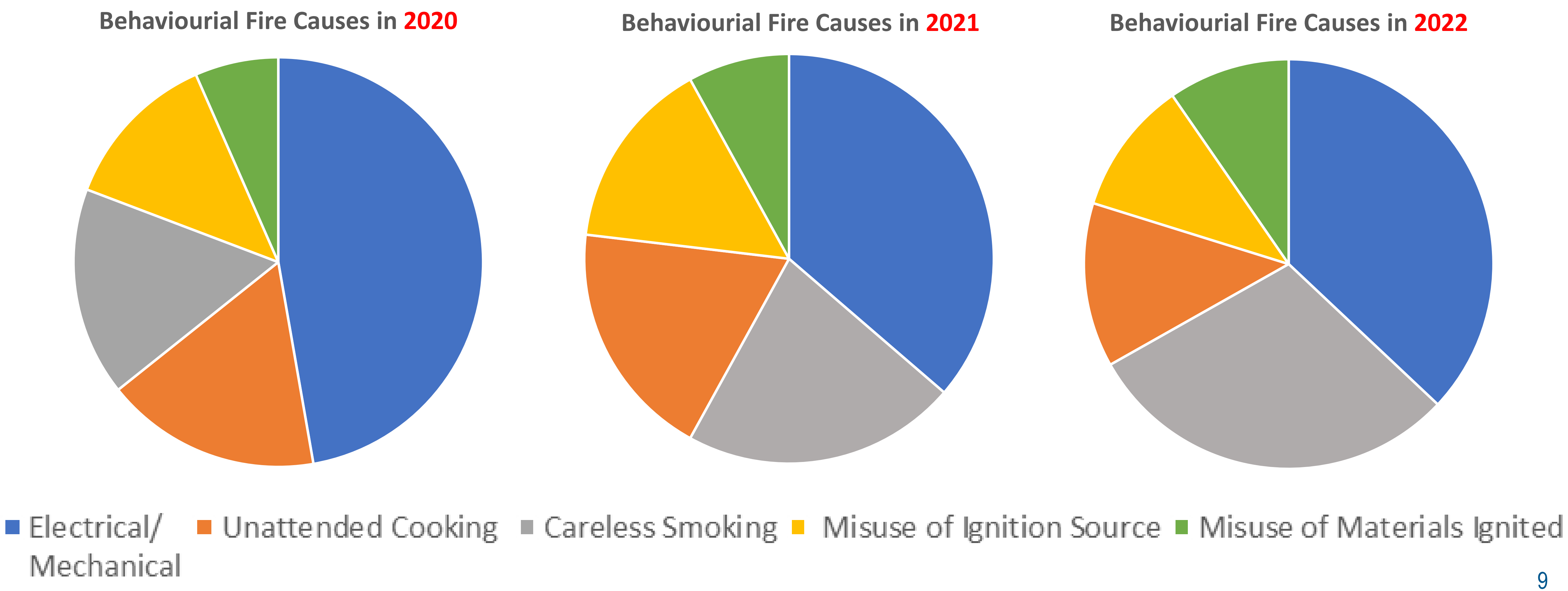
2013-2018 Causes

	Fire Cause	% of Cause
Intentional	Arson	11.70%
Top Three (3) Causes	Careless Smoking	12.10%
	Electrical	11.80%
	Unattended Cooking	11.60%
Other Unintentional	Other Causes	32.90%
Undetermined	Undetermined	19.60%

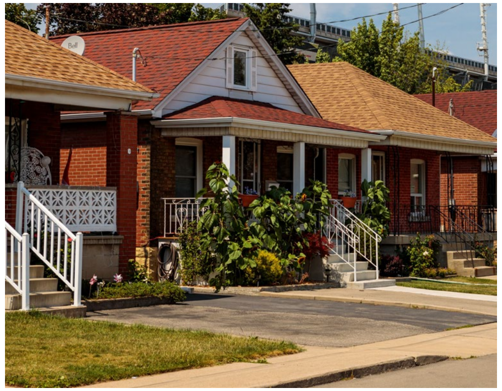
2020-2022 Causes

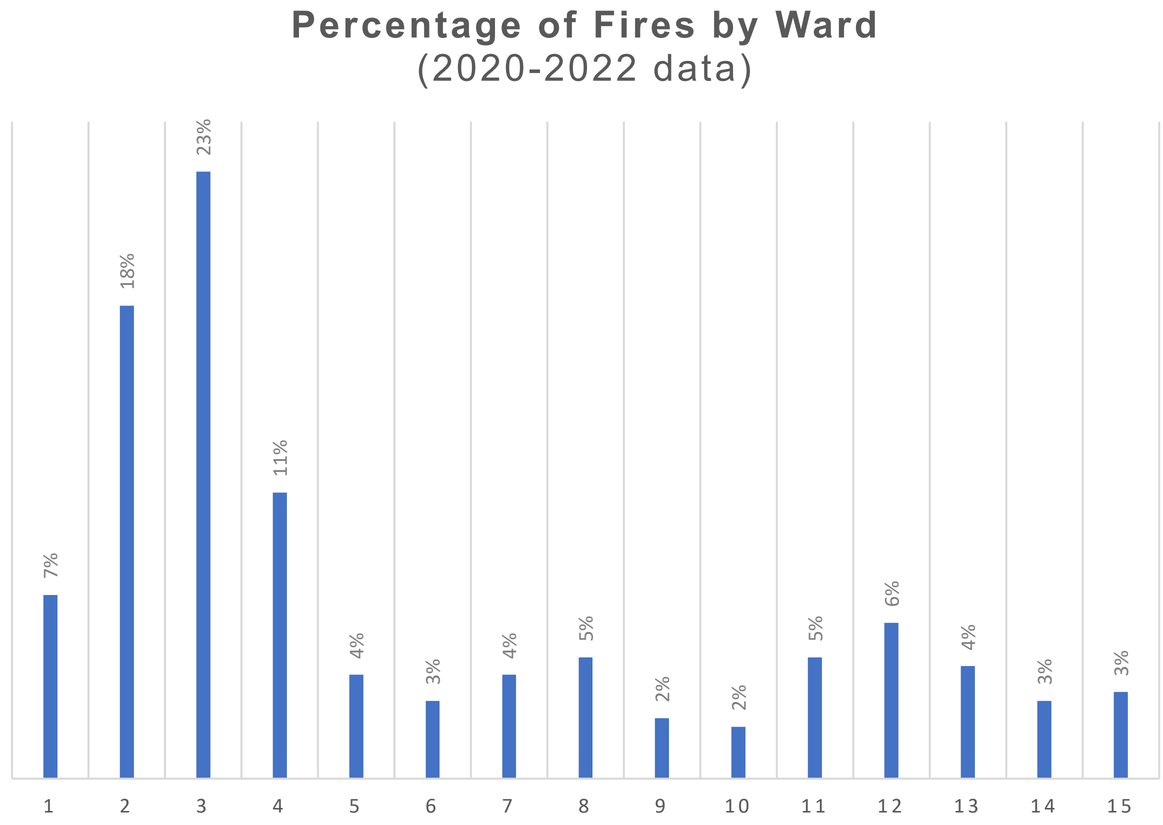
	Fire Cause	% of Cause
Intentional	Arson	15.40%
Top Three (3) Causes	Electrical	17.10%
	Careless Smoking	10%
	Unattended Cooking	7%
Other Unintentional	Other Causes	29.50%
Undetermined	Undetermined	21%

Fire Causes: Behaviourial Trends 2020 - 2022

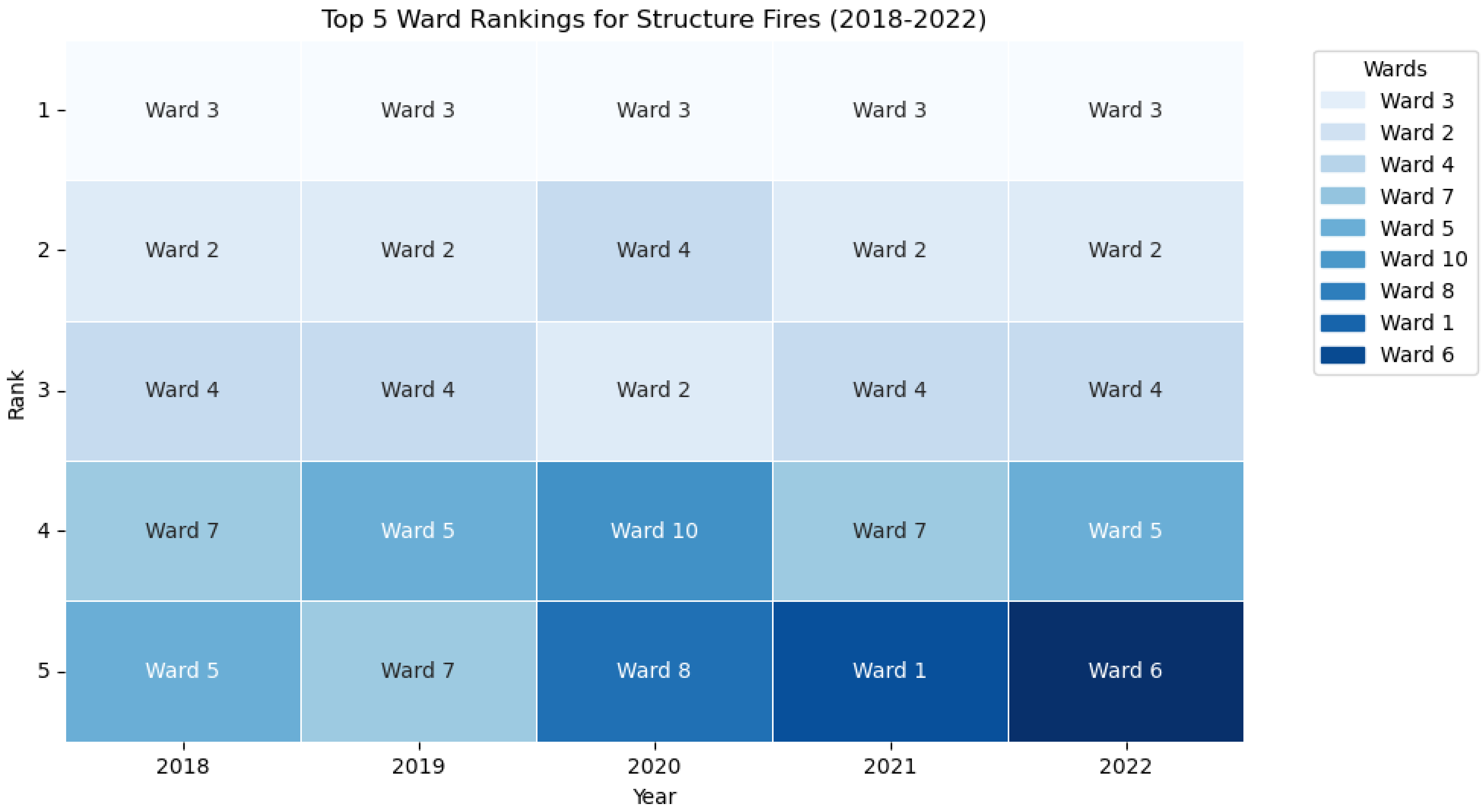


How Hamilton Compares Nationally & Ward Trends

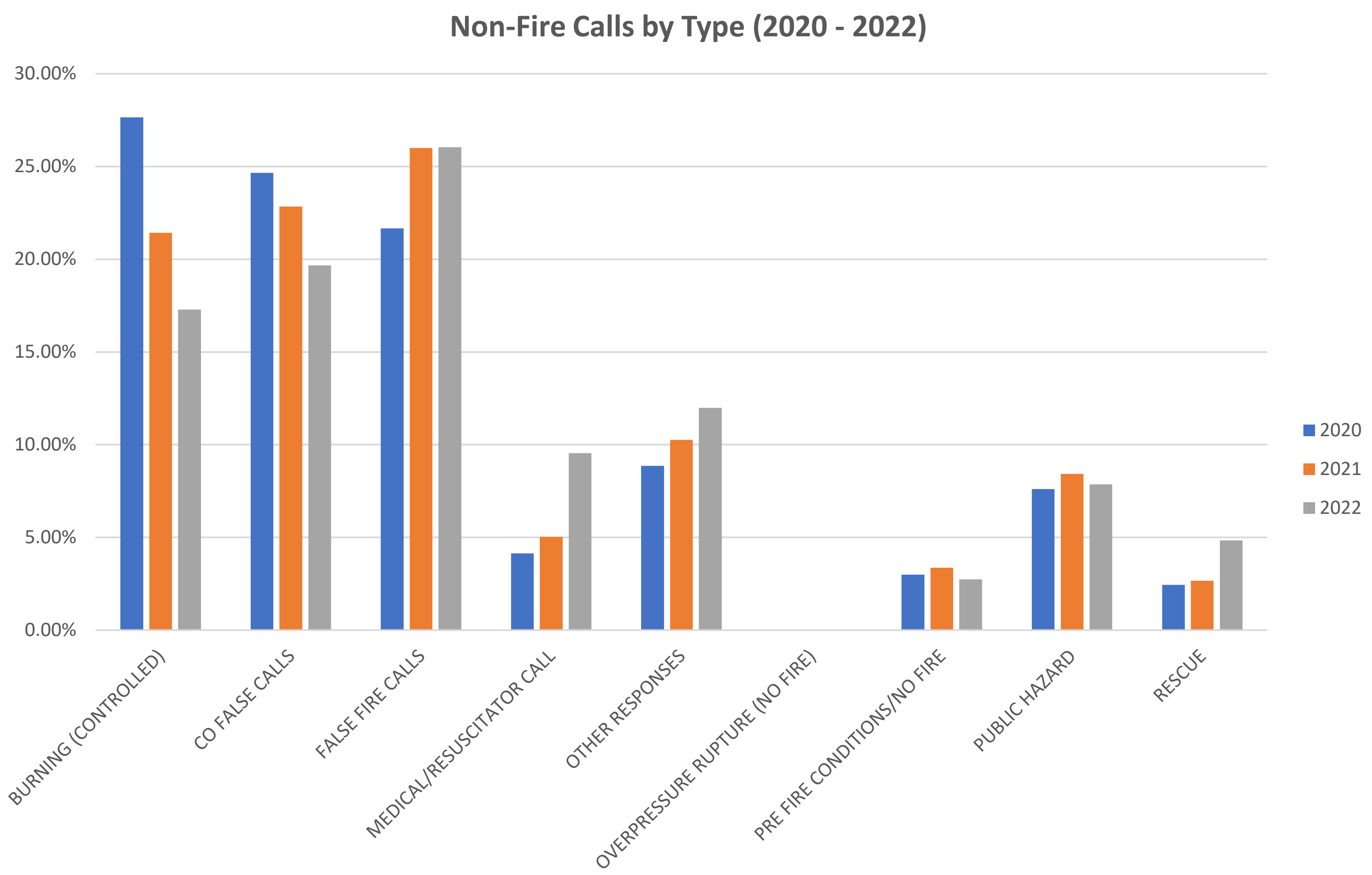




Ward Trends: Top Five Wards over last five years



Non-Fire Incidents by Type



Changes to Hamilton's Profile

Risk Levels as Assessed in 2023
(current Community Risk Assessment)

Building Type	Assigned Risk Level
Residential: Single-detached house	**High Risk**
Residential: Multi-Unit Residential: buildings with two or more units with two (2) – six (6) floors	**High Risk**
Residential: High-Rise Residential: buildings with seven (7) or more floors	**High Risk**
Residential: Semi-detached/Row/Townhouse/Duplex	**High Risk**
Residential: Mobile Home and/or Trailers	Moderate Risk to Low Risk
Business/Personal Service or Mercantile	Moderate to High Risk
Industrial	Moderate to High Risk
Assembly	Moderate Risk
Institutional	Moderate Risk
Dual Use (residential with business/personal service or mercantile)	Moderate Risk
Agricultural	Low Risk

Risk Levels as Assessed in 2018
(previous Community Risk Assessment)

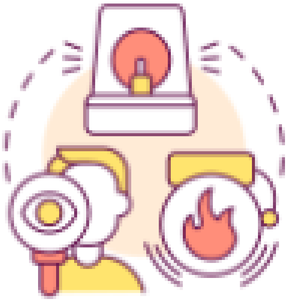
Building Type	Assigned Risk Level
Residential	Moderate Risk
Business/Personal Service or Mercantile	Low Risk
Industrial	Moderate Risk
Assembly	Moderate Risk
Institutional	**High Risk**
Farms	Low Risk

Trends & Concerns

Increase in persons unhoused and less availability of housing stock

Residential fires, deaths and injuries

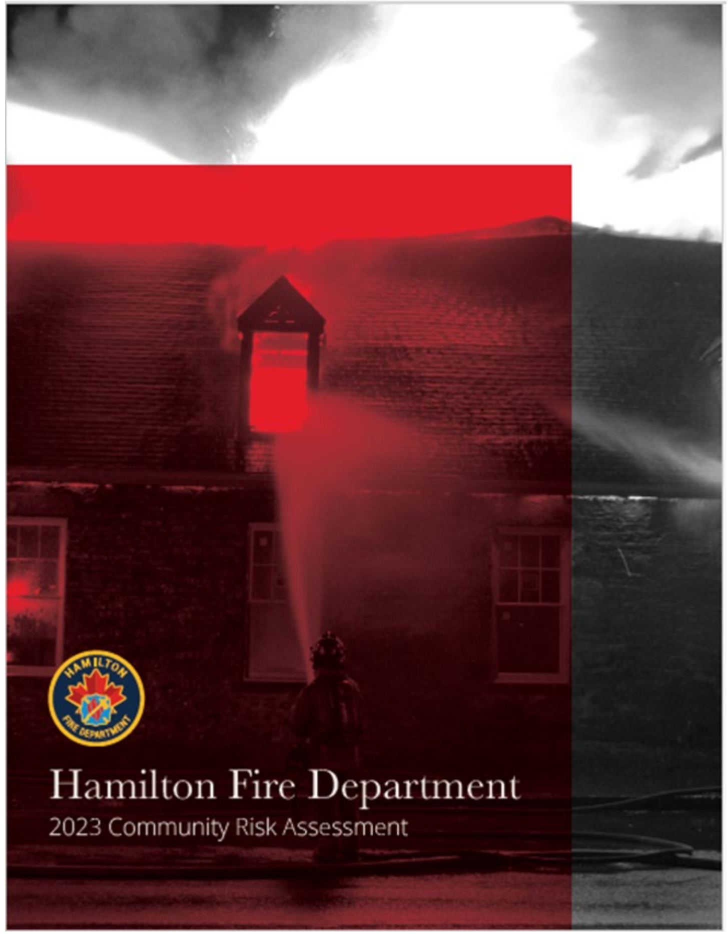
Non-working smoke alarms



Increase in calls and incidents year over year

Increased risk of wildland fires

Next Steps



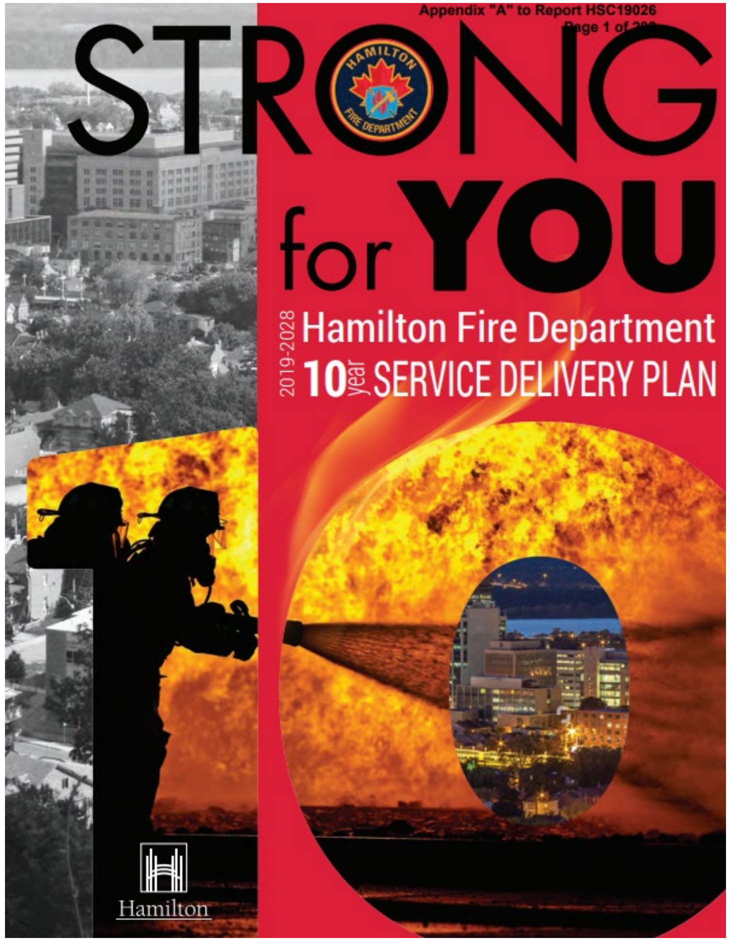
Informs

Supports

Impacts

Future:

- ✓ **Programs**
- ✓ **Business Cases**
- ✓ **Plans**



Hamilton

THANK YOU

CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Children's and Community Services Division

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	November 7, 2024
SUBJECT/REPORT NO:	Canada-Wide Early Learning and Child Care New Funding Formula, Emerging Issues Funding, and One Time Administration Funding (HSC24025(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Appleby (905) 546-2424 Ext. 3587
SUBMITTED BY: **SIGNATURE:**	Brenda Bax Acting Director, Children's and Community Services Division Healthy and Safe Communities Department BBax

RECOMMENDATION

(a) That the City of Hamilton accept the additional 100 percent provincial 2024 Canada-Wide Early Learning and Child Care one-time incremental Administration funding in the amount of $1,139,665 and incremental Emerging Issues funding in the amount of $865,363, and;

(b) That the General Manager of Healthy and Safe Communities Department, or designate, be authorized and directed to execute, on behalf of the City, the funding agreement from the Ministry of Education, as well as any ancillary agreements associated with this funding in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

Ontario is in its third year of implementing the Canada-Wide Early Learning and Child Care plan. The plan aims to ensure more families across Ontario have access to safe, affordable and high-quality child care. Canada-Wide Early Learning and Child Care will be fully phased in by March 2026, with the average cost of child care for eligible children zero to five years reduced to $12 per day.

On August 1, 2024, the Ministry of Education announced the new cost-based formula to Canada-Wide Early Learning and Child Care funding which will take effect January 1, 2025. This funding approach provides support for operating costs for licensees participating in Canada-Wide Early Learning and Child Care to deliver child care to children aged zero to five and is intended to be more responsive to the true cost of providing child care in Ontario.

Under this new formula, families will also benefit from a further reduction in child care fees, which will be capped at $22.00 per day effective January 1, 2025. Currently, families are saving an average of $9,100 annually and these savings will increase to $10,640 in 2025.

The provincial announcement on August 1, 2024, includes an additional one-time in-year administrative funding allocation to support municipalities with the implementation of the new cost-based formula to Canada-Wide Early Learning and Child Care funding. Hamilton will receive $1,139,665 in additional funding to support the division's work on implementation which must be spent by December 31, 2024, .

The announcement also confirmed that the one-time transitional grant funding that has been provided to municipalities since 2021 to maintain a 10 percent cap on administrative costs, ended on March 31, 2024 and that effective January 1, 2025, the new 5 percent cap on administrative costs will take effect.

Additionally, on September 13, 2024, the province issued a memo announcing additional one-time Emerging Issues funding for 2024 to support licensees in addressing non-discretionary cost pressures beyond their control. Hamilton will receive $865,363, which will be available through an application process to licensees enrolled in Canada-Wide Early Learning and Child Care.

Divisional staff continue to review the new funding guidelines and monitor Ministry updates to ensure compliance and readiness for the January 1, 2025 implementation of the new funding approach.

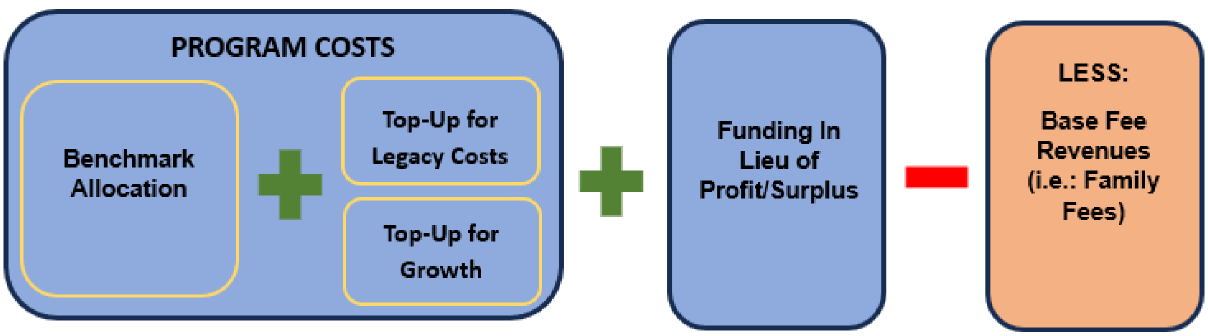
NEW CANADA-WIDE EARLY LEARNING AND CHILD CARE COST-BASED FUNDING FORMULA

Hamilton currently has 227 licensed child care programs eligible to participate in Canada-Wide Early Learning and Child Care and 212 have enrolled. Effective January 1, 2025, these 212 enrolled licensees will have their annual funding determined under the new cost-based funding formula. This formula includes benchmark-based allocations, additional funding for creating new spaces, top-ups for existing programs with costs that exceed their benchmarks, and payments in place of profit and surplus.

The Ministry of Education has announced, under the new cost-based funding formula, that licensees not participating in Canada-Wide Early Learning and Child Care will no longer be eligible for routine funding. Starting January 1, 2025, the fifteen licensees that have not enrolled in Canada-Wide Early Learning and Child Care will no longer qualify for general operating or wage enhancement grants. The City has formally notified these Licensees about the funding discontinuation. However, these licensed child care programs can continue to operate under the existing provincial licensing and regulatory framework. If they wish to join the Canada-Wide Early Learning and Child Care system, they must apply through the City's directed growth application process.

Starting January 1, 2025, Licensees participating in the Canada Wide Early Learning and Child Care for the delivery of child care to children ages zero to five years will now be funded based on eligible costs incurred in the calendar year, up to a maximum amount of funding determined by the formula outlined below. Fee reductions, workforce compensation, cost escalation and other routine funding for general operating and wage enhancement grants for ages zero to five are now being integrated into the new cost-based funding approach:

The cost-based child care funding formula provides funding to all licensees enrolled in Canada-Wide Early Learning and Child Care, based on the following key allocations:



1. **Program Costs** – This allocation covers the eligible costs of providing child care and includes two parts:
    1. a benchmark allocation representing the typical costs of quality child care in a specific region, based on planned operating spaces.
    2. a legacy top-up for licensees whose costs exceed the benchmark, and/or a growth top-up for new or existing licensees that add new licensed spaces or homes during the year.

2. **Funding In Lieu of Profit/Surplus** – In addition to covering eligible costs, the funding formula includes an amount to account for opportunity costs related to participating in Canada-Wide Early Learning and Child Care, as well as the risks of running a business or for reinvestment in child care.

3. **Base Fee Revenues** – Amount of revenue estimated to be earned in the calendar year based on planned operating spaces. Licensees allocation will be decreased to reflect anticipated revenue received, as they will continue to collect fees from families for child care. The fee calculation is adjusted by a 10 percent vacancy rate (for 2025) to account for turnover, which offsets the program cost allocation.

The Children's and Community Services Division is currently refining these new funding calculations and gathering additional data for the 2025 budget. Information sessions were held at the end of October that provided an opportunity for staff and Licensees to engage on these changes. Additional resources, including ongoing FAQ's will be posted on the City's website and shared through regular communication updates to Licensees.

To ensure accountability over the equitable distribution and utilization of public funds, the City of Hamilton will be required to reconcile funding allocated to licensees with their actual eligible costs annually and perform cost reviews on licensees receiving higher legacy top-up allocations, in addition to other provincial reporting requirements. The Children's and Community Services Division is planning in 2025 to review and update current business processes and staffing model to support the new funding model.

2025 Provincial Funding Overview

With the provincial announcement, the City of Hamilton received notification of its preliminary 2025 Child Care funding allocations:

2025 Child Care Funding Allocation Overview

Cost-Based Allocation	Start-Up Grants	Local Priorities Allocation	Administration Allocation	Total
$ 143,787,480	$ 3,728,700	$ 33,064,094	$ 3,223,315	$ 183,803,589

1. **Cost-Based Allocation** - the $143.8 million cost-based funding allocation will be provided directly to licensees participating in Canada-Wide Early Learning and Child Care to support their operating costs for the delivery of child care to children aged zero to five.

2. **Start-Up Grants** - the $3.7 million start-up grant funding will support Canada-Wide Early Learning and Child Care space expansion for ages zero to five years through the City's directed growth application process.

3. **Local Priorities Allocation** - the $33 million local priorities funding allocation will be used to support the following child care programs:
    a. General operating grants and workforce funding (for ages 6-12);
    b. Professional learning (for ages 0-12);
    c. Fee subsidies (for ages 0-12);
    d. Special needs resourcing (for ages 0-12);
    e. Capacity building (for ages 0-12);
    f. Claims-based funding – small water works (for ages 0-12)

The provincial funding guidelines for the local priorities are currently pending, with an anticipated release date of November 2024. While municipalities will have flexibility in how to spend the local priorities allocation, the pending guidelines will include certain limitations on how such funding may be spent. However, no significant changes to the above listed child care programs are expected for 2025.

4. **Administration Allocation** - the $3.2 million is the City of Hamilton's funding allocation to support its administrative capacity to support the early years and child care sector. This is reflective of a 5% administrative cap. The cost-based funding announcement did not include any new base administration funding for the City of Hamilton.

2024 Provincial Funding Allocations

For comparison, the below chart outlines the City of Hamilton's current 2024 funding allocations from the province:

2024 Child Care Funding Allocations

Canada-Wide Early Learning and Child Care System Allocation	**Start-Up Grants**	**Child Care Core System Allocation**	**Administration Allocation**	**One Time Administration Funding** (transitional funding)	**Total**
$ 82,955,254	$ 3,208,500	$ 66,541,561	$ 3,196,216	$1,139,665	$ 157,041,196

Our overall allocation has increased for 2025. The province has redistributed a portion of our current Child Care Core System Allocation to the new Cost-Based funding allocation for Canada-Wide Early Learning and Child Care. The remaining funding from the Child Care Core System Allocation is now being referred to as Local Priorities funding starting January 1, 2025. As noted above, there has been no real shift to the division's administration funding allocation, however the one-time transitional grant funding provided until March 31, 2024 has ended.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: $865,363 in additional one-time emerging issues funding has been provided in 2024 for Canada-Wide Early Learning and Child Care enrolled licensees to address and support non-discretionary cost pressures beyond their control.

The City of Hamilton is receiving $1,139,665 in one-time administration funding for 2024 to support implementation of the new funding formula and must be spent by December 31, 2024. Unspent funds cannot be carried over to future years.

One-time transitional grant funding provided to municipalities to maintain a 10 percent cap on administrative costs, ended on March 31, 2024. Effective January 1, 2025, the new 5 percent cap on administrative costs will take effect, with no new base administration funding provided to the City of Hamilton. As noted in the multi-year budget due to the expected funding reductions, and 50/50 cost share requirements, staff have projected a funding pressure of approximately $2 million in 2025.

Staffing: Not Applicable

Legal: The revised 2024 Ontario Transfer Payment Agreement has been received from the Ministry of Education and is now under legal review.

HISTORICAL BACKGROUND

In January 2021, the Ministry of Education announced they would be adjusting the municipal administration funding allocation and cost-sharing arrangement attached to administrative funding. The announcement identified (1) a reduction of the allowable administrative funding threshold from 10 percent down to 5 percent; and (2) requirement for municipalities to cost-share provincial child care administrative funding at a rate of 50/50 provincial/municipal. To support this transition, the Ministry of Education provided transitional grant funding in 2021, 2022, and 2023 to allow municipalities to maintain the 10 percent maximum for administrative costs until March 31, 2024.

At the time of this announcement the Ministry of Education committed to reduce administrative burden for municipalities as part of the government-wide commitment to reduce administrative burden and red tape by 25 percent. These efforts focused on streamlining reporting, contract management and general burden reduction efforts as an offset to the reduction in funding. However, to date, the Children's and Community Services Division has not experienced any reduction in administrative workload. In contrast, the Division has faced increased administrative pressures due to heightened funding requirements and the need to implement new strategies, including rolling out the Canada-Wide Early Learning and Child Care plan and new cost-based funding model, managing workforce compensation, developing new business processes and accountability frameworks, handling start-up grants and overseeing directed growth applications.

On March 28, 2022, the Province of Ontario signed the Canada-Wide Early Learning and Child Care agreement with the federal government. The plan is designed to support Ontario's children, families, and the child care sector to provide high-quality, affordable, accessible, and inclusive licensed child care programs. In 2022, the priorities focused on encouraging licensed child care programs to opt into Canada-Wide Early Learning and Child Care and reducing fees for families.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The City of Hamilton is the Service System Manager for the Early Years System as required by the Child Care and Early Years Act, 2014.

RELEVANT CONSULTATION

Internal consultation within the Division and finance staff was completed, along with relevant external consultation with the local Consolidated Municipal Service Manager Advisory group.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The additional 2024 Canada-Wide Early Learning and Child Care incremental administration funding will be utilized based on the Ministry of Education's *Ontario Canada-Wide Early Learning and Child Care Guideline* (See Appendix "A" to report HSC24025(a)) that was released on August 1, 2024, to support the implementation of the new cost-based funding formula.

ALTERNATIVES FOR CONSIDERATION

Not Applicable

APPENDICES AND SCHEDULES

Appendix "A" Canada-Wide Early Learning and Child Care Cost-Based Funding Guideline – July 2024

Ontario

Ministry of Education

Ontario Child Care and Early Years Funding Guidelines

for Consolidated Municipal Service Managers and District Social Services Administration Boards

Part [XX]: CWELCC Cost-Based Funding Guideline

JULY 2024

TABLE OF CONTENTS

DEFINITIONS

Unless otherwise specified, the terms used in this document have the same meaning as set out under the *Child Care and Early Years Act, 2014*, its regulations and the Transfer Payment Agreement between Ontario and the CMSM/DSSAB.

"active home” means a home child care premises, overseen by an eligible agency, at which child care is currently being provided to at least one eligible child or that plans to accept at least one eligible child during the calendar year.

“active home seat” means a child care space in an active home, in which an eligible child is enrolled or could be enrolled immediately (without the need for additional, essential steps to accommodate that child) at any given point on a particular service day, and in respect of which the home or agency charges a base fee for enrolled children.

“benchmark(s)” means the standardized cost metric(s) published by the Ontario Ministry of Education in Schedule A for the calendar year.

“calendar year” means the period from January 1 and December 31. For clarity, if a particular year is specified in this guideline (such as “2025"), it refers to the respective calendar year.

“costs”, for the purpose of assessing eligible costs, means:

(a) recurring costs, incurred for an eligible centre’s/agency’s daily operations such as wages, food, accommodation, or eligible amortization expenses; and,

(b) non-recurring (upfront or amortized) costs incurred by the eligible centre/agency,

i. on minor repairs to capital infrastructure; or,

ii. to replace, enhance, or purchase minor capital assets used for regular operation, such as kitchen or HVAC equipment.

“eligible centre/agency”, means a child care centre/home child care agency that is:

(a) enrolled in CWELCC; and,

(b) eligible for funding under CWELCC (for example, the licensee maintains financial viability as described in <<appropriate section of Guidelines (TBD)>>).

“eligible costs” means costs incurred in respect of an eligible centre/agency in the calendar year for the purpose of providing licensed child care for eligible children, and which are:

(a) attributable to the provision of child care included in the base fee for eligible children;

(b) appropriate for the provision of child care for eligible children; and,

(c) reasonable in quality and amount incurred, having regard to all the relevant circumstances.

For greater certainty, the following are not eligible costs:

(d) costs deemed to be in lieu of profits (such as in-kind benefits or perks directly or indirectly for the benefit of a controlling owner);

(e) costs for capital renewal for major repairs of sites of existing spaces;

(f) financing costs exceeding Canada Small Business Financing Program Rates;

(g) costs funded by another public source or reimbursed by another source (such as by insurance claims); and,

(h) any penalties, fines, forfeitures, or liquidated damages.

"existing centre/agency” means an eligible centre/agency that is not a new centre/agency.

“legacy centre/agency” means an eligible centre/agency:

(a) enrolled in CWELCC on or before <<day before public announcement date (TBD)>> and that has maintained a continuous CWELCC service agreement with the CMSM/DSSAB since that date; or,

(b) that submitted an application for enrolment in CWELCC on or before <<day before public announcement date (TBD)>>, which application was not withdrawn at any time following <<same date>> and, as a result of that application, was enrolled in CWELCC and has maintained a continuous CWELCC service agreement with the CMSM/DSSAB since the date of enrollment.

“licensed space” means a child care space in an eligible centre, in which, pursuant to the centre’s licence, the centre is authorized to enrol a child (not required to be an “operating space”) and charges a base fee for enrolled children. Alternate capacity is not considered for the purpose of counting licensed spaces.

“new centre/agency” means an eligible centre/agency in the first calendar year enrolled in CWELCC (cannot be a legacy centre/agency).

“operating space” means a child care space in an eligible centre, in which an eligible child is enrolled or could be enrolled immediately (without the need for additional, essential steps to accommodate that child, such as hiring additional staff to meet regulatory requirements) at any given point on a particular service day, and in respect of which the centre charges a base fee for enrolled children. Alternate capacity is considered for the purpose of counting operating spaces.

“service day” is a 24-hour period that begins in the calendar year, starting at the time the eligible centre or active home normally first begins to accept children into care or the end of the previous 24-hour period, during which the licensee is enrolled in CWELCC in respect of the eligible centre/agency and charges a base fee per the parent handbook, even if the centre or home is not open (for example, on a statutory holiday). For clarity, the number of service days in a calendar year cannot exceed the number of calendar days in the calendar year.

“vacancy rate” means the number of operating spaces or active home seats, in which no child is enrolled, divided by the total number of operating spaces or active home seats in the eligible centre/agency.

INTRODUCTION

This document (the **“CWELCC Cost-Based Funding Guideline”** or “this guideline”) describes the calculation of **cost-based funding** for eligible centres/agencies under the Canada-wide Early Learning and Child Care (CWELCC) Agreement for 2025 and subsequent calendar years and provides guidance for CMSMs/DSSABs to support the administration of that calculation.

For clarity, the cost-based funding approach described in this guideline replaces the previous, “revenue replacement” approach, which—until December 31, 2024—provided funding based on the revenue “lost” due to mandatory caps and reductions of parent fees pursuant to O. Reg 137/15.

Starting with 2025, licensees are funded based on eligible costs incurred in the calendar year in respect of eligible centres/agencies, up to a maximum amount of funding determined by the formula described in this guideline.

To support the principles and smooth implementation of cost-based funding, CMSMs/DSSABs and licensees should adopt an approach of open, early, and appropriate communication. For example, CMSMs/DSSABs may provide licensees with early guidance related to cost eligibility. For clarity, such guidance or communication should be intended to minimize the risk of unexpected cost-recoveries and potential disputes and not to provide a final determination of cost eligibility, as such a determination cannot be made until reconciliation.

For information and guidance about early years and child care funding, beyond the calculation of CWELCC cost-based funding, including administration of the CWELCC program more broadly, CMSMs/DSSABs should refer to <<appropriate section(s) of Guidelines (TBD)>>.

Objectives & Overarching Principles

The CWELCC cost-based funding approach (sometimes referred to as the “funding formula”) is guided by the following objectives and principles, which CMSMs/DSSABs must consider in the administration of CWELCC cost-based funding:

Objectives:

- **Support licensee participation** in the CWELCC program by providing appropriate funding to enable parent fee reductions prescribed in O. Reg 137/15 under the *Child Care and Early Years Act, 2014.*
- **Support wage enhancements** under Ontario’s Child Care Workforce Strategy for eligible centres/agencies.

- **Improve access** to high-quality and affordable child care by supporting growth spaces.

Principles:

- **Transparent**: Clear and consistent approach, both locally and across CMSMs/DSSABs so that licensees know what to expect from CMSMs/DSSABs.
- **Representative**: Funding is responsive to how child care is delivered in Ontario and based on the true costs of providing child care to eligible children.
- **Simple**: Easy to understand with minimal administrative burden.
- **Accountable**: Cost control structures and safeguards ensure accountability for and equitable distribution of public funding.

The cost-based funding approach is designed to balance these principles. For example, benchmarks were developed to balance simplicity with representativeness by using statistical techniques to turn standard and clear data metrics – such as spaces/active homes – into cost drivers, representative of costs typically incurred for the delivery of child care in Ontario. Building benchmarks into cost-based funding limits the data required to determine funding without oversimplifying into a “one size fits all” approach.

Key Concepts

From the introduction of CWELCC in 2022 through to December 31, 2024, licensees were funded based on a replacement of revenue “lost” due to base fee reductions now imposed under O. Reg 137/15. While a revenue replacement approach is transparent and simple to implement, it is not responsive to the true cost of providing child care in Ontario.

For 2025 and future calendar years, the cost-based funding approach seeks to address this issue by providing funding based on the typical (representative) costs of providing high-quality child care to eligible children in Ontario.

Cost-based funding is calculated per eligible centre/agency.

The cost-based funding approach is structured around the following basic concepts, described in further detail in Table 1, below:

(1) **Program costs**: Funding is provided to support eligible costs.

(2) **Amount in lieu of profit/surplus:** In addition to covering eligible costs, the cost-based funding approach builds in an amount to recognize opportunity costs associated with CWELCC enrollment and the risk of running a business, or for licensees to reinvest in child

care. The calculation of an amount in lieu of profit/surplus also reflects the need for safeguards around public funding and profit margins, as required under the Canada-Ontario CWELCC agreement.

When planning for the use of funding in lieu of profit/surplus (for example, for investment in major capital assets), licensees should consider that the Allocation in Lieu of Profit/Surplus is subject to re-calculation (and potential reconciliation) after year-end if the Actual Program Costs, as described in Table 1 below, are less than the Program Cost Allocation.

(3) **Base fee revenue:** Fees continue to be collected (for example, from families) to provide child care as reflected in base fees, with restrictions on the amounts that can be charged as set out in O. Reg 137/15 under the *Child Care and Early Years Act, 2014*.

(4) **Cost-based funding:** The sum of funding for program costs and the associated amount in lieu of profit/surplus, offset by base fee revenue.

(5) **Funding allocations vs actual funding:** Under the cost-based funding approach, the amount of funding a licensee can receive in respect of an eligible centre/agency ("Actual Cost-Based Funding") crystalizes upon the assessment, at the time of reconciliation, of eligible costs incurred for the eligible centre/agency during the calendar year.

To enable licensees to incur eligible costs in respect of eligible centres/agencies to provide child care to eligible children during the calendar year, CMSMs/DSSABs issue advanced payments (per relevant CWELCC service agreements) of a "Cost-Based Funding Allocation" determined by the same formula, somewhat analogous to tax withholdings on an employee's pay, where their actual tax liability is determined at the end of the year.

To ensure accountability over public funds, Cost-Based Funding Allocations set the maximum amounts that could be claimed in eligible costs in respect of eligible centres/agencies upon reconciliation. In other words, this cost-based approach is not a pure "cost reimbursement" model.

CONCEPT	THROUGHOUT CALENDAR YEAR (Notional "Allocations")	AT END OF CALENDAR YEAR ("Actuals", after reconciliation)
PROGRAM COSTS The eligible costs of providing child care	**PROGRAM COST ALLOCATION** *Benchmark allocation plus any applicable top-up allocation* • "Benchmark allocation" represents the typical costs of providing quality child care in a geographic region, based on planned operating spaces • "Top-up allocation" supports eligible centres/agencies with cost structures that exceed benchmark allocations, and eligible centres/agencies adding new spaces/active homes (including new centres/agencies). • CMSMs/DSSABs can adjust Program Cost Allocations during the calendar year (for example, due to in-year operating space changes or one-time amounts for emergency repairs)	**ACTUAL PROGRAM COSTS** *Reported by licensee and a subset verified by third party and CMSM/DSSAB* • Actual amount of eligible costs incurred for an eligible centre/agency to provide child care reflected in base fees during the calendar year. • Cannot exceed the Program Cost Allocation, including any in-year adjustments.
BASE FEE REVENUE OFFSET Collected from families and available to apply towards program costs or profit/surplus	**EXPECTED BASE FEE REVENUE OFFSET** • Amount of base fee revenue estimated to be earned in the calendar year based on planned operating spaces. • Adjusted by an allowed vacancy rate when it offsets the Program Costs Allocation (for example, recognizing turnover).	**ACTUAL BASE FEE REVENUE OFFSET** • The amount of base fee revenue earned from families and fee subsidy revenue for eligible children in the calendar year. • Cannot be lower than the Expected Base Fee Revenue Offset, which is adjusted by the allowed vacancy rate.
AMOUNT IN LIEU OF PROFIT/SURPLUS To recognize the risk of operating a business or to reinvest in child care, while safe-guarding public funds	**ALLOCATION IN LIEU OF PROFIT/SURPLUS** *Function of the Program Cost Allocation plus a flat amount* • Provided with and based on the Program Cost Allocation.	**ACTUAL AMOUNT IN LIEU OF PROFIT/SURPLUS** *Function of benchmark allocation & Actual Program Costs plus flat amount* • Final amount of funding provided in lieu of profit/surplus, based on Actual Program Costs.
COST-BASED FUNDING To enable CWELCC-enrolled licensees to meet the objectives of the CWELCC program, including reducing parent fees at eligible centres/agencies	**COST-BASED FUNDING ALLOCATION** *Program Cost Allocation plus Allocation in Lieu of Profit/Surplus minus Expected Base Fee Revenue Offset* • Total amount of notional funding provided to support the costs of providing child care at an eligible centre/agency throughout the calendar year.	**ACTUAL COST-BASED FUNDING** *Actual Program Costs plus Actual Amount in Lieu of Profit/Surplus minus Actual Base Fee Revenue Offset* • Final amount of funding available for an eligible centre/agency for a calendar year, based on Actual Program Costs. • CMSMs/DSSABs must recover any overpayments promptly and return to the Ministry (this means, no carry-over provisions). • CMSMs/DSSABs may offset overpayments from subsequent payments if there is an ongoing funding arrangement with the licensee.

Table 1. *The cost-based funding approach is structured around four key concepts, which are calculated and disbursed as notional amounts before crystalizing to final ("actual") amounts (that is, amounts retained by the licensee) after all eligible costs have been incurred, at the end of the calendar year.*

Process Cycle for CMSMs/DSSABs

Before the Calendar Year	During the Calendar Year	After the Calendar Year
• Receive licensees’ operational plans *(and legacy data - 2025 only)* • Calculate Cost-Based Funding Allocations *(and legacy top-ups – 2025 only)* • Update service agreements *(as needed)* • Schedule regular (advance) payments to licensees • Select eligible centres/ agencies for cost reviews	• Pay licensees as per schedule • Process any in-year funding change requests (based on changes to operating plans or emergency funding) • Perform cost reviews	• Collect licensees’ annual attestations and standardized financial reports • Select sample for Direct Engagements to Report on Compliance • Review standardized financial reports, as appropriate, to identify any further risks of cost ineligibility • Calculate and recover overpayments

Table 2. *The process of delivering cost-based funding for a particular calendar year involves steps in advance of, during, and after the calendar year.*

PART 1: COST-BASED FUNDING ALLOCATION

Overview

An eligible centre's/agency's CWELCC **Cost-Based Funding Allocation** is an amount of funding provided to support the costs of providing child care throughout the year. The Cost-Based Funding Allocation is calculated as (**1.1)** a **Program Cost Allocation**; *plus* **(1.2)** an **Allocation In Lieu of Profit/Surplus**; *minus* **(1.3)** the centre's/agency's **Expected Base Fee Revenue Offset**.

At a high level,

1.1 The **Program Cost Allocation** calculation involves two main components:

(a) **Benchmark Allocation**: Calculate the cost-based benchmark allocation for the eligible centre/agency. The benchmark allocation is adjusted for regional differences by applying the appropriate geographic adjustment factor.

The purpose of the benchmark allocation is to generate notional, cost-based funding amounts that represent typical costs incurred for eligible centres/agencies, adjusted for regional differences, to help ensure that similar eligible centres/agencies receive similar funding.

A centre's/agency's individual, eligible costs by type do not need to align with each benchmark allocation component (for example, some centres/agencies may have relatively high accommodation cost but low operations costs, or vice versa).

(b) **Plus, Top-Up Allocation:** Calculate and add to the benchmark allocation calculated in 1.1(a), any applicable *top-up allocation* for the centre/agency, which may include one or more of a:

i. **Legacy top-up** for legacy centres/agencies in 2025 to support their legacy cost structures in the transition to cost-based funding, if such structures mean that eligible costs will exceed their individual benchmark allocations for the calendar year. This is to avoid legacy centres/agencies having to significantly change their operating models due to the implementation of cost-based funding. (<u>Only applies to 2025 and becomes part of the rolling top-up after 2025</u>.)

ii. **Growth top-up** for new centres/agencies in the calendar year, or existing centres/agencies that expand **with** new licensed spaces/active homes in the calendar year. This is to recognize that typical costs may vary within economic regions and to encourage growth. For information on other sources of funding, which may be available to support licensee growth (such as Start-up Grants), please see <<appropriate section of Guidelines (TBD)>>.

iii. **Rolling top-up** for eligible centres/agencies in calendar years after 2025 who received a top-up in the **previous** calendar year (either legacy top-up, growth top-up, rolling top-up, or some combination). This is to ensure that cost structures are covered from one calendar year to the next (Only applies to calendar years after 2025.)

New centres/agencies should develop their operating plans or budgets to fit within their Program Cost Allocation for the applicable calendar year.

1.2 **The Allocation In Lieu of Profit/Surplus** calculation involves three steps:

(a) **Base rate amount** of 4.25% applied to the sum of the benchmark allocation and top-up allocation.

(b) **Plus, a premium rate amount** of 3.5% applied only to the benchmark allocation.

(c) **Plus, a flat amount** of $6,000 for each calendar year for the eligible centre/agency.

1.3 **Expected Base Fee Revenue Offset:** Subtract, from the amount calculated by adding allocations from 1.1 and 1.2, the estimated revenue expected from base fees and fee subsidies for eligible children at the eligible centre/agency during the calendar year.

CMSMs/DSSABs must pay Cost-Based Funding Allocations in regular installments, at the beginning of every payment period, throughout the calendar year and must reconcile those allocations against Actual Cost-Based Funding based on Actual Program Costs. To avoid the recovery of significant overpayments at year-end, a licensee may agree to a lower Cost-Based Funding Allocation for an eligible centre/agency, which could create funding flexibility for CMSMs/DSSABs.

Information Required to Calculate Program Cost Allocations

Licensees must submit the following information to their CMSMs/DSSABs to support the calculation of Program Cost Allocations for each eligible centre/agency for the calendar year:

- Operating plan(s) for each eligible centre/agency for the calendar year, which may include, as applicable:
  - Planned number of operating spaces by age group;
  - Planned number of active homes;
  - Planned number of active home seats for eligible children;

- Planned number of service days by age group or active homes;
- The typical number of hours of service provided by the eligible centre/agency for each eligible age group; and
- A copy of the eligible centre's/agency's parent handbook or an indication of where the handbook is publicly available.

- For legacy centres/agencies (for 2025 only), if requiring a legacy top-up:
  - Evidence of fixed costs for the calendar year (for example, a copy of a rent receipt or lease);
  - Operating budgets for 2025; and
  - 2023 audited financial statements and related financial reports (such as general ledgers), as needed to support the assessment of legacy costs.

To calculate Program Cost Allocations for eligible centres/agencies, CMSMs/DSSABs will input the following details applicable to the calendar year, each of which form elements of the calculations described in the next section.

For eligible centres:

A Program staffing benchmarks (Schedule A) for the calendar year

B The number of operating space-days for each eligible age group for the calendar year, calculated as the sum of the planned number of service days applicable to each operating space

For example, 10 infant operating spaces for 200 service days and 5 infant operating spaces for 100 service days would be (10 x 200) + (5 x 100) = 2,500 infant operating space-days

C The program staffing ancillary multiplier (Schedule A) for the calendar year

D The total number of service days for the centre during the calendar year

E Supervisor benchmark (Schedule A) for the calendar year

F The eligible child ratio, calculated as the number of operating space-days for eligible children during the year (each weighted by its respective program staff to child ratio as defined in O. Reg 137/15), divided by the total number of operating space-days (including for ineligible children) in the eligible centre during the calendar year (each weighted by its respective program staff to child ratio as defined in O. Reg 137/15). For the purpose of this calculation, family age group spaces are weighted by the program staff to child ratio applied to the toddler age group, as defined in O. Reg 137/15

For example, an eligible centre with 15 toddler spaces (eligible; weighted at a ratio of 1/5) for 261 days and 14 primary/junior school spaces (ineligible; weighted at a ratio of 1/15) for 187 days would have an eligible child ratio of [15 x 261 x (1/5)]/[(15 x 261 x (1/5)) + (14 x 187 x (1/15))] = 81.77%

G The supervisor ancillary multiplier (Schedule A) for the calendar year

H Accommodations benchmarks (Schedule A) for the calendar year

I The number of licensed spaces for each eligible age group

J Operations (fixed) benchmarks (Schedule A) for the calendar year

K The number of licensed space-days for each eligible age group for the calendar year, calculated as the sum of the number of service days applicable to each licensed space

For example, 10 infant spaces for 200 service days (per the parent handbook) and 5 infant spaces for 100 service days (per the parent handbook) would be (10 x 200) + (5 x 100) = 2,500 infant licensed space-days

L Operations (variable) benchmarks (Schedule A) for the calendar year

M The program staff to child ratio for each eligible age group, as defined in O. Reg 137/15 (for example 3/10 for infants), except for family age groups, which use the toddler ratio (1/5) for simplicity

N The typical number of hours of service provided by the centre for each eligible age group for the calendar year

For eligible agencies:

O Home child care provider compensation benchmark (Schedule A) for the calendar year

P The number of active home-days for the calendar year, calculated as the sum of the number of planned service days applicable to each active home in the eligible agency

For example, 5 active homes for 261 service days and 1 active home for 365 service days would be (5 x 261) + (1 x 365) = 1,670 active home-days

Q Home visitor compensation benchmark (Schedule A) for the calendar year

R Home visitor ancillary multiplier (Schedule A) for the calendar year

S Home child care agency operations (variable) benchmark (Schedule A) for the calendar year

T Home child care agency operations (fixed) benchmark (Schedule A) for the calendar year

For eligible centres and agencies:

U The whole number of months (partial or full) in the calendar year in which the eligible centre/agency participates in CWELCC, divided by 12

In-year Adjustments

Go-Forward Adjustments to Cost-Based Funding Allocations

The calculations that result in the Cost-Based Funding Allocation allow for in-year adjustments stemming from, for example:

- A change in operating space-days due to a change in staffing complement;
- A change in licensed spaces for an existing centre/agency;
- The agreement of a licensee to reduce their Program Cost Allocation for an eligible centre/agency to reduce the need for year-end recoveries;
- The determination of the previous year's actual eligible costs, affecting the rolling top-up for an eligible centre/agency; or
- The licensee stops participating in CWELCC in respect of that eligible centre/agency.

If an in-year change is required, the Cost-Based Funding Allocation must be updated (for example, by replacing the old number of operating space-days with the new number) on a go-forward basis.

Using Funding Flexibility to Cover One-Time, Unexpected Costs

CMSMs/DSSABs may use any funding flexibility (such as where a licensee has agreed to a lower Cost-Based Funding Allocation) to support eligible centres/agencies that incur non-discretionary and unexpected eligible costs above their Program Cost Allocations (such as emergency capital repairs to minor assets). In cases where such non-discretionary and unexpected costs are not eligible (such as major capital repairs), the costs could be deemed eligible and reported separately by the CMSM/DSSAB. For greater certainty, such deemed eligible costs would not affect the eligible centre's/agency's Actual Cost-Based Funding. CMSMs/DSSABs must implement a fair and transparent process, such as an application, to allocate any such funding. In considering such support, CMSMs/DSSABs may consider, for example, other revenue sources available to the eligible centre/agency such as reserves and non-base fee revenue, noting that financing costs may be eligible costs.

1.1 Program Cost Allocation

Program Cost Allocations are calculated by eligible centre/agency.

1.1(a) Benchmark Allocation (adjusted for geographic differences)

STEP 1: Calculate each component of an eligible (A) centre's or (B) agency's unadjusted benchmark allocation

Benchmarks are designed to represent typical costs incurred by licensed child care centres and home child care agencies in Ontario in each of the components described in Table 3, below.

Benchmark Component	Eligible costs represented (see Part 3)
A. Eligible Centres	
A.1 Program Staffing	Pay and benefits for program staff in eligible centres (that is, counting towards ratio requirements in O. Reg 137/15 under the *Child Care and Early Years Act, 2014*)
A.2 Supervisor	Pay and benefits of supervisors working in eligible centres
A.3 Accommodations	Accommodations costs for eligible centres, including rent, mortgage payments, property taxes, maintenance and minor repairs, and other related costs such as furniture and equipment
A.4 Operations	All other operating costs of eligible centres, including pay & benefits of non-program staff (such as cooks), food, overhead costs (such as centralized staff, licensing or professional fees), program equipment and supplies, office expenses, utilities, cleaning, insurance, and other (such as training, advertising, transportation, IT equipment)
B. Eligible Agencies	
B.1 Provider Compensation	Compensation for home child care providers.
B.2 Visitor Compensation	Compensation for home child care visitors.
B.3 Agency Operations (Variable); and B.4 Agency Operations (Fixed)	Fixed and variable costs for eligible agencies (such as accommodation and operating costs for the head office, and pay and benefits for head office staff).

***Table 3.** Benchmark allocations are calculated using standardized cost metrics, designed to represent typical costs incurred by licensed child care centres and home child care agencies in Ontario.*

To calculate the relevant components of an eligible centre’s/agency’s unadjusted benchmark allocation, CMSMs/DSSABs must apply benchmarks for the calendar year, as set out in Schedule A, across licence-specific characteristics, such as:

- Operating space-days/home-days (representing variable costs)
- Licensed spaces/space-days (representing fixed costs)
- Applicable age group for eligible centres (infant, toddler, preschool, kindergarten, family age group)
- Licence type (centre-based or home child care)
- Licence setting (community or publicly funded school)

Benchmarks for the calendar year, as set out in Schedule A, are based on statistical analysis of data collected from the sector (and other sources) and account for cost escalation, including due to policy changes (such as the Child Care Workforce Strategy). The ministry reviews and publishes benchmarked amounts at least annually in advance of the relevant calendar year.

For technical details describing how the ministry determines benchmarks set out in Schedule A for the calendar year, refer to the <<Cost-based funding approach Technical Paper (TBD)>>

The sum of all amounts calculated in this step establish the unadjusted benchmark allocation for the eligible centre/agency. The benchmark allocation is the unadjusted benchmark allocation multiplied by the geographic adjustment factor described in step 2 of this section.

Representative case examples for the calendar year can be found in Schedule D.

A.1 Child Care Centres: Program Staffing Component

To calculate an eligible centre’s program staffing component, sum the products of the following calculation for each age group, for which the centre has operating spaces (that is, infant, toddler, preschool, kindergarten, or family age group):

A x B x C

where,

“A” is the program staffing benchmark for the appliable age group (infant, toddler, preschool, kindergarten, or family age group) for the calendar year (Schedule A);

“B” is the number of operating space-days in the eligible centre, calculated as the sum of the planned number of service days applicable to each operating space, for the same age group; and,

“C” is the program staffing ancillary multiplier for the calendar year (Schedule A), reflecting typical ancillary costs (such as supplementary benefits or supply coverage for vacation days and sick days).

For example, using *illustrative* amounts for explanatory purposes, the program staffing component for an eligible centre with 100 operating space-days for infants, toddlers and preschoolers during the calendar year, would be calculated as follows:

Illustrative Program Staffing Component Calculation:	**A**	**x**	**B**	**x**	**C**	**=**	**Total**	
Infant	$5	x	100	x	1.1	=	$550	
Toddler	$4	x	100	x	1.1	=	$440	+
Preschool	$3	x	100	x	1.1	=	$330	+
Kindergarten	$2	x	-	x	1.1	=	$0	+
Family age group	$4	x	-	x	1.1	=	$0	+
Program staffing component							**$1,320**	**=**

Illustrative amounts above are not representative of program staffing benchmarks or eligible centre characteristics. See Schedule A for benchmarks and the ancillary multiplier for the calendar year, which are to be applied to licence-specific characteristics when calculating an eligible centre’s benchmark allocation.

Program staffing benchmarks incorporate licensee obligations related to workforce compensation, including mandatory employer contributions and premiums (such as Canada Pension Plan, Employment Insurance, Workplace Safety Insurance Board) and Employer Health Tax, as well as provincial workforce policy as outlined in the <<appropriate section of Guidelines (TBD)>>. Benchmarks are not intended to limit licensee discretion with respect to program staff wages.

A.2 Child Care Centres: Supervisor Component

An eligible centre’s supervisor component is calculated per eligible centre, by applying the supervisor benchmark and ancillary multiplier for the calendar year (Schedule A) to the number of service days for the centre, adjusted for the proportion of operating spaces designated for eligible children at the centre during the calendar year, as follows:

D x E x F x G

where,

“D” is the total number of service days for the eligible centre during the calendar year;

“E” is the supervisor benchmark for the calendar year (Schedule A);

“F” is the eligible child ratio for the centre, calculated as the number of operating space-days for eligible children during the year (each weighted by its respective program staff to child ratio as defined in O. Reg 137/15), divided by the total number of operating space-days (including for ineligible children) in the eligible centre during the calendar year (each weighted by its respective program staff to child ratio as defined in O. Reg 137/15). For the purpose of this calculation, family age group spaces are weighted by the program staff to child ratio applied to the toddler age group, as defined in O. Reg 137/15; and

“G” is the supervisor ancillary multiplier for the calendar year (Schedule A), reflecting typical ancillary costs (such as supplementary benefits or supply coverage for vacation days and sick days).

For example, using *illustrative* amounts for explanatory purposes, an eligible centre with 15 toddler spaces (eligible; weighted at a ratio of 1/5) and 30 primary/junior school spaces (ineligible; weighted at a ratio of 1/15) – that is, an eligible child ratio of [15 x (1/5)]/[(15 x (1/5)) + (30 x (1/15))] = 3/5, or 60% – for 100 service days during the calendar year, would have their supervisor component calculated as follows:

Illustrative Supervisor Component Calculation:	**D**	x	**E**	x	**F**	x	**G**	=	**Total (per centre)**
Supervisor component:	100	x	$10	x	60%	x	1.1	=	**$660**

Illustrative amounts above are not representative of supervisor benchmarks. See Schedule A for benchmarks and the ancillary multiplier for the calendar year, which are to be applied to licence-specific characteristics when calculating an eligible centre’s benchmark allocation.

Supervisor benchmarks incorporate employer obligations with respect to workforce compensation such as mandatory employer contributions and premiums (such as Canada Pension Plan, Employment Insurance, Workplace Safety Insurance Board) and Employer Health Tax, as well as provincial workforce policy as outlined in the <<appropriate section of Guidelines (TBD)>>. Benchmarks are not intended to limit employer discretion with respect to supervisor wages.

A.3 Child Care Centres: Accommodations Component

To calculate an eligible centre’s accommodations component, sum the products of the following calculation for each age group, for which the eligible centre has licensed spaces (that is, infant, toddler, preschool, kindergarten, or family age group):

H x I x U

where,

“H” is the accommodations benchmark for the age group (infant, toddler, preschool, kindergarten, or family age group) and setting (community setting or publicly funded school setting) applicable to the eligible centre for the calendar year (Schedule A)

“I” is the number of licensed spaces in the eligible centre for the same age group; and

“U” is the whole number of months (partial or full) in the calendar year in which the eligible centre/agency participates in CWELCC, divided by 12.

For example, using *illustrative* amounts for explanatory purposes, the accommodations component for an existing eligible centre in a community setting with licensed spaces for 15 infants, 15 toddlers and 15 preschoolers would be calculated as follows:

Illustrative Accommodations Component Calculation:	**H**	x	**I**	x	**U**	=	**Total**	
Infant	$2,500	x	15	x	1	=	$37,500	
Toddler	$2,000	x	15	x	1	=	$30,000	+
Preschool	$1,800	x	15	x	1	=	$27,000	+
Kindergarten	$1,500	x	-	x	1	=	$0	+
Family age group	$3,000	x	-	x	-	=	$0	+
Accommodations component							**$94,500**	=

Illustrative amounts above are not representative of accommodations benchmarks. See Schedule A for benchmarks for the calendar year. The appropriate accommodations benchmark table is selected based on whether the eligible centre is located in a publicly funded school setting or a community setting.

A.4 Child Care Centres: Operations Component

The operations component of an eligible centre’s benchmark allocation contains two parts: a fixed component and a variable component. The **operations component (fixed)** represents typical fixed operational costs, such as utilities and insurance. The operations component (variable) represents typical variable operating costs, such as pay and benefits for non-program staff, food, and program equipment and supplies.

To calculate an eligible centre’s operations component (fixed), sum the products of the following calculation for each age group, for which the eligible centre has licensed spaces (that is, infant, toddler, preschool, kindergarten, or family age group):

J x K

where,

“J” is the operations (fixed) benchmark for the calendar year (Schedule A), by applicable centre setting (community setting or publicly funded school setting) and age group; and

“K” is the number of licensed space-days in the eligible centre, calculated as the sum of the number of service days applicable to each licensed space, for the same age group.

For example, using *illustrative* amounts for explanatory purposes, the operations component (fixed) for an eligible centre with 150 licensed space-days for infants, toddlers and preschoolers during the calendar year, would be calculated as:

Illustrative Operations Component (fixed) Calculation *(i)*	**J**	x	**K**	=	**Total**	
Infant	$5	x	150	=	$750	
Toddler	$5	x	150	=	$750	+
Preschool	$5	x	150	=	$750	+
Kindergarten	$3	x	-	=	$0	+
Family age group	$5	x	-	=	$0	+
Operations component (fixed)					**$2,250**	=

Illustrative amounts above are not representative of operations benchmarks. See Schedule A for benchmarks for the calendar year. The appropriate operations benchmark table is selected based on whether the eligible centre is located in a publicly funded school setting or a community setting.

To calculate an eligible centre’s **operations component (variable)**, sum the products of the following calculation for each age group, for which the eligible centre has operating spaces (that is, infant, toddler, preschool, kindergarten, or family age group):

L x B

where,

“L” is the operations (variable) benchmark for the calendar year (Schedule A), by applicable centre setting (community setting or publicly funded school setting) and age group; and

"B" is the number of operating space-days in the eligible centre, calculated as the sum of the planned number of service days applicable to each operating space, for the same age group.

For example, using *illustrative* amounts for explanatory purposes, the operations component (variable) for the same eligible centre, with 100 operating space-days for infants, toddlers and preschoolers during the calendar year, would be calculated as:

Illustrative Operations Component (variable) Calculation *(ii)*	**L**	x	**B**	=	**Total**	
Infant	$2	x	100	=	$200	
Toddler	$2	x	100	=	$200	+
Preschool	$2	x	100	=	$200	+
Kindergarten	$3	x	-	=	$0	+
Family age group	$2	x	-	=	$0	+
Operations component (variable)					**$600**	**=**

Illustrative amounts above are not representative of operations benchmarks. See Schedule A for benchmarks for the calendar year. The appropriate operations benchmark table is selected based on whether the eligible centre is located in a publicly funded school setting or a community setting.

An eligible centre's **total operations component** is calculated as the sum of the ***fixed*** operations component and the ***variable*** operations component.

Using the *illustrative* examples for calculating the *fixed* and *variable* operations components, above, the eligible centre's operations component would be calculated as:

Illustrative Operations Component (total) Calculation *(iii)*		
Fixed operations component	$2,250	
Variable operations component	$600	**+**
Operations Component *Total*	**$2,850**	**=**

B.1 Home Child Care Agencies: Provider Compensation Component

Calculate an eligible agency's provider compensation component as follows:

O x P

where,

"O" is the home child care provider compensation benchmark for home child care agencies for the calendar year (Schedule A); and,

"P" is the number of active home-days for the eligible agency, calculated as the sum of the number of planned service days applicable to each active home in the agency.

The home child care provider compensation benchmark is intended to cover costs associated with providing child care for eligible children, not to provide a compensation "floor" or "ceiling" for home child care providers.

For example, using *illustrative* amounts for explanatory purposes, the provider compensation component for an eligible agency with 5 active homes, all of which are planned to be open for 261 days per year, would be calculated as:

Illustrative Provider Compensation Calculation:	**O**	x	**P**	=	**Total**
Provider Compensation	$15	x	[5 x 261 =] 1,305	=	**$19,575**

Illustrative amounts above are not representative of provider compensation benchmarks. See Schedule A for benchmarks for the calendar year.

B.2 Home Child Care Agencies: Visitor Compensation Component

Calculate an eligible agency's home visitor component as follows:

$$\mathbf{Q \times P \times R}$$

where

"Q" is the home visitor compensation benchmark for home child care agencies for the calendar year (Schedule A);

"P" is the number of active home-days for the eligible agency, calculated as the sum of the number of service days applicable to each active home in the agency; and,

"R" is the home visitor ancillary multiplier for the calendar year (Schedule A), reflecting typical ancillary costs (such as coverage for supplementary benefits).

For example, using *illustrative* amounts for explanatory purposes, the visitor compensation component for an eligible agency with 5 active homes, all of which are open for 261 days for the calendar year, would be calculated as:

Illustrative Visitor Compensation Calculation:	**Q**	x	**P**	x	**R**	=	**Total**
Visitor Compensation:	$15	x	[5 x 261 =] 1,305	x	1.1	=	**$21,532.50**

Illustrative amounts above are not representative of visitor compensation benchmarks. See Schedule A for benchmarks and the ancillary multiplier for the calendar year.

Home visitor compensation benchmarks incorporate employer obligations with respect to workforce compensation, such as mandatory employer contributions and premiums (such as Canada Pension Plan, Employment Insurance, Workplace Safety Insurance Board) and Employer Health Tax, as well as provincial workforce policy, as outlined in <<appropriate section of Guidelines (TBD)>>.

Benchmarks are not intended to limit employer discretion with respect to home visitor wages.

B.3 Home Child Care Agencies: Agency Operations (Variable) Component

Calculate an eligible agency’s operations (variable) component as follows:

S x P

where,

“S” is the home child care agency operations (variable) benchmark for the calendar year (Schedule A); and

“P” is the number of active home-days for the eligible agency, calculated as the sum of the number of service days applicable to each active home in the agency.

B.4 Home Child Care Agencies: Agency Operations (Fixed) Component

Calculate an eligible agency’s operations (fixed) component as follows:

T x U

where,

“T” is the home child care agency operations (fixed) benchmark for the calendar year (Schedule A); and

"U" is the whole number of months (partial or full) in the calendar year in which the eligible centre/agency participates in CWELCC, divided by 12.

For example, using *illustrative* amounts for explanatory purposes, the operations component for an eligible agency with 5 active homes, all of which are open for 261 days for the calendar year, would be calculated as:

Illustrative Agency Operations Calculation:	**S**	x	**P**	+	**T**	x	**U**	=	**Total**
Agency Operations:	$15	x	[5 x 261 =] 1,305	+	1,000	x	1	=	**$20,575**

Illustrative amounts above are not representative of agency operations benchmarks. See Schedule A for benchmarks for the calendar year.

STEP 2: Sum components and apply geographic adjustment factor ("GAF")

Cost structures may vary across eligible centres/agencies for many reasons, including geographic location, reflecting differing local rents, labour markets, electricity costs, and food prices, among others. To adjust for such differences, unadjusted benchmark allocations have a "geographic adjustment factor" (GAF) applied to recognize the impact of (broad) geography on costs.

Calculate the benchmark allocation by multiplying the unadjusted benchmark allocations determined by step 1 of this section (for clarity, the sum of all that apply) by the GAF for the calendar year for the economic region in which the CMSM/DSSAB is included (Schedule B).

Home child care agencies with active homes in multiple economic regions

Where an eligible agency has active homes in jurisdictions of multiple CMSMs/DSSABs, the CMSM/DSSAB overseeing the eligible agency (that is, the CMSM/DSSAB jurisdiction associated with the head office in the Child Care Licensing System (or "**overseeing CMSM/DSSAB**")) should refer to Schedule B to determine whether different GAFs apply to those CMSMs/DSSABs.

If different GAFs apply, apply a weighted GAF to components B.1 through B.3 as follows:

(1) Sum the product of each distinct GAF and the number of active home-days ("P" in the calculations above) for that distinct GAF

(2) Divide the result of (1) by the total number of active home-days across all homes ("P")

For B.4, apply the GAF that applies to the overseeing CMSM/DSSAB.

For clarity, where an eligible agency has active homes in jurisdictions of multiple CMSMs/DSSABs, to which the same GAF applies (that is, no distinct GAFs), the weighting calculation described above yields the same result as simply using that GAF.

1.1(b): Add Top-Up Allocation (if applicable)

As benchmark allocations are based on typical costs incurred by licensed child care centres and home child care agencies in Ontario, adjusted for regional differences, an eligible centre's/agency's individual cost structure may not align with benchmark allocations. To account for potential differences in cost structures, there are three types of top-up, some combination of which may apply in a particular calendar year:

- A **legacy top-up** for legacy centres/agencies to support their legacy cost structures in the transition to cost-based funding, if such structures mean that eligible costs will exceed their individual benchmark allocations for the calendar year. This is to avoid legacy centres/agencies having to necessarily and significantly change their operating models due to the implementation of cost-based funding. (Only applies to 2025 and becomes part of the rolling top-up after 2025.)

- A **growth top-up** for new centres/agencies, or existing centres/agencies that expand with new licensed spaces/active homes in the calendar year. This is to recognize that typical costs may vary within economic regions and to encourage growth.

- A **rolling top-up** for existing centres/agencies who received a top-up in the previous calendar year (either legacy top-up, growth top-up, rolling top-up, or some combination). This is to ensure that cost structures are covered from one calendar year to the next. (Only applies to calendar years after 2025.)

1.1(b)(i) Legacy Top-Up (applies only to 2025 and only to legacy centres/agencies)

<u>STEP 1</u>: Calculate the legacy centre’s/agency’s legacy costs for existing licensed spaces or active homes (if applicable)

<u>This step only applies to 2025 and only to legacy centres/agencies.</u>

Legacy costs are costs that are consistent with legacy centres’/agencies’ 2023 cost structures, adjusted for eligibility, cost escalation, and changes to operating practices and fixed costs.

<u>STEP 1a</u>: Calculate 2023 Adjusted Costs

Using audited 2023 Statement of Operations and related supporting materials where needed (for example, a general ledger), calculate total eligible costs for 2023 (excluding all ineligible costs). This should be done at the licence level, using a reasonable split of costs if the 2023 Statement of Operations is aggregated across multiple licences or if it includes services not included in the base fee.

Where a legacy centre/agency can reasonably demonstrate that 2023 was an “abnormal” year (that is, not representative of expected or typical operations due to events or circumstances such as major illness, parental leave, or unforeseen closures), then the calculations in this step can use a single, “typical” month from 2023 instead of the entire year, with the resulting legacy costs for that month multiplied by 12. In the absence of such a month, the legacy centre/agency would be treated as a new centre/agency for the purposes of calculating the Program Cost Allocation.

Where a legacy centre/agency does not have an audited 2023 Statement of Operations (for example, because the centre/agency first began operations in early 2024), a CMSM/DSSAB-approved operating budget for 2024 may be substituted for such an audited statement for the purposes of this calculation, provided such approval was given prior to <<day before announcement date (TBD)>>. In such a case, the CMSM/DSSAB must apply a **cost-escalation factor of 1.02** (in place of 1.0465) in step 1b, below. In the absence of such an approved operating budget, the legacy centre/agency would be treated as a new centre/agency for the purposes of calculating the Program Cost Allocation.

Where costs are incurred by a legacy centre/agency to serve both eligible (age 0 to 5) and ineligible children (age 6 to 12), a reasonable methodology to split eligible costs (that is, those attributable to the provision of child care included in the base fee) from ineligible costs must be employed. For example, a reasonable methodology could employ the following to determine eligible shares of costs by cost type, where all operating spaces or active homes operate for the same number of service days (otherwise, the below could also adjust for such differences):

- For program staffing and operating costs, determine an eligible share by weighting operating spaces by age group using the program staff-to-child ratio for each age group as defined in [O. Reg 137/15] and typical hours of service for each age group, including only eligible age groups in the numerator;

  For example, using illustrative amounts for explanatory purposes, a legacy centre with 15 toddler spaces (eligible; staff to child ratio of 1/5; 10.5 hours per day) and 30 primary/junior school spaces (ineligible; weighted at a ratio of 1/15 and 4.5 hours per day) could use an eligible share for program staffing and operating costs of:
  $[15 \times (1/5) \times 10.5]/[(15 \times (1/5) \times 10.5) + (30 \times (1/15) \times 4.5)] = 31.5/40.5 = 78\%$

- For supervisor costs, determine an eligible share by weighting operating spaces by age group using the program staff-to-child ratio for each age group as defined in [O. Reg 137/15], including only eligible age groups in the numerator;

  For example, the same legacy centre with 15 toddler spaces (eligible; staff to child ratio of 1/5) and 30 primary/junior school spaces (ineligible; weighted at a ratio of 1/15) could use an eligible share for supervisor costs of:
  $[15 \times (1/5)]/[(15 \times (1/5)) + (30 \times (1/15))] = 3/5 = 60\%$

- For accommodation costs, determine an eligible share by weighting licensed spaces by the maximum group size ratios as defined in [O. Reg 137/15], including only eligible age groups in the numerator;

  For example, the same legacy centre with 15 toddler spaces (eligible; weighted using maximum group size ratio of 1/15) and 30 primary/junior school spaces (ineligible; weighted using maximum group size ratio of 1/30) could use an eligible share for accommodation costs of:
  $[15 \times (1/15)]/[(15 \times (1/15)) + (30 \times (1/30))] = 1/2 = 50\%$

- For legacy agencies, determine a ratio by dividing the number of eligible children enrolled by the total children enrolled.

Calculate **2023 adjusted costs** by ***subtracting*** the following from the total eligible costs for 2023:

- 2023 non-recurring costs, such as major repairs;

- 2023 fixed costs, specifically: contracted accommodation costs (such as pursuant to a rental agreement), insurance, and property tax (to minimize the impact of fixed cost variances that may not follow cost escalation assumptions);

- funding attributable to 2023 CWELCC workforce compensation funding (such as to cover bringing wages up to the applicable wage floor or $1/hour annual increases, as required), the wage enhancement grant, or home child care enhancement grant (to minimize the impact of policy changes that may not follow cost escalation assumptions); and

- 2023 salary and benefits for one controlling owner employed by the licensee.

STEP 1b: Multiply 2023 Adjusted Costs by Scaling Factors

To recognize that costs may have changed between 2023 and 2025, multiply 2023 adjusted costs (per step 1a) by the cost escalation factor (1) and the appropriate operating scaling factor (2):

(1) **Cost escalation factor***:* 1.0465 (cumulative Ontario CPI for 2024 and 2025 per the 2024 Ontario Budget) to adjust for higher prices;

(2) **Operating scaling factor (for legacy centres):** for each eligible age group, calculate the following:

B x M x N

where,

“B” is the number of operating space-days in the legacy centre, calculated as the sum of the planned number of service days applicable to each operating space, for the age group for the calendar year;

“M” is the program staff-to-child ratio for the same age group, as defined in O. Reg 137/15 (for example 3/10 for infants), except for family age groups, which use the toddler ratio (1/5) for simplicity; and

“N” is the typical number of hours of service provided by the legacy centre for the same age group for the calendar year.

The operating factor is the sum of the result of the formula across all eligible age groups for 2025 (planned) divided by the sum of all eligible age groups for 2023 (actual).

-OR-

Operating scaling factor (for legacy agencies): divide the total number of active home-days for the legacy agency (calculated as the sum of service days across all active homes in the agency, or “P” in the calculations in section 1.1(a)B.1 through B.3, above) for 2025 (planned) by the total number of active home-days for the agency for 2023 (actual).

<u>STEP 1c</u>: Add 2025 “workforce funding”

To the result of step 1b, add the funding attributable to 2025 CWELCC workforce compensation funding (such as to cover bringing wages up to the applicable wage floor or $1/hour annual increases, as required), the wage enhancement grant, and the home child care enhancement grant <<see appropriate section of Guideline (TBD)>>**.**

<u>STEP 1d</u>: Add 2025 Fixed Costs

To the result of step 1c, add the 2025 equivalent of fixed costs removed from 2023 adjusted costs in step 1a (specifically: contracted accommodation costs (such as pursuant to a rental agreement), insurance, and property tax), which should be consistent with auditable documentation.

<u>STEP 1e</u>: Add 2025 Controlling Owner’s Compensation for Labour

In 2023, some legacy centres/agencies may have provided dividends or other benefits in lieu of salary to controlling owners who contribute labour to the operation of their child care businesses. Since these forms of compensation are not eligible costs under the cost-based funding approach, they are excluded from the calculation of a legacy centre’s/agency’s legacy top-up.

Recognizing this exclusion, to the result of step 1d, add the minimum of:

- The 2023 salary and benefits for the one controlling owner employed by the licensee subtracted in step 1a, multiplied by the cost escalation factor of 1.0465 as described in step 1b; and
- $465, applicable to only one legacy centre/agency per licensee, multiplied by the number of service days in the calendar year for that centre/agency.

Controlling owner’s compensation for labour can only be claimed once per licensee, including licensees with more than one eligible centre/agency or licensees with more than one controlling owner.

The result of step 1e are the legacy costs for the eligible centre/agency as required for step 2.

<u>STEP 2</u>: Calculate the legacy centre’s/agency’s legacy top-up for existing licensed spaces or active homes (if applicable)

<u>This step only applies to 2025 and only to legacy centres/agencies.</u>

Calculate the legacy top-up by subtracting the benchmark allocation for the legacy centre/agency (as calculated in section 1.1(a)) from the centre’s/agency’s legacy costs as determined in step 1 of this section.

For clarity, the sum of the benchmark allocation and the legacy top-up would provide a sufficient Program Cost Allocation to the legacy centre/agency to cover its legacy costs as defined by step 1.

1.1(b)(ii) Growth Top-up (for existing centres/agencies that expand or for new centres/agencies)

<u>STEP 1:</u> **Calculate growth top-up (if applicable) for new licensed spaces in existing centres or new active homes associated with existing agencies**

<u>This step only applies to existing centres/agencies that expand with new licensed spaces/active homes in the calendar year.</u>

Calculate the benchmark allocation as would be determined by the new spaces/active homes only (per section 1.1(a)) with the following ***exceptions*** for the first calendar year in which the new licensed spaces/active homes are created:

- In the calculation of the *child care centres: supervisor component* (1.1(a)A.2), the supervisor benchmark (“E” in the calculation) for the calendar year is deemed to be zero.
- In the calculation of the *child care centres: accommodation component* (1.1(a)A.3), multiply the result by the whole number of months (partial or full) in the calendar year in which the new spaces will be licensed, divided by 12 (equivalent to applying “U” in the calculation to the new spaces).
- In the calculation of the *home child care agencies: operations (fixed) component* (1.1(a)B.4), the home child care agency operations benchmark (fixed) (“T” in the calculation) for the calendar year is deemed to be zero.

Calculate the growth top-up for the existing centre/agency by multiplying the resulting benchmark allocation for the new spaces/active homes (adjusted for exceptions) by the CMSM/DSSAB-specific growth multiplier for the calendar year (Schedule C).

Add the resulting benchmark allocation for the new spaces/active homes (adjusted for exceptions) to the existing benchmark allocation (based on existing spaces).

STEP 2: **Calculate new centre's/agency's growth top-up (if applicable)**

This step only applies to new centres/agencies.

Calculate the benchmark allocation (per section 1.1(a)).

Calculate the growth top-up for the new centre/agency by multiplying the resulting benchmark allocation for the new spaces/active homes by the CMSM/DSSAB-specific growth multiplier for the calendar year (Schedule C).

For new agencies, the growth multiplier for the calendar year for the CMSM/DSSAB in which a new active home is located should be applied, except for the agency's operations (fixed) component, for which the growth multiplier for the calendar year for the overseeing CMSM/DSSAB should be applied.

1.1(b)(iii) Calculate the existing centre/agency's rolling top-up (if applicable)

This step only applies to calendar years after 2025 and only to existing centres/agencies who received a top-up in the previous calendar year (either legacy top-up, growth top-up, rolling top-up, or some combination).

Calculate the rolling top-up ratio by dividing:

(1) *If before the previous calendar year's actual eligible costs are known:* the sum of all top-ups in the Program Cost Allocation for the previous calendar year

-OR-

Once the previous calendar year's actual eligible costs are known: actual eligible costs for the previous calendar year minus the total benchmark allocation received for the previous calendar year, or zero, whichever is greater

by

(2) the total benchmark allocation received for the previous calendar year (including any adjustments made).

Calculate the rolling top-up by multiplying the benchmark allocation (per section 1.1(a)) by the rolling top-up ratio.

1.2 Allocation in Lieu of Profit/Surplus

In addition to the cost-based Program Cost Allocation outlined above, CMSMs/DSSABs must provide an Allocation in Lieu of Profit/Surplus, which recognizes the opportunity cost and the risk of operating a business and allows for reinvesting in child care. This allocation is made up of the sum of three components for each licence.

1.2 (a) Base rate amount

Multiply the base rate of 4.25% by the Program Cost Allocation (benchmark allocation and top-ups).

1.2 (b) Plus, a premium rate amount

Multiply the premium rate of 3.5% by the benchmark allocation (per section 1.1(a)) for the eligible centre/agency.

1.2 (c) Plus, a flat amount

Add a flat amount of $6,000 for the eligible centre/agency for the calendar year. Multiply the $6,000 by the whole number of months (partial or full) in the calendar year in which the eligible centre/agency participated in CWELCC, divided by 12.

For example, using notional amounts for illustrative purposes, the Allocation in Lieu of Profit/Surplus for an eligible centre with a benchmark allocation of $300,000 and a legacy top-up of $100,000 would be calculated as the sum of:

(1) **4.25%** x ($300,000 + $100,000) = $17,000

(2) **3.5%** x $300,000 = $10,500

(3) **$6,000**

or $33,500 (equivalent to 8.375% of the sum of their benchmark allocation and legacy top-up).

If in this notional example, the new centre/agency joined CWELCC on April 15 of the calendar year, the flat amount would be calculated as: $6,000 x (9/12) = $4,500.

Like the Program Cost Allocation, this allocation is meant as an in-year estimate of the Actual Amount in Lieu of Profit/Surplus, until Actual Program Costs are determined at reconciliation (see Part 2). Upon reconciliation, the base rate of 4.25% would be applied to Actual Program Costs and the premium rate of 3.5% would be applied to Actual Program Costs *up to the benchmark allocation* (as described in section 1.1(a)).

1.3 Expected Base Fee Revenue Offset

An eligible centre’s/agency’s Program Cost Allocation plus Allocation in Lieu of Profit/Surplus is offset by the Expected Base Fee Revenue for the calendar year to be earned from families, or others on behalf of families (this means, including fee subsidies).

1.3 (a) Estimated Base Fee Revenue: Child Care Centres

For eligible centres, the estimated base fee revenue is the sum of the base fee revenue associated with each operating space for eligible children. In aggregate, to calculate the estimated base fee revenue, sum across all distinct daily base fees that apply to eligible children, the total number of operating spaces that are charged that daily base fee, multiplied by that base fee, multiplied by the number of service days those spaces would be charged that base fee. For certainty, expected registration fees or other mandatory fees should also be included in Estimated Base Fee Revenue.

1.3 (b) Estimated Base Fee Revenue: Home Child Care Agencies

For eligible agencies, the estimated base fee revenue is the sum of the base fee revenue associated with each active home seat for eligible children, whether paid directly to the agency or to the home child care provider. In aggregate, to calculate the estimated base fee revenue, sum across all distinct daily base fees that apply to eligible children, the total number of active home seats expected to be charged that fee, multiplied by that base fee, multiplied by the number of service days those active home seats would be charged that base fee. For certainty, expected registration fees or other mandatory fees should also be included in Estimated Base Fee Revenue.

1.3 (c) Expected Base Fee Revenue Offset (Adjusted for Maximum Vacancy Rate)

CMSMs/DSSABs must ensure that the inputs and assumptions, if any, used for the calculation of the Program Cost Allocation (for example, total number of operating spaces, the number of service days, and total number of active homes) are consistent with those used for the base fee revenue calculations in 1.3(a) and 1.3(b). CMSMs/DSSABs must ensure all base fee revenue as described in the parent handbook, such as one-time mandatory fees, are included.

To account for vacancies (for example, due to child turnover or room transition), multiply the estimated base fee revenue by 0.90 for 2025, or 0.95 for subsequent calendar years to generate the Expected Base Fee Revenue Offset, which is used to calculate the eligible centre’s/agency’s Cost-Based Funding Allocation.

CMSMs/DSSABs and licensees should work together to minimize vacancy rates (for example, work across eligible centres/agencies to match vacancies in one eligible centre/agency with a waitlist in another).

Home Child Care Agencies with Active Homes in Multiple Jurisdictions

When an eligible agency has active homes in multiple CMSM/DSSAB jurisdictions, the overseeing CMSM/DSSAB receives an allocation to cover all the agency’s active homes in its jurisdiction, as well as those falling in other CMSM/DSSAB jurisdictions as of a date specified by the Province when it communicates the allocations for the calendar year (for the purposes of this section, the “specified date”) but not active homes created within other (“secondary”) CMSM/DSSAB jurisdictions after the specified date.

In turn, the overseeing CMSM/DSSAB must allocate funding to eligible agencies, as described in this guideline, to cover all such active homes, including those within “secondary” CMSM/DSSAB jurisdictions as of the specified date.

If an eligible agency created an active home in another CMSM/DSSAB jurisdiction after the specified date (in alignment with that CMSM’s/DSSAB’s Directed Growth Plan), the “secondary” CMSM/DSSAB must allocate funding to the eligible agency on account of those active homes, until such time as the Province provides a new specified date.

This approach minimizes administrative burden while ensuring CMSMs/DSSABs can continue to manage directed growth planning in their respective jurisdictions.

Funding provided by the secondary CMSM/DSSAB must include:

(a) the **benchmark allocation** components described in 1.1(a) B.1 through B.3, with the applicable GAF adjustment (as described in 1.1(a), Step 2), multiplied by 1.0775 to account for the corresponding Allocation in Lieu of Profit/Surplus,

plus

(b) **the growth top-up** (as described in 1.1(b)(ii) for new active homes only), multiplied by 1.035 to account for the corresponding Allocation in Lieu of Profit/Surplus,

minus

(c) the Expected Base Fee Revenue Offset applicable to active homes created in their respective jurisdiction after the specified date.

At the end of the calendar year, the secondary CMSM/DSSAB must inform the overseeing CMSM/DSSAB of the amount paid to the agency with respect to the active homes created in the secondary CMSM's/DSSAB's jurisdiction.

The overseeing CMSM/DSSAB is then responsible for calculating the Actual Cost-Based Funding for the eligible agency—including all active homes within or outside the CMSM's/DSSAB's jurisdiction, including new active homes—at the end of the calendar year (see Part 2, below).

When the ministry communicates allocations for the next calendar year, the funding (and, responsibility for allocating that funding) for any active homes created between the previous and new specified dates will shift to the overseeing CMSM/DSSAB.

For clarity, regardless of the funding responsibility, eligible children enrolled in active homes created in secondary CMSMs/DSSABs are counted towards the secondary CMSM's/DSSAB's growth targets, according to its Directed Growth Plan.

CMSM/DSSAB	Operational Responsibilities	Funding Responsibilities
Overseeing	• Carry out key responsibilities under this guideline for the eligible agency, such as calculating legacy top-up, reconciliation, and cost reviews	• Fund eligible agency for all active homes other than active homes created in secondary CMSMs/DSSABs after the specified date
Secondary	• Approve new homes within their jurisdiction, in alignment with their Directed Growth Plan • At the end of the calendar year, inform the overseeing CMSM/DSSAB of the amount paid to the agency with respect to the active homes created in the secondary jurisdiction to facilitate reconciliation	• Fund eligible agency for all active homes created within its jurisdiction after the specified date

Table 4. *To minimize administrative burden while ensuring CMSMs/DSSABs continue to manage Directed Growth planning in their respective jurisdictions, secondary CMSMs/DSSABs fund eligible agencies for homes created within the secondary jurisdiction after the specified date and report that funding to the overseeing CMSM/DSSAB.*

PART 2: ACTUAL COST-BASED FUNDING (Reconciliation)

CMSMs/DSSABs must compare the funding provided to an eligible centre/agency against the eligible centre’s/agency’s Actual Cost-Based Funding for the calendar year and recover any overpayments.

These comparisons (also known as ‘reconciliations’) must be performed annually, after the end of the calendar year.

On reconciliation, CMSMs/DSSABs must evaluate eligible costs (see Part 3) incurred for the eligible centre/agency during the calendar year and calculate any overpayment, if applicable.

The **overpayment** calculation involves two steps: (1) **Funding Provided** in respect of the eligible centre/agency, minus (2) the eligible centre’s/agency’s **Actual Cost-Based Funding:**

(1) The **Funding Provided** in respect of the eligible centre/agency is the total sum of all the licensee’s receipts during the calendar year in respect of the Cost-Based Funding Allocation for that eligible centre/agency.

(2) The **Actual Cost-Based Funding** refers to the: (a) Actual Program Cost, plus (b) Actual Amount In Lieu of Profit/Surplus, minus (c) Actual Base Fee Revenue.

(a) The Actual Program Cost is calculated as the lesser of the total sum of all eligible costs incurred for the eligible centre/agency during the calendar year, and the Program Cost Allocation for the eligible centre/agency.

For clarity, the Actual Program Cost is a single amount (not considered line-by-line funding) that cannot be greater than the Program Cost Allocation.

The Actual Amount In Lieu of Profit/Surplus is:

i. Base rate amount of 4.25% applied to the Actual Program Cost;

ii. plus, a premium rate amount of 3.5% applied to the lesser of the Actual Program Cost and the benchmark allocation portion of the eligible centre/agency’s Program Cost Allocation;

iii. plus, a flat amount of $6,000 for the calendar year provided to the eligible centre/agency as a prorated amount for the calendar year (as described in section 1.2).

(b) For clarity, the Actual Amount in Lieu of Profit/Surplus cannot be greater than the Allocation in Lieu of Profit/Surplus. That is because the Actual Amount in Lieu of

Profit/Surplus uses the Actual Program Cost (to calculate the base rate and the premium rate amounts), which cannot exceed the Program Cost Allocation.

(c) The Actual Base Fee Revenue Offset is the greater of the eligible centre/agency's base fee revenue related to eligible children earned by the eligible centre/agency during the calendar year (which includes the total sum of the parent fees and fee subsidy revenue), and the Expected Base Fee Revenue Offset for the eligible centre/agency (including any in-year adjustments). CMSMs/DSSABs could use their funding flexibility to allow the Actual Base Fee Revenue Offset to fall below the Expected Base Fee Revenue Offset for the eligible centre/agency if there were extenuating circumstances for a vacancy rate higher than 10% for 2025 or 5% for subsequent calendar years.

Reconciliation of Cost-Based Funding Allocations can be performed periodically throughout the calendar year. The purpose of these in-year reconciliations would be to identify overpayments for cash management purposes and to avoid the recovery of significant actual overpayments on determination of Actual Cost-Based Funding at year-end.

CMSMs/DSSABs that recover in-year overpayments may use such recoveries to increase their funding flexibility and reallocate to eligible centres/agencies as needed.

However, recovering an in-year overpayment must not reduce an eligible centre's/agency's potential maximum funding for the calendar year. That is, an eligible centre/agency, from whom a CMSM/DSSAB has recovered in-year overpayments, may be entitled to a return of those amounts up to their Actual Cost-Based Funding as determined at year-end. It is therefore recommended that CMSMs/DSSABs recovering in-year overpayments communicate early and clearly with affected licensees.

At the end of the year, CMSMs/DSSABs must return to the ministry any unallocated amounts and all overpayment recoveries from licensees.

PART 3: ACCOUNTABILITY FRAMEWORK

3.1 Applying the Principle-Based Definition of Eligible Costs

CMSMs/DSSABs must assess whether a centre’s/agency’s costs are eligible for cost-based funding when calculating legacy top-ups in 2025 and, for 2025 and future calendar years, when evaluating Actual Cost-Based Funding on reconciliation and conducting cost reviews.

The principle-based definition of eligible costs, described in detail below, is designed to balance the objective of supporting licensee participation in the CWELCC program by providing appropriate funding, representative of the true costs of providing child care, with the need to build in cost control structures and safeguards to ensure accountability over and equitable distribution of public funds. The intent is to provide a clear and consistent approach to evaluating eligible costs, while imposing minimal administrative burden for both CMSMs/DSSABs and licensees and supporting high-quality learning environments for the benefit of eligible children in the licensee’s care.

The following sections provide further guidance on how to evaluate whether costs incurred by the licensee in the calendar year for the purpose of providing child care for eligible children in an eligible centre/agency in Ontario are:

- Attributable to the provision of child care included in the base fee for eligible children;
- Appropriate for the provision of child care for eligible children; and,
- Reasonable in quality and amount, having regard to all the relevant circumstances.

“Attributable” and “appropriate” determine whether a licensee’s cost is, by nature, eligible for CWELCC funding, while the “reasonableness” of a cost determines whether the quality and amount (that is, in full or partial amount) of that cost is eligible for coverage.

<u>Attributable</u>

Costs are *attributable* if they are incurred, directly or indirectly, for the provision of child care included in base fees.

<u>Appropriate</u>

Costs are *appropriate* in nature and character for the provision of child care for eligible children if they:

(a) Represent types of costs that are necessary or would reasonably be expected to be incurred by an ordinary prudent person in the operation of a comparable business providing child care for eligible children; and,

(b) Provide due regard for access and inclusion, health and safety and quality.

For clarity, administration costs, costs incurred for health and safety, and costs incurred for cultural or religious purposes should be considered among appropriate costs.

Reasonable

A licensee’s costs, which are attributable to and appropriate for the provision of child care included in base fees for eligible children, are *reasonable* if, having regard to all relevant circumstances, the:

(a) Quality of the good or service; and,

(b) Amount incurred, given the quality of the good or service,

do not exceed what would be incurred by an ordinary prudent person in the operation of a comparable business providing child care to eligible children.

For clarity, a “comparable business” for the purpose of evaluating eligible costs means a business providing child care meeting the requirements of the *Child Care and Early Years Act, 2014*, and may mean a business:

(a) Offering a similar child care program to eligible children in a similar setting (child care centre or home child care overseen by a home child care agency); and,

(b) In similar circumstances (for example, located in the same or similar region, providing child care for children of similar ages, or with similar religious or cultural considerations)

For example, an eligible centre’s purchase of a new refrigerator would be an eligible cost if it meets all three criteria described above. In general, the cost of a new refrigerator might be:

- Attributable to the provision of child care included in base fees (that is, purchased for the purpose of providing safe food to the children);
- Appropriate, as a cost reasonably expected to be incurred by an ordinary prudent person in the operation of a comparable child care centre providing food to children, and necessary to providing safe and healthy food, as part of the base fee; and
- Reasonable in quality and amount incurred, if the quality of the refrigerator does not exceed what is reasonably fit-for-purpose for the centre’s needs, and if the licensee obtained a competitive price for a refrigerator of that quality.

The particular refrigerator that meets the three criteria may differ, depending on the centre’s circumstances. For example, consideration may be given to:

- The number of children served at the eligible centre
    - For example, the purchase of a second refrigerator may be appropriate where necessary to store enough food for the number of children cared for at the centre;
- The complexity of dietary needs at the eligible centre, including for religious purposes
    - For example, a refrigerator with particular features may be reasonable in quality based on dietary needs or religious considerations, and reasonable in amount incurred if the eligible centre paid a competitive price for a refrigerator with those features;
- The urgency of need and timely availability of options to meet that urgency
    - For example, a high delivery charge may be reasonable to obtain a refrigerator in a timely manner to ensure continued operations, if no other appropriate and reasonable options are available.

Having considered the above, the cost of a new refrigerator might be ineligible (partly or fully) if, for example, the refrigerator:

- Is located, without reasonable explanation, far away from the facility in which the child care included in the base fee is provided (in which case it may fail the attributable test);
- Was purchased second-hand and, due to an irreparable condition, cannot store food at a safe temperature (in which case it would fail the appropriate test);
- Is “top-of-the-line”, with features not required to deliver child care at the centre (in which case it may fail the reasonable test);
- It is meant to replace a reasonably working refrigerator already supporting the delivery of child care included in the base fee, or supplement that refrigerator when a second refrigerator when a second refrigerator is not needed (in which cases it may fail either the appropriate or reasonable tests);or,
- Was purchased for a price higher than others clearly available in a timely manner (in which case it may fail the reasonable test).

Specific Rules for Assessing Eligible Costs

Notwithstanding the application of the principle-based definition of “eligible costs”, described above, the following specific rules apply, which support the principle of value-for-money:

(1) **Controlling Owner’s Compensation for Labour**

For the purpose of calculating an eligible centre’s/agency’s legacy top-up, controlling owner’s compensation for labour is accounted for as described in step 1e, under the calculation of legacy costs. In general, salaries, wages and benefits paid to owners for their labour are eligible expenses, like compensation for any other employee, and are not capped at a specific amount.

(2) **Costs deemed to be in lieu of profits**

Costs deemed to be in lieu of profits (such as in-kind benefits or perks directly or indirectly for the benefit of a controlling owner) are excluded from eligible costs. For example, year-end performance bonuses for the controlling owner.

(3) **Costs funded by another public source or reimbursed by another source (such as by insurance claims)**

Costs funded by another public source are excluded from eligible costs for the purposes of calculating CWELCC cost-based funding.

For example, capital set-up costs incurred for the purpose of creating new spaces are excluded from CWELCC cost-based funding if these costs are covered by other government funding such as Start-up Grant funding.

As an additional example, amortization expenses would be eligible only if the related asset was purchased before the announcement date and not claimed as an eligible expense under previous/other government funding, including CWELCC funding. Similarly, costs reimbursed by insurance claims are not eligible costs.

For greater certainty, the availability of other revenue sources beyond base fees (such as donations or non-base fees), does not impact cost eligibility or otherwise offset cost-based funding.

(4) **Capital Renewal for Major Repairs of Sites of Existing Spaces**

apital renewal funding for major repair costs is not included in benchmarks. For greater certainty, nothing in this section affects a licensee’s obligations under any legislation, such as O. Reg 137/15, the *Building Code Act, 1992*, the *Fire Protection and Prevention Act, 1997*, and other health and safety standards, where applicable.

Some capital renewal costs (for example, in publicly funded school settings) could be covered by school boards or other government funding.

(5) **Costs for ineligible children**

Eligible costs attributable to providing child care to both eligible and ineligible children (for example, ages 6 to 12) are split using a reasonable methodology (for example, step 1(a) under the calculation of legacy costs, above).

(6) **Financing Costs exceeding Canada Small Business Financing Program Rates**

Eligible financing costs must not exceed those stemming from interest rates in alignment with the Canada Small Business Financing Program rates (for example, prime plus 3% for term loans and prime plus 5% for lines of credit). Loans from the federal or Ontario governments are exempt from this restriction.

(7) **Penalties, fines, forfeitures, or liquidated damages**

Any penalties, fines, forfeitures, or liquidated damages incurred by the licensee are excluded.

(8) **Gains or losses resulting from the sale of tangible capital assets purchased with cost-based funding**

Any gains or losses resulting from the sale of tangible capital assets purchased with cost-based funding must reduce (in the case of a gain) or increase (in the case of a loss) eligible costs for the calendar year in which the sale takes place.

Examples: Assessing Eligible Costs

The following examples speak to the attributable and appropriate tests in determining whether costs are eligible, by their nature. The reasonableness test, which would determine whether the amount(s) incurred are eligible (fully or partially), would come next.

Description	Analysis
Accrued interest on shareholder equity	Ineligible, as accrued interest on shareholder equity is not a cost attributable to the provision of child care.
Audit services	Eligible, as audited financial statements are contractual stipulations of the CWELCC service agreement.
Bad debt expense	Eligible, subject to the rule 3 above, and if the bad debt expense refers to the portion of accounts receivable that is deemed uncollectible and if it does not exceed the licensee’s accounts receivable at any given time.
Depreciation or amortization	Eligible, if related to an asset that is an eligible cost and subject to rule 3, above.
Income taxes	Ineligible. While income taxes are a legitimate obligation for licensees, they are not costs attributable to the provision of child care.
Insurance premiums	Eligible, if the insurance is used to mitigate the licensee’s potential financial risks and safeguard the well-being of children, staff and the overall child care facility such as from accidents, injuries, property damage and liability claims, including as required for licensing. Ineligible, if the object of the insurance is not attributable to the provision of child care.
Fixing a broken window	Eligible, if it is a minor repair of a window of a facility in which child care included in the base fee is delivered. Ineligible, if the cost refers to the unnecessary replacement of all the windows in the facility.
Franchise fees	Eligible, if incurred for the purpose of operating an eligible child care centre/agency and necessary to that operation, or if an ordinary prudent person in the operation of a comparable child care business would incur such a fee.
Kitchen equipment	Eligible, if required for the provision of child care, such as a fridge, microwave, kettle, or oven, whereas a coffee machine or wine fridge would not be eligible.
3rd party loans – interest	Eligible, when loans are directly related to non-recurring eligible costs if there is a contractual obligation that establishes interest and repayment requirements. Eligible financing costs must not exceed those stemming from interest rates in alignment with the Canada Small Business Financing Program rates, as described in the Specific Rules, above.

Description	Analysis
3rd party mortgages - principal and interest	Eligible, when the mortgage is on facilities actively used to deliver child care included in the base fee. Ineligible, if the mortgage is on facilities not actively used to deliver child care in the base fee (for example, the facility is vacant), as it would not be necessary or economical or needed for health and safety. While CMSMs/DSSAB s must mitigate risks of funding vacant facilities, they may use discretion and allow short-term vacancies (for example, during start-up or regular closure periods).
Loans where the lender is a shareholder (including mortgages) - interest	Eligible, when loans are directly related to non-recurring eligible costs and a contractual obligation that establishes interest and repayment requirements exists. Due to the non-arms-length relationship with shareholders, licensees would have to demonstrate the interest rate is comparable to market rates and not artificially higher.

3.2 Process for Ensuring Cost Eligibility for CWELCC Funding

(1) Licensees should be made aware of eligibility criteria and understand that using CWELCC funding for ineligible costs may result in year-end recoveries. To minimize this risk, licensees should not incur ineligible costs. If in doubt, before incurring the cost, licensees may seek guidance from their respective CMSM/DSSAB related to cost eligibility. For clarity, such guidance or communication should be intended to minimize the risk of unexpected cost-recoveries and potential disputes and not to provide a final determination of cost eligibility, as such a determination cannot be made until reconciliation.

(2) Per the requirement of <<appropriate section of Guidelines (TBD)>> to submit audited financial statements following the end of the calendar year, licensees submit an annual attestation, signed by an officer with appropriate signing authority (that is, director or equivalent), confirming that CWELCC funding has been used in accordance with its intended purpose, as outlined within the parameters provided by CMSMs/DSSABs.

(3) Licensees submit standardized financial reports <<template TBD>> for each eligible centre/agency following the end of the calendar year providing the breakdown of eligible costs, following the categorization of components of benchmark allocations (for example, program staffing, accommodations).

(4) Per the Compliance Assurance section below, CMSMs/DSSABs select a subset of eligible centres/agencies to undergo further scrutiny of eligible costs as identified on their standardized financial reports for the previous calendar year through a Direct Engagement to Report on Compliance, giving third-party assurance that all costs are eligible.

- Licensees should keep relevant information (such as receipts, quotes, details of circumstances, appropriate to the nature and amount of the cost).

- The Direct Engagement to Report on Compliance should confirm that amounts claimed are attributable to goods or services listed, and that a reasonable methodology has been employed to pro-rate costs, where necessary.

(5) In addition to those selected for a Direct Engagement to Report on Compliance, CMSMs/DSSABs may review standardized financial reports or other available information and identify any risk of cost ineligibility.

(6) Where a risk of cost ineligibility is identified, the CMSM/DSSAB follows up with the licensee for more information relevant to their assessment of eligible costs (such as copies of receipts, quotes, details of circumstances).

(7) The CMSM/DSSAB reviews information provided by the licensee to assess the eligibility of costs claimed. In conducting that review, the CMSM/DSSAB could:

(a) consult with other CMSMs/DSSABs, as appropriate, to support consistency of administration;

(b) consider costs incurred by comparable eligible centres/agencies.

(8) Where the CMSM/DSSAB identifies an ineligible cost, the CMSM/DSSAB must:

(a) Document the rationale for identifying that cost as ineligible;

(b) Adjust the eligible centre’s/agency’s eligible costs used in determining their Actual Cost-Based Funding to either:

i. Where the cost is either unattributable or inappropriate, remove the ineligible cost from the Actual Program Costs; or,

ii. Where the cost is attributable and appropriate, but unreasonable, adjust the total cost, included in the Actual Program Costs, down to a reasonable amount (that is, remove the ineligible portion of the total cost).

(9) In case of disagreement, the CMSM/DSSAB and licensee must follow the dispute resolution process established by the CMSM/DSSAB, as required by <<appropriate section of Guidelines (TBD)>>**.**

Compliance Assurance: Direct Engagement to Report on Compliance

Until December 31, 2024, CMSMs/DSSABs were required to undertake annual compliance audits on a random samples of licensees in receipt of CWELCC funding to confirm that funding was used for its intended purpose.

Starting with the 2025 calendar year, as part of the reconciliation process after the end of each calendar year, CMSMs/DSSABs must select a 5% sample of eligible centres/agencies that received cost-based funding for the calendar year, to undergo a Direct Engagement to Report on Compliance to support the CMSM/DSSAB’s verification that the offsetting base fee revenue and costs reported on the standardized financial report were eligible and in compliance with this guideline. It should also confirm that amounts claimed for the eligible centre/agency on their standardized financial report are eligible costs, and that a reasonable methodology has been employed to pro-rate costs, where necessary.

A Direct Engagement to Report on Compliance is performed by an independent third-party practitioner (that is, an external professional auditor) under the reasonable assurance engagement in accordance with *Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance*.

The practitioner’s responsibility is to express an opinion on the licensee’s compliance with this guideline in all significant respects. The practitioner may indicate that the practitioner's report is intended solely for specific users and any intended restriction on the distribution or use of the report. Please refer to <<appropriate template (TBD)>> for an example of an independent practitioner's reasonable assurance report on compliance.

To support operational efficiency, CMSMs/DSSABs are responsible for the performance of the Direct Engagement to Report on Compliance for the selected eligible centre/agency and pay for it on their behalf. The cost of the Direct Engagement to Report on Compliance can be deemed by the CMSM/DSSAB to be an eligible cost incurred by the eligible centre/agency and attributed to that eligible centre/agency for the purposes of reporting to the ministry. The licensee does not need to know or report the cost as an eligible cost to the CMSM/DSSAB. A separate reporting line will be available for CMSMs/DSSABs to input this cost as a chargeback to the licensee’s expenditure at year end to the ministry. For greater certainty, such costs should not affect Actual Cost-Based Funding for the selected eligible centre/agency.

3.3 Cost Reviews

To support Ontario’s cost control framework, in accordance with sound and reasonable use of public funding as required under the CWELCC agreement, the Ministry is directing CMSMs/DSSABs to review the costs of legacy (for 2025) or existing (for calendar years after 2025) eligible centres/agencies with the most disproportionately high top-up allocations, per the cost review selection criteria outlined below.

The goal of these cost reviews is not to reduce quality, but to gradually shift the overall cost of providing child care (that is, child care included in base fees) towards more standardized costs, as represented by benchmark allocations.

Cost Review Selection

Existing centres/agencies whose top-up ratios, calculated as the eligible centre’s/agency’s legacy top-up (for 2025 only) or rolling top-up (for calendar years after 2025) divided by their benchmark allocation, exceeds the CMSM/DSSAB-specific growth multiplier for the calendar year (Schedule C) are subject to being selected for a cost review. Existing centres/agencies who were selected for a cost review in a previous calendar year are not subject to a new cost review in the current calendar year as long as the licensee continues to work on their cost reduction actions (that is, any existing centre/agency may only be selected for one cost review).

By March 31 of each calendar year, after calculating eligible centres’/agencies’ Cost-Based Funding Allocations for the calendar year, CMSMs/DSSABs must select and engage for a cost review:

(1) the top 10 per cent of all existing centres/agencies in descending order of top-up ratio, or

(2) the total number of existing centres/agencies subject to cost reviews,

whichever group is smaller.

Cost reviews must be completed by December 31 of the calendar year.

Cost Review Process

In collaboration with each existing centre/agency selected for a cost review, the CMSM/DSSAB should seek to identify potential cost reductions, such as:

- Any costs that are, in fact, ineligible, in which case the CMSM/DSSAB must reduce the existing centre’s/agency’s Cost-Based Funding Allocation for the calendar year; or

- Opportunities for improved efficiencies in eligible costs, considering all the circumstances, including costs that:
  - may not provide significant value to the quality of the child care being provided, such as redundant costs that could be eliminated; or
  - could be incurred in more efficient ways, such as through bulk ordering, outsourcing of certain tasks, or other common business approaches.

It is possible that no such cost reductions can be found, in which case no further actions need to be taken. For example, reductions of eligible costs may not be possible where those costs are incurred due to particular circumstances, such as:

- an existing long-term lease;
- geographic remoteness;
- dietary restrictions where food supply is limited and the cost is higher;
- staffing costs associated with child care being provided in a particular language where labour supply is limited or more expensive; or,
- costs associated with specific value propositions included in base fees, including music or swimming lessons or other pedagogical inclusions.

In cases where opportunities for improved efficiencies in eligible costs are identified and agreed upon between the CMSM/DSSAB and licensee, the CMSM/DSSAB may reduce the existing centre's/agency's Cost-Based Funding Allocation in accordance with a reasonable schedule by which the costs can be reduced (for example, accounting for time-limited contractual obligations). This schedule may last beyond the end of the calendar year but should not exceed December 31 of the third subsequent calendar year.

Cost reviews for each calendar year should be completed by December 31 of that calendar year, including the identification of a reasonable schedule to reduce eligible costs where applicable.

Cost Review Reporting

CMSM/DSSABs must report back to the Ministry, by March 31 of the next calendar year, the following information in a cost review template <<TBD>>, for each existing centre/agency reviewed:

- Licence number;
- Summary of findings, including rationale for continued high costs where potential reductions are not found;

- Schedule, by which costs could potentially be reduced (where appropriate); and
- Potential aggregate cost savings by calendar year, as appropriate.

SCHEDULES

Schedule A: 2025 Benchmark Tables

Child Care Centres

	Variable per operating space-day
PROGRAM STAFFING	
Infant	$92.03
Toddler	$56.48
Preschool	$39.23
Kindergarten	$15.03
Family age group	$56.48
Plus, ancillary costs of:	13.4%

	Fixed per centre per service day
SUPERVISOR	
All centres	$301.38
Scales with 0-5 operating capacity (from 0% to 100%), weighted by staffing ratio	
Plus, ancillary costs of:	16.2%

	Variable per operating space-day	Fixed per licensed space-day
OPERATIONS		
Community Setting		
Infant	$1.64	$15.09
Toddler	$1.64	$15.09
Preschool	$1.64	$15.09
Kindergarten	$5.55	$5.07
Family age group	$1.64	$15.09
Public School Setting		
Infant	$3.80	$9.61
Toddler	$3.80	$9.61
Preschool	$3.80	$9.61
Kindergarten	$3.56	$1.56
Family age group	$3.80	$9.61

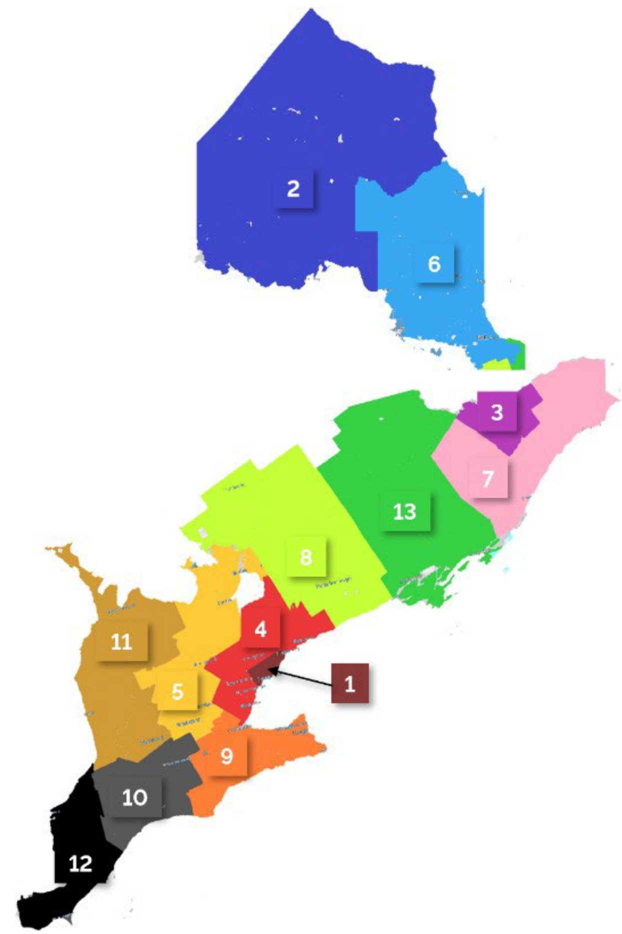
	Fixed per licensed space per year
ACCOMMODATIONS	
Community Setting	
Infant	$2,571.84
Toddler	$1,972.39
Preschool	$1,735.54
Kindergarten	$1,598.66
Family age group	$2,958.99
Public School Setting	
Infant	$1,622.91
Toddler	$974.25
Preschool	$797.58
Kindergarten	-
Family age group	$1,241.79

Home Child Care

	Variable per active home-day	Fixed per agency per year
HCC AGENCIES		
Provider compensation	$155.02	
Agency operations	$23.34	$75,856.39
Visitor compensation	$21.68	
Plus, ancillary costs (for visitor compensation):	5.0%	

Schedule B: 2025 Geographic Adjustment Factors

Geographic Adjustment Factor Region	Service System Manager	Geographic Adjustment Factor
1. Toronto – City	City of Toronto	1.07
2. Northwest	Kenora, Rainy River, Thunder Bay	1.02
3. Ottawa – City	City of Ottawa	0.94
4. Toronto – surrounding areas	Durham, York, Peel, Halton	0.87
5. Kitchener-Waterloo-Barrie	Waterloo, Simcoe, Dufferin, Wellington	0.87
6. Northeast	Algoma, Greater Sudbury, Cochrane, Nipissing, Parry Sound, Sault Ste Marie, Timiskaming, Manitoulin-Sudbury	0.85
7. Ottawa – surrounding areas	Cornwall, Prescott & Russell, Leeds & Grenville, Lanark	0.85
8. Muskoka-Kawarthas	Northumberland, Peterborough, Kawartha Lakes, Muskoka	0.84
9. Hamilton-Niagara Peninsula	Hamilton, Niagara, Brantford, Norfolk	0.82
10. London	London, Oxford, St. Thomas	0.81
11. Stratford-Bruce Peninsula	Stratford, Bruce, Grey, Huron	0.80
12. Windsor-Sarnia	Windsor, Chatham-Kent, Lambton	0.80
13. Kingston-Pembroke	Kingston, Lennox & Addington, Hastings, Renfrew	0.79



Schedule C: 2025 Growth Multipliers

Geographic Adjustment Factor Region	Service System Manager	Growth Top-Up
1. Toronto - City	City of Toronto	0.15
2. Northwest	Kenora District Services Board	0.15
	Rainy River District Social Services Administration Board	0.30
	Thunder Bay District Social Services Administration Board	0.15
3. Ottawa - City	City of Ottawa	0.15
4. Toronto - surrounding areas	Regional Municipality of Durham	0.15
	Regional Municipality of Halton	0.09
	Regional Municipality of Peel	0.23
	Regional Municipality of York	0.11
5. Kitchener-Waterloo-Barrie	County of Dufferin	0.13
	County of Simcoe	0.10
	County of Wellington	0.15
	Regional Municipality of Waterloo	0.22
6. Northeast	City of Greater Sudbury	0.28
	Algoma District Services Administration Board	0.08
	District of Cochrane Social Services Administration Board	0.03
	District of Nipissing Social Services Administration Board	0.15
	District of Parry Sound Social Services Administration Board	0.15
	District of Sault Ste Marie Social Services Administration Board	0.12
	District of Timiskaming Social Services Administrations Board	0.15
	Manitoulin-Sudbury District Services Board	0.23
7. Ottawa - surrounding areas	City of Cornwall	0.00
	County of Lanark	0.30
	United Counties of Leeds & Grenville	0.15
	United Counties of Prescott and Russell	0.30
8. Muskoka-Kawarthas	City of Kawartha Lakes	0.17
	City of Peterborough	0.15
	County of Northumberland	0.14
	District Municipality of Muskoka	0.15
9. Hamilton-Niagara Peninsula	City of Brantford	0.03
	City of Hamilton	0.21
	Norfolk County	0.20
	Regional Municipality of Niagara	0.10
10. London	City of London	0.14
	City of St. Thomas	0.12
	County of Oxford	0.19
11. Stratford-Bruce Peninsula	City of Stratford	0.17
	County of Bruce	0.15
	County of Grey	0.15
	County of Huron	0.21
12. Windsor-Sarnia	City of Windsor	0.14
	County of Lambton	0.15
	Municipality of Chatham-Kent	0.19
13. Kingston-Pembroke	City of Kingston	0.15
	County of Hastings	0.15
	County of Lennox & Addington	0.02
	County of Renfrew	0.30

Schedule D: 2025 Case Examples

Representative example #1 (small centre)

A new centre in the **"Ottawa – City"** economic region **in a community setting** plans to operate one room with **24 preschool spaces for 261 days** (that means, open weekdays all year), **running at 100% capacity**. The average daily base fee revenue per preschool space is expected to be $22.

(1) Program Cost Allocation

Calculate cost-based benchmark allocation, adjusted for geographic differences.

Step 1: Calculate unadjusted benchmark allocations.

Program Staffing Component Calculation:	**A**	x	**B**	x	**C**	=	**Total**
Preschool	$39.23	x	[24 x 261 =] 6,264	x	1.134	=	$278,665.44
Program staffing component:							**$278,665.44**

=

Supervisor Component Calculation:	**D**	x	**E**	x	**F**	x	**G**	=	**Total (per centre)**
Supervisor Component:	261	x	$301.38	x	100%	x	1.162	=	**$91,403.13**

Accommodations Component Calculation:	**H**	x	**I**	=	**Total**
Preschool	$1,735.54	x	24	=	$41,652.96
Accommodations component:					**$41,652.96**

=

Operations Component (fixed) Calculation:	**J**	x	**K**	=	**Total**
Preschool	$15.09	x	[24 x 261 =] 6,264	=	$94,523.76
Operations component (fixed):					**$94,523.76**

=

Operations Component (variable) Calculation:	L	x	B	=	Total	
Preschool	$1.64	x	[24 x 261 =] 6,264	=	$10,272.96	
Operations component (variable):					**$10,272.96**	**=**

Step 2: Sum components and apply GAF.

Program staffing	$278,665.44	
Supervisor	$91,403.13	**+**
Accommodations	$41,652.96	**+**
Operations	$94,523.76 $10,272.96	**+** **+**
Unadjusted benchmark allocation	**$516,518.25**	**=**
GAF (Ottawa-City)	0.94	**x**
Benchmark allocation	**$485,527.16**	**=**

Add to benchmark allocation: growth top-up.

Benchmark allocation	$485,527.16	
Growth multiplier (Ottawa)	0.15	**x**
Growth top-up	**$72,829.07**	**=**
Benchmark allocation	$485,527.16	**+**
Program Cost Allocation	**$558,356.23**	**=**

(2) <u>Allocation in Lieu of Profit/Surplus</u>

Allocation in Lieu of Profit/Surplus for the centre, with a benchmark allocation of $485,527.16 and a growth top-up of $72,829.07, would be calculated as the sum of:

1. 4.25% x ($485,527.16 + $72,829.07) = $23,730.14
2. 3.5% x $485,527.16 = $16,993.45
3. $6,000

or $46,723.59 (equivalent to 8.37% of their Program Cost Allocation).

(3) **Expected Base Fee Revenue Offset**

Daily base fee	x	Number of operating spaces expected to be charged this fee	x	Number of service days these spaces would be charged this fee	=	Total	
$22	x	24	x	261	=	$137,808	
Estimated base fee revenue						**$137,808**	
Adjustment for maximum vacancy rate						0.90	**x**
Expected Base Fee Revenue Offset						**$124,027.20**	**=**

Total Cost-Based Funding Allocation:

Program Cost Allocation	$558,356.23	
Allocation in Lieu of Profit/Surplus	$46,723.59	**+**
Expected Base Fee Revenue Offset	$124,027.20	**−**
Total Cost-Based Funding Allocation	**$481,052.62**	**=**

Representative example #2 (small-medium centre)

A legacy centre in the **“London”** economic region (meaning CMSMs/DSSABs of London, Oxford, and St. Thomas) **in a school setting** plans to operate one room with **26 kindergarten spaces** plus another 1/2 room with **15 primary/ junior school spaces for 202 days** (which means open for school year, net of breaks). They are licensed for an additional 15 primary/junior spaces (1/2 room) – that means, **running at 73% capacity.** The average daily base fees revenue per kindergarten space is expected to be $13.

(1) Program Cost Allocation

Calculate cost-based benchmark allocation, adjusted for geographic differences.

Step 1: Calculate unadjusted benchmark allocations.

Program Staffing Component Calculation:	**A**	x	**B**	x	**C**		=	**Total**	
Kindergarten	$15.03	x	[26 x 202 =] 5,252	x	1.134		=	$89,515.19	
Program staffing component:								**$89,515.19**	**=**

Supervisor Component Calculation:	**D**	x	**E**	x	**F***	x	**G**	=	**Total (per centre)**
Supervisor Component	202	x	$301.38	x	66.67%	x	1.162	=	**$47,163.10**

**where F = [26 x 202 x (1/13)]/[(26 x 202 x (1/13)) + (15 x 202 x (1/15))] = 66.67%*

Accommodations Component Calculation:	**H**	x	**I**	=	**Total**	
Kindergarten	$0	x	26	=	$0	
Accommodations component:					**$0**	**=**

Operations Component (fixed) Calculation:	**J**	x	**K**	=	**Total**	
Kindergarten	$1.56	x	[26 x 202 =] 5,252	=	$8,193.12	
Operations component (fixed):					**$8,193.12**	**=**

Operations Component (variable) Calculation:	L	x	B	=	Total	
Preschool	$3.56	x	[26 x 202 =] 5,252	=	$18,697.12	
Operations component (variable)					**$18,697.12**	**=**

Step 2: Sum components and apply GAF.

Program staffing	$89,515.19	
Supervisor	$47,163.10	**+**
Accommodations	$0	**+**
Operations	$8,193.12 $18,697.12	**+** **+**
Unadjusted benchmark allocation	**$163,568.53**	**=**
GAF (London)	0.81	**x**
Benchmark allocation	**$132,490.51**	**=**

Add to benchmark allocation: legacy top-up.

Legacy costs *(calculated)*	$134,366.73	
Benchmark allocation	$132,490.51	**−**
Legacy top-up	**$1,876.22**	**=**
Benchmark allocation	$132,490.51	**+**
Program Cost Allocation	**$134,366.73**	**=**

(2) <u>Allocation in Lieu of Profit/Surplus</u>

Allocation in Lieu of Profit/Surplus for the centre, with a benchmark allocation of $132,490.51 and a legacy top-up of $1,876.22, would be calculated as the sum of:

1. 4.25% x ($132,490.51 + $1,876.22) = $5,710.59
2. 3.5% x $132,490.51 = $4,637.17
3. $6,000

or $16,347.76 (equivalent to 12.17% of the Program Cost Allocation).

(3) Expected Base Fee Revenue Offset

Daily base fee	x	Number of operating spaces expected to be charged this fee	x	Number of service days these spaces would be charged this fee	=	Total	
$13	x	26	x	202	=	$68,276	
Estimated base fee revenue						**$68,276**	**+**
Adjustment for maximum vacancy rate						0.90	**x**
Expected Base Fee Revenue Offset						**$61,448.40**	**=**

Total Cost-Based Funding Allocation:

Program Cost Allocation	$134,366.73	
Allocation in Lieu of Profit/Surplus	$16,347.76	**+**
Expected Base Fee Revenue Offset	$61,448.40	**−**
Total Cost-Based Funding Allocation	**$89,266.09**	**=**

Representative example #3 (medium-large centre)

A legacy centre in the **“Toronto – surrounding areas”** economic region (meaning CMSMs/DSSABs of Durham, York, Peel, and Halton) **in a community setting** plans to operate five rooms with **88 age 0-5 spaces** (10 infant, 30 toddler, and 48 preschool) **for 261 days** (which means all weekdays throughout the year). They are licensed for an additional 13 kindergarten spaces (or 1/2 room) – that means, **running at 87% capacity.** The average daily base fees revenue per space are expected to be $22 for infant, $22 for toddler and $22 for preschool.

(1) Program Cost Allocation

Calculate cost-based benchmark allocation, adjusted for geographic differences.

Step 1: Calculate unadjusted benchmark allocations.

Program Staffing Component Calculation:	**A**	x	**B**	x	**C**	=	**Total**
Infant	$92.03	x	[10 x 261 =] 2,610	x	1.134	=	$272,384.87
Toddler	$56.48	x	[30 x 261 =] 7,830	x	1.134	=	$501,498.35
Preschool	$39.23	x	[48 x 261 =] 12,528	x	1.134	=	$557,330.88
Program staffing component:							**$1,331,214.10**

=

Supervisor Component Calculation:	**D**	x	**E**	x	**F**	x	**G**	=	**Total (per centre)**
Supervisor Component	261	x	$301.38	x	100%	x	1.162	=	**$91,403.13**

Accommodations Component Calculation:	**H**	x	**I**	=	**Total**
Infant	$2,571.84	x	10	=	$25,718.40
Toddler	$1,972.39	x	30	=	$59,171.70
Preschool	$1,735.54	x	48	=	$83,305.92
Kindergarten	$1,598.66	x	13	=	$20,782.58
Accommodations component:					**$188,978.60**

=

Operations Component (fixed) Calculation:	J	x	K	=	Total	
Infant	$15.09	x	[10 x 261 =] 2,610	=	$39,384.90	
Toddler	$15.09	x	[30 x 261 =] 7,830	=	$118,154.70	
Preschool	$15.09	x	[48 x 261 =] 12,528	=	$189,047.52	
Kindergarten	$5.07	x	[13 x 261 =] 3,393	=	$17,202.51	
Operations component (fixed):					**$363,789.63**	**=**

Operations Component (variable) Calculation:	L	x	B	=	Total	
Infant	$1.64	x	[10 x 261 =] 2,610	=	$4,280.40	
Toddler	$1.64	x	[30 x 261 =] 7,830	=	$12,841.20	
Preschool	$1.64	x	[48 x 261 =] 12,528	=	$20,545.92	
Operations component (variable)						**=**

Step 2: Sum components and apply GAF.

Program staffing	$1,331,214.10	
Supervisor	$91,403.13	**+**
Accommodations	$188,978.60	**+**
Operations	$363,789.63 $37,667.52	**+** **+**
Unadjusted benchmark allocation	**$2,013,052.98**	**=**
GAF (Toronto – Surrounding Areas)	0.87	**x**
Benchmark allocation	**$1,751,356.09**	**=**

Add to benchmark allocation: legacy top-up.

Legacy costs *(calculated)*	$1,265,217.53	
Benchmark allocation	$1,751,356.09	−
Legacy top-up (floor of $0)	**$0**	=
Benchmark allocation	$1,751,356.09	+
Program Cost Allocation	**$1,751,356.09**	=

(2) <u>Allocation in Lieu of Profit/Surplus</u>

Allocation in Lieu of Profit/Surplus for the centre, with a benchmark allocation of $1,751,356.09 and a legacy top-up of $0, would be calculated as the sum of:

1. 4.25% x ($1,751,356.09 + $0) = $74,432.63
2. 3.5% x $1,751,356.09 = $61,297.46
3. $6,000

or $141,730.09 (equivalent to 8.09% of the Program Cost Allocation).

(3) <u>Expected Base Fee Revenue Offset</u>

Daily base fee	x	Number of operating spaces expected to be charged this fee	x	Number of service days these spaces would be charged this fee	=	Total	
$22	x	10	x	261	=	$57,420	
$22	x	30	x	261	=	$172,260	+
$22	x	48	x	261	=	$275,616	+
Estimated base fee revenue						**$505,296**	+
Adjustment for maximum vacancy rate						0.90	x
Expected Base Fee Revenue Offset						**$454,766.40**	=

Total Cost-Based Funding Allocation:

Program Cost Allocation	$1,751,356.09	
Allocation in Lieu of Profit/Surplus	$141,730.09	+
Expected Base Fee Revenue Offset	$454,766.40	−
Total Cost-Based Funding Allocation	**$1,438,319.78**	=

Representative example #4 (large centre)

A legacy centre in the **"Toronto - City"** economic region **in a school setting** plans to operate five rooms with **117 age 0-5 spaces** (15 toddler, 24 preschool, 78 kindergarten) plus another 2 rooms with **60 primary/ junior school spaces for 261 days** (which means, all weekdays throughout the year). They are licensed for an additional 10 infant spaces (1 room) – that means, **running at 95% capacity**. The average daily base fees revenue per space are expected to be $22 for toddler, $21 for preschool and $16 for kindergarten ($21 for full-day program on 74 non-school days and $14 for Before and After program on 187 school days).

(1) Program Cost Allocation

Calculate cost-based benchmark allocation, adjusted for geographic differences.

Step 1: Calculate unadjusted benchmark allocations.

Program Staffing Component Calculation:	**A**	x	**B**	x	**C**	=	**Total**
Toddler	$56.48	x	[15 x 261 =] 3,915	x	1.134	=	$250,749.17
Preschool	$39.23	x	[24 x 261 =] 6,264	x	1.134	=	$278,665.44
Kindergarten	$15.03	x	[78 x 261 =] 20,358	x	1.134	=	$346,982.16
Program staffing component:							**$876,396.77**

=

Supervisor Component Calculation:	**D**	x	**E**	x	**F***	x	**G**	=	**Total (per centre)**
Supervisor Component:	261	x	$301.38	x	75%	x	1.162	=	**$68,552.35**

**where F = [(15 x 261 x (1/5)) + (24 x 261 x (1/8)) + (78 x 261 x (1/13))]/[(15 x 261 x (1/5)) + (24 x 261 x (1/8)) + (78 x 261 x (1/13)) + (60 x 261 x (1/15))] = 75%*

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Accommodations Component Calculation:	H	x	I	=	Total
Infant	$1,622.91	x	10	=	$16,229.10
Toddler	$974.25	x	15	=	$14,613.75
Preschool	$797.58	x	24	=	$19,141.92
Kindergarten	$0	x	78	=	$0
Accommodations component:					**$49,984.77**

=

Operations Component (fixed) Calculation:	J	x	K	=	Total
Infant	$9.61	x	[10 x 261 =] 2,610	=	$25,082.10
Toddler	$9.61	x	[15 x 261 =] 3,915	=	$37,623.15
Preschool	$9.61	x	[24 x 261 =] 6,264	=	$60,197.04
Kindergarten	$1.56	x	[78 x 261 =] 20,358	=	$31,758.48
Operations component (fixed):					**$154,660.77**

=

Operations Component (variable) Calculation:	L	x	B	=	Total
Toddler	$3.80	x	[15 x 261 =] 3,915	=	$14,877.00
Preschool	$3.80	x	[24 x 261 =] 6,264	=	$23,803.20
Kindergarten	$3.56	x	[78 x 261 =] 20,358	=	$72,474.48
Operations component (variable):					**$111,154.68**

=

Step 2: Sum components and apply GAF.

Program staffing	$876,396.77	
Supervisor	$68,552.35	+
Accommodations	$49,984.77	+
Operations	$154,660.77 $111,154.68	+ +
Unadjusted benchmark allocation	**$1,260,749.34**	=
GAF (Toronto – City)	1.07	x
Benchmark allocation	**$1,349,001.79**	=

Add to benchmark allocation: legacy top-up.

Legacy costs *(calculated – see below)*	$1,790,973.71	
Benchmark allocation	$1,349,001.79	−
Legacy top-up	**$441,971.92**	=
Benchmark allocation	$1,349,001.79	+
Program Cost Allocation	**$1,790,973.71**	=

Calculation of Legacy Costs

Step 1a: Calculate 2023 Adjusted Costs

Using audited 2023 Statement of Operations, total costs for age 0 to 12 are as follows:

Costs related to program staffing:	
Salaries and wages	1,080,000
Bonuses	60,000
Employee benefits	80,000
Group insurance benefits	12,000
Costs related to supervisor:	
Salaries and wages	125,000
Bonuses	30,000
Employee benefits	8,000
Group insurance benefits	5,000
Costs related to accommodation:	
Occupancy costs	70,000
Repairs and maintenance	10,000
Security	5,000
Costs related to operations:	
Fundraising event	5,000
Advertising and promotion	10,000
Accounting fees	3,000
Management and administration fees	110,000
Restructuring costs	20,000
Directors’ fees	50,000
Insurance	10,000
TOTAL EXPENSES	**$1,693,000**

In 2023, the operating reality was:

	Infant	Toddler	Preschool	Kindergarten	Family	Primary/ Junior	Junior
Operating spaces	6	15	16	26		30	
Operating days	250	250	250	250		250	
Typical hours of service	10	10	10	5		5	
Licensed spaces	10	15	24	78		60	

Using the methodology to split out 0-5 costs per section 1.1(b)(i), the eligible shares are:

- Program staffing and operations:
  - 0-5: 6 x (3/10) x 10 + 15 x (1/5) x 10 + 16 x (1/8) x 10 + 26 x (1/13) x 5 = 78
  - 6-12: 30 x (1/15) x 5 = 10
  - Eligible share: 78 / (78+10) = 88.64%
- Supervisor:
  - 0-5: 6 x (3/10) + 15 x (1/5) + 16 x (1/8) + 26 x (1/13) = 8.8
  - 6-12: 30 x (1/15) = 2
  - Eligible share: 8.8 / (8.8+2) = 81.48%
- Accommodation:
  - 0-5: 10 x (1/10) + 15 x (1/15) + 24 x (1/24) + 78 x (1/26) = 6
  - 6-12: 60 x (1/30) = 2
  - Eligible share: 6 / (6+2) = 75%

With these splits, the total eligible costs for 2023 is $1,472,620.40, calculated as the sum of follows:

Eligible costs related to program staffing:	
Salaries and wages (1,080,000 x 88.64%)	957,312
Bonuses (60,000 x 88.64%)	53,184
Employee benefits (80,000 x 88.64%)	70,912
Group insurance benefits (12,000 x 88.64%)	10,636.80
Eligible costs related to supervisor:	
Salaries and wages (125,000 x 81.48%)	101,850
Bonuses (30,000 x 81.48%)	24,444
Employee benefits (8,000 x 81.48%)	6,518.40
Group insurance benefits (5,000 x 81.48%)	4,074
Eligible costs related to accommodation:	
Occupancy costs (70,000 x 75%)	52,500
Repairs and maintenance (10,000 x 75%)	7,500
Security (5,000 x 75%)	3,750
Eligible costs related to operations:	
Advertising and promotion (10,000 x 88.64%)	8,864
Accounting fees (3,000 x 88.64%)	2,659.20
Management and administration fees (110,000 x 88.64%)	97,504
Restructuring costs (20,000 x 88.64%)	17,728
Directors’ fees (50,000 x 88.64%)	44,320
Insurance (10,000 x 88.64%)	8,864
TOTAL ELIGIBLE COSTS	**$1,472,620.40**

Note: The $5,000 fundraising event cost is excluded as it is not attributable to the provision of child care included in the base fee for eligible children, and therefore is not an eligible cost.

The 2023 adjusted costs are calculated as:

Total eligible costs for 2023	**1,472,620.40**
Less: 2023 non-recurring costs	
Restructuring costs	(17,728)
Repairs and maintenance (only non-recurring)	(1,500)
Less: 2023 fixed costs	
Occupancy costs	(52,500)
Insurance	(8,864)
Property tax (not applicable as in this example the cost is covered by the landlord)	(0)
Less: 2023 CWELCC workforce compensation and WEG/HCCEG *(calculated)*	(45,000)
Less: 2023 salary and benefits for one controlling owner employed by the licensee *(assumed to be included in the supervisor cost for this example)*	(136,886.40)
2023 adjusted costs	**$1,210,142**

<u>Step 1b: Multiply 2023 Adjusted Costs by Scaling Factors</u>

In 2025, operating reality is expected to be:

	Infant	Toddler	Preschool	Kindergarten	Family	Primary/ Junior	Junior
Operating spaces		15	24	78		60	
Operating days		261	261	261		261	
Typical hours of service		10	10	5		5	
Licensed spaces	10	15	24	78		60	

The operating scaling factor is calculated as:

- 2025: 15 x 261 x (1/5) x 10 + 24 x 261 x (1/8) x 10 + 78 x 261 x (1/13) x 5 = 23,490
- 2023: 6 x 250 x (3/10) x 10 + 15 x 250 x (1/5) x 10 + 16 x 250 x (1/8) x 10 + 26 x 250 x (1/13) x 5 = 19,500
- Operating scaling factor: 23,490 / 19,500 = 1.2046

The 2025 adjusted costs are calculated as:

2023 adjusted costs	**1,210,142**
Multiply: cost escalation factor (provided in this guideline)	1.0465
Multiply: operating scaling factor	1.2046
2025 adjusted costs	**$1,525,521.83**

The 2025 fixed costs are calculated consistent with auditable documentation:

Occupancy costs (as per latest lease agreement)	77,000
Add: Insurance (as per latest insurance policy)	12,085.88
Add: Property tax (as per latest municipal bill)	0
2025 fixed costs	**$89,085.88**

<u>Legacy costs</u>

2025 adjusted costs	**1,525,521.83**
<u>Step 1c:</u> add 2025 “workforce funding” *(calculated separately, following the <<workforce guideline>>)*	55,000
<u>Step 1d:</u> add 2025 fixed costs	89,085.88
<u>Step 1e:</u> add 2025 controlling owner’s compensation for labour Minimum of: • 133,846.40 x 1.0465 = 140,070.26 • 465 x 261 days = 121,365	121,365
Legacy costs	**$ 1,790,972.71**

(2) Allocation in Lieu of Profit/Surplus

Allocation in Lieu of Profit/Surplus for the centre, with a benchmark allocation of $1,349,001.79 and a legacy top-up of $441,971.92, would be calculated as the sum of:

1. 4.25% x ($1,349,001.79 + $441,971.92) = $76,116.38
2. 3.5% x $1,349,001.79 = $47,215.06
3. $6,000

or $129,331.44 (equivalent to 7.22% of the Program Cost Allocation).

(3) Expected Base Fee Revenue Offset

Daily base fee	x	Number of operating spaces expected to be charged this fee	x	Number of service days these spaces would be charged this fee	=	Total	
$22	x	15	x	261	=	$86,130	
$21	x	24	x	261	=	$131,544	+
$21	x	78	x	74	=	$121,212	+
$14	x	78	x	187	=	$204,204	+
Estimated base fee revenue						**$543,090**	+
Adjustment for maximum vacancy rate						0.90	x
Expected Base Fee Revenue Offset						**$488,781**	=

Total Cost-Based Funding Allocation:

Program Cost Allocation	$1,790,973.71	
Allocation in Lieu of Profit/Surplus	$129,331.44	+
Expected Base Fee Revenue Offset	$488,781.00	−
Total Cost-Based Funding Allocation	**$1,431,524.15**	=

Representative example #5 (home child care agency)

A new agency plans to operate **10 active homes** (out of 35 approved) in the “Northeast” economic region (meaning CMSMs/DSSABs of Algoma, Greater Sudbury, Cochrane, Nipissing, Parry Sound, Sault Ste Marie, Timiskaming, Manitoulin-Sudbury). **7 active homes plan** to operate for **261 days** (which means all weekdays) and **3 plan** to operate for **45 days** (which means only for summer weekdays). The homes average **4 children aged 0-5**. 20 active home seats are expected to be charged daily base fee revenue of $22 for 261 days, 10 active home seats are expected to be charged daily base fee revenue of $22 for 45 days, and 10 active home seats are expected to be charged daily base fee revenue of $12 for 261 days.

(1) Program Cost Allocation

Calculate cost-based benchmark allocation, adjusted for geographic differences.

Step 1: Calculate unadjusted benchmark allocations.

Provider Compensation Calculation:	**O**	x	**P**	=	**Total**
Provider Compensation Component:	$155.02	x	[7 x 261 + 3 x 45 =] 1,962	=	**$304,149.24**

Visitor Compensation Calculation:	**Q**	x	**P**	x	**R**	=	**Total**
Visitor Compensation Component:	$21.68	x	[7 x 261 + 3 x 45 =] 1,962	x	1.05	=	**$44,662.97**

Operations Calculation:	**S**	x	**P**	+	**T**	=	**Total**
Operations Component:	$23.34	x	[7 x 261 + 3 x 45 =] 1,962	+	$75,856.39	=	**$121,649.47**

Step 2: Sum components and apply GAF.

Provider Compensation	$304,149.24	
Visitor Compensation	$44,662.97	+
Operations	$121,649.47	+
Unadjusted benchmark allocation	**$470,461.68**	=
GAF (Northeast)	0.85	x
Benchmark allocation	**$399,892.43**	=

Add to benchmark allocation: growth top-up.

Benchmark allocation	$399,892.43	
Growth multiplier (Algoma*)	0.08	x
Growth top-up	**$31,991.39**	=
Benchmark allocation	$399,892.43	+
Program Cost Allocation	**$431,883.82**	=

**Assuming the agency and active homes are located in Algoma.*

(2) <u>Allocation in Lieu of Profit/Surplus</u>

Allocation in Lieu of Profit/Surplus for the agency, with a benchmark allocation of $399,892.43 and a growth top-up of $31,991.39, would be calculated as the sum of:

1. 4.25% x ($399,892.43 + $31,991.39) = $18,355.06
2. 3.5% x $399,892.43 = $13,996.24
3. $6,000

or $38,351.30 (equivalent to 8.88% of the Program Cost Allocation).

(3) <u>Expected Base Fee Revenue Offset</u>

Daily base fee	x	Number of active home seats expected to be charged this fee	x	Number of service days these active home seats would be charged this fee	=	Total	
$22	x	20	x	261	=	$114,840	
$22	x	10	x	45	=	$9,900	+
$12	x	10	x	261	=	$31,320	+
Estimated base fee revenue						**$156,060**	+
Adjustment for maximum vacancy rate						0.90	x
Expected Base Fee Revenue Offset						**$140,454**	=

Total Cost-Based Funding Allocation:

Program Cost Allocation	$431,883.82	
Allocation in Lieu of Profit/Surplus	$38,351.30	+
Expected Base Fee Revenue Offset	$140,454	−
Total Cost-Based Funding Allocation	**$329,781.12**	=

Hamilton

CITIZEN COMMITTEE REPORT

To:	Emergency & Community Services Committee
From:	Seniors Advisory Committee ____________________________ Penelope Petrie, Chair
Date:	October 22, 2024
Re:	The Hamilton Spectator Opinion Editorial (Op-ed)

Recommendation

That the Hamilton Spectator Opinion Editorial (Op-ed) respecting the Communications Survey for Older Adults of the Seniors Advisory Committee attached as Appendix “A”, be approved.

Background

At the October 4, 2024 Seniors Advisory Committee meeting, members passed a motion under Item 11 (Motions) for City Council to approve the Hamilton Spectator Opinion Editorial (Op-ed) piece containing results from the Communications Survey for Older Adults.

At the January 24, 2024 City Council meeting, Council approved the content, design, and dissemination of the Communications Survey for Older Adults by the Seniors Advisory Committee. The survey was accessible in an online format on the Engage Hamilton website (engage.hamilton.ca) and paper copies of the survey were made available at City of Hamilton seniors and recreation centres. The survey was open to residents from March 27, 2024 to May 22, 2024. During this timeframe a total of 326 surveys were completed and submitted.

With the assistance of City staff, the Seniors Advisory Committee developed an infographic highlighting key results of the survey that was included as appendix “C” in the Information Report (HSC24007) that was presented to Emergency and Community Services Committee on September 19, 2024. In addition, the infographic was shared with older adults as well as representatives from various community groups and organizations at several community engagement events including the International Day of

Older Persons that took place on October 1, 2024.

Analysis/Rationale

The goal of the Seniors Advisory Committee is to share survey results with the broader community, including City staff, community organizations, and businesses to assist them by improving their communication with older adult residents.

The Seniors Advisory Committee is a key partner with the Hamilton Council on Aging and City of Hamilton for Hamilton's Plan for an Age-Friendly Community (2021-2026). The Seniors Advisory Committee's Communications Working Group has aligned their workplan with goal 3 (Communications and Information) of the Age-Friendly Plan. One of the objectives under goal 3 is to "increase and improve access to information for older adults." More specifically, one recommendation states "improve customer services across all sectors to ensure that services are age-friendly and dementia-friendly."

Attached as Appendix A: The Hamilton Spectator Opinion Editorial (Op-ed) respecting the Communications Survey for Older Adults.

Why communicating with OLDER ADULTS is so Challenging!

Timely and accurate communications is critical in a properly functioning society. It helps build relationships and trust between people. It helps people find information to help them in their daily lives. In fact, certain communications help save lives. Communications can only be effective, if the people you are trying to reach are able to receive the information.

Communicating with people in general is challenging, but getting information to older adults with limited access to technology is even more difficult. At the Seniors Kick off event in June 2023, the Senior Advisory Committee (SAC) conducted a brief survey with older adults to gather information on how older adults access information. The results validated our understanding and helped us in coming up with an improved survey for 2024.

Our goal was to make the improved survey easier to complete and provide us with more granular data that would help the City of Hamilton provide better communications to our senior population.

Important feedback we received from 2023, was that organizations were very interested in learning more about what seniors were interested in and the best method of communicating with them.

The surprise was that email was the most frequent method of communication used by older adults followed by community information, websites, social media, and seniors' centres like Sackville Hill Seniors Centre. Additional methods of communications identified were phone calls, face-to-face interactions, flyers/leaflets, and paper mail.

The next important question the survey asked older adults was the type of information that is of greatest interest to them. The answers we received covered a wide spectrum of information, including healthcare (family physician, dentist, dementia care), financial services, retirement and long-term care living, transportation options, house cleaning, lawncare services, snow removal, legal services such as obtaining a Will, police services, physical activities, and community services.

Another key finding was the surveys that were completed by organizations who participated in the Seniors Kickoff event. They requested access to the results of the survey. Most organizations expressed interest in gaining a deeper insight into the type of information older adults wanted, as well as the best methods of communicating with them. Examples of organizations who completed the survey included real estate businesses, caregiver organizations, and post secondary institutions.

Organizations who want to communicate with older adults not only have to think about the content, but also the method of communicating.

In 2024, we revised the survey to simplify the questions and make it much easier for people to complete by using check boxes.

The total number of respondents was 326 as compared to 75 in 2023. The results at a high level are as follows. Additional detail is available on the Engage Hamilton website – Documents | Communications Survey for Older Adults | Engage Hamilton

72% of the 326 respondents completed the survey online. 28% of respondents filled out the paper survey. The top three preferred ways older adults would like to receive information are E-mail (85%), local newspaper (44%) and websites (39%). The top three topics of interest are free workshops (64%), exercise and fitness (62%), and outings (57%). Top technology learning topics are accessing/finding information online (28%), using a smartphone (24%), communication or messaging apps (24%), and accessing virtual meetings and online events (24%).

Conclusion

Our goal is to communicate the survey results to help inform City Council and staff, post-secondary institutions, community organizations/groups, and private businesses of the preferred methods of communication used by older adults, as well as the type of information they are seeking. The final goal is that we will all do a better job of communicating with older adults living in Hamilton, to ensure their needs are met.

Penelope Petrie – Chair of the Senior Advisory Committee (SAC) in collaboration with Alexander Huang - member of SAC's Communications Working Group.

CITY OF HAMILTON

MOTION

Emergency & Community Services Committee: November 7, 2024

MOVED BY COUNCILLOR T. JACKSON …….……………………………………………..

SECONDED BY COUNCILLOR ……………….………………………………

Replacement of Floor Mats at Huntington Park Recreation Centre (Ward 6)

WHEREAS, recreation in its various forms provides a wide range of benefits to individuals of all ages, including benefits for physical health, mental health, social connectedness and assists the City of Hamilton in meeting its vision of being the best place to raise a child and age successfully;

WHEREAS, since 1962, Huntington Park Recreation Centre, situated in Ward 6, has consistently been one of the top utilized recreation facilities in Hamilton;

WHEREAS in 2023, Huntington Park Recreation Centre had 77,662 visits for programs offered, 45,013 drop-in visits, 4,024 program users, and 3,815 hours of community rentals;

WHEREAS, the floor mats used at Huntington Park Recreation Centre are over 20 years old and have reached their end-of-life as evidenced by density loss as well as wear and tear; and

WHEREAS, the floor mats are heavily used by various community groups including preschool, gymnastics, dance programs, and Northeast Karate for martial arts instruction to the community;

THEREFORE BE IT RESOLVED:

That floor mats for programming at Huntington Park Recreation Centre be funded from the Ward 6 Capital Discretionary Account 3302309600 at an upset limit, including contingency, not to exceed $7,600.00.

CITY OF HAMILTON

MOTION

Emergency and Community Services Date: November 7, 2024

MOVED BY COUNCILLOR M. WILSON …..………………………..…………

SECONDED BY COUNCILLOR ……….……………………..…………………….

The following Motion was referred to the Emergency and Community Services Committee by Council on October 23, 2024:

Flamborough Connects (Ward 15)

WHEREAS, Flamborough Connects strives, as their name suggests, to connect local services to the people of Ward 15 and rural Flamborough;

WHEREAS, given the nature of our community, there are many seniors, rural residents and others who do not enjoy the ability to access digitally shared information;

WHEREAS, Flamborough Connects has identified five specific broad-based information gaps, namely: frauds and scams; transportation (including DARTS); housing, food security and emergency services;

WHEREAS, the production and distribution of a series of five issue brochures (that will also be available digitally), is seen as the best way to ensure a growing awareness of and access to service information, and

WHEREAS, the Ward 15 Community Council recently and unanimously endorsed support of Flamborough Connects to proceed with this initiative.

THEREFORE, BE IT RESOLVED:

(a) That Flamborough Connects be provided with a grant in support of the production and distribution of a series of five issue brochures, funded from the Ward 15 Non-Property Tax Revenue Account (3301609615), at an upset limit, including contingency, not to exceed $5,400;

(b) That the funds allocated and distributed through the grant be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City including the City Enrichment Fund (e.g. the City's 30% formula); and

(c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

CITY OF HAMILTON
M OT I O N

Emergency and Community Services : November 7, 2024

MOVED BY COUNCILLOR M. WILSON ……...…………….................................

SECONDED BY COUNCILLOR T. HWANG……………………………………………...

Assessment of Municipal Golf Courses

WHEREAS, Hamilton is served by three public golf courses with a total of 54 holes;

WHEREAS, the City's public golf facilities require significant capital investment, all three courses are rated in poor condition, and half of support facilities were rated in very poor and poor condition in the City's 2024 asset management plan;

WHEREAS, the above ground infrastructure deficit at Chedoke Golf totals $17 million while the state of the below ground irrigation system has yet to be determined;

WHEREAS, an underground irrigation line break at Chedoke Golf led to an additional usage charge of approximately $440,000 over a three year period;

WHEREAS, there is no existing capital reserve for the City's golf operations;

WHEREAS, the City has publicly reported that it is not able to fund maintenance work on existing recreation assets at an acceptable rate provided in the current budget;

WHEREAS, there are no identified budgets to fund and maintain major acquisitions as identified in the City's Recreation Master Plan, including:

- Two (2) New Outdoor Artificial Ice Facility Spaces;
- Four (4) Community Recreation Centres Expansions;
- Four (4) New Community Recreation Centres; and,
- Two (2) Senior Centre Expansions

WHEREAS, Council has identified a desire to improve the local environment to further advance its goals of improved watershed management, climate change adaption, and biodiversity as set out in its Watershed Action Plan, Climate Action Plan, Parks Master Plan, and Biodiversity Action Plan;

WHEREAS, future population growth and development (new greenfield and redevelopment) requires careful management of stormwater runoff from the impacts of urbanization (impervious / hard surfaces) on the natural environment and public safety;

WHEREAS, new provincial guidelines have stressed the importance of controlling stormwater runoff at the source using better site design, retention practices, and filtration practices.

WHEREAS, green drainage infrastructure can retain water and reduce the amount of rain going directly into the City's sewer system and help with the risk of flooding;

WHEREAS, the Recreation Master Plan recognized a deficit of green space available to all Hamiltonians, particularly residents in wards 2 and 3;

WHEREAS, the Parks Master Plan has identified the need for more greenspace, including in the lower city, using an equity based analysis; and

WHEREAS, the City's golf course operations have previously been reviewed and assessed;

THEREFORE BE IT RESOLVED:

(a) That staff be directed to assess how publicly owned parklands at the Chedoke Golf Club might address the existing inequitable access to greenspace, natural area restoration, storm water management, community agriculture and biodiversity rather than keeping all the golf course lands exclusively as golf courses, with a report back to the Emergency and Community Services Committee in Q2 2025;

(b) That this review of municipal golf course lands be conducted within the stated goals of the City's watershed action plan, biodiversity action plan, recreation master plan, parks master plan, and climate action plan so that future use of these parklands benefit the resiliency, health and well-being of all Hamiltonians; and

(c) That the Chedoke parklands remain publicly owned in perpetuity.