

HSJCC Network Reporting Template

Background

As per the Ministry of Health's reporting requirements, the Provincial, Regional and Local HSJCCs are required to report on their committee's activities twice a year through work planning and reporting.

Work planning assists HSJCCs in mapping out their planned activities for the year ahead. This keeps members well informed of what is happening at a Local, Regional and Provincial levels within the HSJCC Network. Annual reports demonstrate the key outcomes from the previous fiscal year and ensures transparency and accountability across the network. It is also a great way of highlighting the impact of our work and showcases the accomplishments of the HSJCC Network.

HSJCC Information

Name of Regional or Local HSJCC	Northwest Regional Centre of Responsibility (formerly known as the Northwest Regional HSJCC)
Chair/Co-Chair Names & Contact Information	Sara Dias (Co-Chair) – CMHA Kenora sdias@cmhak.on.ca (Co-Chair) - Vacant Jenny Leadbeater (Coordinator) – CMHA Thunder Bay 807-630-2272 ileadbeater@cmha-tb.on.ca
HSJCC Objectives	 OBJECTIVES: Enhance local Situation Table development through the development and maintenance of partnerships among Ministries of Health and Long-Term Care, Criminal Justice, Adult/Youth mental health services, Social Service and Educational Sectors, and between the district committees Engage in collaborative analysis of data from regional Situation Table discussions and identify trends, deficiencies and gaps in service, as well as any operational barriers, which will inform the identification of opportunities for systemic change To discuss and find solutions to local issues within the Northwest region using the issues management framework (reference Appendix I) Highlight persistent community issues to the NWECOR, provide recommendations for action and participate in a planning session for the purpose of reporting to the provincial HSJCC Coordinate regional training and educational opportunities for all sectors involved in serving the target population Share promising/best emerging practices
Name of Transfer Payment Agency & Contact Information	CMHA Thunder Bay



	Transfer Payment Agency Contact: Jennifer Hyslop, CEO 807-345-5564 ihyslop@cmha-tb.on.ca
Total # of Funds Received from	\$24 000
Regional Health Office	Breakdown
	Salaries \$21 000 (equivalent 0.3 FTE)
	Virtual Conferencing- \$800
	Web Hosting - \$700
	Office Supplies -\$500
	Honorarium for PWLE \$1000
Actual Budget Expenditures by	\$24000
March 31 2023	Salaries \$22850
	Web Hosting \$150
	Honorarium for PWLE \$1000

List of Key Activities & Initiatives

A. NW Community Mobilization Support and Engagement

- I. Northwest Centre of Responsibility Meetings and Capacity Building
- II. Executive COR Meetings
- III. COR Membership Engagement including Persons with Lived Experience and Indigenous Communities
- IV. Communication and Knowledge Exchange Opportunities

B. Support Situation Table Operations in NW Region

- V. NW Regional Situation Table Community of Practice Meetings
- VI. Situation Table Support and Development Across the Northwest Region

C. COR Issues Management and Working Groups

- VII. COR Issues Management
- VIII. COR/FASD Working Group Meetings
- IX. COR After Hours and Street Outreach Expansion Working Group
- X. COR Housing Strategies for Justice-involved Individuals with Intellectual Disabilities Working Group

D. COR Sustainability through Funding and Partnerships

- XI. Secure Sustainable Funding for the COR
- XII. Alignment with Community Safety and Wellbeing Planning Committees

E. Development of Community Reintegration Planning Tables

XIII. Support the Development of Community Reintegration Planning Tables for Thunder Bay

A. NW Community Mobilization Support and Engagement

General Information for Activity I.	
Description	Northwest Centre of Responsibility (COR) Meetings and Capacity Building— (formerly known as the NW HSJCC Committee)
	The Northwest Centre of Responsibility (COR) is comprised of over 65 member agencies and meets bi-monthly for two hours.
	Meetings consist of presentations, issues management review/discussion, updates from regional Situation Table CoP, PHSJCC updates, KRRDHSJCC updates, COR working group updates and CSWB updates and information sharing.



Objectives and Key Deliverables	Objective: to support current and future Situation Tables across the NW region and assist in supporting integrated, coordinated and seamless service delivery systems that meets the needs of at-risk people and optimizes the mobilization and delivery of justice and community services in the Northwest Region. Key Deliverables: Virtual bi-monthly COR meetings to be held from April 2022 to March 2023 Meeting minutes which are approved and distributed to COR members Meeting feedback surveys distributed and completed by members Ensure meeting agendas are reflective of regional issues Up-to-date mailing and membership lists Attend Capacity building opportunities Collaboration with other committees
Budget Allocated (As of	Salary05 FTE
April 1, 2022)	Virtual Conferencing - \$150
	Honorarium for PWLE - \$1000
	Office Supplies - \$150
Status Update as of	Completed
March 31, 2022	
(Completed, Delayed, On	
Hold) Key Outcomes	4 COR Meetings held between Apr 1/22-Mar 31/23
key Outcomes	All meeting minutes completed and distributed to the membership
	Feedback survey was updated and provided after two of the four meetings
	Agendas continued to be reflective of regional issues using issues
	management framework
	Up-to-date membership/email list maintained
	 Intern student hired to support work of the COR for period Jan – Aug 2023
	Coordinator attended the following webinars and capacity building events
	as relevant to COR issues and activities:
	 HSJCC Webinar – Engaging People with Lived Experience
	 HSJCC Webinar – Justice Centres
	HSJCC Webinar – Anti-Racism Series Lunch and Learn
	HSJCC Webinar – FASD and the Justice System ASD and the Justice System A Retter Understanding webiner
	 FASD and the Justice System: A Better Understanding webinar Thunder Bay Community Safety and Well-being Forum
	 I hunder Bay Community Safety and Well-being Forum Indigenous Perspectives on Healing PTSD Webinar
	NSWPB: Made in the North: Collaborative Transformation
	Conference
	Building Connections Forum
	 Lessons Learned From a Rural Inquest webinar
	 Trauma and Violence Informed Training (2 day event)
	CMNCP Member Meeting: Federal Framework to Reduce Paciditions
	Recidivism Community Mahilization events (related committee participation)
	 Community Mobilization events/related committee participation: Steering Committee for Trauma & Violence Informed Response to
	Human Trafficking and Sexual Violence in NW Ontario (four 3-hr
	meetings)
	Meeting with Quick Connect team re: Non-AER Referral proposal
	for Situation Tables



General Information for Activity II.	
Description	Executive COR Meetings The purpose of the interim Executive Centre of Responsibility (ECOR) is to make decisions on behalf of the Northwest Regional Centre of Responsibility (COR) in between meetings.
Objectives and Key Deliverables	Objective: Provide strategic oversight, support and resources toward the operations of the COR. To monitor the progress of the COR work plan and make decisions on behalf of the COR, as needed. Set and review annual budget to ensure the sustainability of structure and funding. Key Deliverables: Bi-monthly virtual ECOR meetings to be held between Apr 2022-March 2023
	 Meeting minutes shared with the ECOR and COR members COR Meeting agenda setting COR/HSJCC Work Plan completion (2022-2023) COR/HSJCC Work Plan Report (2021-2022)
Budget Allocated (As of April 1, 2022)	Salary03 FTE Virtual Conferencing- \$100 Office Supplies - \$100
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	All items Complete.
Key Outcomes	 5 ECOR Meetings held from Apr 1/22-Mar 31/23 All meeting minutes completed and distributed to the ECOR/COR Membership ECOR approved all agendas for COR meetings ECOR approved final draft of 2022/2023 Work Plan ECOR approved final draft of 2021/2022 Annual Report ECOR engaged in planning and attended COR Visioning Day on Feb 22/23

General Information for Activity III.	
Description	COR Membership Engagement including Persons with Lived Experience and Indigenous Communities
	The current COR membership consists of 65 agencies from across the NW region in the following areas: Justice, Mental Health and Addictions, Education, Counselling, Indigenous Communities, Community and Social Services, Children and Youth, Family Violence, Ontario Government, Research and Persons with Lived Experience. Each agency and/or individual signs a 3-yr agreement for participation on the COR.



Objectives and Key	Objectives: To expand opportunities for PWLE and Indigenous partners
•	
Deliverables	participation at the COR; to ensure the COR is inclusive of adequate regional and
	multi-sector representation
	Key Deliverables:
	 Ad-hoc Engagement sessions with agencies interested in joining the NWCOR from across the region and sectors which may be currently missing (eg. EMS) Enhance collaboration with agencies whose focus is providing services and care to indigenous people throughout the region Expand the PWLE membership of the COR by utilizing recommendations set out in the "Guidelines for Enhancing the Engagement of People with Lived Experience across the HSJCC Network" document
Budget Allocated (As of	Salary01 FTE
April 1, 2022)	SalaryOITTE
April 1, 2022)	
Status Update as of	Partially completed
March 31, 2022	
(Completed, Delayed, On	
Hold)	
Key Outcomes	 Engagement sessions or presentations provided to the following agencies either interested in learning about or joining the COR: Crossroads Centre
	Adult and Teen Challenge
	Sioux Lookout Healthy Communities Task Force
	o Inter-ministerial CSWB Working Group (with SolGen)
	Thunder Bay and District LSSPT
	Continued focus and engagement with Indigenous Partners during COR
	meetings.
	Delayed: expanded PWLE membership

General Information for Activity IV.	
Description	Communication and Knowledge Exchange Opportunities
	The dissemination of information within the network to keep network members informed and raise the profile of the Northwest Community Mobilization Network and Northwest Centre of Responsibility (COR)
Objectives and Key	Objectives:
Deliverables	Circulate quarterly updates by the Coordinator noting progress on work plan deliverables Invite guest presenters during COR meetings Develop of conference submissions (if applicable) Deliver presentations (as requested) to other HSJCC's and planning tables Distribute feedback surveys following meetings and educational sessions and utilize feedback to make improvements Attend PHSJCC Executive and PHSJCC General Membership Meetings
	Key Deliverables:
	# of updates/presentations by the Coordinator



	# of guest presenters # of conference submissions Feedback survey data # of PHSJCC meetings attended
Budget Allocated (As of April 1, 2022)	Salary03 FTE Virtual Conferencing \$100
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Mostly Complete
Key Outcomes	 Coordinator provided updates during ECOR meetings (not distributed in newsletter format) 2 guest presentations: DSO Assessment and Eligibility Processes (Michael Maunula – Lutheran Community Care) and Community Reintegration Planning Tables (Justin Dela Pena and Snehal Jambal) No conference abstracts submitted during the period Ensured NW Regional representation present at all PHSJCC and Executive PHSJCC meetings held throughout the period Attended 4 HSJCC Marketing Strategy Sessions Collation of feedback survey data and implementation of recommendations (presented at a COR meeting)

B. Support Situation Table Operations in NW Region

General Information for Activity V.	
Description	NW Regional Situation Table Community of Practice Meetings
	The NW Regional Situation Table Community of Practice is comprised of Co-chairs and members of Situation Tables across the NW Region. The CoP meets quarterly for 1.5 hours to facilitate knowledge exchange, identify systemic issues and data trends, share resources and successes and identify training opportunities.
Objectives and Key	Objective: To build capacity and implement promising practices for Situation Table
Deliverables	 across Northwestern Ontario. Key Deliverables: Quarterly CoP meetings to be held between April 2022 – March 2023 Attend monthly Provincial CoP meetings Update CoP membership and email lists Meeting minutes distributed to CoP members and with COR members CoP as a standing agenda item during COR meetings
Budget Allocated (As of	Salary01 FTE
April 1, 2022)	Virtual Conferencing - \$50
Status Update as of March 31, 2022	Complete



(Completed, Delayed, On Hold)	
Key Outcomes	3 NW Regional CoP meetings held during the period
	 Attended monthly Provincial CoP meetings
	Membership list kept up-to-date
	 Ongoing outreach to regional Situation table leads
	 Meeting agendas and minutes distributed to the group
	 CoP updates provided during COR Meetings

General Information for A	ctivity VI.
Description	Situation Table Support and Development Across the Northwest Region
Objectives and Key	By providing the appropriate training and education to new and current Situation Tables, we build capacity for each table and ensure the smooth operations and integrity of table data. Ongoing coordination of the Thunder Bay Situation Table by the Coordinator of the NW COR. Objectives: To provide training resources to new and current members of local and
Deliverables	regional Situation Tables.
	Key Deliverables:
	Thunder Bay Situation Table
	 Completion of Thunder Bay Situation Table meeting briefs, RTD data input, annual report and presentation, updating membership lists Distribution of feedback surveys after all meetings Completion of annual Thunder Bay RTD report and presentation Facilitate bi-monthly ½ day Situation Table Orientation sessions to all new members of the Thunder Bay Situation Table. Attendance sheets to be kept on file and #'s of participants recorded annually. Collect Certificates of Completion for Wilfred Laurier training for all new members Ensure signed participant agreements for all Thunder Bay Situation Table members Ensure signed non-disclosure agreements for all new members Development of Annual Report for Thunder Bay Situation Table Regional Situation Tables
	 Provide 1-2 refresher training sessions per year Attendance sheets will be kept on file for regional training sessions Distribution of feedback surveys for all training sessions Ongoing development support provided to new or emerging Situation Tables in the region Regional RTD data to be presented at a COR meeting Development of a Northwest Regional Situation Table website
Budget Allocated (As of	Salary – 0.08 FTE
April 1, 2022)	Virtual Conferencing - \$250
	Office Supplies - \$250
	Web Hosting - \$700



Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Completed
	 Completion of Thunder Bay Situation Table meeting briefs, all RTD data input Developed annual RTD report and presentation Updated membership/email distribution lists and table's forms as needed No feedback surveys distributed after regular meetings, only training session In progress – multi-year Thunder Bay Situation Table report Collected Certificates of Completion for Wilfred Laurier training for all new members Ensured all new members signed participant agreements and non-disclosure agreements Regional Situation Tables One refresher training session held Jun 22/22 – 62 attendees Provided ad-hoc support to newly emerging tables RTD presentation/report developed for 2022 (Delayed) development of NW Regional Situation table website 4 Situation Table Orientation sessions provided to a total of 42 participants

C. COR Issues Management and Working Groups

General Information for Activity VII.		
Description	COR Issues Management The COR Issues Management Framework was created to bring forward systemic issues for discussion to the NWCOR. Issues may be identified through either Situation Tables or through the Kenora Rainy River District Human Services & Justice Coordinating Committee. A process has been established to determine the role of the Coordinator in managing issues as they arise, the participatory role of the broader membership, as well as the Co-Chairs.	
Objectives and Key Deliverables	Objectives: 1. All members of the COR, regional Situation Tables and members of the Kenora Rainy River District Human Services & Justice Coordinating Committee will utilize the COR Issues Management Framework and flow chart to ensure a seamless process for bringing forward emerging issues within the region to the Coordinator 2. Local/Regional Situation Tables and the KRRDHSJCC will utilize the Systemic Issues Tracking Form or the Issues Management Tracking Form for Urgent Issues when submitting an issue to the coordinator for discussion at NW COR meetings 3. The COR will discuss issues and develop appropriate action plans Key Deliverables:	



	 Issues Management will continue to be a standing item on the NW COR agenda Briefing notes will be completed by the Coordinator of the NW COR for issues that require support from the Provincial HSJCC Copies of Systemic Issues Tracking Forms and Issues Management Tracking Form for Urgent Issues will be collected and kept by the Coordinator For 2022-2023 the NW COR will focus on and advocate on the following identified priority issues within our region (as identified in the priority-setting exercise on Dec 6/21): The need for sustainable withdrawal management services throughout the NW region Transfers to Schedule 1 Facilities and the need for permanent and sustainable funding for Regional MHAT Continue to effectively communicate the unique reality of our region, including the challenges and needs this creates for those we service, to various governments and funders and the PHSJCC
Budget Allocated (As of April 1, 2022)	Salary02 FTE
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Complete
Key Outcomes	 Issues management discussed at every COR meeting One briefing note developed during the period Identification of new issue – Youth Gang Involvement Ongoing advocacy efforts by members of the NW COR on identified priority issues

General Information for Activity VIII.	
Description	COR FASD Working Group The goal of this working group is to identify and address system gaps for justice-involved people with FASD in the Northwest Region. The working group will work on a regional strategy to address identified gaps over the next year.
Objectives and Key Deliverables	Objectives:
	Bi-monthly meetings to be neid between April 2022 – March 2023 Completion of meeting minutes



	 Review and update Project Charter and membership list 2022-2023 Project work plan development post review of the Leadership Thunder Bay CAP report recommendations (derived from survey results intended to aide in the identification of system gaps for justice involved people living with FASD in the Northwest Region) within the following areas: Education/training, HR policies, Legislation
Budget Allocated (As of	Salary01 FTE
April 1, 2022)	Virtual Conferencing - \$50
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Complete
Key Outcomes	5 working group meetings held during the period
	Meeting agendas and minutes circulated to the group
	 Addition of new members and updates to Project Charter and membership lists
	 Reviewed recommendations for Leadership CAP report and completed a briefing note which was escalated to P-HSJCC
	 Presented issue at P-HSJCC meeting and made revisions to condense original recommendations
	Co-Chair attended a Design Day in March and shared the report with the group

General Information for Activity IX.		
Description	COR After Hours and Street Outreach Expansion Working Group The goal of this working group is to decrease unnecessary police interactions which perpetuate stigma and risk of criminalization for street-involved individuals and other vulnerable populations and to ensure there are a range of consistent 24/7 accessible community and social services available to respond and provide service to this population group.	
Objectives and Key Deliverables	 accessible community and social services available to respond and provide service to this population group. Objectives: Build capacity for community and social service agencies to provide expanded service hours and street-level mobile services, preferably using 24/7 service models Assist street-involved individuals through the housing continuum Assist with the creation of multi-disciplinary teams to enhance engagement with street-involved individuals through engagement and trust building, performing needs assessments within the community Complete a scan of existing programs and resources within the NW region and beyond to highlight best practices. Identify resources which would enhance street level services and bring forward to PHSJCC (eg. Funding sources, mobile vehicles etc) Reduce police interactions by enhancing follow up capacity of MCRT teams Key Deliverables: 	



	Development of a Project Charter	
	Copies of Working Group minutes	
	Development of a toolkit to be used for community engagement across	
	the NW region	
	 Development of messaging campaign to help shift perspectives and 	
	common language	
	Design a framework which would work in both urban and rural	
	communities	
Budget Allocated (As of	Salary03 FTE	
April 1, 2022)	Virtual Conferencing - \$75	
Chahua Undaha aa af	Complete	
Status Update as of	Complete	
March 31, 2022		
(Completed, Delayed, On Hold)		
Key Outcomes	3 working group meetings were held during the period	
key outcomes	Project charter was developed	
	Copies of agendas and meeting minutes were circulated	
	Meetings were continuously delayed or cancelled due to a lack of	
	attendance from the membership. This working group was disbanded in	
	Oct 2022 after the member for TBPS who brought the issue forward	
	informed that other projects in the community were assisting to rectify	
	the issue.	
General Information for Ac	ctivity X.	
General Information for Ac	COR Housing Strategies for Justice-Involved Individuals with Intellectual	
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	Development of a toolkit to be disseminated to intended audience
	Development of presentation materials (eg. Webinar) to be delivered at
	conferences
	Delivery of training to enhance community's understanding of DSO
	eligibility and pathways
Budget Allocated (As of	Salary01 FTE
April 1, 2022)	Virtual Conferencing - \$25
F , - ,	
Status Update as of	Partially Completed
March 31, 2022	
(Completed, Delayed, On	
Hold)	
Key Outcomes	2 working group meetings were held during the period
	A project charter was developed
	Meeting agendas and minutes were circulated to the group
	DSO presented on eligibility and pathways stream during a COR meeting
	Met with Thunder Bay LSSPT table to discuss how both committees could
	collaborate on the goals identified in the project charter. The LSSPT did
	not provide any follow up from the meeting.
	Were scheduled to meet with KRRD-LSSPT but it was cancelled
	This group currently on with no one willing to chair meetings and lack of
	reception to collaborate from LSSPT committees in the north.

D. COR Sustainability through Funding and Partnerships

General Information for Activity XI.			
Description	Secure Sustainable Funding for the COR		
	Currently, the Northwest Centre of Responsibility relies on \$24000 in core funding and annual monetary donations from its membership. In order for the work of this committee to be sustainable, additional permanent core funding is required.		
Objectives and Key Deliverables	Objectives:		
Deliverables	 To secure core funding for two COR positions: a Northwest Community Mobilization Coordinator and a Northwest Community Mobilization Analyst Key Deliverables: 		
	 Completion of a Health System Improvement Pre-Proposal submission to the Ontario Health North requesting funding for two Community Mobilization Positions Exploration of additional funding avenues (eg. Municipal funding, SOLGEN grants) 		
Budget Allocated (As of April 1, 2021)	Salary01 FTE		
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Partially Completed		
Key Outcomes	Intern student researched and compiled list of potential funding sources		



	•	No funding proposals were submitted during this time period
Budget Used by March 31		
2023		

General Information for Activity XII.			
Description	COR Alignment with Community Safety and Well-Being Plans in the NW Region		
Objectives and Key	Objectives:		
Deliverables	 Ensure that Northwest RTD data is shared with the network to help inform the rollout of Community and Safety Wellbeing Plans that are rooted in localized data. COR will maintain representation from the Thunder Bay Community and 		
	Safety Well-Being Advisory Committee		
	Key Deliverables:		
	 Share local and regional RTD data with CSWB planning committees (as requested) 		
	CSWB updates as standing agenda item during COR meetings		
	Share working group toolkits with CSWB's throughout the region		
	 Provide advocacy efforts for systems-level issues identified by Community 		
	Safety and Well-Being committees that are brought forward to the COR		
Budget Allocated (As of April 1, 2022)	Salary – .01 FTE		
Status Update as of March 31, 2022 (Completed, Delayed, On	Mostly Complete		
Hold)			
Key Outcomes	CSWB updates were included as standing agenda item during COR		
	meetings		
	RTD presentations delivered to groups where CSWB representatives were		
	present		
	 Coordinator or TPA rep attended TB CSWB Advisory Meetings (Delayed) Delivery of presentation to Thunder Bay CSWB Advisory 		
	(Delayed) Delivery of presentation to Thunder Bay CSWB Advisory Committee		
	No working group toolkits were developed to share with the CSWB's		
	Coordinator agreed to join upcoming City of Thunder Bay CSWB Steering Committee for Youth Gang Violence		

General Information for Activity XIII.		
Description	Support the Development of Community Reintegration Planning Table for Thunder Bay	
Objectives and Key Deliverables	Objectives:	



	 Improved health, well-being and living conditions of individuals released from custody
	Enhanced community safety
	Key Deliverables:
	Attend Community Advisory Committee Meetings
	Selection of Community Co-Chairs
	Support implementation planning and launch by Jun 30/23
	Identify membership
	Establish table structure and protocols
Budget Allocated (As of April 1, 2022)	Salary – .01 FTE
Status Update as of March 31, 2022	Complete
(Completed, Delayed, On Hold)	
Key Outcomes	Thunder Bay Community Reintegration Planning Table
	Selected Community Co-Chair
	Attended CAC meetings (Fall 2022)
	 Attended multiple meetings with CRPT Coordinators (Secretariat), CRO's,
	Community Co-Chairs, TPA to engage in planning and development of TB CRPT
	 Supported planning for TB CRPT Meet and Greet (Mar 31/23)
	Reviewed and made suggestions to potential membership list