

## HSJCC Network Reporting Template

**2025-2026**

### 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

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| <b>Name of Regional or Local HSJCC</b>                           | <b>Parry Sound District HSJCC</b>   |
| <b>Chair/Co-Chair Names &amp; Contact Information</b>            | <b>Karli Albert (co-Chair)</b><br><b>Canadian Mental Health Association Muskoka Parry Sound</b><br><a href="mailto:kalbert@cmhamps.ca">kalbert@cmhamps.ca</a><br><b>705-384-5392</b>  |
| <b>HSJCC Objectives</b>  | <ul style="list-style-type: none"> <li>● <b>To identify both service and service coordination gaps at the local district level and made recommendations based on the needs and gaps identified</b></li> <li>● <b>To improve linkages with community stakeholders and facilitate joint communication and problem solving</b></li> <li>● <b>To provide a planning table to bring together service providers and /or system level decision-makers to find solutions to the problem of the criminalization of people with defined unique needs</b></li> <li>● <b>To support the provincial strategic priorities by disseminating information between provincial tables and local HSJCC tables.</b></li> </ul> |
| <b>Name of Transfer Payment Agency &amp; Contact Information</b> | <b>Canadian Mental Health Association Muskoka Parry Sound</b><br><b>Katherine Johnson</b><br><a href="mailto:kjohnson@cmhamps.ca">kjohnson@cmhamps.ca</a><br><b>705-789-8891 ext 3223</b>   |

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| <b>Total # of Funds Received from Regional Health Office</b> | <b>\$2040.00</b><br>Budget allocated will reflect the support if regular committee meeting expenses including but not limited to technology, coordination, administrative support, finance support, and identified workplan initiatives and activities. |
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**List of Key Activities & Initiatives**

**I. Court Transportation services**

**II. Client services and supports**

**III. Collaboration and Member Engagement**

**IV. Administrative and Coordination Support**

**V. Knowledge transfer and exchange, training and professional development**

| <b>General Information for Activity I.</b>                              |  |
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| <b>Description</b>  | <b>Identify transportation gaps and needs within the district and engage with community resources to address needs</b>   |
| <b>Objectives and Key Deliverables</b>                                  | <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>● Engage with community partners to identify the needs/gaps in service locally that surround individuals being able to access the courts, court services and OPP stations</li> <li>● Identify local resources that are currently available to assist in the needs of this district</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>● Create a resource document that identifies local resources related to the needs of the individuals and how they can access them</li> <li>● Complete a process map to support decision making and budgetary allotment</li> </ul> |
| <b>Budget Allocated (As of April 1, 2025)</b>                           | <b>\$500.00</b>  |
| <b>Status Update as of March 31, 2026 (Completed, Delayed, On Hold)</b> |  |
| <b>Key Outcomes</b>   |  |

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| <b>Budget Used by<br/>March 31, 2026</b> |  |
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| <b>General Information for Activity II.</b>   |   |
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| <b>Description</b>  | <b>Strengthen community partnerships and guide and support direct service initiatives</b>   |
| <b>Objectives and Key Deliverables</b>  | <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• <b>Develop a mechanism/request process to support committee decision making for a discretionary fund request</b></li> <li>• <b>continue and improve system level understanding of resources and programs available in the district</b></li> <li>• <b>identify needs and gaps in the district on a need level i.e housing, basic needs</b></li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <b>creation of resources manual or document of all local resources</b></li> <li>• <b>completion of a funds request document that the committee can use to approve committee allocated funds</b></li> </ul> |
| <b>Budget Allocated<br/>(As of April 1, 2025)</b>                                     | <b>\$500.00</b>   |
| <b>Status Update as of<br/>March 31, 2026</b><br><br>(Completed,<br>Delayed, On Hold) |   |
| <b>Key Outcomes</b>   |   |
| <b>Budget Used by<br/>March 31, 2026</b>  |   |

| <b>General Information for Activity III.</b> |   |
|--|---|
| <b>Description</b>                           | <b>Maintain current and new memberships at a district HSJCC meeting and continue to engage with potential new community partners</b>  |
| <b>Objectives and Key Deliverables</b>       | <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• <b>Engage with community partners and recruit new members to strengthen the quality of collaboration and communication between participants and the community</b></li> </ul> |

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|  | <ul style="list-style-type: none"> <li>● <b>Assess committee interests and goals across the Parry Sound District</b></li> <li>● <b>Enhance and strengthen the engagement of People with Lived Experience across the Parry Sound District</b></li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>● <b>Complete a recruitment plan and delegate committee members to reach out to other community partners</b></li> <li>● <b>Complete a orientation package for new committee members to be reviewed</b></li> <li>● <b>Quarterly meeting with Parry Sound District HSJCC members</b></li> <li>● <b>Review guidelines for Enhancing the engagement of People with Lived Experience across the HSJCC Network</b></li> </ul> |
| <b>Budget Allocated (As of April 1, 2025)</b>                                  | <b>\$500.00</b>  |
| <b>Status Update as of March 31, 2026</b><br><br>(Completed, Delayed, On Hold) |  |
| <b>Key Outcomes</b>  |  |
| <b>Budget Used by March 31, 2026</b>   |  |

| <b>General Information for Activity IV.</b>   |   |
|---|---|
| <b>Description</b>                            | <b>Access to administrative support persons and hours to assist in the organization and implementation of HSJCC workload and goals</b>  |
| <b>Objectives and Key Deliverables</b>        | <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <b>Improve document organization and distribution to the HSJCC committee members</b></li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>● <b>Have an admin support staff at Quarterly meetings to assist with minutes, document preparation and distribution</b></li> </ul> |
| <b>Budget Allocated (As of April 1, 2025)</b> | <b>\$290</b>  |
| <b>Status Update as of March 31, 2026</b>     |   |

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| <b>(Completed, Delayed, On Hold)</b> |  |
| <b>Key Outcomes</b>                  |  |
| <b>Budget Used by March 31, 2026</b> |  |

| <b>General Information for Activity V.</b>                              |  |
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| <b>Description</b>  | <b>Promote and support professional development opportunities to HSJCC members and to the Parry Sound district community</b>   |
| <b>Objectives and Key Deliverables</b>                                  | <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● Identify, promote and support professional developmental opportunities for the district HSJCC members</li> <li>● Create process in which committee members can request to use budget to support professional development opportunities</li> <li>● Improve service and service collaboration in the district</li> <li>● Improve and increase knowledge of systemic changes and any new practices or initiatives in the district</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>● Standing item at quarterly meeting: review any upcoming conferences, training opportunities and/or community changes</li> <li>● Standing item at quarterly meeting: round table update from committee members on any new initiatives, resources, program and supports</li> </ul> |
| <b>Budget Allocated (As of April 1, 2025)</b>                           | <b>\$250</b>   |
| <b>Status Update as of March 31, 2026 (Completed, Delayed, On Hold)</b> |  |
| <b>Key Outcomes</b>   |  |
| <b>Budget Used by March 31, 2026</b>                                    |  |