Joint Services Steering Committee Meeting Agenda

October 4, 2018
3:45 p.m.
Council Chambers, City Hall

1. Roll Call

2. Confirmation of Minutes
   2.a September 6, 2018

3. Disclosure of Interest

4. Minutes For Information
   None at this time

5. Reports
   5.a Peterborough Paramedics Response Time Plan 2019
   5.b Greater Peterborough and Area Economic Development Corporation
       (GPAEDC) Draft 2019 Budget Report CLSFSJSSC18-001
   5.c Schedule for Joint Services Steering Committee Meetings for 2019

6. Other Business

7. Next Meeting - January 8, 2019 (tentative)

8. Adjournment
Joint Services Steering Committee Minutes

September 6, 2018

Present
Councillor Baldwin, City of Peterborough, Chair
Councillor Beamer, City of Peterborough
Councillor Clarke, City of Peterborough
Councillor Riel, City of Peterborough
Councillor McFadden, County of Peterborough
Councillor Smith, County of Peterborough
Warden Taylor, County of Peterborough

Regrets
Councillor Gerow, County of Peterborough

Staff
Allan Seabrooke, Commissioner of Community Services, City of Peterborough
David Potts, City Solicitor, City of Peterborough
Ellen Armstrong, Manager of Social Services, City of Peterborough
John Kennedy, City Clerk, City of Peterborough
Patricia Lester, Commissioner of Corporate and Legislative Services, City of Peterborough
Randy Mellow, Chief, Peterborough County/City Paramedics
Rebecca Morgan Quin, Manager of Housing, City of Peterborough
Sandra Clancy, CAO, City of Peterborough
Sandy Woodhouse, Policy Analyst, City of Peterborough
Trena DeBruijn, Treasurer, County of Peterborough
Troy Speck, CAO, County of Peterborough

Roll Call
The meeting was called to order by Councillor Beamer, Chair, in the Council Chambers, City Hall at 3:45 p.m.

Confirmation of Minutes
Moved by Henry Clarke
Seconded by Councillor Smith
That the Joint Services Steering Committee meeting minutes of June 14, 2018 be approved.
Carried
Disclosure of Interest

There were no disclosures of interest.

Minutes for Information

Moved by Councillor Riel
Seconded by Gary Baldwin

That the Age-friendly Peterborough Advisory Committee minutes of March 28, 2018 be received for information.

Carried

Peterborough County/City Paramedics Service (PCCP) Preliminary Draft 2019 Budget

Moved by Henry Clarke
Seconded by Councillor Smith

That the Joint Services Steering Committee (JSSC) receive the preliminary draft 2019 PCCP budget proposal and approve it to be forwarded to the City of Peterborough to act as a preliminary estimate to assist the City in their 2019 budget development; AND

That the JSSC recommend that Scenario 2 be used for the purposes of drafting the 2019 PCCP budget, where Scenario 2 includes a service enhancement converting the existing 6-month Buckhorn seasonal ambulance coverage to permanent full-year coverage with the addition of 6 new FTEs.

Carried

Review of the 10-year Housing and Homelessness Plan - Update
Report CSSSJSSC18-008

Moved by Warden Taylor
Seconded by Councillor McFadden

That Joint Services Steering Committee endorse the recommendation outlined in Report CSSSJSSC18-008 dated September 6, 2018, of the Commissioner of Community Services as follows:

That Report CSSSJSSC18-008 and presentation on the 5-year Review of the 10-year Housing and Homelessness Plan be received for information.
Other Business

Moved by Warden Taylor
Seconded by Councillor Riel

That the correspondence dated August 15, 2018, from Premier Ford, be received for information by the Joint Services Steering Committee.

Carried

Next Meeting - October 4, 2018

The Chair indicated that the next Joint Services Steering Committee meeting is scheduled for October 4, 2018.

Adjournment

Moved by Councillor Riel
Seconded by Henry Clarke

That the meeting be adjourned at 4:43 p.m.

Carried

_________________________
John Kennedy
City Clerk

_________________________
Councillor Beamer
Chair
The County of Peterborough

Joint Services Steering Committee

To: Chair and Members of Committee
From: Randy Mellow, Chief of Paramedics
Date: October 4, 2018

Subject: Peterborough Paramedics Response Time Plan 2019

Recommendation: That Joint Services Steering Committee receive and recommend the Response Time Performance Plan for submission under Part VIII of Ontario Regulation 257/00 made under the Ambulance Act and that the Response Time Performance Plan report be referred to County Council.

Overview

The purpose of this report is to provide the Joint Services Steering Committee with analysis and recommendation for the approval of the Land Ambulance Service Response Time Performance Plan for 2019 as mandated by the Ambulance Act

Background

Part VIII of Ontario Regulation 257/00 made under the Ambulance Act, mandated a change to ambulance response time standards that came into effect January 1, 2013. Contrary to the earlier standard which was based on local ambulance service performance in 1996 (at the time of transfer to the Municipality), the legislation now requires annual approved Response Time Performance Plans (RTPP) broken out for sudden cardiac arrest and Canadian Triage Acuity Scale (CTAS) 1, 2, 3, 4 and 5 patients requiring emergency responses.

CTAS is an international medical triage standard utilized by hospitals, ambulance communication services and paramedics to identify how urgently a patient requires medical care.

Specifically, in providing performance plans and reports to the ministry, each municipality must report on:

- The percentage of times that sudden cardiac arrest patients received assistance from a person equipped to provide defibrillation (e.g., paramedic, fire, police, or other first
Within six minutes from the notification of a call by an ambulance communication service.

- The percentage of times that an ambulance crew has arrived on-scene to provide ambulance services to sudden cardiac arrest patients or other patients categorized as CTAS 1 within eight minutes of the time notice is received respecting such services.
- The percentage of times that a paramedic arrived at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the municipality.

All municipal RTPPs are posted on the Ministry of Health and Long Term Care public website (www.health.gov.on.ca/english/public/program/ehs/land/responsetime.html), and are to be accompanied by performance results for the previous year.

Municipalities may adjust individual performance plans at will, subject to timely notification of the Ministry. Annually, and no later than October 31st, municipalities are required to notify the Ministry of their Response Time Performance Plans for the upcoming calendar year.

Analysis

The number one priority of Peterborough County/City Paramedic Service (PCCP) is to provide the best possible prehospital clinical care to the residents and visitors of Peterborough County and City and to do so in the most effective and efficient method possible. In order to achieve this, PCCP administration continually analyses paramedic service call volumes, response times and patient outcomes.

With respect to the RTPP, PCCP focusses particularly on response time data in relation to the targets set out within the plan. A summary of this data is provided in Table 1 below. Based on a review of performance targets and achievements, PCCP Administration has maintained the response time targets set out within the plan while implementing several deployment adjustments over the past several years in an effort to consistently meet those targets. These deployment strategies include:

- Addition of Paramedic Response Unit (PRU) 2016
- Allocating existing ambulance staffing to the west side Clonsilla Station

The result of this deployment strategy, as demonstrated in Table 1 below initially resulted in significantly improving response times on the highest acuity level responses. However, increasing call volume and other system pressures have served to adversely affect response performance. Analysis of response performance in 2018 year-to-date indicates decreased performance in each category of medical acuity.
In an effort to address deteriorating response time performance PCCP Administration has submitted an enhancement plan included in the 2019 PCCP Budget. This plan includes additional staffing that will allow for conversion of a current seasonal ambulance deployment from 12 hours/day to a year round staffed ambulance 24 hours/day. The 2019 budget, inclusive of the proposed enhancement was received by both County Council (2018-08-15) and Joint Services (2018-09-05) and approved to be forwarded to the County and City for budget deliberations.

The enhanced level of service is anticipated to commence on April 1, 2019. PCCP Administration will continue to monitor and report back the effects of the service enhancement in 2019.

In addition to the mandatory response time analysis for the City and County as a whole, PCCP is also capturing and monitoring performance within each municipal boundary. Performance for each municipality compared to the RTPP targets for the calendar year 2017 is provided in following charts. Also included below is an analysis of average response times per municipality.

Figure 1

In an effort to address deteriorating response time performance PCCP Administration has submitted an enhancement plan included in the 2019 PCCP Budget. This plan includes additional staffing that will allow for conversion of a current seasonal ambulance deployment from 12 hours/day to a year round staffed ambulance 24 hours/day. The 2019 budget, inclusive of the proposed enhancement was received by both County Council (2018-08-15) and Joint Services (2018-09-05) and approved to be forwarded to the County and City for budget deliberations.

The enhanced level of service is anticipated to commence on April 1, 2019. PCCP Administration will continue to monitor and report back the effects of the service enhancement in 2019.

In addition to the mandatory response time analysis for the City and County as a whole, PCCP is also capturing and monitoring performance within each municipal boundary. Performance for each municipality compared to the RTPP targets for the calendar year 2017 is provided in following charts. Also included below is an analysis of average response times per municipality.
It is generally accepted within Paramedic Service system designs that response time performance will differ in rural and urban settings. Review of the local performance data at the municipal level clearly indicates a disparity between the urban and rural settings. This is a disparity not identified or recognized by the current provincially mandated response time reporting requirement.

Following implementation of the enhanced staffing level in 2019, PCCP Administration is proposing to continue analysis of response time performance in all areas (urban/rural/municipal) with a goal to recommend and establish 2020 Response Time Performance Plan. The 2020 plan is proposed to expand on the mandated County/City response time targets and to include response time performance targets for both urban and rural areas within Peterborough County.

In summary, PCCP remains committed to continual analysis of performance and seeks system improvement opportunities. Current operating conditions and trends suggest that the proposed response time targets are both reasonable and attainable and the proposed service enhancements will allow PCCP to meet targets effectively and efficiently. Therefore, administration recommends maintaining the response time targets as set out and previously endorsed by County Council and the submission of the 2019 RTPP (Attachment 1).
Should the enhanced level of ambulance service not be approved, the RTPP would need to be reviewed as described in Reg 257, Part VIII: (4) and new targets potentially be established that take into consideration the increasing system pressures.

**Financial Impact**

No additional costs are anticipated

**Anticipated Impacts on Local and/or First Nations Communities**

None

**Link to County of Peterborough Strategic Plan Priorities**

- Improved Essential Infrastructure
- Financial Sustainability and Fiscal Responsibility

**In consultation with:**

1. CAO Troy Speck
2. Deputy Chief Chris Barry, PCCP Operations

**Communication Completed/required:**

The 2019 Response Time Performance Plan must be submitted to the Ministry of Health by October 31, 2018

**Attachments**

Attachment 1: 2018-10-17 Peterborough Paramedics Response Time Plan 2019

Respectfully Submitted,
Original Signed by
Randy Mellow
Chief of Paramedics

For more information, please contact
Randy Mellow, Chief of Paramedics
rmellow@ptbocounty.ca
(705) 743-5263 Ext 4112
October 17, 2018

Donna Piasentini  
Director,  
Emergency Health Program Management and Delivery Branch (EHPMDB)  
5700 Yonge Street, 6th Floor  
Toronto, Ontario M2M 4K5

VIA EMAIL

RE: RESPONSE TIME STANDARD NOTIFICATION

Dear Ms. Piasentini,

Pursuant to the Ambulance Act Reg 257, Part VIII:

(2) No later than October 1 in each year after 2011, every upper-tier municipality and every delivery agent responsible under the Act for ensuring the proper provision of land ambulance services shall establish, for land ambulance service operators selected by the upper-tier municipality or delivery agent in accordance with the Act, a performance plan for the next calendar year respecting response times. O. Reg. 267/08, s. 1 (2); O. Reg. 368/10, s. 1 (1).

(3) An upper-tier municipality or delivery agent to which subsection (2) applies shall ensure that the plan established under that subsection sets response time targets for responses to notices respecting patients categorized as Canadian Triage Acuity Scale (“CTAS”) 1, 2, 3, 4 and 5, and that such targets are set for each land ambulance service operator selected by the upper-tier municipality or delivery agent in accordance with the Act. O. Reg. 267/08, s. 1 (2).

(4) An upper-tier municipality or delivery agent to which subsection (2) applies shall ensure that throughout the year the plan established under that subsection is continuously maintained, enforced and evaluated and, where necessary, updated, whether in whole or in part. O. Reg. 267/08, s. 1 (2).

(5) An upper-tier municipality or delivery agent to which subsection (2) applies shall provide the Director with a copy of the plan established under that subsection no later than October 31 in each year, and a copy of any plan updated, whether in whole or in part, under subsection (4) no later than one month after the plan has been updated. O. Reg. 267/08, s. 1 (2).

Please find attached the Response Time Performance Plan for the calendar year of 2019;
SUDDEN CARDIAC ARREST

50% percent of the time, Peterborough County/City Paramedic Service plans to have a responder equipped with an AED and able to defibrillate a patient determined to be in sudden cardiac arrest, within 6 minutes from the time ambulance dispatch conveys the call information to the designated land ambulance delivery agent until the said responder arrives the scene.

CTAS 1

66% percent of the time, Peterborough County/City Paramedic Service plans to have a paramedic as defined by the Ambulance Act respond to any patient determined to be CTAS 1, within 8 minutes from the time ambulance dispatch conveys the call information until the paramedic arrives the scene.

CTAS 2, 3, 4, 5

Peterborough County/City Paramedic Service plans to have a paramedic as defined by the Ambulance Act respond to any patient determined to be CTAS 2, 3, 4, 5 within a period of time as noted below in Table 1:

Table 1

<table>
<thead>
<tr>
<th>CTAS Level</th>
<th>Target elapsed time from paramedic notified until on scene (Min:Sec)</th>
<th>Target Percentage to achieve response time target</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10:00</td>
<td>65%</td>
</tr>
<tr>
<td>3</td>
<td>10:00</td>
<td>65%</td>
</tr>
<tr>
<td>4</td>
<td>10:00</td>
<td>65%</td>
</tr>
<tr>
<td>5</td>
<td>10:00</td>
<td>65%</td>
</tr>
</tbody>
</table>

Should you require any further information, please do not hesitate to contact me.

Sincerely,

Randy Mellow, CMM III
Chief, Peterborough County/City Paramedics

CC: Troy Speck, Chief Administrative Officer, County of Peterborough
Robert Acheson, Field Manager, Central East Field Office MOHLTC EHSB
To: Members of the Joint Services Steering Committee

From: Patricia Lester, Commissioner of Corporate and Legislative Services

Meeting Date: October 4, 2018

Subject: Report CLSFSJSSC18-001
Greater Peterborough and Area Economic Development Corporation (GPAEDC) Draft 2019 Budget

Purpose
A report to present the draft 2019 GPAEDC Budget.

Recommendation
That the Joint Services Steering Committee approves the recommendation outlined in report CLSFSJSSC18-001, dated October 4, 2018, of the Commissioner of Corporate and Legislative Services, as follows:

That the Joint Services Steering Committee endorse the draft 2019 GPAEDC Budget, as set out in Appendix A to report CLSFSJSSC18-001, and recommend to City and County Council for consideration during their respective 2019 Budget discussions.

Budget and Financial Implications
Overall, the requested municipal share of expenses that represents core funding has increased 2.0% or $19,409 for the City from $970,470 to $989,879 and the County share increasing $13,701 from $685,057 to $698,758.
Funding requests for Sustainable Peterborough are in the amount of $40,000 from each of the City and County. Funding from the City for Airport Marketing is requested in the amount of $25,000 and Cleantech Commons in the amount of $50,000.

For the term of the current agreement dated December 7, 2015 (Report CAO15-024), the City and the County have agreed to provide funding to GPAEDC to undertake Core Economic Development activities, as set out in Appendix A, which is at least equal to the approved 2016 budget and subject to annual National Consumer Price Index for the previous year. For the purposes of the 2019 Budget, CPI is assumed to be 2.2%.

The annual net costs to undertake Core Economic Development Activities is allocated to the City and County based upon their proportionate share of total combined permanent population, as established by the latest available official census. The City’s share is 58.62% (2018 – 58.32%).

**Background**

GPAEDC staff will be available at the October 4, 2018 Joint Services Steering Committee to answer questions the Committee members may have.

Submitted by,

Patricia Lester
Commissioner of Corporate and Legislative Services

Contact Person

Richard Freymond
Manager of Financial Services
Phone: 705-742-7777 Ext 1862
Toll Free: 1-855-738-3755
Fax: 705-876-4607
E-mail: rfreymond@peterborough.ca

Attachments:
Appendix A - Draft 2019 Budget for the GPAEDC
## Peterborough & the Kawarthas Economic Development
### 2019 Budget

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>2018 Forecast</th>
<th>2019 Budget</th>
<th>% 2019 Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE FUNDING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Peterborough</td>
<td>970,470</td>
<td>989,879</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>County of Peterborough</td>
<td>685,057</td>
<td>698,758</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td><strong>Total City &amp; County</strong></td>
<td>1,655,527</td>
<td>1,688,637</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td><strong>JSSC APPENDIX C REQUESTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport Marketing (City)</td>
<td>28,000</td>
<td>25,000</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>Cleantech Commons at Trent U (City)</td>
<td>50,000</td>
<td>50,000</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Ag Devt/Tourism Project (County)</td>
<td>55,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL JSSC FUNDING RECEIVED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainable Peterborough</td>
<td>102,500</td>
<td>80,000</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>Tourism: Wayfinding</td>
<td>10,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total City &amp; County</strong></td>
<td>245,500</td>
<td>155,000</td>
<td>7%</td>
<td></td>
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<tr>
<td><strong>OTHER SOURCES OF REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Development (EODP)</td>
<td>15,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tourism (Summer Students)</td>
<td>6,720</td>
<td>3,500</td>
<td></td>
<td></td>
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<tr>
<td>Sustainable Ptbo (Colleges &amp; Inst Cda)</td>
<td>15,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>36,720</td>
<td>3,500</td>
<td>0%</td>
<td></td>
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<tr>
<td>Business Advisory Centre (MEDG)</td>
<td>135,385</td>
<td>135,385</td>
<td>(5)</td>
<td></td>
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<tr>
<td>Starter Company Plus (MEDG)</td>
<td>200,777</td>
<td>45,709</td>
<td>(5)</td>
<td></td>
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<tr>
<td>Tourism (Summer Students)</td>
<td>-</td>
<td>2,500</td>
<td>(8)</td>
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<tr>
<td>Business Development (MEDG - CIT)</td>
<td>68,250</td>
<td>36,750</td>
<td>(6)</td>
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<tr>
<td><strong>Provincial</strong></td>
<td>404,412</td>
<td>220,344</td>
<td>10%</td>
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<tr>
<td><strong>Private Sector</strong></td>
<td>215,543</td>
<td>185,724</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>2,557,702</td>
<td>2,253,205</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

## EXPENSES

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>2018</th>
<th>2019</th>
<th>%</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Business Development</td>
<td>1,440,537</td>
<td>1,080,492</td>
<td>47%</td>
<td>(8)</td>
</tr>
<tr>
<td>Marketing &amp; Communication</td>
<td>143,800</td>
<td>91,300</td>
<td>4%</td>
<td>(8)</td>
</tr>
<tr>
<td>Tourism</td>
<td>670,368</td>
<td>569,746</td>
<td>25%</td>
<td>(9)</td>
</tr>
<tr>
<td>Facilities &amp; Administration</td>
<td>656,078</td>
<td>660,489</td>
<td>29%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>2,766,983</td>
<td>2,310,727</td>
<td>101%</td>
<td></td>
</tr>
</tbody>
</table>

### Total Surplus/(Deficit)

- **(209,281)**  
- **(57,522)**

### Draw from Reserves & Accumulated Surplus

- **209,281**  
- **57,522**

### NET SURPLUS/(DEFICIT)

- **0**  
- **0**
Peterborough & the Kawarthas Economic Development
2019 Budget

NOTES:

1. Core Funding for 2019 is 2.0% greater than 2018 funding.
2. An Appendix C request is submitted for $25,000 to continue promotion of the Peterborough Airport.
3. The Cleantech Commons at Trent U project (formerly TRIP) commenced in 2016 with funding from ICCI, City of Peterborough, and Trent University. In 2017 & 2018 Appendix C requests were approved for $50,000. An Appendix C request is submitted for $50,000 to continue promotion of Cleantech Commons.
4. It is anticipated that Sustainable Peterborough, a City-County initiative housed within GPAEDC, will receive $40,000 each from the City and County in 2019.
5. The Ministry of Economic Development and Growth (MEDG) funds the Business Advisory Centre and Starter Company Plus. Due to the change in government and uncertainly as to funding, only the final quarter of the 2-year Starter program is included in 2019's budget.
6. A grant of $105,000 received from MEDG for Communities in Transition will span 2018 & 2019 with the bulk of activity occurring in 2018.
7. Includes $125,000 ($140,000 in 2018) received from the Peterborough Destination Association for Tourism Marketing purposes. The final year of funding will be 2019 as the association has disbanded.
8. Business Development expenditures are less than in 2018, in part due to: (i) a $150,000 anticipated drop in funding for Starter Company Plus, (ii) projects completed in 2018 that had been carried over from 2017, and (iii) the completion of Pride of Place projects.
9. Tourism expenditures are less than in 2018, in part due to: (i) a $15,000 drop in funding from the Peterborough Destination Association, (ii) projects completed in 2018 that had been carried over from 2017, and (iii) the travel guide that will not require reprinting.
10. There are sufficient reserves to fund the anticipated deficit in 2019.
To: Members of the Joint Services Steering Committee

From: Troy Speck, CAO, County of Peterborough  
      Sandra Clancy, CAO, City of Peterborough

Date: October 4, 2018

Subject: Schedule for Joint Services Steering Committee Meetings for 2019

Recommendation

That the Joint Services Steering Committee approve the proposed schedule of  
meetings for 2019 Committee meetings in accordance with Articles 2.6 and 2.7 of the  
Consolidated Municipal Service Management Agreement:

Tuesday, January 8, 2019 (Special meeting re: 2019 Budget Request for Social  
Services/Social Housing and POA)
Thursday, February 14, 2019
Thursday, June 13, 2019
Thursday, September 12, 2019
Thursday, October 24, 2019

2.6 Frequency of meetings

The Joint Services Steering Committee may meet once each quarter. Additional  
meetings may be scheduled if issues arise which, in the opinion of the City  
Administrator and/or the County Administrator, need to be presented to the  
Committee.

2.7 Date of meetings

When required, meetings will be held on the 2nd Thursday of the month.

The City and County Administrators will continue to review agenda material and  
evaluate the need for meetings based on sufficient material and availability of a quorum.

Submitted by:

Troy Speck  Sandra Clancy
CAO  CAO