

Project Work Plan
Community Needs Assessment and Planning Project
North Superior Training Board

PURPOSE

The purpose of this project is to:

- a) Identify the general impact our declining regional economy has had on community agencies, services and programs in terms of the ability of those organizations to meet service demands;
- b) Sample the nature of the response those same organizations have made or intend to make to counter, cope with, or otherwise respond to our declining economy;
- c) Identify program and service gaps that communities are facing; and,
- d) Gather suggestions and alternatives concerning how those program and service gaps could best be met.

APPROACH

1. We have identified a list of approximately 90 organizations and agencies (including ten labour organizations) in Thunder Bay and estimate another 30 organizations and groups in the region to the East of Thunder Bay. In the region, we will contact agencies and organizations based in Nipigon/Red Rock, Geraldton/Longlac, Terrace Bay/Schreiber, Marathon and Manitouwadge.

With the exception of labour organizations, these organizations are directly involved in community program and service delivery where those services are deemed most likely to be impacted by the declining economy. Organizations have been selected from the following service delivery groups:

- First Nation communities (Fort William and Pic River)
- Treatment and support groups dealing with additions and mental health issues
- Child & family services (child care, counselling, children's aid)
- Crisis intervention (temporary and low-income housing, shelters, distress help lines)
- Education & training (adult retraining, skills assessment, literacy programs)
- Social assistance
- Police services (domestic disputes, crime)

Contacts within the labour movement are expected to provide a sense of the secondary impacts the decline in forestry may be having on other areas of the labour market, as well as to identify the activities and initiatives organized labour has or plans to take.

Our contact lists will sample agencies and organizations. Information gathered is not intended to be statistically representative.

2. Contacts will be made through telephone interviews, and where possible, through in-person consultations. The joint community adjustment committee for Terrace Bay/Schreiber has been targeted for direct consultation as this group has been active for several months and so may be further ahead than other communities in identifying and acting on local needs and strategies.
3. A draft outline for data collection is appended. It is anticipated that input from the Board and the Ministry will assist in ensuring that the enquiries we make are appropriately directed to the goals of the project. It is intended that the finalized list of questions will be kept general to ensure they apply to the wide range of agencies and organizations to be consulted.
4. Contacts will be made by a team of three consultants, using the finalized guideline for data collection. To ensure consistency, consultants will be briefed by Gail Lawrence, the Project Lead, and they will be provided with feedback based on a review of the notes from the first few calls they complete.
5. We will produce a Report which will summarize our findings and set out recommendations developed from stakeholder input. An electronic database containing contact information for participating agencies and groups will be turned over with our Report.

PROJECT TIMELINE

6. Telephone calls will be commenced once final approval of the guideline for data collection is received. We anticipate that all 120 organizations and groups can be contacted provided the guideline is finalized by March 16th.
7. Our draft report will be delivered no later than March 31st, and our final report on or before April 15th, 2006.

PROJECT BUDGET

8. An average per diem rate of \$500. will be applied to project activities. Our budget for this project, as detailed in the accompanying document, is a maximum of \$10,000. covering fees, expenses and GST.
9. We are required to assess G.S.T. on all fees and expenses unless provided with proof of Exempt status.

TERMS AND CONDITIONS

- 10 Where not elsewhere specified, any requirements for consulting work in addition to the services outlined will be charged at hourly or per diem rates then in effect, plus expenses. TrendLine reserves the right to reassess fees and time-lines in the event of changes in the scope of the work.

CONTACT INFORMATION

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Appendix A: Draft Guideline for Data Gathering

Purpose of the call:

- we are calling to ask for your input in assessing the impact of recent lay-offs and closures on our community and community services.
- we have been contracted by NSTB to collect this important information
- the information will be summarized by community and for the region in a report which will be shared with all levels of government – the report will present a plan which outlines how existing community resources can be leveraged to mitigate the effects of our declining economy

- contacting organizations in Thunder Bay / across the region to:
 - a) identify how our declining economy has impacted community services, groups and job opportunities;
 - b) find out what organizations and groups are doing or planning to do in response;
 - c) collect your suggestions concerning program and service needs which would accelerate the development of community initiatives or strengthen initiatives already underway or planned

- the report will be available to you??? through ???
- this will take about 20 minutes of your time

Guideline for Interview:

What impact, if any, have the layoffs and closures in your community/region during the past year to six months had on your agency / organization / programs ?

What events have been most significant in causing this impact?

How has your agency / organization / program responded to these impacts? What new/additional/different actions has your organization taken? (If additional resources have been tapped — what resources, what source?)

Are there areas in which your organization could be / should be doing more to respond? What more could be done by/through your organization? (If yes, what resources do they have to offer — what more would they need?)

What other agencies / organizations / programs does your agency, etc. link or network with in your community? In the region? Is this formal or informal. Has this group taken any initiative directly in response to the economy? Are there other individuals at any of

those organizations / associations or with other community agencies / programs that you would suggest I speak to?

What are the key actions required to mitigate the impact of our declining economy in your community / service area?