

Draft - v.5

# **PSSDC MEETING AGENDA**

## WEDNESDAY, FEBRUARY 22, 2023

### 9:00 A.M. - 4:00 P.M. EST

### **Delta Hotel Ottawa City Centre**

#### Meeting Room: Joliet-Frontenac

#### BREAKFAST: 8:00 A.M. – 8:55 A.M. EST – Room Chaudière

#	TIME	PSSDC PRIORITY/ TOPIC	OBJECTIVE	ACTION	LEADS
	9:00 – a.m.	Welcome	Welcome, Land Acknowledgement and Roundtable Introductions		James Gilbert, PSSDC Co- Chair, ESDC/Service Canada
1	9:05- 9:20 a.m. (15	Secretariat	Objective: A) Approval of Record of Decision from Sept. 29, 2022, in-person meeting, Toronto, ON (TAB 1A)	For approval	Lead: Sheila Robinson, PSSDC Co-Chair
	min)		<ul> <li>B) Acceptance of February 22, 2023, Meeting Agenda (TAB 1B)</li> </ul>	For approval	
			<ul> <li>C) PSSDC Treasurer's Report         <ul> <li>PSSDC Financial Report (TAB 1C)</li> <li>PSSDC Members' contributions for 2023-2024 (TAB 1D)</li> </ul> </li> </ul>	For review	Linda Maljan, PSSDC Treasurer
2		UNCLAIMED BENEFITS	PSSDC Priority: UNCLAIMED BENEFITS		Lead: James Gilbert, PSSDC
	9:20 – 10:50	PRIORITY	<u>Objectives</u>		Co-Chair
	a.m.		A) Intro and Context: Unclaimed Benefits Priority – 20 min	Expected outcome:	
	(90 min)		<ul> <li>This priority's main objectives are:         <ul> <li>Identifying data gaps (i.e., key programs and populations) for the Table to focus on</li> <li>Leveraging technology (i.e., Robotic Process Automation) to better identify</li> </ul> </li> </ul>	Priority framed to provide a common understanding.	



	<ul> <li>communities and populations with lower uptake rates</li> <li>Identifying barriers to auto-enrollment and solutions</li> <li>Supporting targeted outreach to populations with lower uptake rates, including joint FPT outreach</li> </ul>		
	B) Showcase: CRA's Disability Tax Credit (DTC) Navigators - 20 min Acting as a single point of contact between CRA and taxpayer, Navigators make it easier for taxpayers to navigate their DTC application process. Resolve complex issues and provide clear and consistent info. Navigator enhances the DTC program. Endorsed by Disability Adv. Cmte (DAC) as improving client experience.	Expected outcome: Example related to the priority provided to inform brainstorming discussion to follow.	Silvano Tocchi Assistant Commissioner Digital Transformation Program Branch, CRA
	C) Joint Outreach to Communities (Service Ontario and SC Ontario Region) - 20 min	Expected outcome: Example related to the priority provided to inform brainstorming discussion to follow.	ON and ESDC Presenters
	<ul> <li>D) Discussion on UNCLAIMED BENEFITS PRIORITY – 30 min</li> <li>Identify opportunities with measurable outcomes for citizens for inter-jurisdictional</li> </ul>	Expected outcome: Potential inter- jurisdictional initiative/pilots	PSSDC Co- Chairs
	initiatives/pilots to address existing problems or gaps related to unclaimed benefits	to address an existing problem or gap	
	Discussion on proposed working Group (mandate, membership, workplan and funding)	related to unclaimed benefits identified to explore.	



		0 -11:05 a.m. (15 min)	BREAK		
3	11:05 - 12:00	STAFFING & RETENTION PRIORITY	PSSDC Priority: STAFFING AND RETENTION		Lead: Sheila Robinson, PSSDC Co-Chair
	a.m.		<u>Objectives</u>	Even a stard	
	(55 min)		<ul> <li>A) Intro and Context: Staffing and Retention Priority – 5 min</li> </ul>	Expected outcome: Priority framed to provide a	
			<ul> <li>This priority's main objectives are:         <ul> <li>Exploring recruitment, on-boarding, and training initiatives for service staff</li> <li>Exploring co-location, co-delivery of services, and inventory sharing for service staff</li> </ul> </li> </ul>	common understanding.	
			B) Panel presentations with ESDC and 3 PTs on staffing and retention challenges and best practices – 30 min	Expected outcome: Example related to the priority provided to inform brainstorming discussion to follow.	<b>Presenters</b> (ESDC NS, NB, ON, SK, NWT, and/or MSDO - TBC)
			<ul> <li>C) Discussion on the STAFFING &amp; RETENTION PRIORITY – 20 min</li> <li>Identify opportunities with measurable outcomes for citizens for inter-jurisdictional initiatives/pilots to address existing problems or gaps related to Staffing and Retention</li> <li>Discussion on proposed working Group (mandate, membership, workplan and funding)</li> </ul>	Expected outcome: Potential inter- jurisdictional initiative/pilot(s) ) to address an existing problem or gap related to staffing and retention identified to explore.	PSSDC Co- Chairs
	12:0	0 – 1:00 p.m.	LUNCH – Room: Chaudière		



4	1;00 - 1:15 p.m.	PSSDC FORWARD PLAN	PSSDC and FPT DMs' Table Collaboration <u>Objectives</u>	Expected	FPT DMs' Table Secretariat:
	(15 min)		<ul> <li>Alignment between PSSDC and the FPT DMs' Table on Service Delivery Collaboration on common priorities</li> <li>Opportunity to strengthen the collaborative relationship between the two tables.</li> </ul>	outcome: Inter- jurisdictional co-operation on common FPT service committee priorities	James Gilbert, ESDC/Service Canada Sheila Robinson, BC
			<ul> <li>Discuss linkages between the PSSDC and the FPT DMs' Table on Service Delivery Collaboration for better alignment between the two tables</li> <li>Discuss support by the PSSDC to achieve priorities common with the FPT DMs' Table and vice versa</li> </ul>	enhanced, promoted, and strengthened.	FPT DMs' Table Co-Chairs (TBC)
5		SERVICE DESIGN PRIORITY	PSSDC Priority: SERVICE DESIGN <u>Objectives</u>		Lead: Sheila Robinson, PSSDC Co-Chair
	1:15 – 2:20 p.m. (65 min)		<ul> <li>A) Intro and Context: Service Design – 5 min</li> <li>This priority's main objectives are: <ul> <li>Supporting co-design, client feedback, and design thinking approaches</li> <li>Leveraging lessons learned and successes to foster joint outreach on complementary programs/services</li> <li>Supporting digital adoption strategies to better embed inclusion and accessibility into digital services</li> <li>Supporting clients moving online through service delivery channels coordination for a more seamless experience.</li> </ul> </li> </ul>	Expected outcome: Priority framed to provide a common understanding.	
			<ul> <li>B) Agile Governance Pilot – 20 min</li> <li>Agile is an iterative, incremental development approach that stresses human communication</li> </ul>	Expected outcome: Example related to the	Aaron Jaffery, Director General, Digital Experience and



	and and and			*	
			and feedback, centres customer collaboration, continuous learning and embraces change to continuously produce working products, programs, and policies.	priority provided to inform brainstorming discussion to follow.	Client Data, ESDC
			C) Presentation on service design approaches, lessons learned and best practices- 20 min	Expected outcome: Example related to the priority provided to inform brainstorming discussion to follow.	Presenter (TBC)
			<ul> <li>D) Discussion on the SERVICE DESIGN PRIORITY – 20 min</li> <li>Identify opportunities with measurable outcomes for citizens for inter-jurisdictional initiatives/pilots to address existing problems or gaps related to service design.</li> <li>Discussion on proposed working Group (mandate, membership, workplan and funding)</li> </ul>	Expected outcome: Potential inter- jurisdictional initiative/pilots to address an existing problem or gap related to service design identified to explore.	PSSDC Co- Chairs
	2:20 to 2	2:35 p.m.	BREAK		
6	2:35 – 3:30 p.m.	PSSDC PRIORITIES	Other Areas of Recent Interest to PSSDC for Potential Action <u>Objective</u>		Lead: James Gilbert, PSSDC Co-Chair
	(55 min)		<ul> <li>A) Intro and Context: - 5 min</li> <li>This agenda item's main objectives are to: <ul> <li>Identify emerging areas of interest.</li> </ul> </li> </ul>	Expected outcome: Agenda item framed to provide a	



	130			all.
		<ul> <li>Identify linkages to other priorities or areas of interest to PSSDC including digital trust and credentials, and supporting traditional Indigenous names on digital identity documents to leverage</li> <li>Provide insights on potential areas for collaboration to advance.</li> </ul>	common understanding.	Pavel Koval,
		B) Emerging Area(s) of Interest related to service delivery and inter-jurisdictional collaboration – 15 min	Expected outcome: Insights into	Research Analyst
		Overview of the results of the PSSDC jurisdictional Information Sharing Analysis for potential area(s) of inter-jurisdictional collaboration related to service delivery issues identified by members.	emerging areas of interest and issues, and opportunities for collaboration.	Maria Luisa Willan, ICCS Secretariat
		<ul> <li>C) Digital Trust and Credentials – 15 min</li> <li>While this is a Joint Councils' priority and work is reported back at Joint Councils, is there a service delivery lens on the Digital Trust and Credentials Priority that the PSSDC would like to identify and focus on?</li> <li>Discuss linkages and horizontal alignment of the PSSDC to the new FPT DMs' Table on Digital Trust &amp; Cybersecurity and the new FPT Ministers' Table on Digital Trust &amp; Cybersecurity</li> <li>PSSDC's perspective inform the Digital Trust and Credentials discussion planned at Joint Councils the next day</li> </ul>	Expected outcome: Approach for ensuring a service delivery lens is applied to Digital Identity efforts.	PSSDC Co- Chairs
		<ul> <li>D) Truth and Reconciliation Commission</li> <li>Call to Action #17: - 20 min</li> </ul>	Expected outcome: Confirmation as to how PSSDC wants	Lori Doran, Director General Individual Affairs Branch, Indigenous



8       3:45 - Secretariat       Other Business: A:00 p.m.       Other Business: A:00 p.m.       Other Business: A:00 p.m.       Expected outcome: PSDC Co-Chair       Expected outcome: PSDC Co-Chair       Expected outcome: PSDC Co-Chair       Lead: James Gilbert, PSSDC         8       3:45 - p.m.       Secretariat       Other Business: A:00 p.m.       Other Business: A:00 p.m.       For priorities       For priorities       For priorities       For priorities         8       3:45 - p.m.       Secretariat       Other Business: A:00 p.m.       Other Business: A:00 p.m.       For priorities       For priorities       For priorities         8       3:45 - p.m.       Secretariat       Other Business: A:00 p.m.       A) Update: PSDC's Contact Centre CoP p.m.       For information / feedback       For priorities       Lead: James Gilbert, PSSDC Co-Chair         8       3:45 - p.m.       Secretariat       Other Business: A) Update: PSSDC's Contact Centre CoP p.m.       For information / feedback       Lead: James Gilbert, PSSDC Co-Chair         8       3:45 - p.m.       Secretariat       Other Business: A) Update: PSSDC in-person meeting: September 21, 2023, at 1:00 p.m. EDT O: Thursday, Apug 17, 2023, at 1:00 p.m. EDT       For information / feedback       Lead: James Gilbert, PSSDC         9       PSDC Teleconferences: O Tuesday, Apug 17, 2023, at 1:00 p.m. EDT       Tuesday, Apug 22, 2023, at 1:00 p.m. EDT       Please complete evaluation form					The second secon	and it is a second s
3:45 p.m.       Planning       Objectives       Robinson, Objectives         • Discuss champions/ ambassadors for priorities       • Discuss champions/ ambassadors for priorities       Expected outcomes: PSSDC Forward Plan confirmed       PSDC Co- Chairs and ICCS         8       3:45 – 4:00 p.m.       Secretariat       Other Business: A) Update: PSSDC's Contact Centre CoP B) PSSDC Action Items       For information / feedback       Lead: James Gilbert, PSSDC Co-Chair         8       3:45 – 4:00 p.m.       Secretariat       Other Business: A) Update: PSSDC's Contact Centre CoP B) PSSDC Action Items       For information / feedback       Lead: James Gilbert, PSSDC Co-Chair         8       3:45 – 4:00 p.m.       Secretariat       Other Business: A) Update: PSSDC's Contact Centre CoP B) PSSDC Action Items       For information / feedback       Lead: James Gilbert, PSSDC Co-Chair         0       Next PSSDC in-person meeting: September 21, 2023, Quebec City, QC       For Tuesday, April 18, 2023, at 1:00 p.m. EDT O Thursday, June 15, 2023, at 2:00 p.m. EDT       For Thursday, August 22, 2023, at 1:2:00 p.m.				<ul> <li>meeting on Indigenous Service Canada's jurisdictional scan results</li> <li>Review and discussion on the proposed scope for the creation of a working group to address TRC's CTA #17 related to reclaiming names prepared by Indigenous Services Canada</li> <li>Call to Action #17: Indigenous peoples, residential school survivors and their families can reclaim their Indigenous names, as written, on passports and other government-</li> </ul>	efforts in this space and if so	
4:00       p.m.       A) Update: PSSDC's Contact Centre CoP       For information / feedback       Gilbert, PSSDC         (15       B) PSSDC Action Items       C) PSSDC Bring Forward Agenda       D) Next PSSDC in-person meeting: September 21, 2023, Quebec City, QC       E) PSSDC Teleconferences:       Tuesday, April 18, 2023, at 1:00 p.m. EDT       Vednesday, May 17, 2023, at 1:00 p.m. EDT         0       Tuesday, June 15, 2023, at 2:00 p.m. EDT       Tuesday, August 22, 2023, at 12:00 p.m. EDT       Image: Content of the second process of th	7	3:45		<ul> <li><u>Objectives</u></li> <li>Discuss champions/ ambassadors for priorities</li> <li>Recap next steps related to each PSSDC</li> </ul>	outcomes: PSSDC Forward Plan	Robinson, PSSDC Co-Chair PSSDC Co-
PSSDC EVALUATION FORM Please complete evaluation form	8	4:00 p.m. (15	Secretariat	<ul> <li>A) Update: PSSDC's Contact Centre CoP</li> <li>B) PSSDC Action Items</li> <li>C) PSSDC Bring Forward Agenda</li> <li>D) Next PSSDC in-person meeting: September 21, 2023, Quebec City, QC</li> <li>E) PSSDC Teleconferences: <ul> <li>Tuesday, April 18, 2023, at 1:00 p.m. EDT</li> <li>Wednesday, May 17, 2023, at 1:00 p.m. EDT</li> <li>Thursday, June 15, 2023, at 2:00 p.m. EDT</li> <li>Tuesday, August 22, 2023, at 12:00 p.m. EDT</li> </ul> </li> </ul>	information / feedback	Gilbert, PSSDC Co-Chair
				PSSDC EVALUATION FORM	Please complet	e evaluation form



4:00	Adjournment of PSSDC Meeting	
p.m.		
5:50	Delegates to meet in the lobby of the Delta	
p.m.	Hotel to board bus for dinner.	

## OFFICIAL JOINT COUNCILS' DINNER & PRESENTATION OF THE ICCS HEINTZMAN LEADERSHIP AWARD

# National Arts Centre / Centre National des Arts

# **Rossy Pavillion**

(1 Elgin Street, Ottawa)

Pre-Dinner Reception: 6:20 – 6:50 p.m. ICCS Heintzman Leadership Award presentation: 7:00 p.m. Official Dinner: 7:15– 9:00 p.m.

**Business Attire** 

The National Arts Centre (NAC) is Canada's bilingual, multi-disciplinary home for the performing arts. The NAC presents, creates, produces, and co-produces performing arts programming in various streams—the NAC Orchestra, Dance, English Theatre, French Theatre, Indigenous Theatre, and Popular Music and Variety—and nurtures the next generation of audiences and artists from across Canada. The NAC is located in the National Capital Region on the unceded territory of the Algonquin Anishinabeg Nation.