



**A LICENCE OR RENEWAL OF A LICENCE TO
PROVIDE RESIDENTIAL CARE
Child, Youth and Family Services Act, 2017
No. 11-0070
Date of Issue: 2020-10-30**

Licence
 Renewal

Under the authority provided in the *Child, Youth and Family Services Act, 2017* (CYFSA) this licence is granted to:

Children's Aid Society of the District of Thunder Bay

of the City of Thunder Bay of the District of Thunder Bay to provide parent model foster residential care under the name of:

Children's Aid Society of the District of Thunder Bay

At 1110 Jade Court in the City of Thunder Bay of the District of Thunder Bay

This licence expires on the 28th of October, 2021.

This licence is subject to the following conditions, imposed by the Director pursuant to section 255 of the CYFSA:

Conditions attached as Schedule "A"

1. The Licensee shall review ten per cent (10%) of the foster child files at least once every three months during the term of the Licence to confirm the following:
 - a) The required persons were involved in the development or review of the Plan of Care, including the foster parents and foster child, to the extent possible given the child's age and maturity.
 - b) The Plan of Care was developed and/or reviewed within the required timeframes.
 - c) The goals specified in the child's Plan of Care are being reviewed/updated.
 - d) The file includes the child's social history updates within approved timelines.
 - e) There is documentation which confirms a child/youth over the age of twelve (12) was informed of his/her right to review his/her file.
2. The Licensee shall document the findings of his/her review required by condition one (1). If any information is missing from the child's file and/or if any deficiencies are noted through the file review, that information shall be documented together with the steps taken to

address the deficiency. The documentation of the Licensee's child file review shall be made available to the Ministry Licensing Inspector upon request.

3. The Licensee shall review ten per cent (10%) of the foster family files at least once every three months during the term of the Licence to confirm the following:
 - a) The Annual Service Agreement includes documentation that all persons in the home were interviewed.
 - b) The Annual Service Agreement is signed by both foster parents (when applicable).
 - c) There is documentation confirming foster parents' involvement in Plans of Care.
4. The Licensee shall document the findings of his/her review required by condition three (3). If any information is missing from the foster parent file and/or if any deficiencies are noted through the file review, that information shall be documented together with the steps taken to address the deficiency. The documentation of the Licensee's child file review shall be made available to the Ministry Licensing Inspector upon request.



Susan Seguin
Director, under Part IX, CYFSA

Ministry of Children, Community and Social Services
SCHEDULE A:
STANDARD FOSTER CARE CONDITIONS

CONDITION ONE

The licensee shall:

- a) Have written policies and procedures regarding acceptance or rejection of the proposed foster parent or parents that specifically cover verified and suspected child abuse and neglect. The policies and procedures shall be made available to persons designated by the licensee to conduct the assessment of the foster parent or parents; and
- b) Ensure that the written policies and procedures on methods of discipline and intervention that may be used and may not be used in the home required pursuant to clause 119(2)(e) of Ontario Regulation 156/18 specifies that the following disciplinary practices may not be used in the home:
 - Harsh or degrading measures to humiliate a foster child or undermine a foster child's self-respect;
 - Deprivation of a foster child's basic needs including food, shelter, clothing or bedding; and
 - Threatening removal of the foster child from the foster home for the purposes of behaviour management.

CONDITION TWO

The licensee or a person designated by the licensee shall determine that each foster home complies with:

- a) the laws of the area in which the foster home is located respecting the health of inhabitants in the area;
- b) a rule, regulation or direction or order from the local board of health or any direction or order of the medical officer of health;
- c) any law for the protection of persons from fire hazards including the Fire Code established under Part IV of the *Fire Protection and Prevention Act, 1997* and any by-law of a municipality in which the foster home is located respecting the protection of persons from fire hazards; and,
- d) any applicable requirements of the Building Code made under the *Building Code Act, 1992*

CONDITION THREE

The licensee or a person designated by the licensee shall ensure that any harmful substance or object, including a substance or object that is poisonous or hazardous, shall:

- a) Only be kept in the foster home if it is essential to the operation of the foster home; and
- b) Be kept in a locked container if it is in the foster home.

CONDITION FOUR

In order to provide support and supervision of the foster home, the licensee shall ensure that there is a means of communicating regularly and routinely with foster parents.

CONDITION FIVE

The licensee shall keep an up-to-date list showing the number and location of beds available for emergency placement, and make this list available to persons assigned by the licensee to supervise and support the foster parent or parents.

CONDITION SIX

The licensee shall report to the ministry and to the placing agency all serious occurrences as soon as possible and no later than twenty-four hours after the occurrence, and shall train the foster parent to report serious occurrences immediately to the licensee. Serious occurrences include:

- a) A foster child dies.
- b) A foster child is seriously injured.
- c) The licensee, the foster parent or a person assigned by the licensee to supervise and support the foster parent or parents injure a foster child.
- d) A foster child is abused or mistreated.
- e) The licensee, the foster parent or a person assigned by the licensee to supervise and support the foster parent or parents uses a physical restraint on a foster child.
- f) A complaint is made by or about a foster child that the licensee considers to be of a serious nature.

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SCHEDULE A:
STANDARD FOSTER CARE CONDITIONS

- g) A foster child resides in the foster home and a fire or other disaster occurs in the foster home.
- h) Any other serious occurrence concerning a foster child, other than an occurrence described above.

CONDITION SEVEN

The licensee shall have policies and procedures regarding the arrangement of travel for foster children inside and outside the Province of Ontario and the foster parents shall be advised of these policies and procedures.

CONDITION EIGHT

The licensee shall ensure that persons assigned by the licensee to supervise and support the foster parent or parents are available to respond within 24 hours to emergencies reported by foster parents.

CONDITION NINE

The licensee shall ensure that persons assigned by the licensee to supervise and support the foster parent or parents contacts the foster child's teacher and/or school principal, to assess the child's adjustment and progress in school at least quarterly.

CONDITION TEN

The licensee shall ensure that information held by the licensee on a foster child shall be available to:

- a) the child, based on capacity, or their substitute decision maker;
- b) the person having lawful custody of the child, with appropriate consent;
- c) authorized persons in the employ of the licensee, with appropriate consent;
- d) the child's foster parents where they have signed a statement of confidentiality, with appropriate consent;
- e) other agencies, professionals or hospitals with the written consent of the child, based on capacity, or their substitute decision maker.

This does not prevent the appropriate sharing of information when it is reasonably necessary to assess, reduce or eliminate risk of harm to a child.