

**Regional Planning Table  
Minutes**  
February 25, 2019



## 1. Participation at the Meeting

**Present:**

Erin Flemming, Family Services Ottawa  
Laurie Rektor, Family Services Ottawa  
Karen Luyendyk, community member  
Simone Thibault, Centretown Community Health Centre  
Brook Lyn Davies, community member,  
Katelyn Lepinskie, Royal Ottawa Mental Health Group  
Mel Thompson, community member  
Jane Fjeld, Youth Services Bureau  
Leyla Shahid, community member  
Darlene Rose, Champlain LHIN  
Tammy DeGiovanni, CHEO  
Devon MacFarlane, Rainbow Health Ontario (by teleconference for part of the meeting)  
Lynne Tyler, Catalyst Research and Communications, facilitator.

**Regrets:** Kaeden Seburn, community member; Fae Johnstone, community member; Patricia Vincent, community member; Avery Velez, community member; Chris Clapp, Seaway Valley Community Health Centre. 1.

## 2. Welcome and Acknowledgement of Algonquin Territory

The meeting acknowledged that we were meeting on the territory of the Algonquin people. This is to remind us that many of us are guests here and to act, as much as possible, in accordance with local protocols.

## 3. Minutes of November 26, 2018

A correction was made to the minutes of November 26, 2018: Item 4. Trans Health Clinic Update: the review is actually about hormone initiation services not the clinic. Hormone initiation services are only one aspect of the clinic's work, and are also offered elsewhere than the clinic.

The meeting also suggested that minutes could be less detailed. The details of discussion are relevant at the time, but the record in the minutes only needs to show the main points and the decisions and/or actions.

**ACTION:**

- Lynne will review previous minutes

**4. RPT Membership**

Two community members have stepped back from the RPT (Benny Michaud and Fin Xuan-Lee Tran), and we also have not heard from a third about participation moving forward. To maintain the balance between agency and community representatives we need to seek at least two more community members. The RPT is also still missing sufficient participation from rural, racialized, francophone and older populations. A number of ideas were shared about reaching out to recruit new RPT members. We have a rolling application process that remains open, however before actively seeking new members, we will wait until there is clarification of the funding situation going forward, so we can be clear with incoming members.

**5. Onboarding**

With new members coming in the future, we need an onboarding process. The RPT talked about two elements of onboarding.

**a) Documents:** Erin will prepare a package for new members consisting of the following:

- RPT Terms of Reference
- The April 2017 Report
- Steps for community members to invoice for their participation on the RPT
- Recent minutes
- Current budget

If anyone thinks of additional documents that might be useful for new members, they are free to suggest these to Erin.

**b) Process:** Before the new member attends their first RPT meeting, an existing member would meet with them and talk about what it is like on the RPT. The new member can ask any questions and get a sense of how the RPT works, the role of members, etc. An informal conversation allows the new person to get a “feel” for the RPT in a way that documents cannot convey. Then they can decide if they want to join and, if so, would starting attending RPT meetings and receiving RPT communications. Simone and Katelyn volunteered to take on this role with incoming RPT members.

Once the person starts attending RPT meetings, they are free to contact anyone on the RPT to ask further questions and become more familiar with the work.

Karen will reach out to Fin on behalf of the RPT to ask for any feedback about what might have been a useful onboarding process. This may help us further add to or adjust the above.

**ACTION:**

- Erin will prepare a package for new members
- Simone or Katelyn are available to meet informally with new members before their first RPT meeting.
- Karen will reach out to Fin on behalf of the RPT to ask for any feedback about what might have been a useful onboarding process.

## 6. Training Session on Two Sprit and Indigenous Communities

Benny Michaud has previously produced an outline for the RPT suggesting some possible directions for moving forward, however it has been sometime since we have reviewed it. We agreed to postpone discussion until the retreat on March 23, in order to have the document in front of us and consider the matter properly. Erin will re-circulate the outline. In the meantime, Tammy will continue to reach out to Benny to see if she would consider further involvement in this in the future.

**ACTION:**

- Tammy will continue to follow up
- Erin will re-circulate the document

## 7. RPT Website

The RPT website has not been updated in some time, and some of the information is out of date while more recent activities and information on the RPT are not yet posted. As an example, the bios of some RPT members are missing and it is not clear what the guidelines were for the bios that are there. It was agreed that we need a more general discussion about the outward facing side of the RPT – what information goes on the website, how it is presented, etc.

For those who wish to review the current state of the website, it can be found at

<https://ottawatranshealthplan2017.weebly.com/opportunities-to-be-involved.html>

**ACTION:**

- The website and other aspects of the public side of our work will be discussed at the March 23 planning retreat.

## 8. Plans for Next Fiscal Year

There is no concrete news about the funding situation for next fiscal year, or the future of the LHIN, other than the stories in the media and the general stated intention of the new provincial government to reduce costs overall. As a result, we are not in a position to make concrete plans for next year.

It seems likely we will have a clearer picture of the funding for next year by the time of the planning session on March 23, and so will re-visit this item at that time.

## 9. Update on Contracts Underway

There are two contracts underway, the review of Hormone Initiation Services and an update of the Service Mapping done previously. The same contractor is undertaking both projects. Two members of the team, lead Natalie Duchesne and team member Taryn Husband, provided a highly informative and interesting update on the two projects. Data collection is progressing well, and the team continues to aim for a preliminary report on the Hormone Initiation Services towards the middle of March, with the mid-term report on the Service Mapping to come shortly after that.

Natalie asked that RPT members forward her names of services to include in the mapping, in case she has missed anyone. This can be done either by cc'ing Natalie on an introductory email to the other service, or by sending the contact information to Natalie, who will reach out directly.

Natalie also indicated that any feedback from the RPT about either project is welcome.

### **ACTION:**

All RPT members to

- forward Natalie names of services to include in the mapping,
- provide feedback about either project as the need arises.

## 10. RPT Planning Retreat

The RPT is having a planning retreat all day on March 23, 2019. Location is tentatively set for the RA Centre, but that is to be confirmed. Items to be included on the agenda were proposed as follows:

1. Update on the funding situation for next year.
2. Review the recommendations from the April 2017 Report.
3. Interim report from the study of Hormone Initiation Services
4. Interim report on Service Mapping
5. Plans for next year
6. New members for the RPT
7. The "outward face" of the RPT: website update, etc.