

RPT Agenda

May 20th, 2025, 6-8 pm

In Attendance: Astrid Fournier, Aysa September, Angela Bell, Jonathan Schmidt, Holly Brown, Karen Luyendyk, Ollie Throne, Laura Weir, Natalie Duchesne (3 guest presenters)

Regrets: Ryan Lamb, Stephanie Hemmerick, Erik Mitchell, Geniviève Horwood

Quorum:

1. Welcome and Introductions (5 minutes)

- Approve Minutes and Agendas
 - i. 2024
 - ii. 2025
 - iii. April Minutes, May agenda
 - iv. The group decided to approve all minutes as if for internal use, with the caveat that information will need to be reviewed before it is shared publicly.
 1. *Moved by Astrid*
 2. *Second by Holly*

2. Presentation: Ottawa Hospital (30 minutes)

- [Presentation Brief: Biographies and Project Overview](#)
- Brianna Holland, Zack Van Allen, Dr. Justine Callahan and Dr. Taunia Rifai presented their joint TOH and CCHC project to address the issue of long waitlists for gender-affirming care referrals at CCHC. They are developing a AI tool to help manage the high volume of referrals at CCHC, which has been identified as a bottleneck for accessing care
- The group had a lively discussion with questions regarding the technical (e.g., why use AI and not an algorithm, ethical (environmental impact, consent), and practical components (ensuring capacity in French, especially joual-s, how to ensure quality referrals) of the initiative.

3. Updates from the CAT (5 minutes)

- CAT had a conversation on how to move forward with the budget (# of meetings and members) - decided on 9 meetings annually to match RPT
- There will be two initiatives decided on by CAT per year. This year:
 - i. Member bios
 - ii. Joint in-person COVID-conscious event (most likely in January or February 2026)
- There are three bridge members (Astrid, Ollie, Ryan) - if a bridge member is not able to attend the meeting, they will work to see if a back-up bridge member can attend in their stead

4. The work plan development is underway - Laura and Holly have met to discuss it. And it should be available to the RPT soon for review.

5. **Discussion: Terms of Reference (ToR) for Members (15 minutes)**
 - Laura led a discussion of the final piece of the ToR, regarding terms for members. Groups discussed minor tweaks to language to make clear that 3 years is not a cut off, the value of institutional knowledge. Once the edits have been made, the TOR of reference will be circulated to the group for a go-no-go decision. If there are no objections, the document will be considered approved.
 - There was also a discussion around an annual self-evaluation of the RPT and potentially the CAT
6. **Activity: Creation of Bios for Table Members (15 minutes)**
 - Laura led a short activity on creating bios for table members, to be shared between the CAT and RPT.
 - [Link to the activity sheet](#)
 - PLEASE SEND your bio to Laura before the next meeting
7. **Anything else?**
 - It was Jonathan Schmidt's last meeting with RPT - members thanked him for his work.
 - Invoices should now be sent to Holly (HBrown@centretownchc.org)
 - April 2024 Meeting Minutes missing from Google Drive (Natalie will ask Blue)
 - Natalie and Blue will share some advice on how to tighten the process and decision-making.
 - Not discussed:
 - i. Discussion on the use of the GenderQ at CHEO - Can Holly & Ollie follow up with Angela and Dr. Khatchadourian?
 - ii. Ollie will be presenting their research - REDEFINE: Redefining Reproduction and Sexual Health Online through McMaster Faculty of Health Science EDI June 10 at 12 pm EST - email with registration link to follow