APPROVED
Provincial Network Meeting Minutes
All-Day Terms of Reference Review
May 9th, 2023
9:00am – 3:00pm via Zoom

PN ATTENDEES

Michelle Brooks (Chair)	Don Walker (Mary Centre);
Ann Bilodeau (PNHR);	Janet Noel-Annable (CH);
Brad Saunders (OASIS);	Jason Young (OADD);
Brian Swainson (GLS);	Jo-Anne Demick (CLO);
Carolynn Morrison (TDSA);	Kim Thorn (DSO);
Chris Beesley (CLO);	Sherri Kroll (PEDG);
Dave Ferguson (OASIS) ;	Sue Coke (Kerry's Place/OADD)
David Cohen (Faith, Culture & Inclusion);	Trish Sherwin (Admin Support)

PN REGRETS

Ann-Marie Binetti (PNHR);	Eugene Versteeg (CH);
Brigid Fitzpatrick (Valor Solutions);	Jeanny Scantlebury (CNSC);
Bryan Keshen (TDSA);	Shawn Pegg (CLOntario);

GUESTS
Alison McLean, EDI; Dwayne Milley, EDI

FACILITATORS
Paul Flemming, PMB; Janeen Halliwell, PMB

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Welcome – Michelle Brooks, PN Chair welcomed all to the meeting at 9:03am, introduced the facilitators Paul and Janeen from People Minded Business and outlined the goal of today's meeting to finalize the Provincial Network's Terms of Reference.

Janeen reviewed the agenda for today and the ways we will engage. She reviewed the sections of the terms of reference as they have been agreed to currently and those still left for finalizing.
1. Vision – has been formalized
2. Purpose – added clarification on the last bullet around the multi-year plan
3. Structure and Role Description – finalized
    a. Vice-Chair is a new role
    b. Chair and Treasurer continuing as roles within the table
    Vice-Chair - 2 year term -> will be the incoming chair
    Chair – 2 year term -> this is the only role that cannot represent a provincial organization during their term.
    Past Chair - 2 year term
Discussion:
- Debated the 2-year term of the vice-chair as that would make a 6 year commitment. Committee agreed to change this to "a minimum of 1-year in the role"
- Chair – removed the prerequisite of "1 year on a working committee" and moved it to the vice-chair role as a prerequisite

- Debated the need for clarification around the chair and vice-chair roles being held by organization representatives or by individuals on the table.
- Q-Do we need both the 1 year minimum as vice-chair and the 1 year of committee work as prerequisites to the chair role?

Decision:
The committee agreed to revise the commitment to 4 years with 1 year as vice chair, 2 years as chair, and 1 year as past chair.

Finance Admin and Administrative Support Discussion:
- Needs to be compensated for the finance admin support their agency's finance department takes on.
- Terms? Can we have this with contracts being signed that are longer than the term of the role of treasurer?
- PN Budget funds from MCCSS are added to the supporting agency's budget and need to audited separately – workload of the finance admin support has grown substantially
- For funded initiatives we will need to build in finance and administrative support fees to the overall costs
- Currently the chair supplies the administrative support from their agency staff. With this, not only will the chair be new every 2 years, but so will the admin support.
- Q- Should we retain the finance and Administrative support roles and not rotate them out every 2 years?
- Funding pots currently handled: Recruitment and Retention, Workforce Initiative, CCW and the budget base
- Current process: the funds for the initiatives have been going to the direct initiative chairs.
- Suggest we need to ensure all the funds go through the Chair and the Treasurer directly.

Decision:
The Finance Admin Support will become a static position within one TPA agency at the Provincial Network table.

Voted on Vice-chair election/nomination process as amended – Approved

Voted on Treasurer position election/nomination – Approved

Voted on the Finance Amin Support Role as amended - Aprroved

Administrative Support role will be changed to a permanent part-time paid support person for the Provincial Network and sub-committees. Payment can be a base monthly or hourly wage to a maximum yearly amount to be determined.

Voted on Administrative Support Role as amended – Approved

Consultants Discussion:
- Changed to use the term "contractors" to be more encompassing.
- Changes to intellectual property clause
- Q-How will they be hired? Through an RFP if over a certain amount?

- BPSA guidelines -> if finance support agency is $10million or more an RFP is required.
- ***To Do Item:** Process for hiring contractors to be further discussed for resolution

Voted on Contractors role as amended – Approved

Reporting Discussion:
- Program managers are covered under the contractors section
- Annual workplan will be based on a 3 year cycle to align PN work plans with regional tables' cycles throughout the province.
- Annual workplan changed to "Strategic Planning 3-year cycle"
- Challenges with calling it a strategic plan – should this remain as a workplan or change to something else?

Decision:
Changed to Strategic Priorities at a maximum 3 year cycle with an annual operational plan

Voted on Reporting section as amended – Approved.

Position of Chair Decisions:
*To Do Item: need to add a dispute resolution process - for future discussion and will add a note around following best practices of good governance.

Voted on Chair Role as amended – Approved

Membership/Representation Discussion:
- Q-Should we stipulate "not-for-profit" and a "TPA" or have it open to private organizations as well?
- Is the timing right for this change to include private organizations with the J2B reform or can this wait to see what happens over the next few years?
- Suggestion: set a term for regular review of the terms of reference and supporting infrastructure
- Reviewed the 2023 participating organizations
- Looking at other groups to discuss how they will fit:
    - Intentional Communities Consortium (ICC)
    - People/representatives with lived experience
    - Autism Ontario
    - Provincial APSW
    - Empowered Kids Ontario
    - MCCSS
- Inconsistencies around the number of members for represented organizations
    - Founding members were granted 2 representatives on the table
    - Q-Senior Leaders of the Community Living organizations have a separate group called the CLOPEDG – is there duplication with this group and the CLO both having representatives at the table?
    - Similar representation and work as OASIS but not all are members of OASIS
    - Q-CLO represents all 3 groups -> why do we need the CLOPEDG to represent Eds of the CLO organizations?
      A-historic, and counter question-why wouldn't we have representation from the council and the steering committee?

- o PN was founded in early 2000s
- o Looking at membership in 3 buckets:
    1. The current Provincial Network
    2. PN Committees
    3. Other Groups to add potentially
- Suggestion: the composition is as it is now – we've shrunk the membership by only having 1 representative from each organization to make room for more/additional organizations to have representation.
- EDI-we need to ensure we are creating space for those that bring more diversity to the table to represent those that are of minority groups
    - o Need to have this somewhere in the terms around ensuring the table composition through and EDI lens.
    - o Criteria needs to be different for "other groups" to include culturally informed and appropriate groups
- Should we focus on the strategy vs the structure?
    - o Who and what do we need around the table to enable us to meet our priorities?
    - o Noted that this is what we do at the committee level.
    - o What are the pluses to opening up or broadening the membership?
- Reviewed the list of "other groups" that have been mentioned to connect with for representation, and others that we many want added
- There were concerns noted that too many could dilute the table

Other Groups

Positives	Challenges
-more perspectives	-not a group for everything
	-extensive list
	-need diverse membership
	-education to ensure safe/welcoming space
	-need francophone representation

Overcome
-Community of Practice-DEIA at the PN Table?

- Note -> demographics in Ontario are changing to where the workforce will be comprised of more immigrants as the baby boomers retire in the near future.
- The focus needs to remain on DS
- DEI lens is in the purpose statement – is this sufficient?
- The CofP-DEIA is a collective of representatives from DS organizations to ensure there is an EDI focus and initiatives
- Suggestion: to make an exception to include the CofP-DEIA
    - o Comment: would the faith, culture and inclusion PN representation be sufficient or, if not, what category would this fall under?

Voted on PN participation be limited to primary focus on DS sector groups – Approved

Voted on the DEIA Community of Practice should have a seat at the Provincial Network table – Approved.

- Francophone agencies have their own table in the East Region as well as being part of the Regional Tables.
- Information from the PN is not shared in both English and French currently which has created an issue with communications.
- Note: we are legally a bi-lingual province
- This is more a communication issue than a membership issue
- Table agreed to look at this under the communications section.

Voted – we will leave the number of representatives per represented group as is
64%-Agree
36% Disagree
Approved by majority – Carried

Voted – founding members should be represented through other groups and not have specific seats at the table – Approved

Voted – Any participating group will have one seat at the table. – Approved

Voted – Other Groups will be invited on an ad-hoc, as needed basis - Approved

Discussions around membership categories and which organization will fall into them – do we remove the "Founding Organizations" category? – or keep 2 as founding members to maintain and provide history of the table?

Discussed founding members and concerns, benefits (2 representative each), history keepers, and other potential rules, reasons, and/or guidelines that may need to be there.

Future Topics to Address:
1. **Financial flow of funding via MCCSS**
2. **Income, TPA staff managing costs of audits**
3. **Budget for Administrative and Finance Admin support roles**
4. **RFPs and engagement of contractors**
5. **Conflict resolution – positions**
6. **How might we gather data from various groups to drive priorities**
7. **Transition to new Terms of Reference and Managing.**
8. **How to make announcement/communicate the new terms of reference and the changes made within the document.**
   a. **Create a working group to:**
      i. **Draft the strategic priorities**
      ii. **Compile data sources to inform decisions from**
      iii. **Engagement with the regional tables for priorities**
      iv. **Communications plan and feedback (special meeting in early June?)**

Adjournment: 3:17pm
- **Next PN 'Meeting':**
  - Thursday May 18th, 16th, 2023 @ 10:00am – 1:00pm - Virtual