




**PLANNING STRATEGY TABLE MEETING**  
**Tuesday, February 14, 2017**  
**1:30 – 4:00pm**  
**The Common Roof (165 Ferris Lane, Barrie) Board Room**  
**MINUTES**

Attended		Regrets	
Jacquie Ferguson, Co-Chair	Joan Kennedy	Gertie Beaucage	Gisele Forrest
Stefanie Smith, Co-Chair	Julie McAlpine, Recorder	Chris Brens	Brenda Jackson
Sandra Cole, Coordinator	Elizabeth McKeeman	Pat Carney	Christine Simmons-Physick
Danette Blue	Mary Jean Watson	John Clarke	Sandy Thurston
Lora D'Ambrosio	Chris Wheeler	Laura Forget	
Jim Harris			

Item	Minutes	Motion/Action
1. Welcome, Roundtable Introductions	Stefanie welcomed everyone to the meeting.	
2. <b>Approval of Consent Agenda:</b> Minutes: January 10, 2017 Agenda: February 14, 2017	The agenda and minutes were approved with no changes.  At the last meeting, it was agreed to delay presentations this month in order to continue the conversation around the Integrated Planning Table.	
3. <b>Business Arising:</b> a) Coordinator's Report <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Secretariat</li> <li>• Council</li> <li>• Other</li> </ul> b) LHIN Update c) SNS Update d) MOMH Update e) Ministry Update	<b>a) Coordinator's Report:</b>  Sandra gave her Coordinator's Report which is embedded in the minutes.   February 2017 Coalition Coordinator I  <b>b) LHIN Update:</b> No report.  <b>c) SNS Update</b> No report.  <b>d) MOMH Update:</b> See Coordinator's Report.	
4. <b>Integrated Planning Table Implementation</b> <ul style="list-style-type: none"> <li>• Draft Terms of Reference <ul style="list-style-type: none"> <li>➤ Purpose</li> </ul> </li> </ul>	<b>Draft Terms of Reference:</b>  Planning Table members reviewed and discussed the draft Purpose and Function of the Integrated Planning Table's Terms of Reference.	

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	<p>➤ Function</p> <ul style="list-style-type: none"> <li>• Membership</li> <li>• Recommendations to Executive Committee</li> <li>• Next Steps                             <ul style="list-style-type: none"> <li>➤ Task Group Formation</li> </ul> </li> </ul> <p><u>Purpose</u>                      A discussion took place around if the Integrated Planning Table (IPT) is moving towards integration or collaboration. We are a planning mechanism; when we have funding opportunities we can share, it happens at IPT. Integrated planning is different from integrated service delivery.</p> <p>Discussed the role of the table could be to identify opportunities, with a common goal that when a gap is identified to put together a proposal at the broader system level.</p> <p>The following Purpose was approved:</p> <p><i>To engage in systemic planning and coordinate the collective efforts of community initiatives to improve the integration of the service delivery system for children, youth and families in SC. Wherever possible, services will be jointly planned and actively modified and delivered based on advice, input and mutual discussion.</i></p> <p><u>Function</u>                      Many of the Functions listed in the draft Integrated Planning Table’s Terms of Reference came from principles and guidelines around integrated planning taken from current functions of the Planning Table, recommendations from the Visioning Day and last month’s conversation at the Planning Table.</p> <p>When discussing deliverables, it was noted that the Terms of Reference and the strategic direction of the Coalition will inform a workplan for this table.</p> <p>A discussion took place around the relationship between working groups/tables and the Coalition. What happens at the Coalition informs the work of groups and what is happening in the community at tables informs what the Coalition’s direction might be for the next strategic plan eg. poverty reduction. It was suggested some work around guiding principles may help define how what we’re doing fits with the Coalition and what the reciprocal relationship is.</p> <p>A suggestion was made to have service plans brought back regularly to this table for discussion i.e. provides a stronger representation when goes through the Planning Table.</p> <p>A discussion around the change to the Integrated Planning Table’s membership to include new partners, groups and initiatives took place. There are big provincial initiatives that require a lot of focus, partnership, and collaborations eg. MOMH and SNS, and with localized groups eg. Poverty</p>	

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	<p>Round Table and SCATEH. Coming together in an integrated way to plan, know what each other is doing, we move forward in the same direction i.e. integrated planning. Planning becomes more of a lead activity for this Table.</p> <p>We are seeing where we could have synergy together, some gaps and duplication. The IPT needs to be more action oriented so people come to this table to share resources, tools, etc. vs. hearing reports. Plan for the direction we want to go, slightly modify each groups' actions to get there i.e. systemic change. Planning for systemic integration.</p> <p>Each bullet was reviewed with the following changes/suggestions:</p> <p>Bullet 1 – suggested removing the whole statement as redundant to purpose, or use as in introduction to the Functions.</p> <p>Bullet #2 – not action oriented. It's about developing an action plan which could become part of the IPT workplan.</p> <p>Bullet #5 – An exploration of ideas, innovation vs. receiving proposals. Goes back to defining what is the relationship between the Coalition and groups.</p> <p>Combine bullets #5 and #7. Suggested wording: <i>Provides feedback and recommendations on new or ongoing projects ...</i></p> <p>Bullet #6 - remove</p> <p>Bullet 8 – combine with #5 and #7. Change “ensuring” to “recommend”.</p> <p>Bullet #9 – no change</p> <p>Combine Bullet #10 and #11 – discussed the changing diversity in Simcoe County and using language around diversity or cultures vs. newcomers. Include francophone (legislated) and change “FNMI” to “indigenous”. The Best Start ToR have some good language that could be incorporated. Include “respecting”.</p> <p><b>Membership:</b></p> <p>A discussion around who should be members of the IPT took place.</p> <p>One of the issues raised at the last Planning Table meeting was if the organization represented is not a member of the Coalition (Coalition members</p>	

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	<p>pay fees) but is representing the initiative/table. Discussion included co-chairs could be in scope or sending a designate if the chairs are not Coalition members. Representation from initiative/sector is crucial to the Coalition's planning. Member could be non-voting. It was suggested including language around not being a Coalition member but at the Table representing a Coalition working group.</p> <p>Another issue raised was co-chairs from Tables may not be at a level to make decisions on behalf of an organization.</p> <p>The size of the table also needs to be considered, if it is too large, it may limit action. The person could be a representative for their agency as well as a group/initiative. Sandra shared the Roles and Responsibilities from Best Start's TOR; they have 35 member agencies and are very action oriented. If we have a clear Purpose, and Function, we should be able to get the work done.</p> <p>The Coalition structure chart with the suggested groups/tables that came from the Visioning Day, was reviewed. It was noted the Data Consortium and LGBTQ representation would be great resources to have at the Table.</p> <p>A process that checks what each person is representing was suggested. Being the person who is the liaison between the Tables is important language to be included in the membership.</p> <p>Groups/initiatives missing from the Table were discussed including the hospital, adult mental health/addictions (re impact on children), school boards, situation tables. Suggestion to look how the wording in Best Start's ToR reflects representing a sector/initiative. Lived experience is supported/ identified as a guiding principle for the Integrated Planning Table and Tables that have a relationship with the Coalition.</p> <p>Also discussed others such as MCSS and MCYS (ex-officio) being at the table. Having the voice of our Indigenous and Metis community is also important.</p> <p>A good cross representation is needed. We need to create a design that ensures people attend meetings because meetings are engaging. What are the actionable items that will keep people engaged vs. turning into an update table?</p> <p>Some Tables' work plans identify how they relate to the Coalition. As not all Tables' work plans do this, a template could be developed that relate to the</p>	

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	<p>four pillars of the strategic direction. Tables' work plans could be used to inform the agenda around things coming forward that are collaborative eg. opportunities for training.</p> <p>It was noted that some tables have dual reporting responsibility, and are not exclusive to the Coalition. Sandra reviewed the Accountability language used in Best Start's ToR. Do we want to include statements/principles around this?</p> <p>The Terms of Reference may change or evolve over time. As we start to put things down on paper, it may indicate what is missing.</p> <p><b>Recommendation to Executive Committee:</b> Once we have the ToR drafted, a recommendation will be made to the Executive Committee which will include membership. The Terms of Reference will then go to Council for approval.</p> <p><b>Next Steps:</b> Sandra will lead a small task group to continue working on the Terms of Reference which will be brought back to the larger group in April. Lora, Stefanie, and Liz offered to participate in the task group.</p> <p>The March 14<sup>th</sup> Planning Table meeting will be cancelled and the small task group will use this time to work on the Terms of Reference.</p>	<p>Sandra will cancel the March presentations.</p> <p>Julie to send out cancellation for March 14<sup>th</sup> meeting and send meeting invite to smaller task group.</p>
5.	<p><b>Network Updates:</b></p> <ul style="list-style-type: none"> <li>• CTN</li> <li>• Best Start</li> </ul> <p><b>CTN:</b> No update.</p> <p><b>Best Start:</b> See Coordinator's Report</p> <p>Meeting adjourned: 4:00pm</p>	

**Next Meeting: Tues. April 11, 2017 - 1:30 – 4:00 p.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Board Room**