

2018



ANNUAL GENERAL MEETING PACKAGE

**ONTARIO PEER
DEVELOPMENT
INITIATIVE**



**October 1, 2018
5:00 p.m.**



**BMO
INSTITUTE FOR
LEARNING**

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Mission, Vision, Values

MISSION

Ontario Peer Development Initiative's mission is to acquire, understand and amplify the unique and distinct voice of consumer/survivor organizations across Ontario.

The experiential expertise of our peers will shape the mental health system to achieve a valued, recovery-oriented, community-based approach to support.

VISION

OPDI strives to provide a strong, cohesive and unified voice for consumer/survivor organizations in Ontario. It will use its resources to develop quality, valued and responsive supports and services to meet the needs of its membership. Informed by an open and inclusive consultative process and building on networking opportunities, OPDI will capture the perspective of its member groups and promote the uniqueness and worth of peer support and consumer/survivor organizations in the continuum of mental health care. In this way, OPDI will promote equitable funding and the expansion of peer-driven services in communities across the province.

OPDI will keep member groups informed of changes in legislation, policies and advocate on their behalf at the provincial level. Informed by the issues and concerns of stakeholders, OPDI through its policies, education and advocacy, will seek to promote recovery-oriented service design and delivery to respond to the needs and priorities of service users – based on what they define as meaningful. OPDI will be known as an authoritative and trusted voice on consumer/survivor issues across the system. OPDI will work collaboratively and in partnership with government and other stakeholders to improve regional coordination and promote positive changes for consumers.

As a provincially focused consumer/survivor organization OPDI will serve as a best practice model for capturing and amplifying the consumer voice and promoting its value as an essential and respected perspective. OPDI will be seen as a model of organizational excellence and will share its learnings with other consumer/survivor organizations to strengthen the community as a whole.

VALUES

Experiential knowledge

OPDI recognizes and promotes the value of experiential knowledge and skills gained through living with mental health issues, understanding the recovery process and their challenges in navigating the mental health system.

Hope & Recovery

OPDI believes in the right of each individual to develop their own approach to recovery and that by providing people with choice and an opportunity to share their experiences with their peers they can learn from each other.

Acceptance, respect, openness and inclusion

OPDI will promote acceptance, respect, openness and inclusion and will respect all people's race, religion, ethnicity, gender, age, socioeconomic status, sexual orientation and ability.

Responsive

OPDI will consult with, and be responsive to, its membership and provide supports and services aligned with their priorities.

Integrity, openness, and honesty

OPDI will act with integrity, openness and honesty in all its relationships, dealings and transactions. We strive to earn and convey trust through these values.

Accountability

OPDI is accountable to its membership and will maintain an inclusive, collaborative and transparent approach to its operations. It will keep faith with the public trust through being efficient, cost effective and careful in the stewardship of its resources.

Partnership and Collaboration

OPDI believes in collaboration and partnership. By bringing people together we can achieve a better result than by working alone.

Activities in 2017-18



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OPDI Conference and AGM 2017

The conference October 2 and 3, 2017 was attended by 35 subsidized voting members, 27 extra member delegates, 14 paid non-members, and 5 guests.

Revised bylaws were approved by the membership.

Annual Lighthouse Awards Program

Fifty-eight attended the Awards dinner on October 2nd, and five awards were given. All award categories were given.

Website Project

The new website project was completed and launched at the conference. The entire website was rebuilt. Automated tools were added and OPDI received the legacy of the resource products from Self-Help Resource Centre which are now uploaded to the Resources pages.

The self-subscribe tool is on the website. Staff time is no longer used to subscribe people.

The online training registration tool was installed and is working.

Three staff received training on the website in order to facilitate more frequent updating of content without reference to outside supplier.

The last time we got together...



Activities in 2017-18

Provincial and National Tables

OPDI staff and/or directors represented the voice of lived experience, and specifically the membership, in a number of provincial and national policy, planning and research processes.

The following list includes regular standing committees:

AFP Working Group – “Consumers as Educators”

Led out of CAMH, this group rolled out a second iteration of training created the previous year, incorporating changes and improvements identified from the first year.

Evidence Exchange Network {EENET}

Steering Committee

Coordination and strategic dissemination of relevant knowledge to stakeholders

Community of Interest on Racialized Populations

Collaborative knowledge creation about racialized populations in MH&A service

Persons With Lived Experience & Family Advisory

Researchers, policy makers bring processes and reports for vetting, suggestions or opinions before launching projects

Peer Support Canada (formerly Peer Support Accreditation and Certification Canada)

Maintaining and implementing national certification program for peer supporters

1 OPDI staff chaired certification committee

All active OPDI Peer Support Core Essentials Program trainers have now met the Board's requirements by successfully completing the PSC examination. Most have completed or are completing the final PSC requirements for certification.

1 OPDI staff sits on Mentors' committee.

Activities in 2017-18



CA-IAR Clinical Standards

Managed at arms length by the MOH, this group monitors use of Clinical Assessment tools such as Ontario Common Assessment of Need (OCAN)

OPDI escalated member concerns about how OCAN is implemented in some LHIN regions and/or programs. We did this by presenting at two committee meetings as well as via direct follow-up discussion with a LHIN leader.

Ontario Mental Health & Addictions Alliance

This group of 10 provincial organizations communicates positions to elected leaders, and encourages political parties/candidates to address MH&A issues in their platforms.

Prepared work plan and drafted a position paper for the Ontario election.

Lived Experience Panel

A key informant resource group to the Mental Health and Addictions Leadership Advisory Council

Through staff member and Board representation, provided consumer and peer support voice to Council's final Annual Report.

Peer Support Project (of Addictions & Mental Health Ontario)

This group completed and disseminated its report, several years in the making.

"Smart Homes" Research Advisory Committee

This group worked with Principal Investigator Dr. Cheryl Forchuk to prepare several funding applications to conduct a second exploration of how to assist people with lived experience to manage their health and day to day lives using smart technology.

As of the end of the fiscal no funds were secured.

Representing member and consumer voices



Activities in 2017-18

The following list includes one-time consultations or processes, and short term or “fledgling” committees;

Corrections Consultation (re PWLE and the justice system)

OPDI staff participated and spoke against practice of placing PWLE in solitary confinement

Canada Norway Peer Support Project

OPDI joined a group hoping to develop research to implement peer support in Norway based upon the Ontario experience

Research was being gathered at the end of the fiscal

Central LHIN CSI Network

One staff attended this consumer engagement gathering

Health System Research Fund

This group considered a tentative proposal for peer support research

Health Quality Ontario Conference

Staff attended for knowledge exchange purposes this conference on patient engagement and health quality

Activities in 2017-18



Presentations

OPDI staff made presentations as follows:

Integrating Peer Support With Integrity webinar presented to Mental Health Commission of Canada audience and represented to OPDI members.

The Imperative for Patient/Consumer Engagement in Research presented at Lawson Health Research Institute's Strategic Executive Retreat.

Implementation Issues Related to Patient Engagement in Research workshop led at Research Half Day Symposium at London Health Sciences Centre.

Performance Measurement Tools: The Fine Balance Between Data and Peer Support presented to symposium of the Enhancing and Sustaining Peer Support Initiative

Staff Development

Staff attended the following educational activities

- Two AMHO leaders' forums
- AMHO Webinar on Schizophrenia
- CMHA National Conference
- Impact Accelerator Workshop

3 staff received training from web developer to self manage updating of the new website.

Presentations and Staff Development



Activities in 2017-18

Direct Services to Member Organizations

Staff met with three member organization leaders to discuss and strategize around integration processes.

Integrations with local CMHA's proceeded for the majority of CSI's throughout one LHIN with the exception of two CSI's – one was defunded, one remains unresolved.

A situation in another LHIN was resolved – a member organization that received OPDI support was successful in dissuading its LHIN from integrating it with other organizations, and instead received a program number of its own.

Incoming ED met with three member leaders and had telephone conversations with number of member organizations to introduce and hear of their issues and concerns.

Staff were invited to and attended a member's AGM

A reporter with specific inquiry was directed to a member organization which was ultimately featured on CBC's "White Coat, Black Art"

Staff recorded approximately 13 hours of support given to non-member individuals

Undertook information searches and provided responses to queries from 11 member groups.

Activities in 2017-18



Board Governance

The Board of Directors maintained a full complement of nine directors until October 2017 election, after which two positions were vacant.

A Nominations Committee vetted candidates to fill the vacancies

- They held three meetings

- Four candidates interviewed by a subgroup

- Two directors appointed in November for ratification at next AGM

There were five meetings of the Board

- Three weekend-long face to face meetings

- One face to face meeting during conference to elect officers

- Three teleconference meeting

Bylaw Revisions – staff liaised between board and a lawyer, and updated bylaws were drafted, presented to the members at AGM 2017, and adopted.

Executive Director

During the 2017-2018 fiscal the Board was given notice that the Executive Director wanted to retire at the end of December 2017. Work was done on a succession plan and there was an orientation plan made by the board. Arrangements were made to support the incoming Executive Director with orientation.

A Hiring Committee of Directors and one ad hoc member held a number of telephone meetings to develop the hiring process further, including timelines, qualifications required, posting, interview questions. Shortlist was made and initial phone interviews were made. The Committee conducted two days of in person interviews. Recommendations were made to the Board and a new Executive Director was hired with a start date of February 1st, 2018. Board members supported staff in the interim month of January.

The newly hired Executive Director began an orientation/transition process in February that was ongoing as of fiscal year end.

(Please Note: At the end of the 3 month probationary period (April 2018), the newly hired Executive Director left the organization. As a result of this, the Board appointed an Acting Manager who continues in the position during the transition period.)

Board Governance and Executive Director



Activities in 2017-18

Knowledge Exchange/ Communication Strategies

NewsToGo

Published 31 issues with an average of 25 news items each and continues to receive good feedback, with circulation by year end at 568.

News To Muse and direct communiques

Included (3) direct messages on the tagline survey, a Cannabis Act Policy Analysis, Conference and post-conference communications (6), Board Nominations and By-Laws Notices (6), and (6) related to the ED vacancy. The lowest readership of a direct message was 35% of the members and the highest was 67%.

Staff fielded and responded to 17 **“knowledge sharing” requests from members** that required literature searches and/or policy analysis.

OPDI has through **Twitter** acquired a virtual network of people in the mental health and addictions field, journalists and politicians who share information freely. We edit the best tidbits to be the basis of NewsToGo.

Facebook gives OPDI reach beyond our member organizations and engages individuals linked to members, and beyond. It draws people to our website and Twitter feed, and new NewsToGo subscribers.

Our social media statistics at year end are as follows:

- 775 followers on Twitter account @OPDI, with average 50 tweets weekly
- 35 Facebook posts monthly with 387 “likes” for the Facebook page

The best post in a week will reach 470 people and result in 18 engagements and typically 4 comments.

Activities in 2017-18



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Training Classes:

OPDI delivered five classes in the fiscal year, and as usual the majority occurred in the final quarter when organizations were able to ascertain and leverage unspent funds from the fiscal year.

- Woodstock in July - 13
- Brantford in August - 18
- London in November - 12
- Toronto in November - 9
- London in March - 13

A total of 65 individuals enrolled, 61 earned “Level 1R”, and 4 earned “Level 1”.

These classes generated 10 weeks of paid employment for trainers. OPDI staff delivered 3 “Expectations” and 5 “Beginnings” webinars prior to these classes.

Practicums/Internships

Staff delivered 3 “Internship” webinars. 23 Internship plans were approved for individuals from these and earlier training classes, and staff continue to monitor those who have begun their practicum/internship hours.

13 individuals completed internships to earn “Level 2”, or OPDI Certified Peer Supporter.

Trainer development

There is a Trainer Community of Practice and they held 6 meetings.

As per the Board of Directors’ decision, OPDI continued putting trainers through the PSC examination process (which was made a requirement in the 2016-2017 fiscal) and supporting them in the entire certification if they wish (not a requirement at this time). 8 Trainers completed certification.

Two staff are PSC certified.

Business Model Review

The Board charged a committee to review the Business Model for the training and work is ongoing.



OPDI Peer Support Core Essentials



**ONTARIO
PEER
DEVELOPMENT
INITIATIVE**



**Annual General
Meeting**



**October 1, 2018
5:00 p.m.**



**BMO
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AGENDA

1. Call to order
2. Determination of Quorum/Roll Call
3. Approval of Agenda
4. Approval of Minutes of
October 2, 2017 Annual General Meeting
5. Annual Report (attached)
6. Presentation of Audited Financial Statements
Meghan Coyne, Kriens-LaRose, LL.P. (attached)
and motion to approve.
7. Appointment of Auditor
8. Recognition
9. Presentation of the Board Slate
and motion to approve
10. Other Business
11. Adjournment

*The Board of Directors will retire immediately after the AGM
for a brief business meeting*

MINUTES of the AGM



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Call to Order

Yvette Brook, OPDI President, called the meeting to order at 4:37pm and welcomed everyone to OPDI's Annual General Meeting.

Determination of Quorum

The Ontario Peer Development Initiative's attending voting member group's total 23. Of those 23 organizations, 21 have registered and signed in to vote.

Approval of Agenda

Motion: Allan Strong made a motion to accept the agenda.

Seconded by: Jessica Cranch

Motion carried

Approval of Minutes from the September 22, 2016 Annual General Meeting

Motion: Judy Hoover made a motion that the minutes from the September 22, 2016 Annual General Meeting be approved.

Seconded by: Theresa Claxton- Wali

Motion carried

Annual Report

Yvette Brook presented the Annual Report.

Motion: Kristine Quaid made a motion to accept the Annual Report.

Seconded by: Dinah Laprairie

Motion carried

Financial Report

Thomas Kriens, Kriens-LaRose presented the audited financial statement.

Motion: Kathy Stevenson made a motion to accept the Auditors Report.

Seconded by: Carol Boehringer

Motion carried

**Ontario Peer
Development
Initiative**



**Minutes of the
Annual General
Meeting**



October 2, 2017



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**Appointment of Auditor**

Kriens-LaRose was presented by the Board to perform the 2017/18 audit for the Ontario Peer Development Initiative.

Motion: Kathy Stevenson made a motion for approval of the appointment of the Auditor.

Seconded by: Kristine Quaid

Motion carried

Resolution to Enact new by-laws

Amendment:: Change problems to concerns in Article 1

Motion: Joel Johnson made a motion to enact the by-laws with the above noted amendment.

Seconded by: Keely Phillips

Motion carried

Recognition

Dylan de la Riviere recognized Donna Forget and Yvette Brook for their commitment to the Board of Directors.

Presentation of the Slate

Yvette Brook presented the 2017/18 Board slate.

Motion: Kristine Quaid made a motion to accept the slate.

Seconded by: Jessica Cranch

Motion carried

The process to fill the vacant positions was explained

Other Business

None

Adjournment

Motion: Allan Strong made a motion to adjourn the meeting at 4:51pm.



SLATE

Board of Directors 2018-2019

Rotation	Board Position	Director	Status	Area & Member Org Affiliation
2 0 2 0	1	Kari Sterling	New	North Bay Lived Experience and Recovery Network
	2	Richard Adair	New	Brampton Friends and Advocates Peel
	3	Tyrone Gamble	New	Ottawa Psychiatric Survivors of Ottawa
	4	Alise de Bie	Returning	Hamilton Mental Health Rights Coalition
	5	Vacant		
2 0 1 9	6	Aubrey Andrus	**New/ Returning	Whitby Durham Mental Health Services
	7	Dylan de la Riviere	Returning	Toronto North York General Participants' Council
	8	Moira Wheeler	Returning	North Bay People for Equal Partnership
	9	Vacant		

**Aubrey was appointed to the Board of Directors in November 2017 to a vacant position, and now requires ratification by the membership to formalize her appointment.

ONTARIO PEER DEVELOPMENT INITIATIVE

FINANCIAL STATEMENTS

MARCH 31, 2018

ONTARIO PEER DEVELOPMENT INITIATIVE
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018

	2018	2017
	\$	\$
ASSETS		
CURRENT		
Cash	49,911	33,647
Accounts receivable	18,278	21,100
HST receivable	6,614	10,922
	74,803	65,669
EQUIPMENT (Note 2)	-	-
	74,803	65,669

ONTARIO PEER DEVELOPMENT INITIATIVE
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018

	2018	2017
	\$	\$
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	16,938	12,099
FUNDS (NOTE 3)		
Ministry of Health and Long Term Care	(3,124)	(3,124)
Program fund	60,989	56,694
	57,865	53,570
	74,803	65,669

APPROVED ON BEHALF OF THE BOARD:

_____, Director

_____, Director

ONTARIO PEER DEVELOPMENT INITIATIVE
COMBINED STATEMENT OF OPERATIONS AND FUND BALANCES
 FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
	\$	\$
REVENUES		
Ministry of Health and Long Term Care funding (Note 4)	300,649	300,649
Other income	64,550	55,565
	365,199	356,214
EXPENSES		
Salaries and benefits	186,379	193,863
Program expenses	57,449	53,103
Program fund	50,169	36,137
Board expenses	24,575	27,511
Rent	8,268	8,994
Telecommunications	6,047	5,307
Office supplies	5,344	100
Audit and accounting	5,308	5,329
Award program	4,484	216
Computer maintenance and supplies	3,717	3,904
Staff and volunteer education and training	2,752	1,140
Training program expenses	2,656	4,411
Insurance	1,147	1,297
Bank charges	1,001	990
Postage and courier	823	749
Professional fees	785	-
Amortization	-	627
	360,904	343,678
EXCESS OF REVENUES OVER EXPENSES FOR THE YEAR		
	4,295	12,536
Fund balances, beginning of the year	53,570	46,395
Repaid to the MOH and Long Term Care	-	(5,361)
Fund balances, end of the year	57,865	53,570

ONTARIO PEER DEVELOPMENT INITIATIVE
STATEMENT OF OPERATIONS AND FUND BALANCE -
MINISTRY OF HEALTH AND LONG-TERM CARE
 FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
	\$	\$
REVENUES		
Funding by MOH and Long Term Care (Note 4)	300,649	300,649
Other income	10,086	6,265
	310,735	306,914
EXPENSES		
Salaries and benefits	186,379	193,863
Program expenses	57,449	53,103
Board expenses	24,575	27,511
Rent	8,268	8,994
Telecommunications	6,047	5,307
Office supplies	5,344	100
Audit and accounting	5,308	5,329
Award program	4,484	216
Computer maintenance and supplies	3,717	3,904
Staff and volunteer education and training	2,752	1,140
Training program expenses	2,656	4,411
Insurance	1,147	1,297
Bank charges	1,001	990
Postage and courier	823	749
Professional fees	785	-
Amortization	-	627
	310,735	307,541
Excess (deficiency) of revenues over expenses	-	(627)
Fund balance, beginning of of year	(3,124)	2,864
Repaid to the MOH and Long Term Care	-	(5,361)
Fund balance, end of of year	(3,124)	(3,124)

STATEMENT OF OPERATIONS AND FUND BALANCE - OTHER PROGRAMS FUND
 FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
	\$	\$
REVENUES		
Other income	54,464	49,300
EXPENSES		
Expenses	50,169	36,137
Excess of revenues over expenses	4,295	13,163
Funds balance, beginning of year	56,694	43,531
Funding balance, end of the year	60,989	56,694

