

**North Shore Coast Community Council**  
**Minutes of the meeting held April 25<sup>th</sup>, 2008**

Present: Cathy Abraham, Coranne Anderson, Liz Barnett, Fiona Galvani, Rizia Jeffery,  
Rick King, Glen McClughan, Peter Russell, Robert Soumang  
Chair: Cathy Abraham  
CLBC staff: Mary Dowdall, Doug Portfors, Paul Sibley  
Regrets: Pat Hull  
Minutes: Isabelle Listar

**1. Introductions**

Introductions were made around the table.

i) Introduction of Paul Sibley as the Acting Quality Service Manager for the Vancouver Coastal Region. This position is a 6 month secondment for Paul Sibley. Paul Sibley is an Executive Director for an agency in Kamloops. He is also the vice chair for CSSEA.

The role of the Quality Service Manager is:  
The supervision of Quality Service Analysts  
Instructional role of Contract Coordinator

ii) Doug Portfors is appointed as Contract Coordinator

Creation of 9 new Contract Coordinator positions throughout BC.  
Doug is responsible for contract management, individualized funding.

Doug will focus on:  
Unbundling contracts  
Personalizing contracts  
Developing monitoring guidelines - monitoring contracts to ensure that individuals are receiving the services they require.  
Developing procurement standards – a fair method of distributing contracts and services for individuals with developmental disabilities.

iii) Discussion on Budget information for fiscal year 2008/2009 for the Vancouver Coastal Region.

Priority of the Quality Service Office:  
Develop transition type of services for youth turning 19 and transitioning into adulthood.  
Ensure a Personal Support Plan is in place for youth moving out of the family home.  
Manage the waitlist  
Enhance services in the Whistler/Pemberton area and on the Sunshine Coast.

## **2. Approval of Agenda**

It was agreed that the Agenda be approved, Rick King moved.  
Bob Soumang seconded the motion.

## **3. Elections of Chair and Co-chair for 2008**

Declared by acclamation  
Co-chairs – Catherine Abraham and Fiona Galvani

## **4. New representative for Squamish**

Resignation of Council member - Cheryl Baker, representative for Squamish Nation, resigned in April 2008.

Council members agreed to have aboriginal representation.  
The Council will recruit a new member from the aboriginal community.  
Mary Dowdall will contact the Squamish Band and the Burrard Band.

## **5. Conflict of Interest**

A council member expressed concern about conflict of interest when responding to survey questionnaires.

A council member may present themselves as a parent of a child/adult with a developmental disability when responding to surveys.

Council members are to clarify their role either as a parent of a child/adult with a developmental disability or as a council member when involved in community events or when presenting oneself at various community meetings.

## **6. Update on community meetings attended by council members**

Members have gone out into the community to announce the creation of a community council.

Council members have visited various organizations, businesses, agencies, service provider meetings to introduce themselves and to discuss the purpose and mandate of the council.

A presentation package was created for the council to use when engaging in these meetings.

Council to create a reporting system so that Council members can share their feedback with the entire council.

We will set up a reporting system so that all of the issues that emerge from our various meetings can be gathered together to help us formulate our next steps.

Council will also provide feedback forms to groups and individuals that we meet with so that they can provide us with more information if they wish.

**7. Review Strategic Plan, set targets for the next few months**

Councils' focus over the next 6 months:

The top priority of the Community Council will be to begin a process of listening to and engaging with local communities, and the individuals with developmental disabilities and their families who live in these communities.

Council members to continue to meet with families, service providers, public agencies, community members and businesses over the next few months in each of the areas we serve.

Council to:

Identify and report on what's working and what is not working in the various communities that CLBC serves.

Identify gaps in the communities.

Have a clear understanding of what choices families want.

Review of Strategic Plan - to be discussed at the next council meeting in June, 2008.

**8. Joint CLBC Board/Community Councils meeting on May 10<sup>th</sup>, 2008  
Any feedback to bring to this meeting?**

Feedback will be forwarded by email to Isabelle.

**9. Next meeting date:            June 13, 2008**