

ADVISORY COMMITTEE ATTENDEES:

- ◆ Ross Spina (Committee Chair)
- ◆ Russ Keil
- ◆ Terry Robertson
- ◆ Debra Appleby
- ◆ Ruth Shannon
- ◆ Darryl Harand, CLBC Board and Quality and Service Committee Member
- ◆ Marcella Harrington
- ◆ Carolyn Terpstra
- ◆ Marie Sabine
- ◆ Peter Swayne
- ◆ Dawn Robertson

REGRETS:

- ◆ Mary Emmond, South Island Community Council
- ◆ Norah Flaherty, CLBC Board Member; Chair, Quality and Service Committee
- ◆ Brian Salisbury, CLBC, Director, Strategic Planning

CLBC STAFF AND GUESTS:

- ◆ Denise Turner, CLBC Board Chair
- ◆ Doug Woollard, CLBC, Interim Chief Executive Officer
- ◆ David Hurford, CLBC, Director of Communications
- ◆ Sylvie Zebroff, CLBC, Family Partnership Advisor
- ◆ Megan Tardif, CLBC, Manager, Quality Assurance
- ◆ Jessica Humphrey, CLBC, Self-Advocate Advisor
- ◆ Caitlyn Sassaman, CLBC, Community Relations Specialist
- ◆ Chris Rae, CLBC, Communications Specialist
- ◆ Robyn Sussel, Signals Design Group

APPROVAL OF AGENDA:

The agenda was reviewed and approved with the following additions:

- a. Request from Peter Swayne to discuss the possibility of introducing the option of an In Camera session at Community Council meetings.
- b. Report on “Engagement with Community Councils” from Jack Styan.

WELCOME AND INTRODUCTIONS

The Chair called the meeting to order at 9:05 a.m. and welcomed the members. Denise Turner, Board Chair, gave an update on Board activities and acknowledged the work of the

Community Council Task Force, the Community Councils, and the Provincial Advisory Committee and their accomplishments to date.

CLBC UPDATE

Doug Woollard, Interim Chief Executive Officer provided an overview of the Deputy Minister's review and the status of the report's 12 recommendations as they apply to CLBC.

CLBC COMPLAINTS POLICY DEVELOPMENT

Megan Tardif reviewed the development of the new CLBC Complaints Policy and asked the Committee members for feedback on the process that is being used to generate input from different stakeholders.

CLBC WEBSITE DESIGN

Caitlyn Sassaman, along with Chris Rae and Robyn Sussel from Signals Design Group, presented a demonstration of the new website design and requested feedback from the Committee members.

ADVISORS

- a. Jessica Humphrey reviewed drafts of the Commitment Document and Rights of Individuals Policy with Committee members and requested feedback.
- b. Sylvie Zebroff, Family Partnership Advisor reviewed draft text of the Community Council Introduction Brochure with the members and requested feedback.

COMMITTEE MEMBER REPORTS

Each of the members updated the Committee on the recent activities of their respective Community Councils.

ELECTION OF ADVISORY COMMITTEE CHAIR

As required by the Advisory Committee's Terms of Reference, members elected Russ Keil by acclamation as the new Chair of the Provincial Advisory Committee. Russ thanked Ross Spina for his contribution to the Advisory Committee and for his work as Committee Chair over the last year.

ANNUAL ADVISORY COMMITTEE REPORT

The Committee reviewed the Annual Advisory Committee Report as submitted to the Board of Directors for review. Feedback was relayed.

ADDITIONAL ITEMS

- a. It was moved that Community Councils be informed that it is a best practice for advisory groups such as Community Councils to hold a 5 to 10 minute "in camera" session at their meetings in the absence of management if they deem it necessary to discuss pertinent issues. The motion was **approved**.

- b. The Committee was asked to relay the report on “Engagement with Community Councils” from Jack Styan to their individual Councils and request feedback.

FOLLOW-UP ITEMS

The committee requested that the Recruitment Strategies document that was distributed previously be sent out to the members with the meeting minutes.

Questions to be answered at the next Advisory Committee meeting include:

- a. Can a parent of an individual with a disability be elected to the Community Council for the region in which their child lives if they live in another region?
- b. Regarding a parent whose child has died, do they need to represent a Council as a community member rather than a family member? Most Advisory Committee members felt they should be considered a family member (once a parent, always a parent).

Next meeting date:

- ◆ January 19, 2013

Meeting adjourned at 3:00 p.m.