



## Central-Upper Island Community Council Meeting

March 17, 2011

Travelodge, Old Island Hwy, Parksville, BC

9:30 AM – 3:30 PM

**Present:** Russ Kiel, Diane Bieber, Heather Cornfield, Tiffany Iles, Heather Porteous, Graham Morry, Lisa Godin-Leblanc, Caitlyn Sassaman, John Dawson, Andrew Fidell, Eugene Hrushowy

**Regrets:** Ryan Salant,

AGENDA TOPICS	
TOPIC	DISCUSSION
Acceptance of agenda and approval of last meeting's minutes	Motion to accept – John Dawson, 2 <sup>nd</sup> Heather Cornfield - approved
TOPIC	DISCUSSION
1 Standing Reports	<p><b>1.1 Recruitment</b></p> <p>Resignation of Nicole Dowling from Council due to other commitments.</p> <p>Caitlyn Sassaman – Community Relations Specialist Role is to assist staff, management, councils to engage communities. Gave outline of community engagement and how to use to recruit. Will be arranging 3 hour session at later date.</p> <p>Plan developed for recruitment – particularly regions, category (details attached)</p> <p><b>Council Composition (to be recruited) – March 17, 2011</b> 15 - total membership requested 8 - present membership <b>7 - members to be recruited (5 self advocates/family and 2 Community members)</b></p> <p><u>Breakdown of Members Sought by Location</u> 2 – from Port Alberni/Parksville 2 – from Duncan/Cowichan 2 – Nanaimo/Ladysmith 1 – Upper Island (Courtenay &amp; north)</p>

**1.2 Quality Assurance – Lisa Godin-Leblanc**

Finished the year within budget but likely that next year will difficult. Behavioral consultant to now look after tri-Port area, plan is to get there every 3 months. Analysts have 1.2 FTE to assist with volume of work with contract system changeover. Training sessions booked to assist with orientation for funding template. Supplier registry-database is now available as comprehensive program to work with other programs to streamline processes.

**1.3 CPD Manager Updates – Andrew**

Staffing updates – allocated new .8 FTE in recognition of increased community work required. Staffing plan for region currently being finalized. PSI – Personalized Supports Initiative Some roadblocks as support systems are sometimes difficult to find. Report delivered to council to show some of results, observations, challenges etc.

Operational Plan CLBC HQ– just completed. Annual plan then gets distributed as work plans to macro-regions and then to regional managers. Andrew provided copy of work plan for last fiscal year. Will update with new plan once received.

Consumer/Staff Survey – each region has received results and will be used to form part of work plan. Will have more information to share at next meeting.

Jay Townsend – N.I. Community Connections – invite to be extended to Jay to provide session at next Central-Upper Island Community Council Meeting.

**1.4 Provincial Advisory Committee – Russ Kiel**

Meeting March 5<sup>th</sup>  
CLBC Board wants to work closely with local councils. Council is to bring business case and recommendations forward to ensure funding and support. Proposed process being developed in order to do so was outlined. Once formal process is developed, councils will receive formal process protocol. Denise Turner – Chair has created sub-committees such as Self-Advocates where town hall meeting was held; doing the same for family members on March 29<sup>th</sup>.

ACTION	PERSON RESPONSIBLE	DEADLINE

**TOPIC DISCUSSION**

2. Business Arising	<p><b>2.1 Elevator Statement – CLBC approval</b> Tiffany to send to Caitlyn for review and approval.</p> <p><b>2.2 Youth Transitioning Report</b> Russ was in contact with council members previous to obtain feedback on the youth transitioning report in order to report at provincial level. Some updating of program has been done to program as a result of council</p>
---------------------	---

feedback. CLBC website contains step by step information for families planning youth transition.

**2.3 Crisis Response**

Diane and Ryan unable to work on program to date as new project for Ryan has left him unavailable. Feedback from Provincial Advisory Committee and other interested parties shows increased interest in program requesting information for implementation in other areas.

**2.4 WOW BC Council Delegate**

Russ will be attending awards ceremony on May 5<sup>th</sup> in Parksville.  
John Dawson will be delegate to participate in awards selection from nominations for Central-Upper Island Community Council.

ACTION	PERSON RESPONSIBLE	DEADLINE

TOPIC	DISCUSSION
-------	------------

3 New Business	<p><b>3.1 Aging Focus Groups Report</b> Overall feedback was positive. Good community support in Campbell River and Courtenay but limited family support. Nanaimo had broad based attendance. Final report on provincial sessions should be received toward end of summer and action plan will likely be created based on reports.</p> <p><b>3.2 Strategic Planning Session</b> Process to be taken up beginning after May meeting once new members are board. June 15<sup>th</sup> &amp; 16<sup>th</sup> tentatively scheduled for two day session in Parksville.</p> <p><b>3.3 New Chairperson</b> Final meeting as chairperson for Eugene Hrushowy Motion by Graham Morry: Russ Kiel to be installed as new chairperson of Central-Upper Island Community Council 2<sup>nd</sup>: Heather Cornfield Motion Carried</p> <p><b>3.4 – Additional Items</b> Community Council Training Fund There is currently funds available for council to use for community engagement and training. Motion by John Dawson: Council is to receive the funds from the North Island Training Committee and to create terms of reference for how funds are to be accessed and spent, determining an approval process and assigning bank signatories subject to CLBC approval. 2<sup>nd</sup>: Graham Morry Motion Carried</p>
----------------	---

	Heather Cornfield is to contact South Island Community Council for ideas on how to create terms of reference. Diane Bieber to investigate as well. Both to report back finding to council before May 19 <sup>th</sup> meeting for a preliminary plan and new signatories.		
	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>TOPIC</b>	<b>DISCUSSION</b>		
	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>ADJOURNMENT</b>			
Adjourned by Eugene Hrushowy 2:00pm			
<b>NEXT MEETING</b>			
May 19, 2011 Parksville BC			