



Provincial Advisory Committee

March 28, 2015 - Meeting Minutes

Marine One, CLBC Headquarters Boardroom

| Advisory Committee Attendees | |
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| ◆ Brendan Coyle – Richmond Community Council | ◆ Eugene Hrushowy – Co Chair, Central and Upper Island Community Council |
| ◆ Onkar Biring , CLBC Board Member and Self Advocate | ◆ Dawn Robertson – Upper Fraser Community Council |
| ◆ Cheryl Fisher – Co Chair, Thompson Cariboo Community Council | ◆ Ashley Baker – North Shore Sunshine Coast Community Council |
| ◆ Lynnetta Beingessner – Kootenay Community Council | ◆ Karen Neoh – Vancouver Community Council |
| ◆ Sheryl Demers – North Region Community Council | ◆ Catriona Johnson – South Island Community Council |
| CLBC Staff | |
| ◆ Megan Tardif – Director, Quality Assurance, Community Living British Columbia (10:45am – 11:05am) | ◆ Sylvie Zebroff – Manager, Individual, Family and Volunteer Engagement; Committee liaison |
| ◆ Randy Schmidt – Director, Communications, Community Living British Columbia (11:05am – 11:50am) | ◆ Jessica Humphrey - Self Advocate Advisor, Individual, Family and Volunteer Engagement |
| ◆ Jack Styan – VP, Strategic Initiatives (12:20pm- 12:40pm) | ◆ Adelle Corrado – Executive Assistant |
| Guest | |
| ◆ Donna Long – Central and South Okanagan Community Council | ◆ Vicki Stratton – Nominated PAC Rep/Meeting Guest, Surrey/Delta/Whiterock Community Council |
| ◆ Barb Paciejewski – Nominated PAC Rep/Meeting Guest, Surrey / Delta Community Council; | |
| ◆ Colleen Larson – Nominated PAC Rep/ Meeting Guest, North Okanagan Community Council | |
| Regrets | |
| ◆ Marcella (May) Harrington – Central and South Okanagan Community Council | ◆ Norah Flaherty, CLBC Board Member |

1. Welcome

Sylvie Zebroff called the meeting to order at 9:00 am and welcomed members and guests. Each member and guest shared a brief introduction of themselves. It was suggested to not use acronyms in order for everyone to understand the conversation.

Approval of Agenda and Minutes

Eugene Hrushowy motioned and Ashley Baker seconded the approval of the minutes. An addition to the agenda regarding housing was made by Dawn Robertson.

2. Introduction of New Board Member Representative for PAC – Onkar Biring, Board Member

Onkar Biring introduced himself as the new Board Member representative for the PAC. He described his cultural background and new endeavors. Onkar recently opened up his own business as an inspirational speaker.

3. PAC Chair Nominations and Elections – Sylvie Zebroff, Family Partnership Advisor

Eugene Hrushowy and Cheryl Fisher put their names forward as Co-Chairs. There were no other nominations. Eugene and Cheryl were acclaimed as Co-Chairs with no unopposed votes. The agenda was then handed over to Eugene who performed the Chair functions for the remainder of the meeting.

The Chair explained how the Co-Chair aspect was going to function with Eugene and Cheryl taking turns Chairing, going forward.

4. Board Updates – Onkar Biring, Board Member

Onkar was not able to attend the last Board Meeting and therefore could not give an update.

5. Self-Advocate PAC Issues Update – Jessica Humphrey, Self-Advocate Advisor

Jessica Humphrey referred to the January PAC meeting regarding working alongside individuals and making sure that their travel is coordinated properly. How do we work to make sure everything is considered? There are lots of considerations around taxi's, hotels and airplane coordination.

Jessica informed the PAC that she is working alongside with the Head Office Administration department to ensure there are procedures and protocols in place for a smooth travel system. A travel checklist, workflow and new Travel Expense Reimbursement form have been drafted and will be sent to admin across the Province for feedback.

Action Items:

Jessica to send the drafted forms to the PAC for feedback by the end of April end of May.

6. Follow Up from Last Meeting – Jessica Humphrey

This agenda item was covered in discussion under the previous item ☺.

7. Passenger Insurance Update – Sylvie Zebroff

Information regarding expanded passenger insurance is not specified in the Community Council handbook but is in CLBC policy. Clarity is needed. Megan Tardif is hoping to change/amend the policy to ensure that individuals giving rides to Volunteers do not need more insurance.

Action Items:

- Megan to give an answer about volunteers driving Self Advocates home.

- Jessica Humphrey and Megan to work to see if people need the correct information about insurance and Self-Advocates getting rides.

8. Introduction and Update to Community Council Websites – Randy Schmidt, Director, Communications

Randy Schmidt gave an introduction about himself and shared his ideas around how CLBC can better support individuals. He explained what the function of Communications is, how it builds trust and gave a brief overview on what his department does. Randy reviewed recent work done to profile Community Councils, create new more dynamic web sites and the possibility of new ways to improve updating of the sites.

The PAC discussed the use of social media as an additional way to reach out to their communities.

Action Items:

- Randy to review and recommend how Councils can best use social media
- Randy working with Sylvie to update the Community Council web pages, lists and minutes by fall 2015.
- All PAC members urged to identify newsworthy stories about CLBC individuals involved in promoting inclusion
- Randy to send out individual email addresses to the Councils as requested

9. Introduction and update regarding Community Council supports/recruitment/advisors – Megan Tardif, Director, Quality Assurance

Megan Tardif gave an introduction of herself and her role as the new Director of Quality Assurance, her background with CLBC, who reports to her, and how her department works. She also explained the reason and importance for privacy legislation. Megan mentioned that her old position, Manager of Quality Assurance, has not been filled and will be posted to external and internal applicants.

The PAC brought up the issue of satisfaction survey questionnaires that are sent to CLBC individuals from agencies. They mentioned that family members are not seeing them and are assuming that service providers are filling them out for their sons and daughters. The question was asked who fills out the questionnaires for individuals who are in group homes and cannot communicate and may not have family members to assist/advocate for them.

Action Items:

- Megan Tardif will plan to attend the June 5th PAC meeting to provide additional information about CLBC's formal Quality Assurance processes and speak more broadly to safeguards.
- Megan will also follow-up on the question about requirements for community council members to have additional insurance on their vehicles.

Lunch 11:50am – 12:20pm

10. CLBC Strategic Plan Refresh Update – Jack Styan, VP, Strategic Initiatives

Jack Styan reported that the new Strategic Plan has been approved by the Board, the process and what is in the plan. The process is to look at the plan and refresh is annually by engaging directly with

individuals, families, CLBC staff and service providers. As the report was a refresh and not a redoing; the redoing of the plan will start fresh and have a new plan in September 2016 to the Board for approval and then released in spring 2017.

Jack spoke about the driver of quality and how CLBC responds. The Include Me Quality of Life project allowed CLBC to survey 3,000 individuals for the past 4 years. The data tells us that CLBC is doing really well in areas of safety and security and less well in social inclusion, personal relationships and self-determination. Issues include; quality services, needs for supports from other Government ministries and support services. The emergent issues are surveying people in the First Nations communities, complex support needs and supported living. Priority is being revised because it can be improved.

11. Committee Member Report Out

A round table Committee Report Out followed from the attending members:

Karen Neoh, Vancouver Coastal Community Council: the Council is working on financial tools and tips for a housing workshop in summer 2015. They have lost their Chair and only service provider for their Community Council. Currently, they are trying to recruit for more service providers to join their Council. They are currently sitting at 8 members in total.

Catriona Johnson, South Island Community Council: the Council is working on three focus areas; transition, employment and community engagement. Currently they have 8 members, are working on recruitment and have put out an advertisement for new members. A survey has gone out to youth who are currently going through transition and as well as youth who have gone through transition within 5 years.

Lynnetta Beingessner, Kootenay Community Council: on March 13, 2015 the Council held a spring dance to help recruit new Council members. The dance was a huge success with 120 attendees and included a buffet dinner with people coming from different communities. The purpose of the dance was to help recruit new Council members and to celebrate people with disabilities. The Council currently has 5 members, one additional person doing paper work to join and 3-4 others who are interested in joining.

Donna Long for Marcella Harrington – South Central Okanagan Community Council: last month the Council had a dance to help recruit self-advocates, family members and service providers. They are planning on having another dance with a live band to help bring even more people. Currently, there are three self-advocates, two service providers and three family members sitting on the Council.

Cheryl Fisher – Thompson Cariboo Community Council: Community awareness has been a focus. Currently, the Council is putting together a photo contest and bought a tent for Canada Day celebration on July 1st. The Council has three service providers, two self-advocates and one family member.

Brendan Coyle – Richmond Community Council: has been teaming up with a Richmond School Board, Richmond Housing Coordinator, Diversity Coordinator with the City of Richmond, Richmond Centre for Disability, Mental Health and Employment Services for a big project on housing. Richmond has put forward a proposal to double the new development requirement for social housing or the City can buy their way out of it. Richmond wants to double the contribution for developers per square footage. Council has supported this and sent a letter to the City.

Barbara Paciejewski – Simon Fraser Community Council: Barbara is a new member this year. There have been efforts to recruit new members. People were approached from a housing meeting. Currently, there are no agencies establishing different options for people with disabilities. A group home option is for emergency use only. There is a housing focus subcommittee being created in order to create new ideas. The Council worked with the City of Coquitlam and provided information to the city. Jule Hopkins is coming to the Community Council meeting in April and will propose a strategic plan.

Colleen Larson – North Okanagan Shuswap Community Council: the project this year is about employment. The Council had a video contest that is open to students with the prize being a grant. They did not get one single submission. They have now changed the structure and are offering a bursary for October, February and April to submit and have an ongoing \$500.00 bursary. The topics include inclusion, personal stories and employment. The Council is hoping to use it as a tool for ongoing communication and has decided to call it a bursary and not a contest. Currently, the Council is made up from two service providers, one family member, one self-advocate and two business partners. They are looking for more recruitment.

Dawn Robertson – Upper Fraser Valley Community Council: there are five new members; one community member, six parents, four self-advocates and two service providers. The University of the Fraser Valley is partnering with the Council with a Pechakucha contest. The requirements are that there has to be 20 slides, 20 seconds per slide and 6 minutes in total. One topic will be on inclusion and the second will be on housing.

Action Items:

Sylvie Zebroff to send out a link of a pechakucha to the committee.

Ashley Baker – North Shore Sunshine Coast Community Council: the Council added three new family members and one self-advocate. The Council created a brochure on Inclusion Works and there are currently eight families who are interested in the program. The Council has some ideas about future agenda items and they have appointed a new person to take meeting notes.

Sheryl Demers – North Region Community Council: there are some upcoming events planned in order to recruit more people to the Council. A Quesnel Job Fair will be hosted this year at the College of New Caledonia in Prince George on May 14th, 2015 10:00am - 4:00pm. Plans to go into the region

and have the Councils first two North Region recruitment event in Fort St. John and Dawson Creek on May 5th-8th, 2015. In September the Council plans to travel to Terrace and Smithers during the 9th-11th.

Vicki Stratton – Surrey Delta Community Council: The Council is planning its second annual Innovative Labour Solutions Awards on October 1st, 2015; the last awards were in October 2014. Self-advocates nominate employers who hire people with disabilities. Currently the Council has been trying to recruit new Council members through the CLBC website and have been talking to service providers in the area. There are four potential new members and six members as of right now. The Council hopes to have a forum in the fall for parents.

Eugene Hrushowy, Co-Chair – Central and Upper Island Community Council: Housing is a big topic and recruitment has been an issue. There is a housing forum on May 23rd in Duncan. There are currently six people on the Council currently. There will be a Canada day celebrations group in Campbell River called *Inclusion* to perform. The Council will set up a table as well.

Action Items:

- Sylvie Zebroff to send out a link of a pechakucha to the committee.
- Karen to send information about housing to Sylvie and Sylvie will send the information to the Council Chairs
- Sylvie will talk to Randy Schmidt about creating a hub for all Community Councils to have a space to share information.

12. Discussion on Agenda Items submitted from Community Council Chairs or PAC members – All

A. Council Budgets – Chair

Council budgets have been shrinking over the years and now there is a new fiscal 15/16 year. Everyone touched on how much their budgets are, there are different budget amounts for each region, and how it gets allocated. Sylvie Zebroff suggested for the Council members to talk to their CLBC manager to find out what their budgets are and create a strategic budget for the year in order to allocate funds before the fiscal year end. A suggestion was made to create a proposed budget for the year and submit it to the CLBC regional office.

B. Admin Systems within the Regions - Chair

There has been issues concerning getting someone within the regional office to sign a document that would authorize a payment or action.

Action Items:

- Sylvie Zebroff to find out the steps to ensure timely support for events and contracts
- Sylvie to find out what the steps are to get the communication out

C. HandyDART – Marcelle Harrington & Donna Long

Marcelle Harrington had sent in a discussion point via Donna Long to express how poor and difficult the HandiDart service is in her region. The Council members expressed the same feelings for their

regions. There was discussion on how the new BC Transit vote will affect HandyDART services in the lower Mainland. It was suggested to invite a HandyDART representative to the respective Community Council meetings, and that an invitation be extended to the Ministry of Transportation to do a presentation for the PAC at the September meeting.

Action Items:

- Sylvie Zebroff to extend invitation to September meeting to the Ministry to discuss HandyDART services in the Province.

D. Proposed Group Activity – Catriona Johnson

Catriona Johnson conducted a group activity, to build a matrix of common work plan themes across the Councils in the Province. The spreadsheet showed what was important in each Council's community and what they are currently working on and commonalities/themes across the Province.

Action Items:

- Catriona to send the document out to all Councils and add it to the meeting minutes.

E. Housing

Was covered previously.

F. Wrap Up

Everyone was given the opportunity to say something they didn't get a chance to say throughout the meeting.

G. Next Meeting

June 5th meeting at 1:00pm with Megan Tardif before the June 6th meeting

Action Items:

- Invite the Board, Chair and Managers to the June 5th meeting
- Everyone to think about points or subjects they want Megan to talk about
- Add HandyDART to the September meeting, invite someone from HandyDART to come and present.

13. Adjournment

Meeting was adjourned at 3:15pm

Amended Item:

January 24, 2015 Meeting

Karen Neoh, Vancouver Community Council: "The Council is sponsoring talks and workshops on "How to Prepare for Independent Living". These are small group discussions, with many topics discussed under the overarching topic of Independent Living."

Amend To:

"The Council – in partnership with the Vancouver Parents in Transition Group – organized a forum on housing that included small group discussion about assessing needs for independent living and ideas for achieving solutions."