



**Provincial Advisory Committee Meeting
January 23, 2016
Marine 1 & 2, Community Living BC Head Office**

Attendees

Community Council Members:

Cheryl Fisher, Chair	Ruth Shannon, Richmond
Dawn Robertson, Upper Fraser	Ashley Baker, North Shore Sunshine Coast
Victoria Stratton, Surrey-Delta-White Rock	Barb Paciejewski, Simon Fraser
Colleen Larson, North Okanagan	Michelle Goos, South Island
Mark Skelton, Central and Upper Island	Lynnetta Beingessner, Kootenay
Darryl Harand, Central and South Okanagan	Gord Robertson, North Region

CLBC Board:

Onkar Biring
Jane Holland

CLBC Staff:

Megan Tardif – Director, Quality Assurance
Sylvie Zebroff – Family Partnership Advisor, Quality Assurance
Jessica Humphrey – Self Advocate Advisor, Quality Assurance
Jack Styan – Vice President, Strategic Initiatives
Tamara Kulusic – Manager, Policy & Program Development

Minutes prepared by:

Sridevi Bandi – Executive Assistant

Call to Order

The Chair called the meeting to order at 9:10 a.m. All members shared a brief introduction.

1. Approval of Agenda

Agenda for the meeting was reviewed. Colleen Larson requested for a discussion on Community Council budgets. Megan Tardif confirmed that it will be addressed in her update.

Motion

Cheryl Fisher **moved** for approval. Ashley Baker **motioned** and Barbara Paciejewski **seconded** the approval of the agenda.

CARRIED

2. Approval of Minutes

The minutes of the last meeting conducted on October 3, 2015 were reviewed.

Motion

Cheryl Fisher **moved** for approval. Michelle Goos **motioned** and Colleen Larson **seconded** the approval of the minutes.

CARRIED

3. Board Updates

Onkar Biring shared updates on the Board visit to Chilliwack Society for Community Living and Pathways in November 2015. The Board members appreciated how well managed Pathways is and were impressed with the employment stories shared by Self Advocates at the Chilliwack Society for Community Living.

Jane Holland mentioned that Minister Stilwell was a visitor at the last meeting and the Minister talked about CLBC involvement in various initiatives. Jane Holland updated about the Board's visit with the Upper Fraser Community Council and talked about how these meetings helped strengthen information sharing between the Board and the Councils. Jane Holland also explained about the 3 Committees of the Board – Finance & Audit, Human Resources & Governance, Quality & Service.

4. CLBC Updates

Megan Tardif shared the below updates:

Annual Service Satisfaction Survey – The survey was conducted in Dec / Jan '16, covering 1200 individuals and families. CLBC is exploring the possibility of moving to a more targeted survey going forward – perhaps a short survey following a the point of contact. This would ensure all categories of clients who are currently availing CLBC Services are covered.

Training resources – Below mentioned new resources have been launched

- Online course on Home Sharing standards through Open School BC
- Shared Living Resource Guide – A toolkit available on CLBC website was developed in collaboration between CLBC and agencies from the CEO Network Group.

CLBC is also finalizing a Home Study Certification Course through Justice Institute

Family Communication Project – CLBC Communications team is working on a project to establish better ways of communicating with families. They might undertake surveys, focus groups and may reach out to the PAC members for their input.

Community Council budgets - In response to a question from Colleen Larson regarding the transfer of excess budget in one council to another, Megan Tardif responded that this is normally managed by the DRO. Since some members were unaware of the budgets available for their Council, Megan Tardif confirmed that she would regroup with the Managers about council budgets and how these were to be used.

Some members sought clarity on the Manager's role in relation to Councils and it was agreed by Megan Tardif that the handbook would be reviewed and updated, if required

5. Community Council Chair Calls

Sylvie Zebroff updated regarding a change in schedule of the Council Chair calls. The calls are now being scheduled once a quarter and each call would focus on activities of 2 councils. The next call is being held on February 24, 2016 and the councils were invited to present their activities.

6. CLBC Ageing Strategy and STADD Ageing site

Tamara Kulusic explained about a project with the Ministry of Health to create a website for General Practitioners and individuals / families to raise awareness about the needs of individuals with developmental disabilities, as they age. A booklet is also being developed about 'Successful Practices in Ageing'. The booklet and website will be ready in late spring 2016.

STADD (Services To Adults with Developmental Disabilities) Ageing site in Burnaby has closed and is being taken over by the CLBC Simon Fraser Team.

7. Inclusive Housing Forum

Jack Styan provided background on how housing has been raised as a priority by Facilitators, though CLBC mandate doesn't include developing housing. Some people / organizations have complained to CLBC about non-inclusion in housing development. CLBC will be facilitating a discussion forum on 'What makes housing inclusive?' in Vancouver on March 10th, 2016.

Members were asked to inform their councils regarding the forum and let CLBC know if any of their council members were interested in attending.

8. Strategic Planning

Jack Styan updated regarding initiation of work on the next Strategic Plan. A Consultant who will be selected through a RFP, will do a targeted engagement for inputs from people who were not contacted during the earlier planning process. The aim is to prioritize big issues faced by individuals / families and the challenges faced by CLBC in addressing these issues.

Jack Styan also provided a heads up that the Strategic Planning discussion would be included as an agenda item in the upcoming joint PAC and Board meeting.

A motion was carried by the PAC to include an agenda item for discussion about Strategic Plan priorities in the next PAC meeting in March, 2016.

9. Family/Individual Governance

Jack Styan shared that CLBC is interested in bringing out expert Janet Klees from the Deohaeko network as a resource to Councils interested in family/individual governance and invited views from Council members.

10. Committee Member Round Table Report

Each member provided an update on the major events / activities happening within their councils.

12. Advisor Roles

Sylvie Zebroff and Jessica Humphrey described their roles and reminded the PAC that the Advisor roles can help with Council work plans, recruitment and work plan events/activities, values/history training, family and Self Advocate leadership development. They invited ideas and recommendations about ways in which the Advisors could bring the voice and perspectives of individuals and families to CLBC.

Adjournment

There being no further business to discuss, Cheryl Fisher thanked everyone for attending and the meeting adjourned at 3:10pm. The next PAC meeting will be held on March 19th, 2016. The annual joint PAC and Board meeting is scheduled for June 3rd and 4th, 2016