



**Provincial Advisory Committee Meeting
April 8, 2017
Marine 1 & 2, Community Living BC Head Office**

Attendees

Provincial Advisory Committee Members:

John McCulloch, Acting Chair, Vancouver

Lynnetta Beingessner, Kootenay

Mark Skelton, Central and Upper Island

Donna Long, Central/South Okanagan

Michelle Goos, South Island

Barb Paciejewski, Simon Fraser

Vicki Stratton, Surrey, Delta, White Rock

Colleen Larson, North Okanagan

Ruth Shannon, Richmond

Guests:

Si Stainton – Family Support Institute, Volunteer and Community Engagement Coordinator

CLBC Board:

Jane Holland

Onkar Biring

Michael Watson

CLBC Staff:

Megan Tardif – Director, Quality Assurance

Jessica Humphrey – Self Advocate Advisor, Communications

Jack Styant – Vice President, Strategic Initiatives

Minutes prepared by:

Deborah Nowak – Supervisor of Administrative Services

1. Welcome

The Chair called the meeting to order at 9 a.m. and welcomed members and guests.

Approval of Agenda

Agenda for the meeting was reviewed. Mark Skelton requested an addition to the agenda by adding the following item of New Business: Bringing an Issue of Concern to the Provincial Advisory Committee

Motion:

Barb Paciejewski MOVED and Ruth Shannon SECONDED that the Committee approve the agenda.

CARRIED

Approval of Minutes

Minutes of the last meeting conducted on January 28, 2017 was reviewed.

Motion:

Lynnetta Beingessner MOVED and Ruth Shannon SECONDED that the Committee approve the agenda.

CARRIED

1. Friday evening re-cap

The Committee spoke highly of the new location for the Friday evening dinner and hotel. The Committee had a discussion about staff attendance at the dinner and agreed that it was helpful to have staff attend the dinner the evening before.

2. PAC Term Tracking

Megan Tardif reviewed the Terms of Reference for Provincial Advisory Committee members; specifically the duration of CLBC Board appointed terms of a maximum two – two year terms. Members were asked to manually update a PAC membership Term spreadsheet to indicate when they started with PAC, their current term start date and the current term end date. Deborah will work with Jessica to update PAC and Community Council membership tracking records. The updated PAC membership Term spreadsheet will be brought forward to the Board.

3. CLBC Strategic Plan Update

Jack Styan presented the revamped Strategic Plan with CLBC's new vision, clearer values and goals approved by the Board in January 2017. Jack informed the Committee that the implementation plan is currently being developed. Jack asked the Committee to consider how the Community Councils could participate in the implementation of the plan by incorporating a part of it into their work plan.

The four major areas of focus to implement the strategic plan in 2017-18 are: to better serve individuals with multiple complex needs, strengthen relationships, streamline processes, and increase strategic alignment and focus.

In 2017-18, there will be 19 projects underway, including CLBC staff capacity in Trauma Informed Practice and Harm Reduction, Advancing New Support Options (ANSO) of employment and other inclusion opportunities, supporting transitioning youth, include Me! Survey North expansion, Indigenous Cultural Sensitivity Training and stronger relationships with First Nations communities, and redesigning the CLBC website with more user-friendly content and updated information. Jack also described the planning project Prepare to Reach Back Pre-19 in which communities can share their community assets to help individuals and families before the individuals turn 19 years of age. There will be a call to councils who would like to test the community mapping tools and promote inclusion.

The Committee discussed various areas where they might be interested in participating, including housing, strengthening collaboration across Government, monitoring framework, and community asset mapping for improved individual and family relationships.

Jack explained that a housing toolkit being developed. Jack encouraged councils to help develop materials and engagement on how to do things and provide feedback to make sure these projects will work for the communities.

4. Community Council Engagement and Family Engagement Strategies

John McCulloch discussed some of the history of Community Councils. The goal is to make council members feel useful and as a result, improve recruitment. Various members shared the current state of their councils, difficulty in recruiting new council members and challenges with engaging new members.

The Committee agreed that they should be involved in developing improved communications materials related to their role. Ideas generated by the members are to display community council posters in CLBC offices, create a YouTube video describing the councils, and update current community council websites.

5. Family Support Institute (FSI)– How can Councils and FSI work together

FSI Volunteer and Engagement Coordinator Si Stainton presented the role of FSI in communities where families support families with individuals who have disabilities. Si described FSI supports available, such as family webinars and the website database www.findSupportBC.com that contains information about regions resources, supports and services with transition timelines and parental perspectives.

Si discussed engagement techniques for families by explaining how councils will benefit families by improving connections between families in the same community and to other communities, by keeping individuals with disabilities safe within communities, by connecting them with CLBC and its resources, and by informing CLBC policies and developing processes based on their input.

Si suggested that FSI could help community councils provide workshops at family conferences held by FSI and Inclusion BC, and help map community assets in regions. Si also recommended that when community councils watch for family champions and invite them to speak at community council meetings and then have them promote community councils in regions. Si recommended preparing a strategy for promotion, and publicize terms of reference.

The Committee agreed that working with FSI would be beneficial and help other families decode CLBC and its services. The Committee discussed how the importance of families supporting other families to help educate communities, keeping informed, building a network, breakthrough language barriers, and a sense of belonging to the CLBC family.

6. CLBC Board Updates

Onkar Biring and Jane Holland shared the Board updates below:

New Board member - New Board member Michael Watson joined the Board in January 2017. Mike explained the Board's role in overseeing finance and CLBC's mandate as well as connecting to self-advocates and families to learn about what is important to the individuals served by CLBC. Mike explained from the Board perspective, there is an obligation of governance, oversight and communication with stakeholders and it is an opportunity to provide advice and to ask community councils what is important for me to know as a Board member.

Overview of Board Committees – Jane provided a brief overview of the three Board committees: Governance and Human Resources, Finance and Audit, and Quality and Service. She explained that it is the Board's obligation to ensure that PAC follows their Terms of Reference, CLBC is in compliance with all provincial legislation, overseeing and auditing CLBC finances, effective delivery of good quality services for individuals and monitoring CLBC and its service providers. Jane also discussed how it is important for the Board to be involved with the PAC Committee to ensure that it remains informed about CLBC activities. It is also the Board's responsibility to listen to the concerns brought forward by PAC and try to address them.

Trend Analysis of Growth in Demand - This month the Board received a presentation on a trend analysis of growth in demand and services. Some highlights include: the number of individuals eligible for CLBC in 2015-16 was 927; the number of 19 year olds being determined eligible for CLBC services is at, or higher than the accepted prevalence of developmental disability in the overall population; and Government funding has consistently increased over the last four years (including an increase of \$58 million for 2017/18). As a result, CLBC is forecasting a balanced budget and as of January 31, 2017, CLBC has provided new services to **2,201** individuals.

Board Tour 2017 – The Board will be touring the regions in groups of 2-3 people during this fiscal instead of holding its meetings in the regions.

The Committee brought forward the following items of concern to the Board: a request for an explanation of the Request for Services List and its breakdown of services; family engagement regarding accessibility to CLBC services throughout BC with special attention to new immigrants and language barriers; challenges faced by parents who have a developmental disability issue; the delayed communication for youth transitioning regarding CLBC process requirements and available funding; meeting the needs of a growing population; and issues of concern to be brought forward by Appendix 3 of the Community Council Members Handbook 'Bringing Issues of Concern to the Provincial Advisory Committee.'

7. Joint PAC-Council-Board meeting agenda

It was agreed by Committee members that all items listed in the January 28, 2017 minutes will be added to the agenda for the upcoming Joint meeting on June 9-10, 2017.

The Committee requested a clarification of roles of the Community Council, the Provincial Advisory Committee and the Board before they can consider how to address the participation

of the community council towards implementing a part of the new strategic plan into their council work plans.

The Committee agreed that a successful meeting is where everyone takes away something tangible, addresses concerns brought forward, planning next steps with an action plan, the alignment of plans and teambuilding, self-advocates teaching others what it is like to live with a diversability, honest feedback, and includes networking time.

8. Committee Member Round Table Report

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

Adjournment

There being no further business to discuss, the Chair thanked everyone for attending and the meeting was adjourned at 2:50 p.m. The next PAC meeting will be held on September 22nd-23rd, 2017. The annual Joint PAC and Board Meeting will be held on June 9 and 10, 2017.