



Kootenay Community Council Meeting  
February 11<sup>th</sup>, 2014  
Creston Chamber of Commerce Building, 121 Northwest Blvd, Creston

Present: Donna McCready, Jennifer TerWoord, Kayleigh Postmus, Madeleine Harlamovs, Nick Toner, Lynnetta Beingessner, Kathleen Elias, Phoebe Scotland

Regrets: Susan Davis

Minutes recorded by: Phoebe Scotland

**AGENDA TOPICS**

TOPIC	DISCUSSION		
1. Review of agenda	<ul style="list-style-type: none"> <li>Addition of White Paper discussion as it relates to the PAC statement and a review of Council goals to the agenda</li> </ul>		
2. Review of Minutes from November 28, 2013 and January 21, 2014 meetings	<ul style="list-style-type: none"> <li>Motion to accept (Lynnetta), seconded (Kayleigh)</li> <li>Accepted (all in favour)</li> </ul>		
TOPIC	DISCUSSION		
3. OLD BUSINESS a) CLBC staff support role b) Chair term update	<p>Edits to CLBC staff support role job description</p> <p>Madeleine's term has expired and can't be renewed, currently no Chair or PAC rep. No current Council member is interested in taking on either role. Madeleine will attend Council meetings as a guest until September 2014 to assist with transition. Other Council members to fill in with duties until new Chair and PAC rep are recruited. Motion to arrange thank you gift for Lorraine (Nick), seconded (Lynnetta), approved (all in favour).</p> <p>RAC cards will be brought to Castlegar in person</p>		
c) Status update for RAC cards			
	ACTION	PERSON RESPONSIBLE	DEADLINE
	Edit job description	Phoebe	March 25
	Attend March PAC meeting	Lynnetta and Donna	N/A
	Arrange thank you to Lorraine	Phoebe	April 29
TOPIC	DISCUSSION		
4. CHAIR UPDATE a) Chair Conference calls b) Terms of Reference c) Scholarship fund applications	<p>a) Madeleine will no longer attend Chair conference calls. Phoebe will ask Brian to forward Chair correspondence to her so that she can coordinate other members to attend.</p> <p>There are still recruitment challenges around the province.</p> <p>Self advocate conference in Nanaimo this June. Kootenay Council did not identify</p>		

anyone to sponsor attendance for.  
 White Paper discussion statement being put forward by PAC- does Kootenay Council wish to endorse?  
 Chairs and PAC have been asked for feedback on CEO search.  
 b) It is still possible to have Joanne and Brian speak with us about the new Terms of Reference. Final version will be posted on CLBC website when available.  
 c) A scholarship fund has been established by CLBC/BCGEU. Those served by CLBC are eligible. Applications for 2014 will be accepted until March 31 and are available online at the following locations or as paper applications from CLBC offices:

- BC Self Advocate Net: [www.selfadvocatenet.com](http://www.selfadvocatenet.com)
- BC Government and Service Employees' Union: [www.bcgeu.ca](http://www.bcgeu.ca)
- Community Living BC: [www.communitylivingbc.ca](http://www.communitylivingbc.ca)

ACTION	PERSON RESPONSIBLE	DEADLINE
Attend monthly Chair teleconference	Phoebe to coordinate member attendance	Ongoing
Forward PAC White Paper discussion statement to Council members and gather feedback to Madeleine	Phoebe	February 26

TOPIC	DISCUSSION
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5. CLBC UPDATE	End of fiscal year, preparation for new fiscal year ahead. Commitment document is being introduced.
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ACTION	PERSON RESPONSIBLE	DEADLINE
N/A		

TOPIC	DISCUSSION
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6. COUNCIL MEMBERS' HANDBOOK AND TERMS OF REFERENCE	Some feel that it is too long. Members will review Terms of Reference and give feedback to Phoebe. Will request orientation after new members have been recruited. Continue with work goals already identified (recruitment and linking to established community events). Develop thorough written work plan with goals aligned to the fiscal year.
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ACTION	PERSON RESPONSIBLE	DEADLINE
Give feedback on Terms of Reference	Each Council member (feedback goes to Phoebe)	March 22
Develop written work plan	Phoebe	March 25

TOPIC	DISCUSSION
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7. RECRUITMENT AND EXPIRING TERMS	Madeleine's term has expired, Nick's will expire March 31. Neither can renew. Susan may leave Council in May. Recruitment plan with timelines to be developed. Orientation package for use in recruitment needed ASAP.
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ACTION	PERSON RESPONSIBLE	DEADLINE
Follow up on Creston college	Donna	March 25

	class presentations, Axis staff		
	Follow up with ProCare contractor	Kathleen	March 25
	Develop orientation package and recruitment plan with specific timelines	Phoebe	March 25
<b>TOPIC</b>	<b>DISCUSSION</b>		
8. COUNCIL MEMBER BIOGRAPHIES	Council agrees that biographies will be valuable as a component of the orientation package being developed.		
	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Write biography and send to Phoebe	Each Council member	March 25
<b>TOPIC</b>			
9. BUDGET	Council will develop a budget management plan, which will be centred around the work plan and recruitment strategy, and the goal of linking to established community events.		
	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Carry forward to April meeting	N/A	N/A
<b>ADJOURNMENT</b>			
<b>NEXT MEETINGS</b>			
March 25 <sup>th</sup> 10am-2pm PST Creston			
March 29 <sup>th</sup> PAC Meeting Vancouver			
April 29 10am-2pm PST (Interim Planning Meeting) Castlegar			
May 27 <sup>th</sup> 10am-2pm PST Creston			