



**Provincial Advisory Committee Meeting
Sept. 23, 2017
Marine 1 & 2, Community Living BC Head Office**

Attendees:

Provincial Advisory Committee Members:

John McCulloch, PAC Chair, Vancouver
Colleen Larson, North Okanagan/Shuswap
Lynnetta Beingessner, Kootenay
Mark Skelton, Central Island
Barb Paciejewski, Simon Fraser
Mary Bickert, South Central Okanagan
(Acting PAC rep)

Ruth Shannon, Richmond
Gord Robertson, North (Acting for Sheryl Demers)
Vicki Stratton, Surrey/Delta
Susan Ko, South Island (Acting for Michelle Goos)
Gerry London, Thompson-Cariboo

CLBC Board:

Onkar Biring
Jane Holland
Michael Watson

CLBC Staff:

Megan Tardif – Director, Quality Assurance
Jessica Humphrey – Self Advocate Advisor
Zainum Bahadshah – Manager, Organizational Support
Randy Schmidt – Director, Communications
Chris Rae – Communications Specialist

Minutes prepared by:

Kerry Hall, Executive Assistant

1. Welcome

The Chair called the meeting to order at 9:00 a.m. and welcomed members and staff.

Approval of Agenda

The agenda for the meeting was reviewed.

Approval of Minutes

The minutes of the last meeting on April 8, 2017, were reviewed.

Motion:

Vicki Stratton MOVED and Ruth Shannon SECONDED that the Committee approve the minutes of April 8, 2017.

CARRIED

A discussion about the PAC Term Tracking arose from the minutes. It was suggested that PAC membership should be a regular item on the PAC agenda. Megan Tardif explained that we have improved our process at head office for PAC and Council membership tracking.

1. FRIDAY EVENING RE-CAP

The Committee noted how well the Friday evening dinner worked out with CLBC staff, Jessica Humphrey and Megan Tardif attending. The conversations were great, improved connections between members, and it was a good warm up for the Saturday meeting.

2. CLBC WEBSITE REDESIGN UPDATE

Randy Schmidt, Communications Director, presented an update on the CLBC website re-design project. This project falls within the CLBC strategic plan under the goal 'strengthening relationships with individuals and families'.

Randy thanked the PAC and their Councils for participating in the survey that went out earlier in the summer. After getting survey response and feedback from Councils, as well as other family groups and self advocates, one of the key things people are looking for on the CLBC website is a clear way to find out, "*What supports and services are available to me and how do I get them?*"

There will be further consultation with CLBC staff, families and self advocates over the coming months including usability and site navigation testing. The plan is to launch the new website in the spring of 2018. There will be a survey of the new site to see if results have improved.

For more details on the website consultation and re-design project see presentation attached to these minutes.

A discussion arose after the website presentation about communication and roles and responsibilities. It was suggested that communications be on the agenda for the next PAC meeting in order to review and better understand roles and responsibilities of Council members, managers, regional administration and head office staff.

3. PAC SELF EVALUATION

The PAC reviewed the 2015 PAC self evaluation survey and made a few changes. Jessica Humphrey will make these edits and send out to members via an email link to be filled out before the next meeting in January.

The committee discussed doing the PAC self-evaluation in the spring when it coincides with the fiscal year end. Jessica Humphrey suggested the annual reports could be requested when the evaluation goes out. The annual report, work plan, and self-evaluation would then be done before the Annual Joint June meeting.

It was suggested that a calendar for PAC and Council members be developed so it's easy to see in advance what needs to be done when and by whom.

Megan Tardif said she would do a calendar listing of what's happening each month and any deadlines to help the PAC anticipate what is coming up.

4. CLBC PLANNING PROJECT UPDATE AND COMMUNITY MAPPING PRESENTATION

Zainum Bahadshah presented an update on the CLBC Planning project and how community mapping is being designed to be part of the new way CLBC plans with and welcomes individuals and families to CLBC. Zainum shared that the Planning Project is using a 'user driven design process' where this summer a series of 4 workshops were designed and trialed with small groups of individuals and families around the province (Merritt, Vancouver, Surrey, Nanaimo and Salmon Arm). The trail was to find out if families and their sons and daughters would like to learn about CLBC and planning in groups rather than 1:1 with a facilitator. The workshops that were trialed included:

1. The Adult landscape
2. Community Mapping
3. Planning Options
4. CLBC supports and services

Zainum explained that people really liked the workshops and gave ideas on how to make them better. It was also learned that individuals and families liked Community Mapping and became more connected to their community after attending 1 workshop.

The Planning Project is due to finish in spring 2018 where the new 'Welcome to CLBC' workshop series will start. For more information about the Planning Project PAC members can contact Zainum Bahadshah at Zainum.Bahadshah@gov.bc.ca

5. COMMUNITY ASSETMAPPING (CAM)

Jessica Humphrey reminded the PAC about the vote at the Annual PAC/Council/Board June meeting where Councils identified Community Mapping as one of the strategic projects they would like to work on around the province. Since that time a group of Council members and CLBC staff met on June 27/28 and again on Sept 22 to learn about community asset mapping and how it can be a process for community building. They learned activities to host CAM workshops.

The committee discussed possible future opportunities for Councils to get involved in Community Mapping such as: volunteer to facilitate mapping workshops as part of CLBC's new welcome and planning process; and, keeping community assets current online (with a new site with asset mapping space).

The Council Community Mapping Community of Practice will meet again in April 2018. If committee members would like more information or support to build community mapping into their council work plans contact Jessica.Humphrey@gov.bc.ca

6. CLBC BOARD UPDATES

Onkar Biring and Jane Holland shared some Board updates including their involvement in recent Board tours to communities around BC to listen to and learn from Council members, CLBC staff, service providers and individuals served. Vernon and Prince George were two of the communities visited by board members this summer.

There will be more Board trips in October to Kelowna, Richmond and Victoria. Jane Holland reported that some of topics discussed during board visits, included: communication; aging; transportation; and home sharing rates.

See Board report attached to these minutes for more details.

7. COMMITTEE MEMBER ROUND TABLE REPORT

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

Mark Skelton reminded members to share Appendix 3 of the Council Terms of Reference with their Councils. See link <http://www.communitylivingbc.ca/wp-content/uploads/2014/02/Appendix-3-Bringing-an-issue-of-concern-to-the-Provincial-Advisory-Committee.pdf>

8. ADJOURNMENT

The advisory committee discussed the next meeting date and tentatively selected January 19, evening, and January 20, 9:00 a.m.-3:30 p.m. This will be confirmed after the upcoming CLBC Board meeting.

There being no further business to discuss, the Chair thanked CLBC for hosting and everyone for attending and the meeting was adjourned at 3:05 p.m.