

## SUPPORTING SOCIAL PLANNING and ACTION in REVELSTOKE

### Social Development Committee DRAFT Meeting Minutes 8:30 a.m. Wednesday April 27, 2011

**Present:** Nelli Richardson, Jane McNab, Anne Cooper, Tony Scarcella, Antoinette Halberstadt, Susan Knight, Cathie Thacker, Shirley Berg, Ann-Marie Gill, Melissa Klages, Melody Kindret, Steve Bailey and Cathy Girling  
**Staff:** Jill Zacharias, Debra Wozniak  
**Regrets:** Alan Mason, Linda Chell, Mary Kline and John Yakielashek

1. **Call to order** – Chair Nelli Richardson called the meeting to order at 8:37 am. Nelli reported that this will be the last meeting for Cathy Girling and Steve Bailey. Nelli thanked Cathy and Steve for their participation and contributions to the committee.

#### 2. **Approval of Agenda**

**Motion:**

Moved by Melody Kindret and seconded by Jane McNab to adopt the agenda.

**Carried**

3. **Correspondence** – Referral from City Council – 2011 Canada Post Community Literacy Award request for nominations. Agreed that Jill coordinate nomination possibilities with Tracy Spanner of the Revelstoke Literacy Action Committee.

#### 4. **Approval of February 23, 2011 Meeting Minutes**

The Minutes of the February 23, 2011 meeting were approved by all in attendance utilizing the Doodle poll.

#### **Business Arising from the February 23, 2011 Minutes:**

- Service Canada Remote Access Office –Jill prepared a backgrounder for Council's information and Council approved the recommendation to forward a written submission to our Member of Parliament.
- Social Coordinator Funding – Antoinette advised that Council has passed 1<sup>st</sup> and 2<sup>nd</sup> reading of the budget which includes a \$25,000 commitment from municipal funds and \$25,000 to be accessed from gas tax revenues. However, the funding application to CBT Community Initiatives was successful for \$5,000 so only \$20,000 of gas tax revenue will be needed to fully fund the coordinator position.
- Recreation Pass for Low Income Families – The annual review took place and it was decided that a media release regarding the program was not necessary.

5. **Coordinator's Report** – Jill Zacharias reviewed the Coordinator's report for March and April 2011 and noted the following:

- Request from SPARC BC for Jill to participate on the Social Planning Working Group, at most 1 hour/month until July 2011. Other working group members include representatives from CBT and Interior Health. Agreed that this initiative is important and that Jill participate and revise her workplan accordingly to allow for the time.

- Provincial Language Service Workshop focussed on building inclusive communities and capacity building activities centered on improving access through language resources. WICWP initiative fit well with this mandate.
- Substance Use committee met to review the strategy and updates noted as follows:
  - School District will be implementing a health promoting coordinator position.
  - Will be striking a sub committee to target parent engagement & education of children grades 4 – 6 and potentially work with the DARE program.
  - Will work with the RCMP on educational workshops for groups who commonly apply for special occasion licensing, as well as conflict resolution training for bar staff.
  - Will investigate ‘Family Matters’ program in Kamloops as a first step in supporting families of those with substance use issues.
  - Noted that the Chamber is suggesting more hosting more community festivals. Agreed that Jill present the substance use strategy to Chamber membership.
- Youth – Screen Smart Week has a number of events for youth this year, including a media literacy presentation at the high school, coffee house, and theatre sports. Agreed that Jill will meet with CVSA and pump track proponents in the context of potentially providing support for youth driven projects.

Discussion followed regarding the delay in moving forward with proposals for a Pump Track and Skateboard Park.

**Motion:**

Moved by Cathy Girling and seconded by Tony Scarcella

**THE COMMITTEE RECOMMENDS that the City work with the Pump Track and Skateboard Park proponents to expedite the process of securing a suitable location for these amenities to support development of youth focussed projects. Carried**

- WICWP – draft Welcome to Revelstoke Guide circulated. Corrections have been made and submitted for final printing. Future revisions will be completed by the City’s Economic Development Department. Antoinette suggested that the website address be presented in different languages at the beginning of the hard copies of the guide since the guide will also be available at [www.welcometorevelstoke.org](http://www.welcometorevelstoke.org) in English, French, Korean and Simple Chinese. Anne suggested that the Realtor’s pay for additional copies of the guide as there is no budget allocation for printing reruns.

**6. New Business:**

- a) Committee Membership – Two new members appointed by Council are Doug Egan (replacing Cathy Girling) and Emma Kirkland with alternate Deenie Ottenbreit (replacing Chamber representative Steve Bailey). The members re-appointed by Council are Anne Cooper, Cathie Thacker, Mary Kline, Susan Knight and Melissa Klages. Discussion followed regarding the appointment of alternate members. Jill will review the Terms of Reference and report back at next meeting.
- b) Integrated Community Sustainability Plan – Shirley Berg has volunteered to be the Social Committee representative on the committee being established to undertake integration of the Community Development Action Plan and the Official Community Plan. A part of this process will be a community survey.
- c) BC Rural Network Workshop “Bridge to the Future: Youth and Rural Community Development” is being held at Williams Lake, May 23 – 25, 2011. Jill would like to

attend as registration for members is free and only travel expenses are needed. Jill will apply for a travel subsidy.

**Motion:**

Moved by Jane McNab and seconded Shirley Berg

**THE COMMITTEE RECOMMENDS that the City cover Jill's expenses to attend the workshop in excess of any subsidies provided by the event organizers. Carried**

- d) Report from Council – Antoinette reported that the Victim Services contract received only a minor funding increase in the budget but funding requests have been forwarded to Interior Health and the Columbia Shuswap Regional District to top up the program requirements. The Victim Services coordinator is no longer volunteering extra hours of work required to meet service demand and is no longer using his personal vehicle to transport clients. Discussion followed as to how services will be prioritized knowing that there is not enough hours allotted to meet current demand. Concern was expressed on how services will be delivered with inadequate funding support.

**Motion:**

Moved by Anne Cooper and seconded by Shirley Berg

**THE COMMITTEE RECOMMENDS that the City consider making a presentation to the Columbia Shuswap Regional District board as a follow up to the funding request for Victim Services support.**

**Carried**

Jill to provide Tim Palmer with the Victim Services backgrounder information.

- e) Next Meeting Date is 8:30 am. Wednesday, May 25, 2011.

## 7. Roundtable

*Anne Cooper:*

- Preparing for full day kindergarten in the fall.
- Received grant for staffing (.15 FTE) for a health promoting schools program. Trish Smillie will integrate the coordinator position into her work plan.
- Adding a district-wide goal for healthy children.
- New Schools construction progressing well.
- Elementary school sizes are decreasing.
- Received a call from Minister of Education (George Abbott) for a synopsis of work around literacy, graduation rates and social responsibility goal. This was the first time in Anne's career that she has received a direct call from the Minister of Education.

*Melody Kindret* – At the Revelstoke Credit Union's AGM \$50,000 was donated to community projects.

*Cathie Thacker* – Okanagan College has not made a submission for the Revelstoke Employment Services Centre contract renewal effective 2012, but they have been approached by another proponent who is intending to bid on the RFP.

*Melissa Klages* – Bike to Work Week is May 30 - June 5, 2011

*Cathy Girling* – Due to funding decreases for the Social Justice Advocate program, Cathy withdrew her letter for re-appointment to the Social Development Committee as her priorities will be focussing on service delivery to clients.

*Shirley Berg* – Multicultural Society received funding for next year's Carousel of Nations from Columbia Basin Trust Community Initiatives Program, Revelstoke Credit Union Community Giving Program and the Revelstoke Community Foundation.

*Susan Knight* – May 14 is World Fair Trade Day and events will be held downtown.

*Steve Bailey* – Did not seek re-appointment due to work commitments. The resort is busy planning development to the base mountain area at RMR.

*Jane McNab* – Will be attending a CBT Social Committee meeting this weekend.

*Debra Wozniak* – The Revelstoke Community Foundation will be holding its annual celebration 7:30 pm Thursday, April 28 at the Hillcrest.

*Nelli Richardson*

- Violence Against Women Walk last week went well and had several boys participate.
- Community Response Network received funding from CBT Community Initiatives Program and the Revelstoke Community Foundation.

*Jill Zacharias*

- Screen Smart events will be held May 11 – 18.
- Spring Fair for children born in 2007 will be held Wed May 18 from 10 am – 12 noon in Mt. View gym.
- For National Volunteer Week earlier this month, CFDC launched two new tools:
  - i) An online volunteer opportunity posting link at [www.resc.ca](http://www.resc.ca)
  - ii) Volunteer Opportunity Board at the Community Centre

7. Adjournment – The meeting adjourned at 10:30 am.

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Nelli Richardson, Chair

# Revelstoke Community Social Development Committee Coordinator's Report – April 27<sup>th</sup>, 2011

## 1. Communication, support and coordination

- **Website** – Added CDAP update to the home page, put ‘important documents’ in chronological order, updated meeting minutes section.
- **Directory** – Due for an update – will do so in May.
- **Communication** – Presentation to council (CDAP final report, Welcome to Revelstoke guide)
- **Regional/provincial contacts** –
  - o Caitlin Etherington, SPARC BC, CBT, IH Supporting Social Planning Working Group - interview for research on a regional social planning needs assessment, follow up input to draft document.

### Contacts:

- Feb 23<sup>rd</sup> – Community Character workshop (planning dept, staff & council)
- Feb 24<sup>th</sup> – Interview with Caitlin Etherington
- Feb 28<sup>th</sup> – Early Childhood Dev committee meeting
- Mar 7<sup>th</sup> – Health Care Advisory committee meeting
- Mar 8<sup>th</sup> – Volunteer Coordinator steering committee meeting
- Mar 14<sup>th</sup> – Ruth Boettger, President, Revelstoke Seniors Association
- Mar 14<sup>th</sup> – Rev Software, newcomer website development review
- Mar 15<sup>th</sup> – CFDC executive (volunteer)
- Mar 15<sup>th</sup> – Interview with Mike Brown, Megan Shandro, OC YAPlan
- Mar 16<sup>th</sup> – Tim Palmer, City CAO
- Mar 16<sup>th</sup> – Economic Development Commission (volunteer)
- Mar 18<sup>th</sup> – Jacquie Olsen, RCMP
- Mar 22<sup>nd</sup> – Council presentation
- Mar 28<sup>th</sup> – Social Media workshop
- Mar 31<sup>st</sup> – Provincial Language Service workshop
- Apr 4<sup>th</sup> – Mary Kline, BR Whalen, Megan Shandro – Welcome Guide & website review
- Apr 5<sup>th</sup> – Volunteer Coordinator steering committee meeting
- Apr 5<sup>th</sup> – Screen Smart planning meeting
- Apr 6<sup>th</sup> – CFDC (volunteer)
- April 7<sup>th</sup> – Youth focus group
- Apr 14<sup>th</sup> – Spoke to ‘Pathways to Success’ students at OC on local services/programs available
- Apr 15<sup>th</sup> – Cara Armstrong
- Apr 18<sup>th</sup> – Early Childhood Dev committee meeting
- Apr 20<sup>th</sup> – Substance Use Strategy steering committee meeting

## 2. Supporting our Seniors

- Volunteer Coordinator programs:
  - o Both funding applications were successful, ensuring the coordinator's position continues for another year.
  - o Volunteer Transportation program now has 23 registered clients, with out-of-town rides already booked for May & June; there's been an increase in the Good Morning Program with a client request for more frequent calls; and from last October to the present, 23 computer classes have taken place at the seniors centre as well as one-to-one tutorials, for nearly 100 senior learners.
- Grit Box Pilot Project: Final report completed & submitted to IH, cc'd to Darren Komonoski & Brian Mallet, City of Revelstoke Engineering & Public Works. Overall,

very positive response. Recommendation is to continue with the Grit Boxes at the same level next year.

### **3. Substance Use Strategy**

- Substance Use Strategy implementation review meeting April 20<sup>th</sup>.
- Harm Reduction Strategy – Secure wall mount sharps containers have been purchase & are ready for installation; public works will install once we hear back from IH re: biohazard waste removal system.
- Mental Health & Addictions in the Workplace – 2 day training for service providers May 6<sup>th</sup> & 7<sup>th</sup>; workshop is full with 45 participants, including 6 from Golden.

### **4. Youth Initiative**

- Youth Action Plan (YAPlan) – in progress. Focus groups & survey completed. I continue to provide support when needed. Screen Smart week to have a significant component for youth this year.

### **5. WICWP – Phase 2 funding**

- The Welcome to Revelstoke Guide and Newcomers' website projects are nearing completion. Website address is [www.welcometorevelstoke.org](http://www.welcometorevelstoke.org). Website development has been funded through WICWP with OC taking the lead, and domain hosted paid until 2013. The City is the main contact for future updates & development. It is likely that the Welcome Guide will need to be updated in 2 years, but this shouldn't be a huge project & we can assess whether to take this on at that time.

### **6. CDAP Update**

- The update of the Integrating & Primarily Social Goals of the CDAP is complete, posted on Social Development website, presented to council, and the final report submitted to CBT by the March 1<sup>st</sup> deadline.

### **7. Other**

- Helped arrange venue etc for Enterprising Non-Profits Workshop on April 20<sup>th</sup>.

### **8. Work Plan**

- See attached for the Third Quarter Hours – 35 hours over for this quarter.

## RCSDC Social Development Coordinator 2010/11 WORK PLAN

*Third Quarter Hours – January 15<sup>th</sup> – April 14<sup>th</sup>, 2011*

<b>Date</b>	<b>Task</b>	<b>Social Dev</b>	<b>Other Grants CBT – CDAP</b>	<b>Total</b>
<b>Jan 15<sup>th</sup>, 2011</b>	Fielding emails/reviewing materials (1.5 hrs/day)	15		
	Steering Committee meeting (including prep time)	4		
	Seniors planning (grant writing support)	3		
	Substance Use Strategy (Youth Initiative – Youth Engagement Workshop, Harm Reduction strategy)	15		
	WICWP (Welcome to Revelstoke Guide, Newcomers website)	10		
	CDAP – research & data collection, planning session prep, draft	18		
	Presentations – Council (including prep time)	3		
	Meeting with sector members & groups (Julie Lowes, CFCD, CEEP, Early Childhood Dev committee, Alan Mason, Nelli Richardson, Seniors Assoc executive, John Yakeilashek, Trish Smillie)	7		<b>75</b>
<b>Feb/11</b>				
	Fielding emails/reviewing materials (1.5 hrs/day)	30		
	Steering Committee meeting (including prep time)	4		
	CDAP (planning session, final draft, final report to CBT)	17.5	7.5	
	Substance use Strategy (YAPlan youth focus group & support, Board of Education presentation, training event organization)	15		
	Seniors planning (volunteer coordinator steering committee & grant writing support)	8		
	WICWP (Welcome Guide, Newcomer's website)	12		
	Meeting with sector members & groups (Ambulance Station open house, Ruth Boettger, Carousel of Nations, CFDC, Rosemary Lawrence – Seniors' Healthy Living Secretariat, Mary Kline, Community Character workshop, Caitlin Etherington – IH Social Planning Working Group, Early Childhood Dev Comm)	10.5		<b>104.5</b>
<b>Mar/11</b>				
	Fielding emails, reviewing material (1.5 hrs/day)	28.5		
	WICWP (Welcome guide, Newcomer's website)	12.5		
	Substance Use Strategy (support for YAPlan)	7		
	Presentations – Council – including prep time	2.5		
	Seniors Planning (volunteer coordinator steering committee & support)	5		
	Screen Smart (assisting with media presentation)	2		
	Meeting with sector members & groups (Health Care Advisory committee, Ruth Boettger, CFDC, Tim Palmer, Economic Dev Commission, Jacquie Olsen, Social Media workshop, Prov Language Service workshop)	12		<b>69.5</b>
<b>To April 14<sup>th</sup></b>				
	Fielding emails, reviewing materials (1.5 hrs/day)	13.5		
	Substance Use Strategy (implementation meeting prep, training event organization, YAPlan support)	10		
	Seniors planning (volunteer coordinator steering committee meeting, support)	3		
	WICWP (Welcome Guide – Final editing – Newcomer's website)	5		
	Meeting with sector members & groups (Screen Smart, CDFC)	2		<b>33.5</b>
	<b>TOTAL HOURS</b>	<b>275</b>	<b>7.5</b>	<b>282.5</b>