



CONFIDENTIALITY UNDERTAKING

The Province of British Columbia, as represented by the Ministry of Children and Family Development (the "Ministry"), has invited you to participate in the Minister's Advisory Council for Children and Youth with Support Needs (CYSN MAC). As a participant of the CYSN MAC, you will receive information and engage in discussions that are confidential. As such, the Ministry requires this undertaking.

1. For the purposes of this undertaking, "Confidential Information" means any information disclosed by the Ministry, in writing, verbally or in any other form or media, to you as a member of the CYSN MAC.
2. You hereby undertake and agree as follows:
 - a. to hold Confidential Information in confidence;
 - b. to not, at any time, including after your participation in the CYSN MAC has ended, use, publish, release or disclose, or permit to be used, published, released or disclosed Confidential Information, except insofar as is necessary to enable you to fulfill your obligations as a member of the CYSN MAC.
 - c. to use Confidential Information solely to participate in the CYSN MAC and to not, either directly or indirectly, use Confidential Information for any other purpose or in any other manner except with the prior written consent of the Ministry;
 - d. to not make copies of Confidential Information;
 - e. to store Confidential Information securely so that no other person has access to it;
 - f. to return to the Ministry all Confidential Information in your possession in accordance with the Ministry's direction once your participation in the Working Group has ended or upon written request by the Ministry.
3. Nothing in this undertaking shall apply to any Confidential Information:
 - a. which, at the time of its disclosure to you, is in the public domain; or
 - b. which you are required to disclose by law.

4. You hereby acknowledge that:

- a. In your capacity as a member of the CYSN MAC, you can discuss Confidential Information with Ministry staff, legal counsel retained by the government or employed by the Legal Services Branch in the Ministry of Justice, or another person whom the Ministry identifies as having given a confidentiality undertaking in relation to Confidential Information;
- b. Confidential Information may be protected by Cabinet confidentiality, the parliamentary convention on confidentiality of proposed bills, and solicitor-client privilege; and in providing Confidential Information to you as a member of the Working Group, it is not the intention of the Ministry or the Province of British Columbia to waive solicitor-client privilege or to waive, defeat or negate any privilege or confidence, or any other protection provided by law, that applies to Confidential Information.

Print Name: _____

Signature: _____

Date: _____

Orientation Package - Minister's Advisory Council for Children and Youth with Support Needs (CYSN MAC)

From: Keats, Karin MCF:EX <Karin.Keats@gov.bc.ca>
To: Keats, Karin MCF:EX <Karin.Keats@gov.bc.ca>
Sent: April 21, 2021 5:09:30 PM PDT
Attachments: image001.png, fin-312-direct-deposit-application.pdf, CYSN MAC Bios.docx, CYSN MAC Confidentiality NDA.docx

Dear Council Member,

Welcome to the new Minister's Advisory Council for Children and Youth with Support Needs (CYSN MAC). We are so grateful to you for being part of the Council and for your willingness to share your knowledge, experience and ideas to help shape services and supports for children and youth with support needs, and their families. We look forward to many open, honest and productive discussions.

In advance of our first meetings together in May, the following information will help orient you to the Council itself and next steps. Please let me know if you have questions or require additional support.

First Council Meetings:

Our initial meetings will be held on two consecutive afternoons:

- **Wednesday May 5th from 1:00 p.m. to 4:00 p.m.**
- **Thursday May 6th from 1:00 p.m. to 4:00 p.m.**

We ask that you RSVP if you are **unable** to attend. I will be sending invites for your calendar shortly. While we are still confirming dates and times for future meetings in 2021, it is anticipated the Council will come together on a quarterly basis.

Agenda and Invitation:

The agenda for the May 5th and 6th meetings will be sent to each Council member approximately one week prior to the meeting itself – please keep an eye out for it in your inbox.

Virtual meetings will take place via the **Zoom platform** and a Zoom link/invitation will be attached to the agenda, which you'll receive the week of April 26th. If you are unfamiliar with Zoom, please take some time and review these support resources in advance of the meeting itself: <https://support.zoom.us/hc/en-us>.

Non-Disclosure Agreement (NDA):

As a Minister's Advisory Council, it's important to ensure we are able to have open and honest discussions about topics that may be draft, confidential and sensitive in nature. As with other Minister's Advisory Councils, each member of the CYSN MAC is asked to sign an NDA to ensure those discussions, where necessary, stay within our circle. This topic will be covered on the agenda during our first sessions and we ask that you please sign and return the form to me prior to then.

Biographies:

Thank you for providing us with information regarding your past and present accomplishments and your lives. Based on that information, we have developed individual bios – attached – to post on the [CYSN MAC web page](#). Please take a moment to review your draft bio and send any edits, updates or approval to me.

Honorarium:

We appreciate the time and effort it takes to be a part of this Council. While this position is volunteer in nature, we recognize the value of your time and expertise and an honorarium is thereby extended to all

members. Please be advised that an honorarium could potentially be taxable. As such, we will be requesting your SIN to process your honorariums. Your SIN can be provided by way of email or a phone call to me.

As we are still setting up our financial systems, for our first meetings in May, your honorarium will be provided by cheque via mail. Following this, there will be an option for you to continue to receive a cheque or to choose direct deposit/electronic transfer. If you would like to receive future direct deposit payments, please fill out applicable items in Part 1 and Part 4 of the attached Direct Deposit Form and return to me.

Finally, thank you again for choosing to be a part of this important Minister's Advisory Council. I know Minister Dean has reached out to each of you individually and I look forward to meeting you on May 5th.

Please don't hesitate to contact me with any questions or concerns you may have.

Sincerely,

Karin

Karin Keats

Senior Manager, Collaboration and Engagement (*she/her*)
Ministry of Children and Family Development
525 Superior St | 250 812-8576



Acknowledging with humility and respect that I work and live on the unceded (never surrendered) traditional territories of the Lekwungen Peoples (Esquimalt and Songhees Nations), and the WSANEC Nations, the original stewards of this beautiful land.

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DIRECT DEPOSIT APPLICATION

General and Service Provider Suppliers

See instructions on **Page 2** before completing.

Freedom of Information and Protection of Privacy Act (FOIPPA) – The personal information requested on this form is collected under the authority of the *Financial Administration Act* in compliance with the FOIPPA and will be used to process your *Direct Deposit Application*. The financial information contained below is protected under the provisions of the FOIPPA and will be used only for direct deposit by means of electronic funds transfer. For information about the collection use and disclosure practices write to the Director, Banking and Client Relations, Treasury Payments, Ministry of Finance, Provincial Treasury, PO Box 9414 Stn Prov Govt, Victoria, BC V8W 9V1.

CHECK (✓) ONE: ☐ START DIRECT DEPOSIT ☐ CHANGE BANKING INFORMATION ☐ CANCEL DIRECT DEPOSIT

PART 1 – SUPPLIER INFORMATION

INDIVIDUAL LAST NAME	FIRST NAME	MIDDLE NAME
INDIVIDUAL LAST NAME	FIRST NAME	MIDDLE NAME
REGISTERED BUSINESS NAME/ CORPORATION NAME	SUPPLIER NUMBER (6 or 7 digits – if known)	BUSINESS NUMBER (9 digits)
MAILING ADDRESS (include street or PO box, city, province and postal code)		

IS THIS A CHANGE OF ADDRESS?

☐ YES ☐ NO

EMAIL ADDRESS (for delivery of an electronic payment remittance)

PART 2 – BANKING INFORMATION (Canadian Financial Institutions Only)

See **Page 2** for additional instructions.

TRANSIT NO. (5 digits)	BANK NO. (3 digits)	BANK ACCOUNT NUMBER	Financial Institution Stamp (not required if void cheque or direct deposit form attached)
	0		
ACCOUNT HOLDER NAME(S) (if different from supplier name above)			
BANK NAME			
ADDRESS OF BANK (include street or PO box, city, province and postal code)			

PART 3 – PROGRAM IDENTIFICATION

Check (✓) which payments you want direct deposited to the account specified above.

☐ ALL PROVINCE OF BC PAYMENTS ☐ ONLY PAYMENTS FROM (enter details below):

MINISTRY ISSUING THE PAYMENT	FILE NUMBER	PROGRAM DESCRIPTION
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PART 4 – AUTHORIZATION

I/We, the undersigned are authorized to provide the above information on behalf of the corporation/individual(s) and further authorize the Province of BC to make payment by direct deposit into the above account until written notification to change or cancel is received.

SIGNATURE	FULL LEGAL NAME	TELEPHONE NUMBER (DAYTIME)	DATE SIGNED YYYY / MM / DD
X		()	
SIGNATURE	FULL LEGAL NAME	TELEPHONE NUMBER (DAYTIME)	DATE SIGNED YYYY / MM / DD
X		()	

OFFICE USE ONLY

GENERAL SUPPLIER NUMBER	SITE	MINISTRY NAME	MINISTRY CONTACT NAME	TELEPHONE NUMBER ()
MINISTRY CONTACT SIGNATURE (electronic signature accepted)			TREASURY PAYMENT SERVICES INFORMATION ADD DATE:	YYYY / MM / DD
X				INITIALS

COMMENTS:

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT APPLICATION

General Information

Complete this form if you want to start, change or cancel direct deposit payments from the Province of BC. Allow 6 to 8 weeks to process your application.

Part 2 – Banking Information

Direct deposit is only available for Canadian funds to Canadian financial institutions.

Complete Part 2 of this form with your bank account information. Attach a copy of an original voided personalized cheque, encoded deposit slip or other supporting documentation from your financial institution that confirms your account information. If supporting documentation is not available, your bank can verify the information by stamping the application form.

Name P.O. Box City, Canada H0H 0H0	Example	Cheque No. 0000000	
Pay to the order of	<i>Void</i>	\$ _____ Dollars	
		Signature _____	
⑈ 9999 ⑈ ⑈ 999999 ⑈ 9999 ⑈ 999 ⑈ 9999 ⑈ 9 ⑈			
1	2	3	4

1. Cheque number – not required
2. Transit (branch) number – 5 digits
3. Bank (institution) number – 3 digits
4. Bank account number – as shown on your cheque

Do not close your bank account prior to confirming that the direct deposit service information has been updated for Province of BC payments. Closing the account prior to updating the account information may result in the payment being delayed.

If the payment cannot be deposited to the banking information on file, a cheque will be issued and mailed to the address on file.

Continued on **Page 3**.

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT APPLICATION

Sending in Your Application

To avoid delays in processing it is important to send your completed application form and supporting documentation with your next request for payment or invoice to the ministry program issuing your payments.

Follow the instructions provided by the ministry contact or check the ministry program's website for information.

Alternatively, applications can be mailed to:

Ministry	Mailing Address
Ministry of Children & Family Development (For Medical Benefits)	Medical Benefits PO Box 9763 Stn Prov Govt Victoria BC V8W 9S5
Ministry of Children & Family Development (For Autism Funding)	Specialized Provincial Services PO Box 9776 Stn Prov Govt Victoria, BC V8W 9S5
Ministry of Children & Family Development (For Affordable Child Care Benefit)	Child Care Service Centre PO Box 9953 Stn Prov Govt Victoria BC V8W 9R3
Ministry of Children & Family Development (For Child Care Operating Funding)	Child Care Operating Funding PO Box 9965 Stn Prov Govt Victoria BC V8W 9R4
Ministry of Children & Family Development (For multiple MCFD programs, or if you are unsure of your applicable program)	Accounting Operations – XDA PO Box 9769 Stn Prov Govt Victoria, BC V8W 9S5
Ministry of Social Development & Poverty Reduction	Financial Services – Victoria PO Box 9950 Stn Prov Govt Victoria, BC V8W 9R3
Ministry of Forests, Lands, Natural Resource Operations & Rural Development (For Rural Development; Agriculture; Environment; Energy Mines & Petroleum Resources; Indigenous Relations & Reconciliation)	CSNR Financial Operations PO Box 9356 Stn Prov Govt Victoria, BC V8W 9M2
Ministry of Finance (For all other ministries – application will be redirected to the ministry issuing payment to the supplier/service provider)	Treasury Payment Services PO Box 9414 Stn Prov Govt Victoria, BC V8W 9V1

ELDER

May Sam (Vancouver Island) (she/her)

May Sam is a highly respected Elder who is called upon by many people in community, particularly in the education sector. May was born in Malahat where she was raised by her father and aunt. Later in life, she moved to the Cowichan Valley. She has done workshops with SD63, Camosun College, UVIC on inclusivity, which often includes pieces of her own story. In addition, Sam is an internationally recognized knitter. She has been knitting for 60 years, with her knitted bags being major hit at the 2019 Indigenous Language Conference in Victoria. The Council is grateful to May Sam for her wisdom and warmly anticipates her guidance and leadership in this process.

UMBRELLA ORGANIZATIONS

Autism Community Training (Vancouver Island/Province Wide)

Deborah Pugh, Executive Director (she/her)

Deborah joins the council, in her capacity as Executive Director for Autism Community Training (ACT), from Nanaimo, B.C. on the unceded territories of the Snaw-Naw-As, Snuneymuxw and Stz'uminus peoples. ACT has become one of BC's leading sources of evidence-based information and training on autism and related support needs. Since 2010, ACT has trained over 21 000 registrants, including social workers, teachers, medical professionals and family members, ensuring that British Columbians have access to national and international expertise. As Executive Director and Founder of ACT, Deborah has been a fierce advocate and respected community builder among parents with children with support needs. From 2005 – 2017, under a contract with the Ministry of Children and Family Development, Deborah led ACT as it developed a wide range of information to support families to understand provincial policy on diagnosis and therapy, working closely with the BC Autism Assessment Network and the Autism Funding Branch. The council is grateful to include Autism Community Training and Deborah with their vast network of relationships and comprehensive understanding of the issues facing children and youth, and their families, with support needs today.

Aboriginal Infant Development Programs B.C. (Vancouver Island/Province Wide)

Diana Elliott, Provincial Advisor (she/her)

The Office of the Provincial Advisor for Aboriginal Infant Development Programs (AIDP) serves various regions across the province, through resources, partnerships and supporting early intervention in high-risk contexts. As Provincial Advisor, Diana Elliott joins from Victoria on the unceded territories of the Lekwungen Peoples (Esquimalt and Songhees Nations) and the WSANEC Nations. Diana, herself, is Coast Salish from Cowichan Tribes in Duncan and Nuuchah Nulth from the Hupacasath First Nation in Port Alberni. In addition to her wealth of experience on the frontlines, Diana values the intersections of her Elder's teaching and her daily work. The office of the Provincial Advisor supports AIDP workers through the province, harnessing early-intervention and community-based techniques to ensure the life-long wellbeing of children, particularly where service gaps currently exist. A core resource to the Ministry of Children and Family Development, the Office of the Provincial Advisor believes, "supporting early identification of needs and early intervention for children and family at risk are an integral piece of the early childhood development puzzle." With Diana's vast personal experience, combined with the wealth of knowledge and relationships held by the Office of the Provincial Advisor, the Council is grateful to welcome Diana.

BC Association for Child Development and Intervention (Interior, Province Wide)

Jason Gordon, Provincial Advisor (he/him)

The BC Association for Child Development and Intervention (BCADI) serves the various regions in the province by hosting a network of 30 community agencies that support children and youth with developmental disabilities. Joining from Kelowna, on the unceded territories of the Okanagan/Syilx people, Jason has served as the Provincial Advisor to BCADI. He has led BCADI in their consultations with various levels of government and their participation in various research projects, in an attempt to standardize how community agencies measure access and utilization of services. Jason personally carries a background as a Physiotherapist and has represented BCADI on the Provincial Child Care Council. The Council is excited to welcome BCADI, their sector perspective on child and youth with support needs, with Jason's vast experience on relevant and timely issues.

Family Support Institute of BC (Fraser, Province Wide)

Executive Director, Angela Clancy (she/her)

The Family Support Institute of BC (FIBC) is a family-led non-profit that assists and supports families who have a family member with a support need. Angela joins the Council from ^{s.13} on the unceded Katzie First Nation territory of the Coast Salish peoples, in her capacity as Executive Director of FIBC. She has held this role for 20 years, maximizing a long history of experience and education with families that face a variety of challenges that accompany having a loved one with support needs. FSI is unique in Canada as it is the only grassroots, parent-to-parent organization with a broad volunteer base where 100% of their support services are free to families. Angela brings a wealth of experience advising all levels of government, including the MCFD CYSN Framework, the MCFD Early Years Framework and the Inclusive Childcare Framework. The council is grateful for both Angela's particular advisory experience, her passion for diversity, inclusivity and equality, and the knowledge FIBC brings from working on the grassroots level with families and other organizations.

Progressive Intercultural Community Services Society (Fraser and Vancouver Coastal)

Programs Director, Devinder Chattha (she/her)

The Progressive Intercultural Community Services Society (PICS) is a Fraser Valley-based non-profit that provides a range of community services throughout Metro Vancouver, with a focus on assisting new immigrants, seniors, farm workers, women and youth. Joining the council from the unceded territories of the Coast Salish peoples, including the Semiahmoo and Kwantlen First Nations, Devinder Chattha serves as the Programs Director as PICS. In her capacity, she has sat in various community leadership roles and supported the Early Childhood Learning and Early Years and Child Care Programs at PICS. Both Devinder and PICS have received multiple awards and recognition. One of PICS' most notable projects in Early Years includes opening daycares and child-care facilities that employ early-intervention and culturally sensitive supports for families with children and youth with support needs. Though PICS serves a wide range of families in the lower mainland, they offer specific programs for children and youth in recently settled families to the Metro-Vancouver area. The council is grateful for Devinder's intersectional experience and looks forward to how she'll bring a diverse and inclusive lens to the council.

Deaf Children's Society of BC (Fraser, Province-Wide)

Executive Director, Lisa Meneian (she/her)

The Deaf Children's Society of BC joins the council from Burnaby, on the unceded territories of the Coast Salish peoples, including the Musqueam, TsleilWaututh, Squamish, and Sto:Lo territories. Deaf Children's Society operates across the province using programs, support and information to families with deaf and hard of hearing children from birth to age five. In addition to being Executive Director of Deaf Children's Society, Lisa Meneian is an Itinerant Teacher of the Deaf around the Province of BC and Administrator of a Provincial Outreach Program and BC School for the Deaf. Her years of

leadership are complimented by front-line experiences supporting children, families, and educational teams across the province in both urban and rural/remote settings. The council is looking forward to welcoming Lisa in her capacities as a teacher, parent, community-builder, and Executive Director of Dead Children's Society of BC.

BC Parents of Complex Kids (Vancouver Island, Province-Wide)

Founder, Brenda Lenahan (she/her)

BC Parents of Complex Kids brings families together to support each other, and the council is excited to welcome Brenda Lenahan on their behalf from s.13

s.13 Brenda is a mom to a young son with complex disabilities, which inspired her to found this organization in 2017 so that parents with experiences similar to her could network, share knowledge and advocate for access to equitable supports for kids with complex disabilities and medical complexities. The council is looking forward to including Brenda's many experiences and expertise as a parent, advocate, and organization leader.

Aboriginal Supported Child Development (ASCD) Programs of British Columbia (Province-Wide)

Provincial Advisor, Jacqueline Watts (she/her)

ACSD programs not only champion and advocate for children who require extra supports to be fully included in child care settings and/or their communities but do so in a way that values and embeds cultural values, beliefs and traditions in mind. With over 57 ACDS programs across the province, the council is excited to welcome ASCD Programs of British Columbia and Jacqueline Watts, Provincial Advisor, as their representative. Jacqueline was raised by her Grandparents on the lands of the Tseshaht First Nation, where she now lives and works from her home office. With over 25 years experience as a Senior Early Years Outreach Consultant & Supervisor and extensive experience working with First Nations, Government and Community partners, Jackie's expertise at the intersection of early years and cultural sensitivity is an asset on the council and will help advise how we can best serve children and youth with support needs.

BC Centre for Ability (Vancouver Coastal, Province-Wide)

Executive Director, Joshua Myers (he/him)

The BC Centre for Ability joins the council from Vancouver on the unceded territory of the Coast Salish peoples. With a strong reputation and long-standing history of serving persons with diverse abilities, since its founding in 1967, the BC Centre for Ability serves children with a variety of complex support needs and their families across the province. A social worker himself, with extensive experience on executive boards and in progressive leadership within the sector, Joshua brings familiarity with core issues that affect young people with diverse abilities and their families. He holds an MSW from Dalhousie University and was awarded the Lawrence T Hancock Award from Dalhousie University for high academic achievement and promise of leadership in the field of social work. The BC Centre for Ability's mission to "lead in the design and delivery of community-based services for persons with diverse abilities" has proven itself in the person-centred and community-oriented programs for a variety of support needs, and the council is fortunate to welcome their perspective with Joshua's representation.

PARENTS

s.13; s.22

Laranna Androsoff (Interior) (she/her)

Laranna joins the council from Grand Forks, s.13 Metis herself, Laranna holds a certificate in Early Childhood Education and diplomas in Special Needs Education and Infant-Toddler Education, culminating in a Bachelor of Arts degree in Child and Youth Care from the University of the Fraser Valley. She's a firm believer in early intervention and created an "Ecological Model of Support" for her daughter. Laranna was awarded the BCACCS Aboriginal Child Care Recognition Award in 2017, which honours Early Childhood Educators acting as exceptional role models. The council is pleased to welcome Laranna in her capacities as a parent, educator and advocate for children and youth with support needs.

Dreena Davies (Vancouver Coastal) (she/her)

Dreena joins the council from Vancouver, on the unceded territory of the Coast Salish peoples. Dreena is a mother of two boys with support needs, s.13; s.22 She brings the lived experience of, many families in the province, navigating a variety of services to best support her sons and seeing the effects COVID-19 has had on critical services. As a pediatric audiologist by trade, Dreena has always been passionate about family-centred and evidence-based practice. The council is excited to have Dreena and her dual perspective as both a parent and service provider.

Katherine Foo (Fraser) (she/her)

Katherine joins the council from Burnaby, on the unceded territory of the Coast Salish peoples. Katherine is the mother of a deaf & hard of hearing child. She is also a teacher who is child-focused and family-centred, passionate about inclusion, equity and respect for diversity. Katherine is fluent in English and Cantonese s.13; s.22
s.13; s.22 The council is looking forward to learning more from Katherine, who brings her experience as as.13; s.22 teacher, and mother of a child with support needs.

Lori Gauthier (North) (she/her)

Lori is a proud Indigenous mother and part of the Lhts'umusyoo clan (Beaver Clan) from the Nak'azdli Whut'en nation located near what is known as Fort St James. She is a single mother to four children with a variety of support needs, including Autism Spectrum Disorder. In addition, she has worked for the Lower Similkameen Indian Band in the Southern Interior region on BC as both a Special Needs Teaching Assistant s.13; s.22 and as an Early Childhood Development Worker s.13; s.22 The Council is excited to welcome Lori and her experiences and expertise as an Indigenous mother with children who have multiple children with special needs, and as a support person for families in both urban and rural communities.

YOUTH

Izabelle Stevens (Vancouver Coastal) (she/her)

Izabelle joins the council as the youth advisor on children and youth with a support need, from Sechelt on the unceded territories of the Coast Salish peoples. Her expertise so far has been defined by justice, human rights, advocacy and through her experiences as a client with MCFD she has ambitions to go into youth mental health work. Izabelle identifies

as a neurodiverse LGBTQ2IAS+ female and believes her perspective can be helpful to the Council. She is currently studying at Capilano University and in her off time can be found exploring her passions as a performer and photographer or volunteering with the Rotary Club of the Sunshine Coast where she is a member. She is excited by the opportunity to promote positive care for children and youth with support needs who are currently navigating, many times with their families, the services available to them. The council is grateful to Izabelle and the rare, but important, experience and artistic flair she brings.



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda**

**Wednesday May 5, 2021
&
Thursday May 6, 2021
1:00 pm – 4:00 pm**

Members			
The Hon. Mitzi Dean Minister of Children and Family Development Chair		Dan Coulter Parliamentary Secretary for Accessibility Co-Chair	May Sam Elder from the Tsartlip First Nation
Izabelle Stevens Youth Representative Vancouver Coastal			
Members (Parents)			
Laranna Androsoff Interior		Dreena Davies Vancouver Coastal	Katherine Foo Fraser
Aida Gordon Vancouver Island		Lori Gauthier North	
Members (Umbrella Organizations)			
Devinder Chattha Director of Language Studies, Settlement and Social programs at the Progressive Intercultural Community Services Society (PICS)		Jacqueline Watts Provincial Advisor for the Provincial Office for Aboriginal Supported Child Development Programs of BC	Diana Elliott Provincial Advisor for the Provincial Office for Aboriginal Infant Development Programs of BC
Angela Clancy Executive Director of the Family Institute of BC		Brenda Lenahan Founder of BC Parents of Complex Kids	Lisa Meneian Executive Director of Deaf Children's of BC
Jason Gordon BC Association of Child Development and Intervention		Joshua Myers Executive Director for the BC Centre for Ability	Deborah Pugh Executive Director Autism Community Training



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda

Facilitator & Ministry Representatives				
Sheila Beauchemin Facilitator		Carolyn Kamper ADM, Strategic Integration, Policy, and Legislation Division	Bryan Sparks Strategic Services	
Paula Gunn Senior Ministerial Advisor		Ashley McKay Ministerial Advisor	Penny Lloyd (Guest Day 1) Strategic Integration, Policy and Legislation	
Karin Keats Council Secretariat Strategic Services		Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy	Matthew Wigmore Project Coordinator Strategic Services	
Sandra Steilo Strategic Services		Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy		



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda**

May 5 Agenda

Teleconference details:

s.15; s.17

Zoom Meeting ID:s.15; s.17

Password:s.15; s.17

Time	Item	Lead
12:50 pm	Gather in Zoom Meeting	
1:00 pm	Opening by Elder May Sam	May Sam
	Opening Remarks, Group Introductions and Circle Agreement	Sheila Beauchemin/All
	Minister Remarks	Minister Mitzi Dean
	PS Coulter Remarks	PS Dan Coulter
2:20 pm	Comfort Break	
2:30 pm	Discuss Non-Disclosure Agreement (NDA)	Danielle Smith w/ guest Penny Lloyd
	Review of Draft Terms of Reference (TOR)	Sheila Beauchemin
3:30 pm	Overview of the agenda for May 6 th Meeting Reflection & Closing Remarks	Sheila Beauchemin
	Closing by Elder May Sam	May Sam
4:00 pm	End meeting	



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda
May 6 Agenda

Teleconference details:

s.15; s.17

Zoom Meeting ID:s.15; s.17

Password:s.15; s.17

Time	Item	Lead
12:50	Gather in Zoom Meeting	
1:00 pm	Opening by Elder May Sam	May Sam
	Morning Reflections and Overview of the Day	Sheila Beauchemin
1:15 pm	CYSN Service Framework*	MCFD Staff
1:45 pm	s.13	Sheila Beauchemin
2:30 pm	Comfort Break	
2:40 pm	s.13	Sheila Beauchemin
3:15 pm	Round Table Discussion: Where are there gaps in our knowledge or expertise as a Council? How can we address those gaps?	Sheila Beauchemin
3:30 pm	Meeting Reflection and Closing Remarks	Sheila Beauchemin
	Closing by Elder, May Sam	May Sam
4:00 pm	End meeting	

**Confidential material and/or discussion*



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda**

Access Meeting Materials:

Agenda's, Minutes, and other documentation for all meeting sessions can be found here:
<https://mcf.sp.gov.bc.ca/sites/CFDPrograms/MAC/SitePages/Home.aspx>

Do you Require Assistance?

We're here to help. If you have difficulty hearing, viewing, or accessing information, please contact us: MCF.Engagement@gov.bc.ca

Your Health and Wellness is Important to Us

If for any reason you feel that you want to talk to someone during or after the meetings, confidential and free trauma informed counselling is available to you May 5th and 6th from 1-5:30 pm. Counselor Janet Black will be available by phone at **1-855-529-9463**.

Ongoing support is available here:

<https://www2.gov.bc.ca/gov/content/mental-health-support-in-bc>



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

**Wednesday May 5, 2021
&
Thursday May 6, 2021
1:00 pm – 4:00 pm**

Members				
The Hon. Mitzi Dean Minister of Children and Family Development Chair		Dan Coulter Parliamentary Secretary for Accessibility Vice-Chair		May Sam Elder from the Tsartlip First Nation
Izabelle Stevens Youth Representative Vancouver Coastal				
Members (Parents)				
Laranna Androsoff Interior		Dreena Davies Vancouver Coastal		Katherine Foo Fraser
Aida Gordon Vancouver Island		Lori Gauthier North		
Members (Umbrella Organizations)				
Devinder Chattha Director of Language Studies, Settlement and Social programs at the Progressive Intercultural Community Services Society (PICS)		Jacqueline Watts Provincial Advisor for the Provincial Office for Aboriginal Supported Child Development Programs of BC		Diana Elliott Provincial Advisor for the Provincial Office for Aboriginal Infant Development Programs of BC
Angela Clancy Executive Director of the Family Institute of BC		Brenda Lenahan Founder of BC Parents of Complex Kids		Lisa Meneian Executive Director of Deaf Children's of BC
Jason Gordon BC Association of Child Development and Intervention		Joshua Myers Executive Director for the BC Centre for Ability		Deborah Pugh Executive Director Autism Community Training



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda

Facilitator & Ministry Representatives				
Sheila Beauchemin Facilitator		Carolyn Kamper ADM, Strategic Integration, Policy, and Legislation Division	Bryan Sparks Strategic Services	
Paula Gunn Senior Ministerial Advisor		Ashley McKay Ministerial Advisor	Penny Lloyd (Guest Day 1) Strategic Integration, Policy and Legislation	
Karin Keats Council Secretariat Strategic Services		Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy	Matthew Wigmore Project Coordinator Strategic Services	
Sandra Steilo Strategic Services		Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy		



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

May 5 Agenda

Teleconference details:

s.15; s.17

Zoom Meeting ID: s.15; s.17

Password: s.15; s.17

Time	Item	Lead
12:50 pm	Gather in Zoom Meeting	
1:00	<i>Participants admitted and brief welcome. Hand over to our Elder May Sam to open the meeting</i>	<i>Sheila Beauchemin Slide 1</i>
1:00 pm	Opening by Elder May Sam	May Sam
<i>Process Notes Approx. 5 min</i>	<ul style="list-style-type: none"> May Sam will provide an opening prayer and blessing that includes a song, a blessing in Hulqumnum and then translated to English. This will take the time it needs to take – though likely will be around 5 min or so. 	
1:05 pm	Opening Remarks, Group Introductions and Circle Agreement	Sheila Beauchemin/All
<i>Process Notes 5 min</i>	<ul style="list-style-type: none"> Very brief introduction of Sheila as facilitator and role during meetings The work of the Council will support the Minister's work to improve the system for children and youth with support needs – keeping families at the centre of those changes. Overview of purpose of 1st two meetings – establish how we will engage with each other when we come together and set the foundations for our work as a Council in the coming years. Overview of agenda for today – timing is a guide – we may be +/- 5 minutes either way. Will commit that we start and end on time. <ul style="list-style-type: none"> remind about self care – take the breaks you need when you need them Some Zoom basics. 	<i>Slide 2-3</i>



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda

Time	Item	Lead
Process Notes Approx. 30 min	<ul style="list-style-type: none"> Working around the circle starting with May Sam, Minister, PS Coulter - each participant to introduce themselves, their connection with CYSN, something they are bringing with them at the start of this journey together and something they will leave behind. Note: When we spoke with May Sam – she indicated that it is important that all participants also acknowledge the territory they are on especially since they are calling in from around the province. 	Sheila Beauchemin Slide 4
15 min	<ul style="list-style-type: none"> Develop Circle Agreement 	Sheila Beauchemin Slide 5
2:00 pm Approx 10 min	Minister Remarks	Minister Mitzi Dean
2:10 pm Approx. 10 min	PS Coulter Remarks	PS Dan Coulter
2:20 pm	Comfort Break	Slide 6
Notes	<p><i>There may be some slack in the agenda here . This flexibility is useful as there may be questions or other items that delay our opening segments.</i></p> <p><i>If we break early we will still retain the break time of 10 minutes and reconvene earlier than stated on the agenda.</i></p>	
2:30 pm	<p><i>Announcement about Wellness Supports</i></p> <p><i>Admit counsellor, Janet Black, into meeting to do very short introduction.</i></p> <p><i>Note: if timing changes – Karin to send note to ensure counsellor joins at the time.</i></p>	Danielle Smith
2:35 pm	Discuss Non-Disclosure Agreement (NDA)	Danielle Smith w/ guest Penny Lloyd
5 min	<ul style="list-style-type: none"> Provide some contextual background on the formation of the Council and how it follows from broad consultation and engagement process already conducted. 	Danielle Smith Slide 7



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

Time	Item	Lead
	<ul style="list-style-type: none"> Share how this information then gets transformed into system change, the cabinet deliberation and approval process and the confidentiality associated with this process and why. Describe Minister's Councils in general and how they support policy development. Clarify that as a Member of Minister's Council – they are bringing their expertise but are not there representing their constituent groups – their work is in support of the Council. Clarify as a Member – cabinet confidentiality requirements apply. 	
	<ul style="list-style-type: none"> 	
15 min	<ul style="list-style-type: none"> Introduce NDA and ground need in the significance of the issues the Council will be exploring as it works to improve the system. Walk through some examples of what it looks like to operate under the terms of an NDA. FAQ about NDA 	Danielle Smith/ Penny Lloyd Slide 8
10 min	<p>What additional questions do you have?</p> <ul style="list-style-type: none"> A short, focused discussion. 	Sheila Beauchemin Slide 9
3:15 pm	Review of Draft Terms of Reference (TOR)	Sheila Beauchemin
	<ul style="list-style-type: none"> We may need to have members supply their comments/amendments after the meeting if the NDA discussion takes the amount of time allocated. Focus of the Review of TOR will be to capture broad input – not wordsmithing – from Council member's. Emphasize that we will gather all comments and suggestions. Intent will not be to debate the validity of the suggestions. Slide of TOR sections – overview Slide Animation #1- areas where there were questions. Invite members with questions in these areas to raise them. Ask generally what other questions people have. Slide Animation #2 - comments or suggested changes. Invite people to submit their comments. Group discussion of comments/suggested changes 	Slide 10 Slide 11



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

Time	Item	Lead
	<p><i>If it comes up:</i></p> <ul style="list-style-type: none"> • <i>Raise the discussion about the role of Council Members under Governance Principles, Key Roles and Responsibilities</i> • <i>How well does this section capture your understanding of the roles and responsibilities of Council Members?</i> <ul style="list-style-type: none"> ○ <i>What amendments would help clarify your role and responsibilities?</i> <p><i>Ministry will communicate back about what was adopted and why.</i></p>	
3:30 pm	<p>Overview of the agenda for May 6th</p> <p>Meeting Reflection & Closing Remarks</p>	Sheila Beauchemin
<i>Process Notes</i>	<ul style="list-style-type: none"> • <i>Circle will end with PS Coulter, Minister Dean and Elder May Sam</i> 	Slide 12
	Closing by Elder May Sam	<p>May Sam</p> <p>Slide 13</p>
4:00 pm	End meeting	



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

May 6 Agenda

Teleconference details:

s.15; s.17

Zoom Meeting ID: s.15; s.17

Password: s.15;
s.17

Time	Item	Lead
12:50	Gather in Zoom Meeting	
1:00	<i>Participants admitted and brief welcome. Hand over to our Elder May Sam to open the meeting</i>	Sheila Beauchemin Slide 14
1:00 pm	Opening by Elder May Sam	May Sam
	Morning Reflections and Overview of the Day	Sheila Beauchemin
Process Notes	<i>Welcome to the day – Group Opening Circle for Reflections about yesterday – thoughts they had overnight.</i>	Slide 15 Slide 16
1:15 pm	CYSN Service Framework*	MCFD Staff
Process Notes Approx 30 min	<ul style="list-style-type: none"> Sheila to introduce – overview to be provided followed by breakout sessions to gather deeper thoughts and insights from the group. Time for Questions of clarification before we move to groups. Overview of what the Ministry has learned about current system of services, consultations to date. Overview of draft service framework – outcomes of services, service values, core services, s.13 Move to small break-out groups to comment rather than in large forum to ensure all voices heard and that engagement is high. 	Slide 17
1:45 pm	s.13	Sheila Beauchemin
Process Notes	<ul style="list-style-type: none"> Members will move into Virtual Break Out Rooms. Each room will be assigned one of the 4 discussion topic areas. 	Slide 18



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda

Time	Item	Lead
	<ul style="list-style-type: none"> Members will cycle through each topic to hear what others said and add their voices. They can also provide an indication of where they disagree with comments from previous group – with proviso that they must provide why and how they would amend or change. <ul style="list-style-type: none"> Round 1 – 30 minutes Round 2 – 15 minutes 	Slide 19
2:30 pm	Comfort Break	Slide 20
2:40 pm	s.13	Sheila Beauchemin
	<ul style="list-style-type: none"> Round 3 – 15 min Round 4 – 15 min <p>Since all members have cycled through and heard and commented on all discussions, we don't need to do a debrief on the breakouts.</p>	Slide 21
3:15 pm	Round Table Discussion: Where are there gaps in our knowledge or expertise as a Council? How can we address those gaps?	Sheila Beauchemin
Process Notes Approx. 20 min	Transition to Zoom White Board to do a roundtable brainstorm.	Slide 22
3:30 pm	Meeting Reflection and Closing Remarks	Sheila Beauchemin
Process Notes Approx. 20 min	<ul style="list-style-type: none"> Before our Elder May Sam closes our meeting today - come back to our circle to close the meeting with your reflections on the day. You are invited, only if you would like to, to share a brief closing reflection with the group about our work today. We will work around the circle ending with: PS Coulter, Minister Dean, Elder May Sam 	Slide 23
	Closing by Elder, May Sam	May Sam Slide 24
4:00 pm	End meeting	

**Confidential material and/or discussion*



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Annotated Meeting Agenda**

Access Meeting Materials:

Agenda's, Minutes, and other documentation for all meeting sessions can be found here:
<https://mcf.sp.gov.bc.ca/sites/CFDPrograms/MAC/SitePages/Home.aspx>

Do you Require Assistance?

We're here to help. If you have difficulty hearing, viewing, or accessing information, please contact us: MCF.Engagement@gov.bc.ca

Your Health and Wellness is Important to Us

If for any reason you feel that you want to talk to someone during or after the meetings, confidential and free trauma informed counselling is available to you May 5th and 6th from 1-5:30 pm. Counselor Janet Black will be available by phone at **1-855-529-9463**.

Ongoing support is available here:

<https://www2.gov.bc.ca/gov/content/mental-health-support-in-bc>

Minister's Advisory Council for Children and Youth with Support Needs - Follow Up

From: MCF Engagement MCF:EX^{s.15}
s.15

To: Keats, Karin MCF:EX

Sent: May 6, 2021 5:16:09 PM PDT

Attachments: image001.png, CYSN Service Framework 2021_MAC May 6.pdf

Dear Council Member,

Thank you for your attendance and participation in the inaugural sessions for the MAC.

Attached you will find the Confidential presentation from today – note that pages 11-17 fall within the NDA.

We welcome your feedback on our first two sessions. You can fill out this short survey to help us improve our next sessions: <https://form.simplesurvey.com/f/s.aspx?s=7C27A69F-1A63-43D7-96F5-37EC89F5A808>. The survey closes on May 14th.

Stay tuned for more information about our next sessions.

Kindly,
Karin

Karin Keats

Senior Manager, Collaboration and Engagement (*she/her*)
Ministry of Children and Family Development
525 Superior St | 250 812-8576



Acknowledging with humility and respect that I work and live on the unceded (never surrendered) traditional territories of the Lekwungen Peoples (Esquimalt and Songhees Nations), and the WSANEC Nations, the original stewards of this beautiful land.



Ministry of
Children and Family
Development

Children and Youth with Support Needs Service Framework

Minister's Advisory Council
May 2021

Confidential

INTENT OF PRESENTATION

OUTLINE:

- What we have done to understand the current system
- How we have worked with the sector to ensure we are going in the right direction
- What we have learned from the pandemic
- How we plan to move forward to better support children and youth with support needs and their families

Confidential

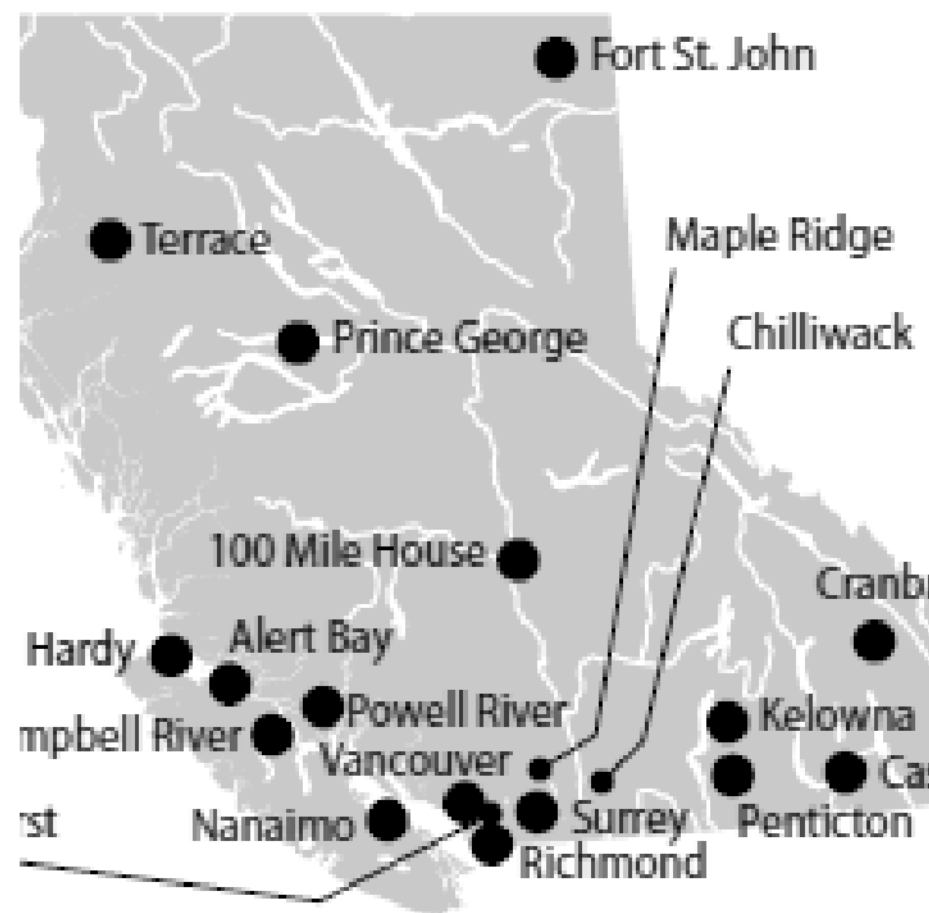
Understanding
the current
system

**What is the current state and how is it
working for children, youth and families?**

Confidential

UNDERSTANDING HOW PEOPLE ARE EXPERIENCING THE CURRENT SYSTEM (2019)

- 1,500 individuals shared their experiences
- Families and service providers
- Community workshops, research surveys, phone interviews



Confidential

WHAT WE LEARNED

Accessibility

Eligibility

Equity

**Cultural
Responsiveness**

Inclusion

Family Support

Confidential

Purpose of the CYSN Service Framework

Confidential

Assist families, service providers and other ministry partners in understanding:

What CYSN services MCFD provides and
who they are for

What the services do

What children, youth and families can
expect from the services

How services complement and relate to one
another

Draft Service Framework Consultation (2019/20)

Many families, service providers and advocacy agencies were consulted about the draft framework

In total, 270 participants provided feedback through over 30 sessions

Confidential

Page 035 of 103

Withheld pursuant to/removed as

s.13

What did the pandemic teach us (2020/21)?



Greater opportunity for virtual service delivery



Challenge for ministry to communicate with families directly



Families had difficulty hiring services directly (respite and intervention services)



System is not set up in a way to support access



Families valued the pandemic policy change to allow for flexible use of respite funding

Confidential

9

How we
propose to
move forward

**We have applied these learnings to propose a
framework model that functions better for
families**

Confidential

Page 038 of 103 to/à Page 043 of 103

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s.12 ; s.13

Opportunity to
hear from the
Council

What are the strengths of the draft Service Framework?

What opportunities does the draft Service Framework provide?

What aspirations do you have for the system?

What results does the system need to deliver?

Confidential

CYSN MAC

Minutes

May 5 & 6, 2021 | MS Teams | 1:00pm – 4:00pm

Facilitator: Sheila Beauchemin
Regrets: Lori Gauthier (Day 2^{s.22} present Day 1); PS Coulter was briefly offline on Day 1^{s.22}
Minutes by: Matthew Wigmore

Attendees:

The Hon. Mitzi Dean Minister of Children and Family Development Chair	Dan Coulter Parliamentary Secretary for Accessibility Vice-Chair	May Sam Elder from the Tsartlip First Nation	
Izabelle Stevens Youth Representative Vancouver Coastal			
Members (Parents)			
Laranna Androsoff Interior	Dreena Davies Vancouver Coastal	Katherine Foo Fraser	
Aida Gordon Vancouver Island	Lori Gauthier North		
Members (Umbrella Organizations)			
Devinder Chattha Director of Language Studies, Settlement and Social programs at the Progressive Intercultural Community Services Society (PICS)	Jacqueline Watts Provincial Advisor for the Provincial Office for Aboriginal Supported Child Development Programs of BC	Diana Elliott Provincial Advisor for the Provincial Office for Aboriginal Infant Development Programs of BC	
Angela Clancy Executive Director of the Family Institute of BC	Brenda Lenahan Founder of BC Parents of Complex Kids	Lisa Meneian Executive Director of Deaf Children's of BC	
Jason Gordon BC Association of Child Development and Intervention	Joshua Myers Executive Director for the BC Centre for Ability	Deborah Pugh Executive Director Autism Community Training	
Facilitator & Ministry Representatives			
Sheila Beauchemin Facilitator	Carolyn Kamper ADM, Strategic Integration, Policy, and Legislation Division	Bryan Sparks Strategic Services	
Paula Gunn Senior Ministerial Advisor	Ashley McKay Ministerial Advisor	Brady Yano Ministerial Advisor	

Karin Keats Council Secretariat Strategic Services		Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy		Matthew Wigmore Project Coordinator Strategic Services	
Sandra Steilo Strategic Services		Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy			

1. Introduction and Circle Agreement – Day 1: 1:00pm

A short blessing was offered by Elder May Sam. Afterwards SB led the circle exercise where all attendees shared what they were bringing to the circle and what they were leaving behind.

The following points were identified as important in the Circle Agreement:

- Want to come together in a non judgemental way – *Multiple Members*
- We will work together respectfully – *Multiple Members*
- Acknowledge individual experience even if different from our own - *Multiple Members*
- We will be open-minded - *Multiple Members*
- Mindful of people around us – speak a common language – *Devinder Chattha*
- Culturally sensitive towards each other as well - *Multiple Members*
- Assumption of good will – *Joshua Myers*
- Focused and practical and use our time effectively – *Deborah Pugh*
- Keeping children at the core of the discussion and direction of the discussion – *Brenda Lanahan*
- Making sure the conversation is trauma-informed – *Angela Clancy*
- Acknowledgement of privilege – *Izabelle Stevens*

Minister Mitzi Dean and Parliamentary Secretary Dan Coulter present their introductions.

2. Non Disclosure Agreement – Day 1

Penny Lloyd from MCFD Litigation presented on Non Disclosure Agreements. Highlights of Lloyd's presentation include:

- What are NDAs?
- Why are NDAs important?
- How do NDAs relate to Cabinet confidentiality?
- Why do we need NDAs for Council work?
- Can I speak to my organization or others?
- When and how to engage outside of the group – one member needs to speak to their organization, they can seek the clarity here.
 - Key concern – respect the confidence of all members
 - Prevents early sharing of policies or documents
- If you're unsure, you can raise it with this group.
- What might happen if there's a break in confidence – an intentional breach could impact how the process continues and the safety of a "safe space"

DISCUSSION/QUESTIONS/COMMENTS:

s.13; s.22

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Withheld pursuant to/removed as

s.13 ; s.22

s.13; s.22

3. TERMS OF REFERENCE (previous conversation continued) – Day 1

s.13; s.22

4. Closing Day 1

Closing comments are made by each council member mostly stating their gratitude for the day. Elder May Sam provides a closing blessing. Members exit.

Adjourned: 4:00pm

5. Intro – Day 2

Sheila Beauchemin begins the circle. s.22

s.22 After the members present their opening reflections, Elder May Sam gives a blessing for the day.

6. CYSN Future State Presentation – Day 2

Christine Therriault-Finke presents on slides 1 – 9 of the CYSN Future State which covers the context, research, and engagement for future changes. Before Danielle Smith continues the conversation, she clarifies everything she shares from slides 10 onwards are cabinet confidential.

DISCUSSION/QUESTIONS/COMMENTS:

Before questions are welcomed by Sheila, Sheila clarifies the opportunity to share feedback in the SOAR exercise.

s.13; s.22

The following questions were captured in the chat transcript after the Future State presentation. Some of them were covered in responses, others were missed as they were sent when other members were verbally asking questions

s.13; s.22

s.13; s.22

7. SOAR Exercise – Day 2

s.13

8. Closing – Day 2

Sheila leads the group into the closing circle out of the breakout rooms. Deborah Pugh (*asks in chat*) asks whether, except for Elder May Sam's blessing, intros can be shorter in the future.

Both Minister Dean and PS Coulter offer closing remarks. Elder May Sam finishes with a closing blessing.

Next Meeting: May 3, 2021

Meeting Adjourned: 4:00pm.



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)**

MAC Minutes – May 2021

The first meeting spanned two (2) three (3)-hour sessions on Zoom on May 5th and 6th.

The first day (May 5th) opened with an inspiring blessing from Elder May Sam of Tsartlip Nation. She commented that we were “building our foundation” and indeed much of the day was spent learning about each other, our backgrounds, and acknowledging what each member brings to this Minister's Advisory Council.

In these foundational meetings, some core guiding documents and principles were reviewed so that all members of the Minister's Advisory Council (MAC) were clear on their membership role, how they could have an impact based on their lived and professional experiences, and the vision for this meeting and future sessions.

Important questions were asked about the Terms of Reference which both Minister Mitzi Dean, along with Ministry of Children and Family Development team, committed to reviewing and clarifying for the future.

Each council member was given an opportunity to reflect on the introduction before the first day closed out.

At the beginning of second day (May 6th), the council was again warmly welcomed by Elder May Sam.

Quickly thereafter, Ministry staff spent most of the meeting addressing a variety of policy matters. Members were placed into breakout sessions where they were encouraged to respond and add feedback, which was tracked for Ministry staff to review.

After the breakout sessions were concluded, a moment was allotted for any lingering questions or concerns before moving into the conclusion, once again with the gratitude of Elder May Sam.

The Minister's Advisory Council delved into some key policy items as well as acknowledged the vast and various experience that forms the council. The next sessions are currently being planned to dive deeper into the key policy issues.

Survey on Gaps in Membership & May Meeting Materials - Minister's Advisory Council for Children and Youth with Support Needs (MAC CYSN)

From: MCF Engagement MCF:EX s.15
s.15

To: Keats, Karin MCF:EX

Sent: May 28, 2021 9:25:58 AM PDT

Attachments: image001.png, MAC CYSN - May 6, 2021 Breakout Group Themes.pdf, MAC CYSN - May 2021 Notes.pdf

Dear Council Member,

As a follow up to the Minister's letter to you on May 26th, we understand that the inaugural meetings for the MAC did not allow for as fulsome of a discussion on the gaps in membership as we intended. We also acknowledge that there are other experiences and expertise of specific developmental needs and advocacy groups that may be missing from the council's composition.

To help advance this discussion in our next meeting together, we would appreciate your assistance in taking a few minutes of your time and fill out a survey about this topic.

Please find the survey here: https://questionnaire.simplesurvey.com/f/I/MAC_Gaps_in_membership

The survey will close on Friday June 4th. Thank you for your feedback.

In addition to this survey, we've included two documents for you as a reference and reminder of our inaugural meeting:

- 1) MAC Meeting Update providing an overview of the inaugural meeting and
- 2) Summary of Strengths Opportunities Aspirations and Results (SOAR) exercise themes

The meeting materials in preparation for the June 11th meeting, including the agenda, will be shared out one week in advance of this date.

Thank you,
Karin

Karin Keats

Senior Manager, Collaboration and Engagement (*she/her*)
Ministry of Children and Family Development
525 Superior St | 250 812-8576



Acknowledging with humility and respect that I work and live on the unceded (never surrendered) traditional territories of the Lekwungen Peoples (Esquimalt and Songhees Nations), and the WSANEC Nations, the original stewards of this beautiful land.

s.22

this email - MCF.Engagement@gov.bc.ca

Please send any questions or concerns regarding the MAC to



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)

Summary of Strengths Opportunities Aspirations and Results (SOAR)
Exercise Thematic Analysis

On day 2 of the inaugural MAC meeting on May 6, 2021, following a presentation on the draft CYSN Service Framework, council members took part in breakout groups and completed a SOAR exercise.

s.13

Confidential

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Withheld pursuant to/removed as

s.13



June 1, 2021

Dear xxx,

RE: Counselling supports related to MAC participation

The Minister's Advisory Council is guided by the core values of social inclusion, equity, reconciliation, compassion, and safety. To support you in your efforts to uphold these values and create a trusting, collaborative and emotionally safe working environment, a registered clinical counsellor will be available for one-on-one debrief sessions after each MAC meeting.

Alternatively, you may see a registered clinical counsellor of your choice and have the fees covered by MCFD. A description of services covered and instructions for submitting invoices for reimbursement are outlined in the attached letter.

THIS LETTER AUTHORIZES THE REIMBURSEMENT OF RELATED CLINICAL COUNSELLING FEES TO
MEMBERS OF THE MINISTER'S ADVISORY COUNCIL (MAC)

Authorization number: XXX

Eligible Mental Health Providers

- BC Registered Clinical Counsellors

Effective dates:

Council members who are parents, youth advocate or Elder: June 2021- April 30, 2022

Council members who are representing organizations: June 2021 – October 31, 2022

Maximum number of clinician hours: 24

Maximum dollar amount per hour: \$150

Submission Instructions: A copy of this letter must be submitted with the clinician's invoice to MCFD for billing and invoicing purposes. There are two options for submitting:

1. Provide your clinician with a copy of this letter to submit with their invoice for direct payment from MCFD.
2. Pay your clinician for services directly then submit this letter and the clinician's invoice for reimbursement.

Invoices and letters must be emailed to May Pavia, Manager of Divisional Operations, ADM Office May.Pavia@gov.bc.ca within sixty days of services being rendered.

Carolyn Kamper
Assistant Deputy Minister
Strategic Integration, Policy and Legislation Division

Minister's Advisory Council

For Children and Youth with Support Needs (CYSN)

- June 11, 2021 -



Ministry of
Children and Family
Development

AGENDA

1:30 p.m.	Collect & Welcome
1:50 p.m.	Addressing Gaps in MAC Membership
2:10 p.m.	Bringing the CYSN Service Framework to Life - Overview of Service Framework
2:25 p.m.	Break-out Group Session #1: s.13
2:50 p.m.	Group Discussion: Key messages from break-out groups
3:10 p.m.	Comfort Break
3:20 p.m.	s.13 Break-out Group Session #2: - Overview
4:00 p.m.	Group Discussion: Key messages from break-out groups
4:15 p.m.	Meeting Reflections and Closing Remarks
4:25 p.m.	Closing Circle and Prayer
4:30 p.m.	Adjourn

Discussion 1 Questions:

s.13

Discussion 2 – Questions:

s.13

Questions? Contact MCF.Engagement@gov.bc.ca

Page 060 of 103 to/à Page 072 of 103

Withheld pursuant to/removed as

s.12 ; s.13

June 11th MAC Meeting Materials

From: MCF Engagement MCF:EX s.15
s.15

To: MCF Engagement MCF:EX

Sent: June 7, 2021 2:58:11 PM PDT

Attachments: Agenda and Questions for Members - FINAL.pdf, image003.png, Draft CYSN Service Framework Brief for MAC Discussion.pdf

Dear Council Member,

In preparation for the June 11th Minister's Advisory Council meeting on Children and Youth with Support Needs, please find a copy of the agenda, questions for discussion, and a summary of the Children and Youth with Support Needs Service Framework attached.

Looking forward to your participation in the discussions. If you have any questions or require any support, please contact us at MCF.Engagement@gov.bc.ca or me directly at 250-213-3809.

With gratitude,

Bryan Sparks, MBA, BCOM

Director, Implementation and Change (*he/him*)

Ministry of Children and Family Development

525 Superior St | 250 213-3809



**Strategic Services
Branch**
*Strategic Integration,
Policy & Legislation Division*

Acknowledging with humility and respect that I work and live on the unceded (never surrendered) traditional territories of the Lekwungen Peoples (Esquimalt and Songhees Nations), and the WSANEC Nations, the original stewards of this beautiful land.



**Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda**

**June 11, 2021
1:30-4:30pm**

Members				
The Hon. Mitzi Dean Minister of Children and Family Development Chair		Dan Coulter Parliamentary Secretary for Accessibility Vice-Chair		May Sam Elder from the Tsartlip First Nation
Izabelle Stevens Youth Representative Vancouver Coastal				
Members (Parents)				
Laranna Androsoff Interior		Dreena Davies Vancouver Coastal		Katherine Foo Fraser
Amilamia Gordon Vancouver Island		Lori Gauthier North		
Members (Umbrella Organizations)				
Devinder Chattha Director of Language Studies, Settlement and Social programs at the Progressive Intercultural Community Services Society (PICS)		Jacqueline Watts Provincial Advisor for the Provincial Office for Aboriginal Supported Child Development Programs of BC		Diana Elliott Provincial Advisor for the Provincial Office for Aboriginal Infant Development Programs of BC
Angela Clancy Executive Director of the Family Institute of BC		Brenda Lenahan Founder of BC Parents of Complex Kids		Lisa Meneian Executive Director of Deaf Children's of BC
Jason Gordon BC Association of Child Development and Intervention		Joshua Myers Executive Director for the BC Centre for Ability		Deborah Pugh Executive Director Autism Community Training



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda

Facilitator & Ministry Representatives			
Sheila Beauchemin Facilitator		Carolyn Kamper ADM, Strategic Integration, Policy, and Legislation Division	Bryan Sparks Strategic Services
Paula Gunn Senior Ministerial Advisor		Ashley McKay Ministerial Advisor	Nina Karimi Ministerial Advisor to PS Coulter
Sandra Steilo Strategic Services		Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy	Matthew Wigmore Project Coordinator Strategic Services
Lisa Jones Strategic Services		Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy	



Ministry of Children & Family Development
Minister's Advisory Council (MAC) on Children and Youth with Support Needs (CYSN)
Meeting Agenda
June 11th Agenda

1:30-4:30pm

Teleconference details:

s.15; s.17

Zoom Meeting ID: s.15; s.17

Password: s.15; s.17

Time	Item	Lead
1:20 (10 min)	Gather in Zoom Meeting	
1:30 pm (5 min)	Collect and Welcome Opening Elder, May Sam	Sheila Beauchemin May Sam
	<i>Bring meeting together – immediately turn over to May Sam to do opening.</i>	
1:35 pm (5 min)	Announcements and Business Carried Forward	Sheila Beauchemin
	<ul style="list-style-type: none"> <i>Welcome to the second meeting of the MAC</i> <i>Change to openings and closings – start and end in circle for opening and closing prayer from our Elder, and, to share general announcements, and information etc.</i> <i>Opening comments/introductions/reflections from the Council members will alternate between openings and closings</i> <i>Reminder Wellness Supports available (info sent June 7th) – Bryan will post the information and link in the chat.</i> <i>Mention - Terms of Reference – (updated and posted on SharePoint)</i> <i>Reminder about use of the Chat – encourage sharing of thoughts with the whole group. Bryan will be monitoring the chat and will share what is posted there.</i> 	Sheila Beauchemin
	<ul style="list-style-type: none"> <i>Turn over to MMD to provide opening remarks</i> 	Sheila Beauchemin
1:40 (10 min)	Opening Remarks Minister Dean and PS Coulter	



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Time	Item	Lead
	<ul style="list-style-type: none"> Minister Dean shares what she's heard 	
1:50 (20 min)	Addressing Gaps in MAC Membership (Survey Sent May 26th)	Danielle Smith Sheila Beauchemin
<i>Process notes</i>	<ul style="list-style-type: none"> <i>Sheila – introduces topic</i> <i>Danielle - Provides short summary of the responses received through the survey.</i> <i>Provide context for how many of these missing voices will be captured through various engagement activities.</i> <i>Note that the Ministry will be engaging with other partners, some of whom also exist on the council.</i> <i>Filling those remaining gaps - the ministry thought of some ideas for addressing missing voices – walk through ideas on slide.</i> <i>Move to a quick Zoom Poll to capture group response to ideas:</i> <ul style="list-style-type: none"> <i>Which of these ideas best addresses the gaps in MAC membership?</i> <ul style="list-style-type: none"> <i>Idea 1: fill gaps when vacancy arises/prioritize missing voices in ministry engagement activities.</i> <i>Idea 2: request that ministry engage with missing voices when item comes up in discussions that can't be addressed.</i> <i>Idea 3: At end of first year – revisit membership on council to determine if additional seats needed to ensure adequate representation.</i> <i>None of these ideas adequately addresses the gaps.</i> <i>We need 60% or better for an idea in order for it to be selected as the way forward. If none of the ideas get a clear 60% majority – we will need to have a future discussion about this issue.</i> 	
<i>Process notes</i>	<ul style="list-style-type: none"> <i>Introduction to process for exploring the CYSN Framework and working through breakout groups</i> <ul style="list-style-type: none"> <i>Short review of the model from staff</i> 	Sheila Beauchemin



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	<ul style="list-style-type: none"> ○ <i>Move into breakout discussion groups for roughly 35 minutes to explore and discuss focusing on the questions posed.</i> ○ <i>Gather your groups key messages to share with the group of the whole.</i> ○ <i>Come back together as a group of the whole.</i> • <i>We will do this process twice today.</i> 	
2:10pm (15 min)	<ul style="list-style-type: none"> • Bringing the CYSN Service Framework to Life - Overview of Service Framework <ul style="list-style-type: none"> ○ Members to hold questions until break out groups 	Danielle Smith
<i>Process notes</i>	<ul style="list-style-type: none"> • <i>Review/reminder of Circle Agreement – reminder of our agreements to each other: child and family focused, openness, non-judgement (all views and perspectives need to be heard and respected – we are not here to dispute the broad perspectives represented), curiosity, future focused – past informed.</i> 	Sheila Beauchemin
<i>Process notes</i>	<ul style="list-style-type: none"> • <i>Move in to 3 ZOOM break out groups – During last approx. 10 minutes – facilitators will guide group to summarize their discussion into key messages (process will be provided)</i> 	Sheila Beauchemin
2:25 pm (35 min)	<p>Bringing the CYSN Service Framework to Life – Exploring the Key Changes and Benefit * (materials sent June 4th)</p> <p>Following an overview of the Service Framework, we will break into groups to explore the key changes and benefits proposed by the new model.</p> <p>s.13 –</p> <p><i>(Questions provided council members in advance, materials sent June 4th)</i></p> <p>s.13</p>	MCFD Staff



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Time	Item	Lead
	<p>s.13</p> <ul style="list-style-type: none"> What else do you want us to consider? 	
2:50 pm (20 min)	<ul style="list-style-type: none"> Whole Group Discussion: <ul style="list-style-type: none"> One group asked to share key messages for first discussion topic – very short 1 – 2 minutes. <ul style="list-style-type: none"> Call on specific members in other groups to comment on key messages – how similar were their finding what would they add? Report process with other two discussion areas – e.g. next group asked to share their key messages and then call on other groups to comment. 	Sheila Beauchemin
3:10 pm (10 min)	Comfort Break	
3:20 pm (5 min)	<p>Overview of s.13</p> <p>s.13</p>	Christine Therriault-Finke
3:25 pm (35 min)	<p>s.13</p> <p>Questions for break out group discussions</p> <p>s.13</p>	
	<p>Move to same Break out groups as Round 1</p> <p>Format for discussion as before – summarize and collect key messages</p>	
4:00 pm	Whole group discussion – format as before	Sheila Beauchemin



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Time	Item	Lead
(15 min)		
4:15 pm (10 min)	Meeting Reflections and Closing Remarks from Minister Dean and PS Coulter	Sheila Beauchemin
<i>Process Notes</i>	<p><i>We accomplished a lot today.</i></p> <p><i>We began a deeper dive into the proposed changes in the Service Framework. We will continue this work at our next meeting June 24th.</i></p> <p><i>We are closing this session but not the discussion so we will hold off on round circle comments until next time.</i></p> <p><i>The door is always open to provide feedback on today's session via the ministry's engagement inbox – Bryan will post the address in the chat.</i></p> <p><i>We will move now to comments from the PS and Minister Dean before we ask our elder to close with a prayer.</i></p>	
4:25 pm (5 min)	Closing by Elder, May Sam	May Sam
4:30 pm	End meeting	

Access Meeting Materials:

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phone at **1-855-529-9463**. Members can also seek counselling supports and can be reimbursed up to a maximum of \$150, using the reimbursement letter sent to you.

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**Ministry of Children & Family Development
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Meeting Agenda**

**June 24, 2021
1:30-4:30pm**

Members				
The Hon. Mitzi Dean Minister of Children and Family Development Chair		Dan Coulter Parliamentary Secretary for Accessibility Vice-Chair		May Sam Elder from the Tsartlip First Nation
Izabelle Stevens Youth Representative Vancouver Coastal				
Members (Parents)				
Laranna Androsoff Interior		Dreena Davies Vancouver Coastal		Katherine Foo Fraser
Amilamia Gordon Vancouver Island		Lori Gauthier North		
Members (Umbrella Organizations)				
Devinder Chattha Director of Language Studies, Settlement and Social programs at the Progressive Intercultural Community Services Society (PICS)		Jacqueline Watts Provincial Advisor for the Provincial Office for Aboriginal Supported Child Development Programs of BC		Diana Elliott Provincial Advisor for the Provincial Office for Aboriginal Infant Development Programs of BC
Angela Clancy Executive Director of the Family Institute of BC		Brenda Lenahan Founder of BC Parents of Complex Kids		Lisa Meneian Executive Director of Deaf Children's of BC
Jason Gordon BC Association of Child Development and Intervention		Joshua Myers Executive Director for the BC Centre for Ability		Deborah Pugh Executive Director Autism Community Training



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Facilitator & Ministry Representatives			
Sheila Beauchemin Facilitator		Carolyn Kamper Ministry of Children and Family Development	Bryan Sparks Ministry of Children and Family Development
Paula Gunn Senior Ministerial Advisor		Ashley McKay Ministerial Advisor	Nina Karimi Ministerial Advisor to PS Coulter
Sandra Steilo Ministry of Children and Family Development		Danielle Smith Ministry of Children and Family Development	Matthew Wigmore Ministry of Children and Family Development
Lisa Jones Ministry of Children and Family Development		Christine Therriault-Finke Ministry of Children and Family Development	Debbie Parhar Ministry of Children and Family Development



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1:20	Gather in Zoom Meeting	
1:30 pm	Collect and Welcome Opening Prayer	Sheila Beauchemin May Sam
1:35 pm	Opening and Announcements	Sheila Beauchemin
1:40 pm	Opening Remarks Minister Dean and PS Coulter	
1:50 pm	Bringing the CYSN Service Framework to Life -s.13 s.13	Danielle Smith
2:05	Break Out Groups: Exploring the Key Changes and Benefits	MCFD Staff
3:00 pm	Comfort Break	
3:15 pm	Whole Group Discussion: Break out Group Highlights and Insights	
3:50	Expanding the Dialogue – Further Discussions	Danielle Smith
4:00	Closing Circle – Group Reflections	
4:15	Closing Remarks Minister Dean and PS Coulter	
4:25 pm	Closing Prayer	May Sam
4:30 pm	End meeting	



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June 24 Meeting Materials - Minister's Advisory Council

From: MCF Engagement MCF:EX s.15
s.15

To: s.22

Sent: June 18, 2021 11:20:30 AM PDT

Attachments: image001.png, Draft CYSN Service Framework Brief for MAC Discussion.pdf, MAC_Preparing for the Discussion.docx, Participant_Agenda_CYSN MAC_24Jun21.docx

Dear May,

In preparation for the June 24th Minister's Advisory Council meeting on Children and Youth with Support Needs, please find attached a copy of the agenda.

You will also see, attached, a document called "Preparing for our Discussion." Knowing how valuable our time is together this is meant to help you think through some scenarios for the future of CYSN services ahead of our meeting. Please take time to review this document and, if its helpful, jot down any notes.

For ease of access, we have again included the Draft Children and Youth with Support Needs Service Framework Brief for your reference.

We look forward to your participation in the discussions. If you have any questions or require any support, please contact us at MCF.Engagement@gov.bc.ca or me directly at 250-213-3809.

With gratitude,

Bryan

Bryan Sparks, MBA, BCOM

Director, Implementation and Change (*he/him*)
Ministry of Children and Family Development
525 Superior St | 250 213-3809



Acknowledging with humility and respect that I work and live on the unceded (never surrendered) traditional territories of the Lekwungen Peoples (Esquimalt and Songhees Nations), and the WSANEC Nations, the original stewards of this beautiful land.

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Withheld pursuant to/removed as

s.13



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Time	Item	Lead
1:20 (10 min)	Gather in Zoom Meeting	
1:30 pm (5 min)	Collect and Welcome Opening Prayer	Sheila Beauchemin May Sam
	<i>Bring meeting together – turn over to May Sam to do opening.</i>	
1:35 pm	Opening and Announcements	Sheila Beauchemin
(5 min)	<ul style="list-style-type: none"> • <i>Welcome to the continuation of our deep dive into the CYSN Framework.</i> • <i>Territorial Acknowledgement</i> • <i>Zoom reminders/use of Chat</i> • <i>Reminder Wellness Supports available (info sent June 7th) – Bryan will post the information and link in the chat.</i> 	Sheila Beauchemin
	<ul style="list-style-type: none"> • <i>Turn over to MMD/PSC to provide opening remarks</i> 	
1:40 pm (10 min)	Opening Remarks Minister Dean and PS Coulter	
1:50 pm (<5 min)	<i>Overview of Meeting Timeline – Reminder of our meetings.</i> <ul style="list-style-type: none"> • <i>Advancing discussion timeline – updated to insert date for June 11 and change June 24th to “Today we are here”. Reminder of progress and where we are in the review of the Framework.</i> 	Danielle Smith



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	<ul style="list-style-type: none"> Update to capture July meeting date(s) if we have and any other relevant dates for MAC engagement coming up. Overview of today's detailed agenda – same process as last meeting working through breakout group discussion and whole group sharing. Reminder provided that, like June 11th, I will call on individual members to share insights from their group discussions. 	Sheila Beauchemin
1:55 pm (10 – 15 min)	Bringing the CYSN Service Framework to Life - Overview of s.13	Danielle Smith
Process notes	<p>Transition – introduce short overview of the next two areas of the Service Framework that MAC will explore:</p> <p>s.13</p> <p>Process – short overview presentation followed by a longer break out group discussion session.</p> <p>Members hold questions until break out groups.</p> <p>Reminder about material that is confidential and what is not</p>	Sheila Beauchemin
2:05	Break Out Groups: Exploring the Key Changes and Benefits	MCFD Staff
Process notes (55 min)	<ul style="list-style-type: none"> Scenario stories will be used in breakouts to guide broader discussion around potential options for services. Facilitators will guide conversation using the scenarios and suggested discussion questions. Provide circle agreement to each facilitator – they should use to remind people if needed. 	Sheila Beauchemin
	<ul style="list-style-type: none"> Breakout group composition changed from last time. Confirm that moving Minister and PS move every 20 min. MMD confirmed – check with group during pre-briefing Jun 22. 	Sheila Beauchemin
3:00 pm (15 min)	Comfort Break	



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Time	Item	Lead
3:15 pm (35 min)	<p><i>Whole Group Discussion: Breakout Group Highlights and Insights</i></p> <p><i>Utilize following questions to draw out highlights of the breakout group conversation. These are another way to express the questions raised in the breakouts.</i></p> <p>s.13</p> <div style="background-color: #f0f0f0; height: 100px; width: 450px; margin: 10px 0;"></div> <ul style="list-style-type: none"> • <i>Call on specific members across in groups to share specific thoughts on questions posed related to scenarios and what their groups discussed.</i> • <i>Move across groups to ask – how similar were their finding/what would they add?</i> <ul style="list-style-type: none"> ▪ <i>Speaker list continued from June 11 so new voices are called on this meeting.</i> • <i>Also, ask group of the whole:</i> <p>s.13</p> <div style="background-color: #f0f0f0; height: 20px; width: 450px; margin-top: 10px;"></div>	Sheila Beauchemin
3:50	Expanding the Dialogue – Further Discussions	Carolyn Kamper
10 min.	<p><i>Share engagement approach planned for the summer. Including:</i></p> <ul style="list-style-type: none"> • <i>MAC anchored discussions via key partners that are confidential/ under NDA</i> • <i>Signal more discussion on this topic with MAC over the summer</i> • <i>Take any questions/suggestions about missing voices</i> 	
4:00	Closing Circle - Group Reflections	
Process Notes (15 min)	<p><i>In keeping with commitment made June 11 –members will be asked to share one final thought:</i></p> <ul style="list-style-type: none"> • <i>Reflecting on our meetings, share something you have appreciated about our work together.</i> • <i>Staff member will be assigned to capture reflections.</i> 	



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Time	Item	Lead
	<ul style="list-style-type: none">First person who is ready to share – raise hand. Move around the circle from there.	
4:15 (10 min)	Closing Remarks Minister Dean and PS Coulter	
4:25 pm (5 min)	Closing Prayer	May Sam
4:30 pm	End meeting	

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CYSN MAC

Minutes

June 11, 2021 | MS Teams | 1:30pm – 4:30pm

Facilitator: Sheila Beauchemin
Regrets: Katherine Foo (briefly) due to scheduling conflicts.
Minutes by: Matthew Wigmore

Attendees:

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Facilitator & Ministry Representatives		
Sheila Beauchemin Facilitator	Carolyn Kamper ADM, Strategic Integration, Policy, and Legislation Division	Bryan Sparks Strategic Services
Paula Gunn Senior Ministerial Advisor	Ashley McKay Ministerial Advisor	Nina Karimi Ministerial Advisor

Debbie Parhar Council Secretariat Strategic Services	Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy	Matthew Wigmore Project Coordinator Strategic Services	
Sandra Steilo Strategic Services	Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy	Lisa Jones Director, Planning and Engagement	

1. 1:30 pm Introduction and Circle Agreement

A short blessing was offered by Elder May Sam. Afterwards Sheila B led the circle exercise where all MAC members, excluding Ministry staff who were observing/supporting, shared one thought they had about the day to come.

2. 2:00pm Addressing Gaps in MAC Membership

Ministry staff presented three options to address some of the gaps in MAC Membership, particularly for those critical experiences that didn't necessarily have a voice at the table. Sheila B conducted the poll which found the majority of members were in favour of a combination of all three options that the ministry presented.

3. 2:10pm Overview of the Service Framework

Ministry staff (Danielle Smith and Christine Therriault-Finke) presented on the proposed new CYSN Service Framework. In this meeting, the ministry presented on s.13

Following on from the presentation, there were break out group discussions at 2:50pm and 3:20pm where members commented on the s.13 respectively.

There was a group discussion at 4:00pm, which identified key messages from the breakout groups. Key Messages can be found by contacting the Change Management Team (i.e. Bryan Sparks, Sandra Steilo, Minji Kim & Matthew Wigmore). Facilitators from the breakout groups identified there was some confusion about the Ministry's role in the new model. A common piece of feedback also identified by the facilitators was confusion over s.13

4. 4:15pm - Closing

A closing one word was shared by each member. This was done in accordance with feedback that some too much time was spent on the circle in the last meetings. Elder May Sam provided a closing prayer and blessing. Attendees will return on June 24.

Adjourned: 4:30pm

CYSN MAC

Minutes

June 24, 2021 | MS Teams | 1:30pm – 4:30pm

Facilitator: Sheila Beauchemin
Regrets: Katherine Foo (briefly) due to scheduling conflicts. Jason Gordon s.22
Minutes by: Matthew Wigmore

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Paula Gunn Senior Ministerial Advisor	Ashley McKay Ministerial Advisor	Nina Karimi Ministerial Advisor	

Debbie Parhar MCFD Staff	Danielle Smith Executive Director, Early Years, Indigenous Early Years and Inclusion Policy	Matthew Wigmore & Minji Klm Project Coordinator Strategic Services	
Sandra Steilo Strategic Services	Christine Therriault-Finke Early Years, Indigenous Early Years and Inclusion Policy	Lisa Jones Director, Planning and Engagement	

1. 1:30 pm Introduction and Circle Agreement

A short blessing was offered by Elder May Sam. We quickly moved into the next item, with a full closing at the end instead.

2. 1:50pm – Addressing Gaps in MAC Membership

Ministry staff (Danielle Smith and Christine Therriault-Finke) continued the presentation from the June 11th meeting on the proposed changes to the CYSN Service Framework. Whereas the previous presentation focussed on s.13

s.13

3. 2:05 – Breakout Session

Participants were given three scenarios previous to the meeting, as a tool to think through how the lives of clients will change in the new proposed model. Led by a ministry facilitator, the breakout sessions went through questions of all three of the scenarios, finishing with a high-level summary of some key strengths, opportunities to improve, and outstanding questions. Ministry staff presented on the proposed new CYSN Service Framework. In this meeting, the ministry presented on s.13

s.13

Notes from the breakout session can be found by contacting the Change Management Team (i.e. Bryan Sparks, Sandra Steilo, Minji Kim & Matthew Wigmore).

4. 3:15 – Group Discussion: Key messages from break-out groups

Sheila B led the group in a discussion which re-capped many of the thoughts shared in the group. Again, for notes from the breakout sessions please see the note above.

Overall points in the comments captured from this group discussion include

s.13

5. 3:50 – Advancing the Dialogue – Further Discussions

ADM Carolyn Kamper shared on the continued planned engagements and future direction with the MAC.

6. 4:15pm - Closing

A closing one word was shared by each member. Many members shared their gratitude for the group. Many acknowledged that despite moments of pointed feedback, they were feeling positive about the Minister's Advisory Council and its movement forward.

Elder May Sam provided a closing prayer and blessing. Members will be liaised with via email about future meetings.

Adjourned: 4:30pm