**Alberni-Clayoquot Health Network Minutes**

**Wednesday, November 16th, 2016 @ 10:00 am**

ACRD, 3008 5th Avenue, Port Alberni, BC

**Attendees:** Wes Hewitt, Penny Cote, Marcie DeWitt, Dan Schubart, Rebecca Hurwitz, Laurie Bird. Laurie Money, Marie Duperreault

**Guests:** Esther Pace

**Regrets**: Sandra Tate

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 10:07 am.

The Chairperson acknowledged we are on the traditional territories of the Hupacasath and Tseshaht First Nations.

**2. APPROVAL OF AGENDA & MINUTES**

The Agenda for November 16th was approved.

The Meeting Minutes of October 19th, 2016 were approved.

**3. 2016 CLAYOQUOT VITAL SIGNS REPORT**

Rebecca Hurwitz reported on the VitalSigns project, a community health snapshot. The report includes all the West Coast communities. This is the third VitalSigns report, it is prepared every 2 years. The report identifies trends and explains the variability between the communities. Data was acquired from collaborative reports on a national scale to local school board, Island Health, etc. New focus areas are: food security, youth vital signs (belonging and leadership, arts, culture and recreation) health, housing and transportation and economy.

The TOP reviewed and discussed the report. Discussion on housing - rental housing is difficult to find with the Air B&B’s (approx. 350), the demand for rentals is so high owners don’t need to advertise. The CBT will make presentations to local municipalities, First Nations, etc. and a graphic version will be available with some updates.

**4. REPORTS**

1. Coordinator Report - TOP reviewed the monthly reporting spreadsheet. Marcie reported on activities that she has been involved in over the past month. Budget planning, grants coming forward, followed up with IH Wellness Grant recipients couple proponents. Connecting with key decision makers regarding TOP membership for 2017. Regional Transportation meeting will be scheduled for November 28th will present the Transportation Asset Project (TAP).
2. IH Quarterly Report - ACHN initiatives July 1 to September 31 submitted as per requirement.

**5. ACHN UPDATES**

1. Table of Partners Recruitment, all 3 members Peter Klaver, Rebecca Hurwitz and Laurie Money will step down. The TOP will be looking for 5 new members and one ACRD member.
2. Budget Review and Planning – TOP reviewed the current budget, Marcie will prepare 3-year budget for December meeting to be submitted to the ACRD for Budget Planning.
3. Communication Planning – ACHN Website and Branding project overview was reviewed, Marcie will advertise an RFP following the ACRD’s process.

**6. INFORMATION**

1. UBCM Communities on the Move Declaration – The TOP will send a request to the ACRD Board asking for endorsement and individual municipalities and the four First Nations to endorse separately.

Wes Hewitt left the meeting at 11:45 am.

**7. UPCOMING ACTION ITEMS**

1. IH Community Wellness Granting Program – at this time will assist with agencies if needed. Reach out to Oceanside as they are in our geographical area to see what they are submitting an application for understand they may be looking for $50,000 for a Collective Impact grant request.
2. CBT collaborating with local groups to deliver the Art of Hosting and participatory leadership training on January 24-26, 2017. Training focused on systems thinking, facilitation and participation skills. Cost would be approx. $40,000 and accommodate a maximum of 60 people. Looking at $3000-$5000 as a budget for supporting attendance.

Marcie will prepare options and email to the TOP regarding costs to support attendees.

Marcie will share the Save the Date Email.

1. The TOP approved $2000 to the ACRD Growers Guide 2017 using monies from the remaining $4733 Wellness Grant monies, with an acknowledgement and content from the ACHN.

Laurie Bird left the meeting at 12:15 pm.

1. Marie Duperreault reported the RFD dates are set to review the 10-12 residential care beds in a locked unit. BC Beds has the listed criteria.

**8. MEETING CLOSE**

The meeting adjourned at 12:25 pm. The next meeting of the Table of Partners will be held on Wednesday, December 21st, 2016.