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Agenda - June 17, 2015



Welcome and Introductions

Approval of Agenda for the day

Highlighting Handle with Care

Sandra Doell, Family Resource Coordinator,
St. James-Assiniboia Parent Child Coalition

Communities 4 Families - Updated website

Minutes of the June 18, 2014 AGM

Audited Financial Statements

Chairperson's Report

Committee Reports

Presentation of Terms of Reference

Presentation of Officers

Announcements

Adjournment

Members of Communities 4 Families 2014-15

Cassandra Acland	Day Nurseries
Judy Baker	Literacy
Deborah Clark	Community Member
Carmen Court	WSD1
Shannon Curtaz	YMCA/YWCA
Monica Dinney	Bookmates
Genny Funk-Unrau	Klinik Community Health Centre
Colette Havens	Frontier College
Cassandra Houle	Pregnancy and Family Support Services
Kim Johnson	Ma Mawi Wi Chi Itata Centre
Michelle Johnson	Fit Kids Healthy Kids
Hope Lawson	Manitoba Housing
Karen Naumiuk	Parent Child Programs in Schools Initiative in MB
Debbie Nikiel	Greenway School
Leslie Nutbean	St. Matthews Kids Korner
Tamara Opar	Winnipeg Public Library
Rita Ricano	Manitoba Housing
Anne Sikora	Winnipeg Regional Health Authority
Janet Simpson	Winnipeg Regional Health Authority
Jean Tirling	Mosaic - Newcomers Family Resource Network

Committee Members 2014-15

Chairperson - Deborah Clark

Vice Chairperson - Leslie Nutbean

Banker - Klinik Community Health Centre

Executive Committee: Deborah Clark (Chair), Leslie Nutbean (Vice-Chair), Genny Funk-Unrau, Cassandra Houle, Michelle Johnson, Karen Naumiuk, Ingrid Peters Derry (staff)

Communications Committee: Leslie Nutbean (chair), Kim Johnson, Ingrid Peters Derry (staff)

Literacy Committee: Deborah Clark (chair), Janet Simpson (chair), Judy Baker, Monica Dinney, Colette Havens, Michelle Johnson, Karen Naumiuk, Tamara Opar, Ingrid Peters Derry (staff)

Resource Committee: Genny Funk-Unrau (Chair), Michelle Johnson (chair), Carmen Court, Cassandra Fines, Debbie Nikiel, Jean Tinling, Alana Garcia (staff), Ingrid Peters Derry (staff)

Council of Coalitions Representative: Deborah Clark, Ingrid Peters Derry

EDI Representative: Deborah Clark

Evaluation Representative: Deborah Clark

Staff: Coordinator: Ingrid Peters Derry
Trainer/Mentor: Alana Garcia

Communities 4 Families Annual General Meeting Minutes June 19, 2013

Present: Megan Brisco, Alexis Brown, Nancy Chippendale, Deborah Clark, Monica Dinney, Genny Funk-Unrau, Karen Glugosh, Cassandra Houle, Kim Johnson, Michelle Johnson, Malou Josue, Hope Lawson, Frank Liebrecht, Karen Naumiuk, Leslie Nutbean, Judy Scott

Staff Present: Alana Garcia, Ingrid Peters Derry

Chairing this meeting: Deborah Clark

Recorder: Ingrid Peters Derry

1. Welcome and Introductions

2. **Approval of Agenda for the day. Moved by Cassandra Houle, seconded by Hope Lawson, that the Agenda for the day be approved. Carried.**

3. **Note from Healthy Child** - Lisa Murdock was unavailable to be at this meeting, but sent an email with Healthy Child updates:

- *The WGM celebration was an enjoyable event for me. Thank you for inviting HCMO to be part of your day.*
- *I'm still awaiting word from HCMO re: the handling of the new anti-spam legislation (CASL). I expect to hear confirmation soon on how we plan to proceed with this matter, in terms of information sharing, etc. As soon as I receive any information, I will share it with the coalition Chairs and Coordinators.*
- *The next Council of Coalitions meeting is scheduled for October 1 and 2, 2014. The location is still to be determined. I am currently in the midst of discussions with the WRHA re: the possibility of training (with accreditation) two people from each coalition area, preferably the coordinator and one other, to deliver Handle with Care - a positive parenting program targeting mental health promotion for young children that can be delivered as a stand-alone, or as an enhancement to an existing program. Coalitions will be updated on the status of these talks and the decision made by HCMO re: proceeding with this training, just as soon as there is concrete information to share.*
- *The 2013-14 Year End and 2014-15 planned reports have all been received. The next round of reporting is not due until October 24, 2014.*
- *Work on the ECD Strategy is continuing. Terra Johnston is leading this initiative.*
- *EDI community reports are currently being released - community by community - and should be available on the HCMO website. Tara Prakash continues to be the*

acting Provincial EDI coordinator, just in case there are questions about your community's EDI report.

- *HCMO is hoping to have the Provincial PCC Coordinator position filled by late Fall 2014. In the meantime, all inquiries and other matters relevant to the PCCs should be directed to me.*
- *I wish everyone a wonderful summer, and I will see you all in the Fall.*

4. Our background

- **A brief history of Communities 4 Families** - Leslie Nutbean. The Downtown Parent-Child Coalition began with a letter from Healthy Child Manitoba to meet and determine the needs of families in the downtown. A researcher was soon hired to scan the downtown and find what services were needed. Our system of distributing grants, WGM, literacy programs, and parenting programs developed as a result over the next years.
- **Wiggle, Giggle & Munch:** Alana Garcia provided some background about how WGM came about and the 10 years of running this program.
- **Wiggle, Giggle & Munch:** highlights of the program at Sister MacNamara School - Alexis Brown. Sister MacNamara's WGM is a vibrant program run by enthusiastic facilitators and staff.

5. **Minutes of the June 19, 2013 AGM** - Genny Funk-Unrau should be listed as being in attendance. **Moved by Leslie Nutbean, seconded by Hope Lawson, that the minutes of the June 19, 2013 AGM be accepted as amended. Carried.**
6. **Audited Financial Statements** - **Moved by Genny Funk-Unrau, seconded by Hope Lawson, that the Communities 4 Families financial report for 2013/14 be accepted as presented. Carried.** Thanks to Klinik for acting as banker and providing the audited financial statement.
7. **Chairperson's Report** - as distributed.
8. **Committee Reports** - as distributed. Thank you to all committee members for their hard work throughout the year.
9. **Presentation of Terms of Reference** - as distributed. A few changes were made and approved at the May 2014 meeting of the Coalition, specifically, the change of names of the four primary activities under Vision/Mission, to reflect Healthy Child Manitoba's four pillars:
 - "Parenting" to "Positive Parenting"
 - "Healthy Lifestyles" to "Nutrition and Physical Health"
 - "Literacy" to "Learning and Literacy"
 - "Capacity-Building" to "Community Capacity-Building"

Cassandra Houle moved that we ratify the changes in the TOR as presented. Leslie Nutbean seconded the motion. Carried.

10. **Presentation of Officers** - The chairperson for Communities 4 Families for 2014-15 will be Deborah Clark. Leslie Nutbean will be vice-chair. Klinik continues on as banker. The Executive Committee is composed of the committee chairs and one member-at-large, Karen Naumiuk.

11. Announcements

- Thank you to all who have been involved with the Coalition over the years. There was also a request to acknowledge the excellent work of Klinik for us over the years.
- City of Winnipeg - *Priceless Fun* guides are still available. Wading Pool schedules are also available. Library - fill out the survey at <http://inspiringideas.wpl.winnipeg.ca/> . There are new community gardens in the Centennial neighbourhood.
- The Wiggle, Giggle & Munch name is now trademarked.
- Pregnancy & Family Support Services - Annual Community Summer Kick Off & Canada Day Celebration: Face painting, barbeque, activities for the whole family. June 27 - 1 - 3 p.m. at Sr. MacNamara school grounds.
- Alberta has begun parent-child coalitions in the last 2 years. They have begun collecting EDI results.
- Nostalgia radio station - in June is at Children's hospital. July - at the Red Cross on Portage.
- Aboriginal Circle of Educators - open for nominations of Aboriginal educators. They are looking for presenters for their upcoming conference. See <http://www.aboriginalcircleofeducators.ca/> .
- Outdoor pools in St. Boniface are free this summer. The pool at Freight House is also free. To see which pools are open, send an email to the City's 311.
- Deborah has a data base of places that will come to events for free.

12. **Adjournment** - Deborah Clark moved that we adjourn the meeting.

Next Regular Meeting of the Coalition:
September 17, 2014 at 1:30 p.m.
at Daniel McIntyre St. Matthews Community Association, 823 Ellice Ave.

Chairperson's Report

June 2015

It has been an interesting year at Communities 4 Families. Entering into my third and final year as Chair, I am pleased to look back on all the work done at the Coalition and with the Council of Coalitions.

The Executive Committee worked hard on the Policies and Procedures Manual. We are satisfied with the work done and consider the manual reflective of the needs of Communities 4 Families.

Thanks to Cassandra Houle who worked with me on Ingrid's Performance Review. Based on the review we asked Ingrid to create a work plan that incorporated outreach and networking. The increased contact with our coalition and community members is reflected in more awareness of the Coalition.

The Strategic Plan meeting was very productive. Barb Gemmel, who has been doing our Strategic Plans for a number of years, was able to review, enhance and examine the Plan with us. She helped guide us to goals for the next five years. In addition to short-, medium- and long-term goals that were agreed upon by the Coalition members, Barb and Ingrid took us for a walk down the C4F memory lane a page per year and asking each member to add their own remembrances. The colourfully decorated posters marched across the room from the first to the current year.

We also worked on the Terms of Reference, which we review every year, to clarify positions and those who can occupy them. Membership is always a concern as we struggle to find the balance that best reflects Communities 4 Families and its role in the Downtown area. We are actively working to ensure we are representing our area through the programs we offer and fund, the people and organizations that impact our neighbourhoods and events we hold. I had the pleasure of attending both Council of Coalition meetings and found much of the information useful. More important than the information, in many ways, is the opportunity to network with the other Coalitions throughout the province.

Respectfully submitted,

Deborah Clark

Resource Committee Report

The leadership of the Resource Committee changed during the year. Michelle Johnson took over the position of chair from Genny Funk-Unrau partway through the year.

This has been another full year of trainings and support to family programs. We offered the following trainings during the year:

- We offered our training for new facilitators, *Basic Tools for Facilitating Family Programs* in April. 19 participants were trained.
- We offered Wiggle, Giggle & Munch Facilitator trainings in September 2014 and February 2015. There were 31 participants in the two trainings.
- In partnership with the Literacy Committee, we offered a workshop to learn how to make Book Bags. 9 participants each made a Book Bag they were able to take to their home organizations, as well as an additional one the Literacy Committee used for Family Literacy day.
- We provided bursaries for Positive Discipline in Everyday Parenting training and Nobody's Perfect training. 9 bursaries for 3 different organizations were given for Positive Discipline. 8 bursaries for 4 different organizations were given for Nobody's Perfect. A total of \$5800 was given.
- In March 2015, we sponsored a modified one day Bookmates Rock and Read training. There were 14 participants, of which 10 were from the Downtown.

To assist in her mentoring role, Alana Garcia our Trainer/Mentor, attended training for Attachment Theory training level two as well as Physical Literacy training offered by Fit Kids Healthy Kids. She also co-facilitated the Handle with Care parenting program. She held three Wiggle, Giggle & Munch facilitator meetings this year where they looked at some of the things they have learned in their programs this year as well as sharing her learning about physical literacy.

The Resources Committee planned and celebrated the 10th Anniversary of Wiggle, Giggle & Munch on May 29, 2014. Approximately 120 parents and their children attended. The event was very successful and everyone seemed to have fun. Minister Chief was also able to be present, as well as past committee members (some of whom helped to develop the program) and former staff. We also got news around that time that WGM has now been trademarked.

We were pleased to be able to have Alana supervise a practicum student from the University of Manitoba faculty of Family Social Sciences. Megan Petkau was an excellent addition to the program.

The Resources Committee members this year were Cassandra Acland, Carmen Court, Debbie Nikiel, Jean Tinling, Genny Funk-Unrau (chair), and Michelle Johnson (chair). We appreciate the ongoing staff support from Alana Garcia and Ingrid Peters Derry.

Respectfully submitted by,

Genny Funk-Unrau
Michelle Johnson
Chairpersons

Communication Committee Report

The communications committee continues providing support and resources for the coalition and the community at large.

Our focus this year has been to upgrade our website to better suit the needs of our community. We launched our Communities 4 Families website in 2009. With the assistance of Kirsten Quiring, we reviewed how we could upgrade our website to better support our families and the agencies in our community. One of the new additions is the “Resources 4 Agencies” section which provides many different resources for the agencies that provide services. It was also important to make the website user friendly, to give us better access to the workings of the website, so Ingrid could keep it more current and fresh.

We also had the opportunity to partner with the City of Winnipeg’s “Now” website. It gives more resources and interesting information, not only to support our community but give us information about Winnipeg, as a great city.

It was good to upgrade our website as we continue to work towards being the resource for our community.

We produced 3 newsletters this year. We continue to highlight some of the programs which have received funding to share their successes.

We continue to provide promotional items such as bean bags, Frisbees, and tattoos for the WGM events, plus more pens.

I would like to thank Ingrid Peters Derry for all her hard work. It’s been another hectic year away from the committee for me and Ingrid was very helpful and supportive, greatly appreciated. To Kim Johnson, who joined our committee providing new energy and expertise.

The Communication Committee continues to evaluate our role in how best to provide support to the coalition, service providers and families, I look forward to seeing the visibility and resources of the coalition expand to provide for all that is our community.

Respectfully Submitted

Leslie Nutbean
Chairperson

Literacy Committee Report

The Literacy Committee hosted another successful Family Literacy day event on January 27, 2015 at Cindy Klassen Recreation Center. Our special guest, Melanie Wight, Minister of Children and Youth Opportunities and MLA started off the event by reading the story “Finding Monty”. Participants enjoyed lots of activities to reinforce reading, literacy, language, and physical literacy. Each child received a book to take home. We had 26 adults surveys completed and 62 children participating in the activities. Comments were very positive, and we will start planning for the 2016 event this fall.

This year we developed “Literacy Boxes” to be available for organizations to host their own Family Literacy Day event. The boxes contained books, activities, handouts, and tips for organizing their event. Special thanks to Committee members Ingrid Peters Derry, Karen Naumiuk, Janet Simpson, and Bookmates who visited and facilitated Literacy Box events. 8 organizations held events with an estimated reach of over 250 children (around 100 families). Literacy boxes are now available throughout the year.

The committee continues its “Books for Babies” project. WRHA Public Health Nurses and Families First Home Providers distribute the books to downtown families. The books are also made available to downtown organizations that provide services to families with young children. This year, we distributed books to 3 additional organizations.

We continued to review and provide recommendations for the Family Literacy Grants applications the coalition receives.

Looking back, we are very excited to celebrate the successes, and acknowledge the hard work of committee members, and staff who embrace the importance of family literacy. Thank you to all.

Respectfully submitted,

Janet Simpson
Chairperson

Staff Reports

As the mentor/ trainer for Communities 4 Families, it is my pleasure to report about our very productive year in 2014/15.

The year kicked off with our first Wiggle, Giggle & Munch training held on September 22.

Several of the trainees immediately began facilitating WGM programs in their communities. This year Communities 4 Families was able to provide financial support and mentorship to nine programs, including two new sites - Canadian Muslim Women's Institute and Isaac Brock School - and a new partnership between Dufferin School and IRCOM. Throughout the fall I had the opportunity to attend an excellent ten week training in Physical Literacy, facilitated by Michelle Johnson of Sport Manitoba and Doctor's Manitoba. This training became the basis for the curriculum for our facilitator meetings throughout the year. In the fall I also co-facilitated and mentored facilitators in a Handle With Care group, run in partnership with Sister MacNamara School and Mosaic Newcomer Family Resource Network.

We started off the new year with our first Book Bag Workshop. It was a well-attended and fun-filled day of creating an interactive family literacy tool. Participants each completed one book bag for their own programs and one book bag that was given back to Communities 4 Families and was used as a prize or gift at our Family Literacy Day event. This event was held on January 27 and was once again a great success, with many families participating in the event. Our second Wiggle, Giggle & Munch facilitator training was held February 2, followed by another facilitator meeting in March. In April I had the opportunity to partner with the Winnipeg Regional Health Authority to run a three day facilitator training in the Handle with Care program.

Throughout the year I had the pleasure of supervising a practicum student from the University of Manitoba faculty of Family Social Sciences. Megan Petkau was an excellent addition to our program. As part of her practicum, Megan expanded our library of Literacy Kits that we can lend out to our Wiggle, Giggle & Munch programs.

It has been another exciting and busy year. I look forward to continuing to work with Communities 4 Families to further strengthen families in our community. I want to thank the Resource Committee for their support, feedback and guidance throughout the year.

Alana Garcia
Mentor/Trainer

Genny Funk-Unrau and I were hired in November, 2003 as joint coordinators. Since then, the position has included much of the administrative work of the Coalition as a whole and for the committees working within the Coalition. Some of the tasks this year have been:

- Working with committees to help process grant applications.
- Helping the Resource Committee as they continued to support the *Wiggle, Giggle & Munch* program and deliver trainings. Tasks included:
 - Assisting and supervising Alana as C4F mentor/trainer
 - Assisting with the promotion of the various trainings
 - Helping to plan and coordinate the 10th Anniversary celebration of WGM
- Working with the Literacy Committee on the Books 4 Babies project, working with the WRHA to distribute the books to new parents in the downtown, as well as making them available to other coalitions.
- Working with the Literacy Committee in partnership with other community organizations to host Family Literacy events at Cindy Klassen Recreation Centre as well as promoting a Family Literacy event box which enabled organizations to run their own Family Literacy events.
- Working with the Communication Committee to publish and distribute 3 newsletters for downtown Families and to keep our website updated. We updated the website, making it an easily accessible resource for downtown families and agencies.
- Representing the Coalition at the Council of Coalitions and working with the Council on maintaining a website.
- Keeping abreast of various downtown resources by attending networking meetings.

Working with the Coalition and its many dedicated members continues to be a real privilege. It has been wonderful to be part of a group of people committed to the wellbeing of our many and diverse downtown families.

Respectfully submitted,

Ingrid Peters Derry
Coordinator

2014-15 Grants

Total Grants Awarded: \$ 53,020

Agape Table - Agape Table for Kids

Bookmates - Growing Up Green

Canadian Muslim Women's Institute - Wiggle, Giggle & Munch

Dufferin School - Moe the Mouse

Dufferin School and IRCOM - Wiggle, Giggle & Munch

Family Dynamics - Nobody's Perfect

Filipino Women's Initiative - Nobody's Perfect; Wiggle, Giggle & Munch

Greenway School - Wiggle, Giggle & Munch

Isaac Brock School - Wiggle, Giggle & Munch

John M King School - Wiggle, Giggle & Munch

KidBridge - BookBridge Project

Mosaic - Summer Wiggle, Giggle & Munch; various parenting programs for newcomers

Pinkham School - school readiness project

Pregnancy and Family Support Services - Parenting program orientation

Sister MacNamara School - Wiggle, Giggle & Munch

Wellington School - Wiggle, Giggle & Munch

West Central women's Resource Centre - Traditional Parenting

Wolseley Family Place - Wiggle, Giggle & Munch

2014-15 Financial Statement

Klinic Incorporated		
External Projects		
Communities 4 Families		
Year Ended March 31	2015	2014
<i>(Unaudited - see Notice to Reader)</i>		
Funding		
Province of Manitoba	\$ 153,810	\$ 155,418
Workshops	<u>8,928</u>	<u>3,945</u>
	<u>162,738</u>	<u>159,361</u>
Funds disbursed		
Salaries and benefits	73,182	72,874
Administration	1,500	1,500
Office	9,605	9,760
Other agencies and small grants disbursed	61,729	63,266
Resource inventory project	8,582	7,098
Wiggle, giggle and munch	<u>10,181</u>	<u>8,632</u>
	<u>164,789</u>	<u>163,128</u>
Deficiency of revenues over expenses	(2,051)	(3,767)
Funds held in trust, beginning of year	<u>7,766</u>	<u>11,533</u>
Funds held in trust, end of year	<u>\$ 5,715</u>	<u>\$ 7,766</u>

Notice to Reader - We have compiled the above information as at March 31, 2015 from information provided by management. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that this information may not be appropriate for their purposes.

Terms of Reference of Communities 4 Families

Background

Communities 4 Families (hereafter referred to as C4F) grew out of a response to the provincial government's commitment to a new parent-child centered approach. Meetings began in January 2002.

What is Communities 4 Families?

C4F is a network of organizations and individuals working together towards the best possible outcomes for children by supporting families in the diverse areas of the downtown community.

Geographic Boundaries

See attached map.

Vision/Mission

C4F promotes healthy child development through the enhancing of family and community capacity.

This vision is encompassed through four primary activities:

- **Positive Parenting:** activities to support / enhance parents' ability to nurture the healthy development of their children
- **Nutrition and Physical Health:** activities to promote good nutrition and healthy lifestyles through education, community supports, recreation and skills training
- **Learning and Literacy:** activities to support the learning success of children by improving family literacy and numeracy
- **Community Capacity-Building:** activities to support community capacity through leadership opportunities, volunteering and community service, community economic development, and civic engagement.

Values

In carrying out our mission / vision, we believe in:

- the wellbeing of children and families
- accessibility
- inclusivity

- non-discriminatory practices
- diversity
- encouraging collaboration and partnerships
- maximizing community involvement
- a holistic approach
- a transparent coalition process

Purpose

The purpose of C4F is to partner with Healthy Child Manitoba to develop a cohesive and coordinated approach to planning an accessible, inclusive and holistic service strategy for families and children in the downtown area.

- To provide a focus for the collaboration and coordination of activities and services in the downtown area.
- To share information and resources that assist in supporting and achieving the healthy child and family vision.
- To coordinate and distribute Healthy Child funds in accordance with the Government of Manitoba's Healthy Child Program and Communities 4 Families' vision and values.
- To research, plan and implement a Healthy Child strategy in the downtown area.

Membership

The membership of Communities 4 Families is composed of individuals and agency representatives living or working within the geographic boundaries.

- The voice of families living within the downtown will be actively solicited
- Voting members will receive a voting card at each meeting. Staff will work with the Chairperson or vice-Chair of C4F to determine who has voting privileges.
- Each organization can carry a maximum of one vote. If there is discrepancy as to whether two people represent one organization, the Executive will make a recommendation to the coalition.
- Funders to the Coalition are considered ex officio.
- Voting privileges are for current coalition members and new members after they have reviewed an orientation package (minutes, terms of reference, etc.), and attended a minimum of two (2) consecutive meetings within the past year.
- The Banker is an equal member of Communities 4 Families, and is not solely responsible for the decisions and programming approved by the coalition.
- The Chairperson of the Coalition does not have a vote, unless there is a tie.
- Members who miss more than 3 consecutive C4F meetings in a fiscal year, will lose their voting privileges. Voting privileges will be reinstated after the attendance of 2 consecutive C4F meetings.
- Members not present at a meeting cannot vote on matters discussed at that meeting.
- Meetings shall be open to the public, but without vote and with limited participation. Individual members who require additional supports to attend meetings (e.g. child care, translation services, etc.) are to be directed to the Coalition Chairperson.

- The minimum number of members is 15.

All members are encouraged to attend meetings regularly and keep up with meeting minutes to ensure that continuous progress is made at each meeting.

A member:

- Attends meetings regularly
- is strongly encouraged to sit on one of the committees of C4F
- Receives regular email notices and updates
- Actively participates in C4F initiatives and exercises their voting privileges

Meetings

- The public will be invited to attend all C4F meetings. Meetings may vary in location.
- An Annual General Meeting (AGM) of C4F shall be held once per year, no later than June 30th. At each AGM the following agenda items are required:
 - Chairperson's Report
 - Financial Report
 - Review of Terms of Reference
 - Other matters
- Notice of the AGM must be circulated a minimum of 4 weeks prior to the date of the AGM.
- Interested parties wishing to be put on the agenda at the AGM must inform the Chairperson (in writing) a minimum of 2 weeks prior to the date of the AGM.
- There shall be a minimum of 3 C4F meetings annually; one of which will take place a maximum of 2 months prior to March 31st. Reports from the Committees are required at each meeting of C4F. Reports from the Banker are required on a quarterly basis.

Voting

When members of C4F must vote on an issue or decision the following standards will apply:

- Robert's Rules will apply at all meetings
- A quorum of 33 % + 1 of current voting membership is required
- Approval of any item put to a vote requires 50% + 1 of voting members attending the meeting

Election of Officers

Officers will be nominated and elected by voting members in good standing ONLY. Nominations for positions will be solicited two months prior to an AGM with voting occurring one month prior to the AGM.

Conflict of Interest

A C4F member must declare a potential conflict of interest when a decision is required regarding the distribution of funds and/or resources for an organization where they are not at arm's length.

After such a declaration, the member may continue to participate in the discussion, however they will not vote on the issue. A decision of participation and presence is at the discretion of the Chairperson.

Code of Conduct

Communities 4 Families is committed to creating an atmosphere which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. We aim to ensure that we have a safe environment for members and staff to carry out the work of the coalition. C4F's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct applies to all Members of Communities 4 Families as well as all members of committees who are not C4F members. Members are asked to:

- review the Terms of Reference of C4F
- review the Terms of Reference of the particular committee
- promote C4F
- carry out the mandate of the committees
- avoid any real or perceived conflicts of interest with regard to their work with C4F
- keep all confidential information they may receive as a C4F committee member strictly confidential
- not engage in behaviour which is known, or ought to be known, to be offensive or harassing
- conduct the affairs of the committee in a lawful and ethical manner

This code cannot, and is not intended to, address all situations. In some circumstances committee members will need to rely on their own judgment and consultation with the committee Chair to determine an appropriate course of action.

Representation of the Communities 4 Families Coalition

The Coalition agrees to be represented by the Chairperson, the Vice Chairperson and / or Coalition staff. Representation by any other member to an outside organization, group, agency, etc. requires express approval by the Coalition as a whole. Issues of misrepresentation by Coalition members will be dealt with by the Executive Committee.

Hiring Policy

All C4F paid positions will be posted internally and externally. External sources may include sources such as local media, the Internet and other network sources.

A C4F member must declare any potential conflict of interest in the hiring process for C4F. After such a declaration is made, the member may continue to participate in the discussion, however they will not vote on the issue.

Staffing

At such times as the Coalition employs staff, either directly or for such programs and activities as directed by any committee, the Executive and/or the committee will be responsible for certain functions as it relates to those staff. These include:

- A written evaluation (based on a written job description) of each staff within the first year of hiring with a follow-up review every two years by the Executive and/or committee. Evaluation will take place at least 3 months before the end of the first fiscal year the staff member has been hired in. The evaluation process should include the opportunity for the staff to provide feedback on the job.
- An annual salary & benefits review to allow for cost of living and other such adjustments. The review should take place at least 3 months before the end of the fiscal year. The relevant committee should forward a recommendation on salary and benefits to the Coalition for approval, after discussions with the staff.

Committees

The Executive Committee is composed of the Chair, Vice-Chair, Past-Chair, Banker, plus Chairs or regular designates of the standing committees. Up to 2 members at large can be elected from the voting membership to sit on the Executive.

Standing committees are confirmed annually, based on the direction of the current strategic plan.

Ad-hoc committees are formed as required.

Roles and Responsibilities of the Executive Committee

The Executive Committee, made up of the Chair, Vice-Chair, Past-Chair, Banker, plus standing committee Chairs or regular designates and members at large, has the responsibility to:

- Supervise staff
- Attend at least 50% of the Executive committee meetings
- Make sure we are fiscally accountable and in compliance with our Terms of Reference

The following outlines the various roles of elected officials / organizations of C4F:

Chairperson

The term for Chairperson is for one year, but the person may be re-elected for another year term, to a maximum of three (3) consecutive terms. Responsibilities include:

- To provide the agenda for the meetings
- To approve correspondence
- To act as spokesperson and signing authority for C4F
- To be the liaison with Healthy Child Manitoba and ensure reports are completed for Healthy Child Manitoba
- Chairs Coalition and Executive meetings.
- Represents Communities 4 Families at Council of Coalitions meetings.
- Contact for staff

Past Chairperson

This is a non-elected position and is filled by the Chairperson upon his or her termination of the Chairperson position. The term for the Past Chairperson is for one year from the date of termination of the Chairperson position. Responsibilities include:

- To advise the Executive Committee and Coalition on past practice and policy
- To act as a source of continuity for the Coalition

Vice - Chairperson

The term for Vice-Chairperson is for one year, but the person may be re-elected for another year term, to a maximum of three (3) consecutive terms. Responsibilities include:

- To act on behalf of the Chairperson when necessary
- To chair meetings in the absence of the Chairperson

BANKERROLES AND RESPONSIBILITIES ARE AS OUTLINED IN THE LETTER OF AGREEMENT BETWEEN THE BANKER AND COMMUNITIES 4 FAMILIES. EACH BANKER TERM SHALL BE THREE YEARS IN DURATION.

Standing Committee Chairs

Chairpersons will be coalition members and are elected annually by the Committee members and they, or their regular designate, will report at each meeting of the Executive Committee. Responsibilities include:

- Call meetings as required - usually/minimally early in the calendar year to plan and budget for the coming fiscal year, near grant time if committee is recommending grants, and as required for activities of the committee. The Chair may contact committee members directly or ask staff to arrange a meeting date, time and place.
- Develop an agenda for the meetings in consultation with staff
- Chair the meetings of the committee
- Give direction to staff to act on the committee's plans
- Be the contact for staff to consult regarding committee activities
- The Chair or regular designate will be the spokesperson/representative for the committee at coalition meetings and executive meetings
- Committee Chairs or regular designates must attend at least 50% of Executive committee meetings

Members at large

The Executive Committee will include up to 2 members at large, elected from the voting membership. The term is for one year, but the person may be re-elected for another year term, to a maximum of three (3) consecutive terms.

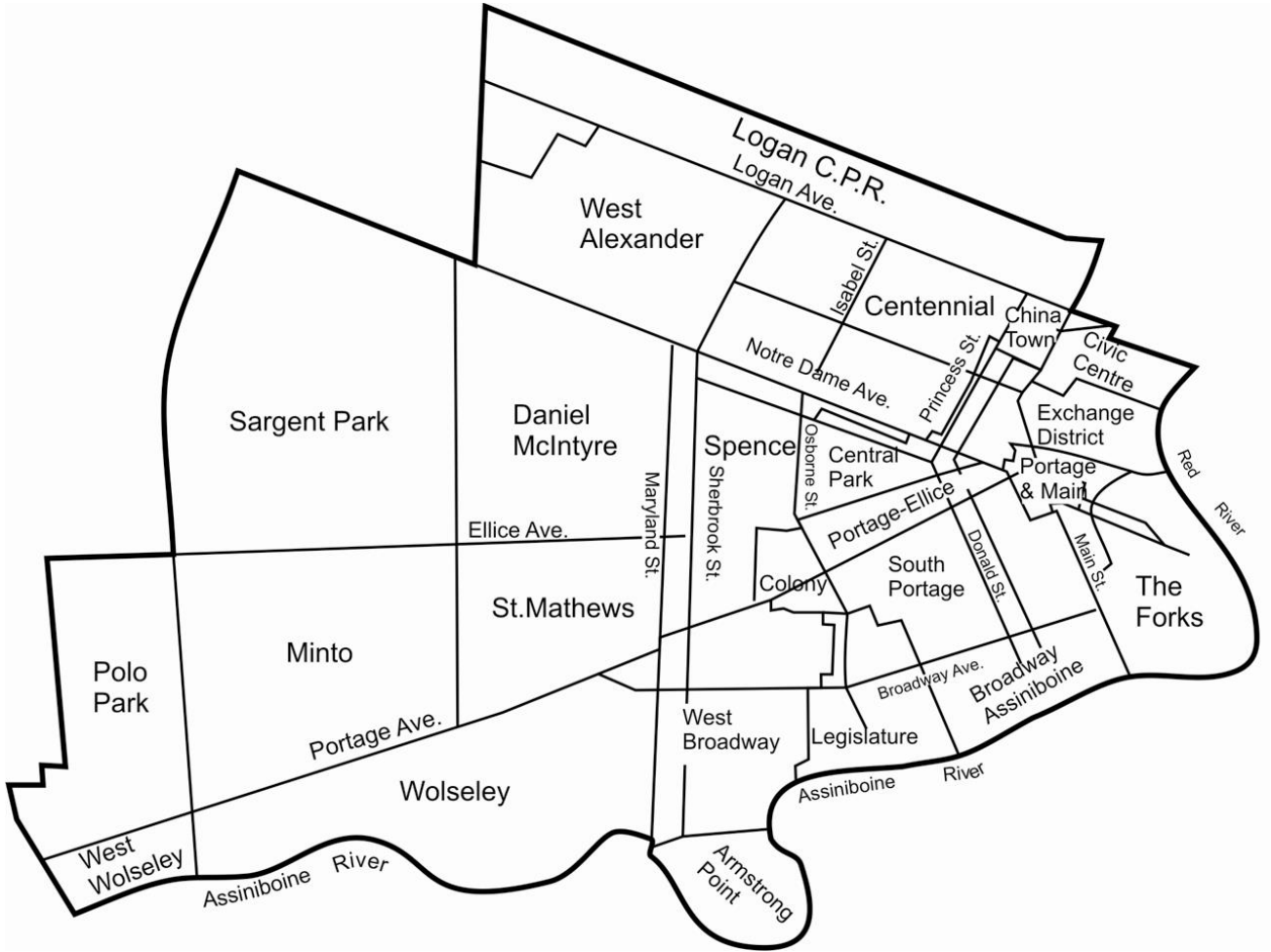
Committee Members

Committee members renew their membership on committees annually.

COMMITTEE REPRESENTATIVES

The Chair or regular designate of each standing committee shall sit on the Executive Committee and act as a liaison between the Executive Committee and the standing Committee he/she represents. Chairpersons will be voting coalition members and are elected annually by the Committee members and they or their regular designate will report at each meeting of the Executive Committee.

These Terms of Reference shall be reviewed annually.



Communities 4 Families Strategic Plan 2015 - 2020

STRATEGIC PRIORITY 1: Focus granting on prenatal - 6 programming (parent/child activities and parent programs) based on identified community needs and Healthy Child Manitoba pillars - parenting, healthy lifestyles, literacy, and capacity building.

Discussion: (**Vision 2025:** C4F still a vibrant organization. Increased family stability and individuals with increased self-worth, and empathy. C4F continues to focus on the 4 pillars - is there enough focus on parenting support? Building community capacity is still the priority of C4F's work. Continue to work collaboratively. Build and sustain ongoing connections with government departments and organizations for continuity of parent/child interactions - a holistic approach. Encourage creative thinking. Support programming in under-resourced areas. **Vision 2020:** Search out additional funding sources for WGM and other programs currently receiving C4F funding and then redirect C4F funds to expansion or new program development. Learn how to approach new funding partners, e.g Winnipeg Jets, businesses interested in C4F focus areas. Be more strategic in terms of measuring impact - compelling stories, define change C4F wants to make in responding to family needs and what can be measured, what tools need to be used. Determine lenses can use from research reviewed in session. Saving Brains video - increase in play, responsive play, building confidence in parents. The Boldness Project - using the language of 'transformation' to describe what C4F does, as well as a 'business' lens. United Way is a model to reference FASD Report and Findings available April 2015.)

Planned Activities	Time Frame	Lead Responsibility	Status
<ul style="list-style-type: none"> Grant priorities April 2015 - March 2016 - Analysis of last year's grants based on 0 - 6 programming and 4 pillars focus. - Process re decision making for 2015/16 grants. 	Early 2015	Executive Committee	
<ul style="list-style-type: none"> Identify potential new funding sources and develop a partner engagement strategy to successfully attain funds 	2015	Executive Committee	
<ul style="list-style-type: none"> Build an impact evaluation framework - Quantitative and qualitative reporting. Determine impact, the change C4F wants to make. Identify up to 3 outcomes and measurement tools to use. 	2015	Executive/Ad hoc Working Group	

STRATEGIC PRIORITY #2: Support exemplary family literacy programs being offered in the downtown area.

Discussion: (*Vision 2025*: Increased literacy levels, better EDI scores, above provincial level. Enhance ability of newcomers to practice cultures, decrease sense of isolation e.g. community parenting; collaborate to develop resources for newcomers as part of the orientation process to break down myths - a parent resource guide; continue to provide opportunities for parents' personal development; enhance the sense of our 'new' community e.g. Winnipeggers rather than low income, newcomers, aboriginal; increased physical literacy.)

Planned Activities	Time Frame	Lead Responsibility	Status
<ul style="list-style-type: none"> • Family Literacy Day 	2016	Literacy Committee	
<ul style="list-style-type: none"> • New priorities identified <ul style="list-style-type: none"> - Make and distribute Family Literacy Event Kits. -make kits available year round 	2016	Literacy Committee	
<ul style="list-style-type: none"> • Books 4 Babies <ul style="list-style-type: none"> - Expand distribution - Consider developing another in the series 	2016 2017	Literacy Committee	

STRATEGIC PRIORITY #3: Strengthen community capacity to offer Wiggle, Giggle and Munch and other C4F Programs on a regular basis throughout the downtown area.

Discussion: (*Vision 2020*: Well-connected network of WGM facilitators. Increased opportunities for WGM attendees to network. Build on successes. Be flexible and responsive. Focus on training of community members. Mental health part of program focus. Could also expand to deliver other programs C4F has created, as well as perhaps Handle with Care, incorporating with WGM as a 'continuum of programming'. Also opportunities for families with special needs children and programs teaching empathy for 0 - 6 age group (similar to Roots of Empathy). Implementation of a downtown early childhood strategy.)

Planned Activities	Time Frame	Lead Responsibility	Status
<ul style="list-style-type: none"> • Training opportunities at least 3 times / year - WGM and Tools for Facilitators 	2015	Resources Committee	

<ul style="list-style-type: none"> increased networking between facilitators - 3 facilitators' meetings per year 		Resources Committee	
<ul style="list-style-type: none"> Continue to expand WGM - more locations that are easy to access, with consideration to areas of high need 	2016	Resources Committee	
<ul style="list-style-type: none"> Expand Handle with Care 	2015	Resources Committee	
<ul style="list-style-type: none"> New training opportunities identified and offered - Book Bags workshop offered in consultation with Literacy Committee. 	2016	Resources Committee	
<ul style="list-style-type: none"> Early Childhood Downtown Strategy Forum Develop and implement early childhood strategy 	Fall 2016 2020	Executive & Resources Committees	
<ul style="list-style-type: none"> Renew Trademarking of Resources - WGM 	2024	Staff Healthy Child Council of Coalitions	

STRATEGIC PRIORITY #4: C4F is recognized as an excellent community Information Hub with a diverse communication strategy (newsletter, website, phone, in person) to reach all stakeholders - community, partners, and members.

Discussion: (*Vision 2016*: Increased information to families and schools using new website and Facebook. Develop presentations and build capacity in using the website. Work with places where there are computers for families - family rooms in schools, DMSMCA and locations where public computers. Perhaps make C4F the home page at some locations. Consider putting together a scavenger hunt to take people to different information on the website. Provide short sessions for member agency staff as well as other community partners. Have business cards and bookmarks available for C4F members, also bookmarks and perhaps newsletters in book stores, libraries, thrift stores, laundromats, Food Fair.

Planned Activities	Time Frame	Lead Responsibility	Status
<ul style="list-style-type: none"> A strategy to promote/present updated website 	2015	Staff Communications Committee	
<ul style="list-style-type: none"> 3 issues of the newsletter annually - Expand distribution to where families are - stores like Food Fare, libraries, laundromats. 	2015	Communications Committee	
<ul style="list-style-type: none"> Community outreach opportunities 			

STRATEGIC PRIORITY #5: The Coalition has the infrastructure and leadership to support its work effectively.

Discussion: (*Vision 2016*: Increased and broader Coalition membership - new perspectives at the table - first nations, aboriginal, newcomers, business, police, more men. Increase partnerships with Sport Manitoba. Consider targeted invitations and if not a Coalition member then perhaps a committee member. How could C4F attract people from other organizations - if not ED perhaps other staff or volunteers working with families? Consistent membership and everyone’s input in identifying needs of community is important. C4F structure works, but need to continue to evaluate and change as needed. Continue to be flexible and responsive.)

Planned Activities	Time Frame	Lead Responsibility	Status
<ul style="list-style-type: none"> • An expanded, diverse and engaged membership • Succession plan to fill all positions and ensure transfer of knowledge and experience • Effective committees 	2015	Executive Staff Committees	<ul style="list-style-type: none"> • Policy manual drafted and approved.
<ul style="list-style-type: none"> • Explore additional student practicums 		Staff Executive	
<ul style="list-style-type: none"> • Coalition documents - Update mission 	2015	Executive Committee, Staff	