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## Agenda - June 15, 2016

Welcome and Introductions

Approval of Agenda for the day

Welcoming newcomers into our programs

- Erika Frey and Molly Dunbar, Neighbourhood Immigrant Settlement Workers in West Central/ Downtown area

Communities 4 Families - Updated website

Minutes of the June 17, 2015 AGM

Audited Financial Statements

Chairperson's Report

Committee Reports

Presentation of Terms of Reference

Presentation of Officers

Thank you for years of service

Announcements

Adjournment

## Members of Communities 4 Families 2015-16

Deborah Clark	Community Member Centennial Community Improvement Association
Carmen Court	WSD1
Monica Dinney	Bookmates
Cassandra Acland	Day Nurseries
Genny Funk-Unrau	Klinik Community Health Centre
Cassandra Houle Rhonda Cenerini	Pregnancy and Family Support Services Inc.
Michelle Johnson	Fit Kids Healthy Kids
Jenna Drabble	St. Matthews Non-Profit Housing
Karen Naumiuk	Winnipeg School Division 1
Debbie Nikiel	Greenway School Parent Room
Leslie Nutbean	St. Matthews Kids Korner, Inc.
Anne Sikora	WRHA
Janet Simpson	WRHA
Jean Tirling	Mosaic Newcomer Family Resource Centre
Shannon Curtaz Breanna Sawatsky	YMCA/YWCA
Kim Johnson	Ma Mawi Wi Chi Itata, Community member
Rita Ricano	Manitoba Housing
Judy Baker	MB Adult Literacy
Joy Rae Lea Neufeld La Rue	Family Dynamics
Roselyn Advincula	Immigrant Centre
Nancy Botelho	City of Winnipeg
Karen Ste. Marie	Frontier College

## Committee Members 2015-16

**Chairperson** - Deborah Clark

**Vice Chairperson** - Leslie Nutbean

**Banker** - Clinic Community Health Centre

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

**Communications Committee:** Leslie Nutbean (chair), Rita Racano (chair), Kim Johnson, Roselyn Advincula, Ingrid Peters Derry (staff)

**Literacy Committee:** Janet Simpson (chair), Judy Baker, Deborah Clark, Monica Dinney, Michelle Johnson, Karen Naumiuk, Lea Neufeld La Rue, Anne Sikora, Karen Ste. Marie, Ingrid Peters Derry (staff)

**Resource Committee:** Michelle Johnson (chair), Cassandra Acland, Carmen Court, Genny Funk-Unrau, Debbie Nikiel, Breanna Sawatzky, Jean Tinling, Alana Garcia (staff), Kelly Speak (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, Kelly Speak

# Communities 4 Families Annual General Meeting Minutes June 17, 2015

**Present:** Roselyn Advincula, Robyn Andrews, Holly Banner, Karen Beaudin, Deborah Clark, Rhonda Cenerini, Luis Coelho, Sandra Doell, Caryn Douglas, Sue Hoang, Kim Johnson, Lisa Murdock, Dakotah Nadeau, Leslie Nutbean, Irene Sheldon, Anne Sikora, Janet Simpson, Karen Ste. Marie, Nancy Tovell

**Regrets:** Monica Dinney, Genny Funk-Unrau, Michelle Johnson, Karen Naumiuk, Joy Rae, Rita Ricano

**Staff Present:** Ingrid Peters Derry

**Chairing this meeting:** Deborah Clark

**Recorder:** Ingrid Peters Derry

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1. **Welcome and Introductions**
2. **Approval of Agenda for the day.** Moved by Leslie Nutbean, seconded by Kim Johnson, that the Agenda for the day be approved. Carried.
3. **Highlighting Handle with Care -** Sandra Doell, St. James Family Resource Coordinator. Sandra shared information about the program and personal experience with families taking the program.
4. **Communities 4 Families - Updated website.** Our website was updated this year. Ingrid highlighted some of the features of the update. Contact her if you would like her to go through some of these features with staff at your agencies.
5. **Minutes of the June 18, 2014 AGM -** The date should be *June 18, 2014*. Moved by Luis Coelho, seconded by Rhonda Cenerini, that the minutes of the June 18, 2014 AGM be accepted as amended. Carried.
6. **Audited Financial Statements presented by Holly Banner -** Moved by Kim Johnson, seconded by Janet Simpson, that the Communities 4 Families financial report for 2014/15 be accepted as presented. Carried. Thanks to Clinic 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 2015 meeting of the Coalition, specifically,:

- Under “membership”, referring to the minimum number of members, we took out “voting”, to include other partners who are part of committees, etc.
- Reports from the Banker are actually quarterly, not monthly.
- Add “plus regular designates” after “Committee Chairs” to the make-up of the Executive Committee.

**Anne Sikora moved that we ratify the changes in the TOR as presented. Kim Johnson seconded the motion. Carried.**

10. **Presentation of Officers** - The chairperson for Communities 4 Families for 2015-16 will be Deborah Clark. Kim Johnson will be vice-chair. Clinic continues on as banker. The Executive Committee is composed of the committee chairs and one member-at-large, Karen Naumiuk. One place is still available as member-at-large.

#### 11. **Announcements**

- WRHA Moving toward modifying their professional practice model. Being rolled out in January.
- WRHA Speech Language - there is not really a wait list anymore for parents waiting for speech therapy. A new model means that parents are usually contacted within two weeks.
- Pregnancy and Family Support Services will be having “Park Days” in Central Park in July and August, bringing resources and activities to the park. Fit Kids Healthy Kids activities will be happening in the day care and at the park. Their summer calendar will be posted soon. June 30 Summer Kick Off at Sr. MacNamara.
- Healthy Child Manitoba - Upcoming National Child Day forum on Nov. 17-19, focusing on newcomer families in Manitoba. There is a new guide to play based learning available on website, as well as other resources.  
[http://www.manitoba.ca/healthychild/ecd/ecd\\_birthto6\\_playbased.pdf](http://www.manitoba.ca/healthychild/ecd/ecd_birthto6_playbased.pdf)
- St. Matthews Maryland Community Ministry will be bringing a new program for parents - “a day with your preschool child”. Each week will focus on a particular part of the day.
- Sue Huang is the newcomer coordinator at WSD1. For all newcomers to the city.
- City of Winnipeg. Wading pools will be open July 1. Spray pads are open now. Some programming in Central Park will also be happening. Priceless Fun guide is out. Fee waivers are available for anything in the leisure guide.
- MamaWi - AGM on June 30 - a community party at Turtle island neighbourhood centre.

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

Next Regular Meeting of the Coalition:

September 16, 2015 at 1:30 p.m.

at Daniel McIntyre St. Matthews Community Association, 823 Ellice Ave.

# Chairperson's Report

June 2016

It has been an interesting year at Communities 4 Families. I am pleased to look back on my three years of Chairing this dynamic and eclectic Coalition with fondness and gratitude. I enjoyed the work done at the Coalition and with the Council of Coalitions.

The Executive Committee continued to work on the Policies and Procedures Manual. We also dealt with changes to staffing. We said good-bye to Alana Garcia who is now working with Mosaic and hello to the return of Kelly Speak, who is going on maternity leave. We know the incoming staff will have big shoes to fill.

We said good-bye to Vice-Chair, Kim Johnson, and Members-At-Large Cassandra Houle and Karen Naumiuk due to job changes. Members around the table also changed as time and personnel are able to contribute.

The Strategic Plan meeting was very productive. We met at the Cindy Klassen Recreation Complex and did the group work that resulted in new ideas and plans for the next year. We are developing a second "Books 4 Babies" and are planning a Family Week event in October. Thanks to all who participated.

I was honoured to attend the National Child Day Forum, the theme of Newcomers was a precursor to the influx of Syrian refugees, many of whom have settled and will settle in the downtown.

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  
Communities 4 Families Chairperson



## Resource Committee Report

This has been another full year of trainings and support to family programs. Our trainer/mentor was on medical leave during part of this time and we were able to contract with Kelly Speak, our former trainer to run WGM trainings, provide mentorship, and work together with our trainer/mentor as she returned to work. Together, we were able to provide the following trainings during the year:

- We offered our training for new facilitators, *Basic Tools for Facilitating Family Programs* in February.
- We offered Wiggle, Giggle & Munch Facilitator trainings in October 2015 and March 2016.
- In partnership with the Literacy Committee, we offered a workshop to learn how to make Book Bags in January. 10 participants each made a Book Bag they were able to take to their home organizations, as well as an additional one the Literacy Committee use for Family Literacy event boxes.
- We provided bursaries for training facilitators hoping to run parenting programs. During this period, 1 was used for Circle of Security training, 3 for Nobody's Perfect, and 9 for Positive Discipline in Everyday Parenting. A total of \$5000 was granted.
- In December 2015, we sponsored a modified one day Bookmates Play to Learn and Learn to Play training. There were 18 participants, of which 12 were from the Downtown.
- 2 meetings of WGM facilitators were held in November 2015 and March 2016.

Changes in staffing necessitated advertising for a new trainer/mentor. Our current staff has been very helpful in working towards a good orientation for potential new staff. WGM programs and facilitators will continue to be supported. A new trainer/mentor has been contracted and orienting her has begun. We look forward to working with Mina Lupu in the fall, and thank both Alana Garcia and Kelly Speak for their excellent work.

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

Respectfully submitted by,

Michelle Johnson  
Chairperson

## Communication Committee Report

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

Our updated website continues to address the needs of our community. We launched our Communities 4 Families website in 2009. The "Resources 4 Agencies" section provides many different resources for agencies that provide services to downtown families. It also includes various options for facilitators running Wiggle, Giggle & Munch programs. In the "Resources 4 Families" section, our partnership with the City of Winnipeg's "Now" website adds excellent resources and interesting information, not only to support our community but give us information about Winnipeg, as a great city.

We produced 3 newsletters this year. We continue to highlight community programs for families, some of which have received our funding. Free activities in the downtown as well as our events are highlighted in the newsletters as well.

We continue to provide promotional items such as bean bags, Frisbees, tattoos for our events and our literacy boxes, as well as pens and bags for new members and participants in our training events.

We thank Leslie Nutbean and Kim Johnson for their work with this committee. Both have resigned from the committee. Roselyn Advincula and Rita Racano joined our committee. Rita will be the new chair in 2016.

The Communication Committee continues to evaluate our role in how best to provide support to the coalition, service providers and families in our community.

Respectfully Submitted

Rita Racano  
Chairperson

## Literacy Committee Report

The Literacy Committee hosted another successful Family Literacy day event on January 27, 2016 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 *The Mitten*, by Jan Brett. Participants enjoyed lots of activities to reinforce reading, literacy, language, and physical literacy. We were able to secure some excellent books to give away, all focused on the "winter" theme. Each child received at least one book to take home. We had 17 adults surveys completed and 40 children participating in the activities. Comments were very positive, and we will start planning for the 2017 event this fall.

We continued with our "Literacy Boxes", available for organizations to host their own Family Literacy Day events. The boxes contained books, activities, handouts, and tips for organizing their event. 4 organizations held events with an estimated reach of over 76 children (around 46 families). This continues to be an excellent way to share information and resources. The boxes will continue to be made available to agencies during the year. The committee finds ways to obtain books free of charge for these boxes and our other activities.

The committee continues to work on the Books 4 Babies project, making the small board book and a short brochure available to new babies in the downtown. In addition to having Public Health nurses share them with these families, community groups are invited to share the books with their participants as well. They are also available to other coalitions at cost. We have seen a significant increase in downtown requests for these books. 1735 Books 4 Babies were distributed in this reporting period. An ad hoc committee has been struck to consider a second Book 4 Babies. We also hope to make translations of the book available to groups using it.

During this period a renewed partnership between Creative Retirement and C4F was explored. A discussion with IRCOM was held and some Book Bags, made by a Creative Retirement volunteer, have been shared with IRCOM families.

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

### 2015-2016 Mentor/Trainer Report

I am thrilled to be back working with Communities 4 Families as the Mentor and Trainer, primarily working with the Wiggle, Giggle & Munch Program. We saw many transitions this year with Alana Garcia continuing her work until fall 2015 when I stepped in to cover for her medical leave. In January 2016, Alana and I began to job share 10 hours a week each until Alana secured an exciting new full time position with Mosaic Newcomer Family Resource Centre. I have continued with approximately 10 hours a week as I had also begun a new job filling up my time the rest of the week. I will begin a maternity leave at the end of June and Mina Lupu was recently hired to fill the position from September 2016 to June 2017. Below is some information on activities from the past year.

#### Trainings Events:

- Wiggle, Giggle & Munch Program Leader Training
  - October 9 @ Cindy Klassen RC
    - 16 participants
    - 9 from downtown
    - 7 from out of boundary
  - March 4 @ RA Steen RC
    - 19 participants
    - 14 from downtown
    - 5 from out of boundary
  - Jasbir Chib worked as a support staff person for both trainings
- Basic Tools for Facilitators
  - February 5 @ Greenway
  - Facilitated by Alana with help from Ingrid and support staff person
- Book bags
  - January 22 @ DMSMCA
  - Facilitated by Alana and Ingrid
  - 10 participants made a book bag for themselves as well as one for C4F

#### Agencies that ran WGM with grant monies from C4F:

- Canadian Muslim Women's Institute
- Filipino Women's Initiative
- Greenway School
- IRCOM & Dufferin School

- Isaac Brock School
- John M King & Mosaic
- Sister MacNamara School
- Wolseley Family Place

Agencies that ran WGM with other funding:

- Wellington School
- Mosaic @ Hugh John McDonald (targeting Newcomers)

WGM Facilitator Meetings:

- November 27 @ Isaac Brock
- March 14 @ Dufferin
- June 9 @ DMSMCA
- November 27 and June 9 were well attended and March 14 was a smaller group. All three meetings went very well and were part of my highlights for this year.
- I initiated a Self-Evaluation form for program leaders, which has given us some insight into topics to cover at future facilitator meetings and areas of support the groups might be looking for. The form also provides an opportunity for facilitators to reflect on program goals. Program Leaders handed in a copy prior to or at each of the meetings.
- We covered several topics this year including - boosting physical activity time in the program; nutrition information, resources and new snack ideas; introducing new songs/rhymes/games through leader sharing at meetings; how to incorporate further opportunities for family literacy; ongoing program outreach, social media and C4F support in program promotion.

Mentoring:

- I visited each WGM program throughout the fall, winter and spring and followed up with ongoing visits as needed.
- Greenway hired a new facilitator whom I worked with closely until she was able to receive training in March. She is now settled in and the program is going very well.

- I worked extensively with CMWI to support their program leader who is continually interested in learning and growing, and is doing a fantastic job both at CMWI and IRCOM to adapt the program for newcomers.
- After a program visit, I sometimes met with program leaders and agency staff/coordinators, sometimes provided written feedback, and sometimes shaped the facilitator meeting agenda around my observations at the different programs. There are many various strengths within our pool of WGM facilitators in the downtown area, and I have found that they are eager to build on their existing program successes and learn new skills as leaders.
- For both mentoring and facilitator meetings, I focused heavily on highlighting the goals of the program (for example - including 40-50 minutes of physical activity each session with opportunities to develop specific physical literacy skills, providing three food groups/fresh food/focusing on vegetables for snacks, parents and children participating together, etc.) and encouraging leaders to make small changes throughout the year to help meet those goals.

#### Other Activities, Meetings & Events:

- Guest Speaker at Healthy Start, Wolseley Family Place
- National Child Day Forum in November
- Family Literacy Day in January
- Council of Coalitions meetings in April
- Attending committee and coalition meetings throughout the year
- Assisting with job description and posting for 2016/17 mentor/trainer
- Began training Mina for 2016/17
- Developed new resources like Munch/Motion/Literacy Minutes, website links, etc.
- Met with Ingrid and Alana as needed
- Gathered WGM program location/date/time information for C4F website and other promotional materials

I have enjoyed both reconnecting and building new relationships with all the various people who contribute to the wellbeing of our downtown community and I continue to be amazed at the commitment and efforts of all involved. Thank you for the opportunity to work with you as the Mentor/Trainer for Communities 4 Families.

Respectfully submitted,

Kelly Speak  
Mentor/Trainer

## 2015-2016 Coordinator Report

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 10<sup>th</sup> Anniversary celebration of WGM
- Working with the Resource Committee to determine other trainings which might be useful to downtown agencies. That has included: Basic Tools for Facilitating Programs, Book Bags, Bookmates Play to Learn and Learn to Play, as well as providing bursaries for parenting program facilitation training for which agencies can apply for their staff.
- Working with the Literacy Committee on the Books 4 Babies project, working with downtown agencies to distribute the books to new parents in the downtown, as well as making them available to other coalitions.
- Working with an ad hoc committee to begin to plan a second Books 4 Babies.
- 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. Our website is an easily accessible resource for downtown families and agencies. Complementing the website are Facebook and Pinterest pages.
- 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

## 2015-16 Grants

**Total Grants Awarded: \$49,567**

Canadian Muslim - Wiggle, Giggle & Munch

Day Nursery - Rock and Read

Dufferin Parent Child Family Centre - Family Chefs

Family Food Group - Open gym time and workshops

Filipino Women's Initiative - Positive Discipline; Wiggle, Giggle & Munch; 3 Stars & and Wish

Greenway School - Wiggle, Giggle & Munch

IRCOM and Dufferin School - Wiggle, Giggle & Munch

John M King School - Wiggle, Giggle & Munch

Mosaic Newcomer Family Resource Network - 2 parenting programs; Summer Wiggle, Giggle & Munch

Pregnancy and Family Support Services Inc. - Parenting Course Orientation; Handle with Care; Nobody's Perfect; Positive Discipline

Sister MacNamara School - Wiggle, Giggle & Munch

St. Matthew's Maryland Community Ministry - A Day with a Pre-Schooler

St. Matthew's Non Profit Housing - Positive Discipline

Wolseley Family Place - Wiggle, Giggle & Munch

YMCA-YWCA of Winnipeg - Handle with Care



# 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 30<sup>th</sup>. 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 31<sup>st</sup>. 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 or designate. 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 will include the opportunity for the staff to provide feedback on the job expectations.
- Annual staff goal setting or “check in” will be done with the Executive or designate.
- As budget allows there will be an annual salary increase based on the Civil Service Superannuation Board COLA rate. This rate will be discussed as part of the annual Coalition budget discussions.

## 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

### *Banker*

Roles 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.

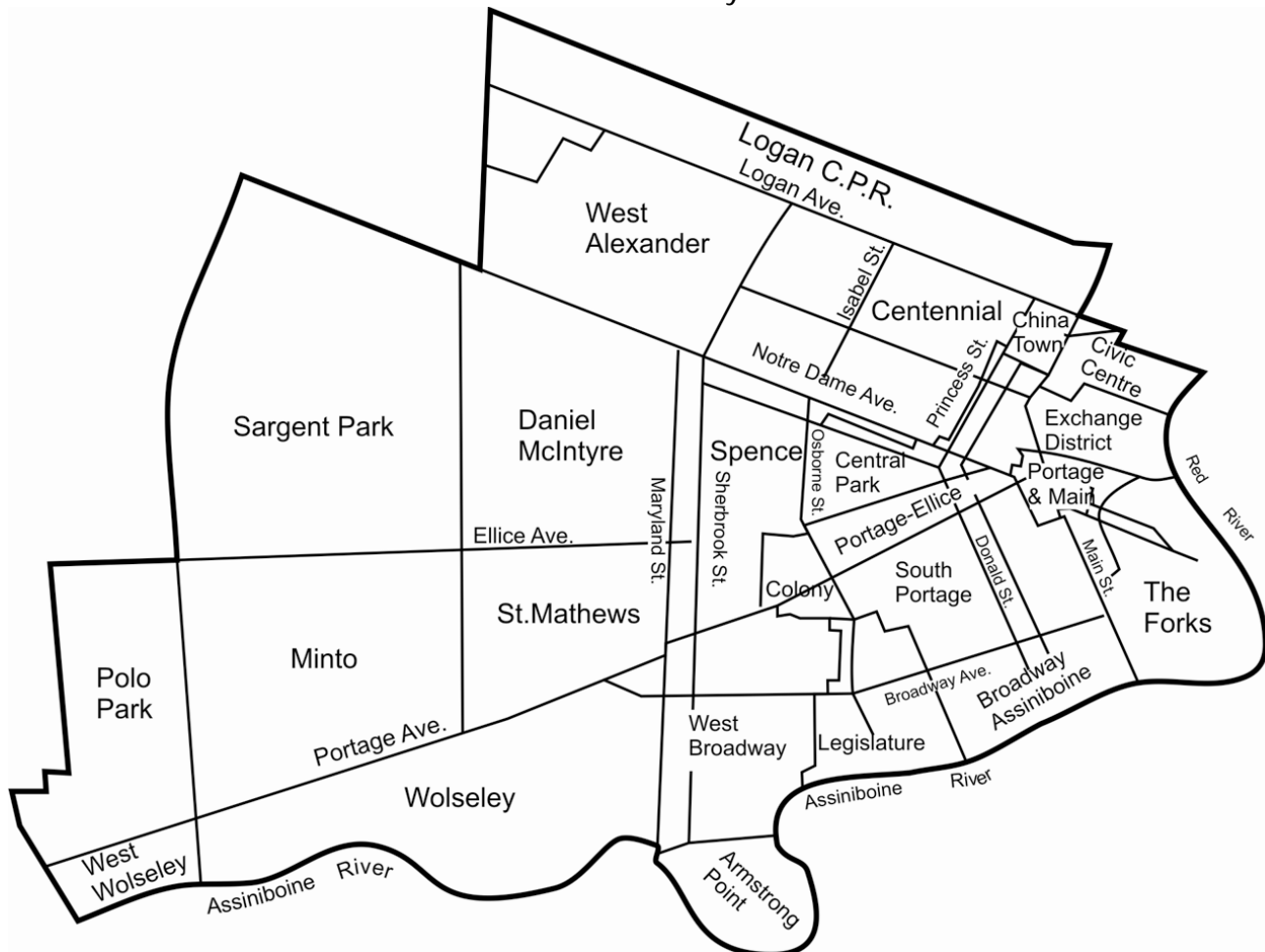
*Committee Members*

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 2016 - 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.**

<u>Planned Activities</u>	<u>Time Frame</u>	<u>Lead Responsibility</u>	<u>Status</u>
<ul style="list-style-type: none"> <li>Grant priorities April 2015 - March 2016               <ul style="list-style-type: none"> <li>- Analysis of last year's grants based on 0 - 6 programming and 4 pillars focus.</li> <li>- Process re decision making for 2015/16 grants.</li> </ul> </li> </ul>	Early 2015	Executive Committee	<ul style="list-style-type: none"> <li>• 2015/16 grants processed</li> <li>• 2016/17 grants received and distributed to committees</li> </ul>
<ul style="list-style-type: none"> <li>Identify potential new funding sources and develop a partner engagement strategy to successfully attain funds</li> </ul>	2015	Executive Committee	<ul style="list-style-type: none"> <li>• Granting possibilities pursued for specific projects as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>Build an impact evaluation framework               <ul style="list-style-type: none"> <li>- Quantitative and qualitative reporting. Determine impact, the change C4F wants to make. Identify up to 3 outcomes and measurement tools to use.</li> </ul> </li> </ul>	2015	Executive/ Ad hoc Working Group	<ul style="list-style-type: none"> <li>• Process started</li> </ul>



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

<u>Planned Activities</u>	<u>Time Frame</u>	<u>Lead Responsibility</u>	<u>Status</u>
<ul style="list-style-type: none"> <li>• <b>Family Literacy Day</b></li> </ul>	2016 2017	Literacy Committee	<ul style="list-style-type: none"> <li>• 2016 FLD complete - held on Jan. 27, 2016 at CKRC</li> </ul>
<ul style="list-style-type: none"> <li>• <b>New priorities identified</b> <ul style="list-style-type: none"> <li>- Make and distribute Family Literacy Event Kits.</li> <li>-make kits available year round</li> <li>-develop a workshop for groups considering running Family Literacy Day events</li> </ul> </li> </ul>	2016	Literacy Committee	<ul style="list-style-type: none"> <li>• 2 kits used summer 2015</li> <li>• 4 kits used for FLD 2016</li> <li>• Kits are available year round</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Books 4 Babies</b> <ul style="list-style-type: none"> <li>- Expand distribution (consider Drs. Offices, Midwives, Healthy Baby sites, Mom and Me sites, Families First Visitors)</li> <li>- Research other locations for distribution</li> <li>- Consider developing another in the series</li> </ul> </li> </ul>	2016 2017	Literacy Committee	<ul style="list-style-type: none"> <li>• Began distribution to downtown agencies</li> <li>• 1735 books distributed in 2015-16</li> <li>• Ad hoc committee started to work on second Books 4 Babies - focus on toddlers and physical literacy</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Book Bags Workshop</b> <ul style="list-style-type: none"> <li>-continue development and extend to parents</li> <li>-consider seeking outside funding</li> <li>-develop kits to include more numeracy</li> </ul> </li> </ul>	2016	Literacy Committee	<ul style="list-style-type: none"> <li>• This workshop is now run annually in partnership with the Resource Committee</li> <li>• Each participant makes one Book Bag for themselves and one for C4F - to be used in the FLD boxes</li> </ul>

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

<u>Planned Activities</u>	<u>Time Frame</u>	<u>Lead Responsibility</u>	<u>Status</u>
<ul style="list-style-type: none"> <li>• Training opportunities at least 3 times / year - WGM and Tools for Facilitators</li> </ul>	2015	Resources Committee	Training schedule for 2015-16 planned and completed
<ul style="list-style-type: none"> <li>• increased networking between facilitators - 3 facilitators' meetings per year</li> </ul>		Resources Committee	<ul style="list-style-type: none"> <li>• 2 meetings completed in 2015-16</li> </ul>
<ul style="list-style-type: none"> <li>• Continue to expand WGM - more locations that are easy to access, with consideration to areas of high need</li> </ul>	2016	Resources Committee	<ul style="list-style-type: none"> <li>• 8 sites funded 2015-16</li> <li>• 1 site ran in summer</li> <li>• 1 site runs on Saturdays</li> <li>• 2 sites running without our funding</li> </ul>
<ul style="list-style-type: none"> <li>• Expand Handle with Care</li> </ul>	2015	Resources Committee	<ul style="list-style-type: none"> <li>• 2015/16 Grants included 3 or 4 for HWC</li> <li>• HWC training offered to downtown agencies</li> <li>• Partnership with WRHA and HCM discussed</li> </ul>
<ul style="list-style-type: none"> <li>• New training opportunities identified and offered</li> <li>- Book Bags workshop offered in consultation with Literacy Committee.</li> </ul>	2016	Resources Committee	<ul style="list-style-type: none"> <li>• Book Bags workshops offered January 2015, 2016</li> </ul>
<ul style="list-style-type: none"> <li>• Early Childhood Downtown Strategy Forum</li> <li>-consider cultural competence workshops for service providers</li> <li>-what is the need for a workshop/ training for service providers for agencies serving newcomers?</li> </ul>	Fall 2016	Executive & Resources Committees	<ul style="list-style-type: none"> <li>• NISW workers invited to monthly meeting and AGM to discuss newcomer needs in downtown</li> </ul>

<ul style="list-style-type: none"> <li>-offer concrete skills, activities and tools for service providers delivering programs, along with theory/ awareness pieces</li> <li>-partner with Mosaic, IRCOM, Welcome Place (possible workshop leaders)</li> <li>• <b>Develop and implement early childhood strategy</b> <ul style="list-style-type: none"> <li>-needs assessment, demographics, what are the issues for service providers and families</li> <li>-compile data, identify and develop resources to address the needs (workshop/ training/ etc.</li> <li>- possible partner (CHIRP)</li> </ul> </li> </ul>	<p>2020</p>		
<ul style="list-style-type: none"> <li>• <b>Renew Trademarking of Resources - WGM</b></li> </ul>	<p>2024</p>	<p>Staff Healthy Child Council of Coalitions</p>	

**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.

<u>Planned Activities</u>	<u>Time Frame</u>	<u>Lead Responsibility</u>	<u>Status</u>
<ul style="list-style-type: none"> <li>• <b>A strategy to promote/present updated website</b> -promote website to places with community computers</li> </ul>	2015	Staff Communications Committee	<ul style="list-style-type: none"> <li>• Public forum to showcase updated website</li> <li>• Offer to share website with agencies</li> <li>• WGM resources added to website to aid WGM programs</li> </ul>
<ul style="list-style-type: none"> <li>• <b>3 issues of the newsletter annually</b> - Expand distribution to where families are - stores like Food Fare, libraries, laundromats. -schools/ trade schools as possibilities for newsletter</li> </ul>	2015	Communications Committee	
<ul style="list-style-type: none"> <li>• <b>Community outreach opportunities</b> -staff do information sessions about C4F, help connect to resources, sample of Book Bag or FLD box</li> </ul>			<ul style="list-style-type: none"> <li>• Staff continue to attend networking meetings and visit agencies with information and resources</li> </ul>

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

<u>Planned Activities</u>	<u>Time Frame</u>	<u>Lead Responsibility</u>	<u>Status</u>
<ul style="list-style-type: none"> <li>• An expanded, diverse and engaged membership</li> <li>• Succession plan to fill all positions and ensure transfer of knowledge and experience</li> <li>• Effective committees</li> </ul>	2015	Executive  Staff  Committees	<ul style="list-style-type: none"> <li>• Several agencies have been approached to sit at Coalition table</li> <li>• New chair and vice chair in place</li> <li>• Policy manual drafted and approved.</li> </ul>
<ul style="list-style-type: none"> <li>• Explore additional student practicums</li> </ul>		Staff  Executive	<ul style="list-style-type: none"> <li>• Student placement with WGM 2014-15</li> </ul>
<ul style="list-style-type: none"> <li>• Coalition documents               <ul style="list-style-type: none"> <li>- Update mission</li> </ul> </li> </ul>	2015	Executive  Committee,  Staff	<ul style="list-style-type: none"> <li>• Mission updated annually with Terms of Reference</li> </ul>