

Communities 4 Families

Downtown Parent-Child Coalition

823 Ellice Avenue, Winnipeg, MB R3G 0C3

Voicemail: 204.475-5755

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ORIENTATION PACKAGE

Choose the documents you would like to receive to complete your orientation package:

- ☐ Coalition Members Contact List
- ☐ Minutes of the last 3 meetings of the Coalition
- ☐ List of committees, their membership, and chairs

These documents will be e-mailed to you unless you would like them mailed or faxed. Please include your mailing address and/or fax number if you wish them mailed or faxed.

Several working committees exist within the Coalition. You are encouraged to join one of these committees. To do so, approach the chair of that committee. They will see that you receive minutes from the last three meetings to update you on the work of that committee.

*Last updated
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Mission Statement

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.



Communities 4 Families

(Downtown Parent-Child Coalition)

Where did it all begin?

On March 21, 2001 Tim Sale, Minister of Family Services and Housing, announced on behalf of Healthy Child Manitoba, that 26 parent-child centred coalitions across Manitoba would share in more than \$750,000 in developmental or implementation funding from the province. Over the following fiscal year coalitions were formed across the province.

What is Healthy Child Manitoba?

It is an initiative of the Manitoba government that works across departments to build a community development approach for the well-being of Manitoba's children, families and communities, with a priority focus on conception through infancy and the preschool years.



In January 2002, service providers and residents in Downtown began meeting. The purpose of the meetings was to gain insight into the community's resources and services, the gaps, as well as to hear ideas on what is needed for families in the Downtown. A researcher was contracted to develop a community profile on the Downtown community. This research was completed by June 2003.

Since 2002 the Downtown Parent-Child Coalition (now Communities 4 Families) has received yearly funding from Healthy Child Manitoba to plan and implement projects

and programs for the benefit of Downtown families. Coordinators were hired by the Coalition in November 2003 and a process of making grants available to Downtown groups began in 2003. In 2004 a major initiative, piloting a project incorporating physical activity and nutrition for parents and pre-school children, entitled Wiggle, Giggle, & Munch was launched. In 2009, a new, interactive website was launched to let Downtown families know what resources are available to them. Family Literacy has been promoted in the downtown through training to run Family Literacy parent-child programs, grants, and resource boxes to aid in running Family Literacy events. The Coalition has run parenting facilitator trainings or sponsored participants as well as providing grants to downtown organizations running those programs.

What do Parent Child Coalitions do?

Parent Child Coalitions work with the community to address needs and concerns in the following four areas:

1. **Positive Parenting:** Programs that benefit parents and families by providing activities that enhance parents' ability to



nurture the healthy development of their children and themselves. For example, parent education programs, parent support groups, parent-child groups or activities, and drop-in activities.



2. **Nutrition and Physical Health:** Activities and programs that promote good nutrition and a healthy lifestyle through education, community supports, and skills training. For example, parent education programs, lifestyle counseling, physical activity promotion, food security, nutrition guidance including food preparation and budgeting, and breastfeeding promotion and support. Wiggle, Giggle, & Munch was an initiative borne out of this focus.

3. **Learning and Literacy:** Activities that support the learning success of children through opportunities to improve family literacy and numeracy. For example, family literacy programs, reading/writing/storytelling activities, and lending libraries. Family literacy project facilitator's manuals have been developed through this pillar, as well as an annual celebration of Family Literacy Day. Resource boxes to aid groups running Family Literacy events are also available through Communities 4 Families.
4. **Community Capacity-Building:** Activities that support opportunities for community leadership, volunteering, community service, and skill development. Activities that encourage and support community residents. For example, continuing education programs, leadership opportunities, community driven projects. Sponsoring individuals to attend parenting class facilitator trainings enables more agencies to run parenting classes with future leaders.

Does every Coalition operate the same way?

"Each coalition's approach is unique because it is determined locally... Since each community has different strengths and concerns - each coalition operates in a different way."

~ Healthy Child Manitoba website - August, 2016

What approach is Communities 4 Families taking?



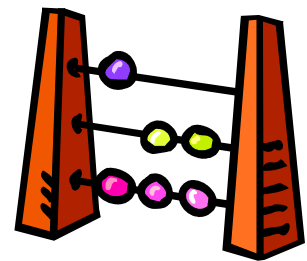
Each Coalition functions in a slightly different way. Some Coalitions provide direct services to the community. Others channel most of their funding into existing agencies such as Family Resource Centres. Communities 4 Families decided, in 2003, that a major focus it would like to have is to make grants available to agencies that met at least one of the four “pillars” of Healthy Child Manitoba. Those grants began as small \$1000 grants and are currently usually under \$5000 per agency. As well, C4F developed a Healthy Lifestyles pilot project called Wiggle, Giggle, & Munch to be available for community groups to implement in their own communities and has provided grants for Family Literacy initiatives and parenting programs.



Most coalitions have hired staff to act as community coordinators. C4F has the position of coordinator. They have also contracted the services of a researcher and staff to develop the Wiggle, Giggle, & Munch project as well as a Family Stressors Pilot Project. In addition to providing training, staff provides mentorship for those running WGM programs.

Who is responsible for managing the funds?

Klinik Community Health Centre is a health and social services centre that is located in and serves the Downtown community. Klinik was involved with the coalition from the earliest stages and fit the qualifications required to be the banking organization, namely - any incorporated, non-profit organization that is identified and supported by the overall community area coalition.



Who is involved in the coalition?

“Together, communities know best how to offer services for children and families. Resources will be more effectively coordinated by bringing together local organizations, agencies and other community groups to offer services that respect and complement local culture, language, and traditions.”

~ *Healthy Child Manitoba Press Release - March 21, 2001*

For this reason Communities 4 Families continually strives to have representation from all areas in the Downtown both directly and indirectly involved with coalition meetings and in planning. The following representatives have been involved in the coalition and most remain members currently:

- Parents & Community Members
- Government of Manitoba
- City of Winnipeg
- Child Day Care/Early Childhood Educators
- Health Agencies
- Child and Family Service Agencies
- Family Resource Centres
- Schools
- Non-profit Organizations
- Aboriginal and Metis Groups
- Literacy Organizations
- Newcomer Agencies
- Other interested groups/persons



How can I become involved?

If you would like to know more about Communities 4 Families, please leave a message at 204.475.5755 or email info@communities4families.ca. We meet the third Wednesday of every month (except July and August) and you are welcome to attend. If you would like to attend - please call and we will provide you with information about the Coalition prior to the meeting.

If you decide that you would like to be a member of the coalition, we ask you to complete our Membership form. We will provide further information including our Terms of Reference and our Roles and Responsibilities.

We look forward to hearing from you!

This document was modeled after the Inkster Parent-Child Coalition



PROJECTS AND PROGRAMS

L-Literacy P-Parenting H-Healthy Lifestyles C-Capacity Building

Grants L P H C

(annually since 2003-4)

Grants of up to \$5000 have been made available to community groups meeting the requirements of at least one of the four pillars. The grants are for Family Literacy projects, Parenting programs, and parent child activities such as Wiggle, Giggle & Munch.

- Large Grants P
(2003-4)
Larger grants were given to community groups meeting the requirements of the parenting pillar.
- Family Literacy Grants L
(2005-6, 2006-7, 2007-8, 2008-9, 2011-12, 2012-13)
Grants of up to \$5000 were made available to community groups to develop or expand family literacy projects in 2005-8. Larger grants of up to \$10,000 were made available to develop manuals for broader use in the community in 2009. Using these Family Literacy manuals entitled downtown organizations to apply for a Resources grant in 2012 (maximum \$5000). Smaller Family Literacy grants of \$500 were available in 2011 and 2012. Currently these grants are part of the larger granting program.
- Fathers' Programming Grants P
(2016-17)
Small grants were made available for community groups running parenting programs for fathers.

Newsletter L P H C

(January 2011 to present)

A newsletter called *Downtown Parents* is distributed 3 times a year and gives information about our projects as well as simple ideas for family literacy, wellness, and parenting. The newsletter is distributed online and through hard copies.

Web-Site L P H C

(January 2003 to present)

A website to promote the coalition provides information about our projects and programs, and shares community resources. A major revision of the website took place in the fall of 2009, with another update in 2015.

Wiggle, Giggle, & Munch P H C

(September 2004 to present)

A program piloted in 2004 incorporating physical activity and nutritious eating for parents with pre-school children. The program continued until 2009 and a manual and training for facilitators have been developed. Annual grants are available to groups wishing to start a Wiggle, Giggle & Munch program as part of the larger granting program.

Various Workshops

(since 2006)

- **Wiggle, Giggle & Munch Facilitator Workshops** H C
2 or 3 training days for facilitators are run annually, as well as several professional development-type events for facilitators. Mentorship for those running programs is offered to groups running the program.
- **Literacy Workshops** L C
(Family FUNdamentals and other Bookmates Training, ELAPS Training, Mother Goose Training, Get Set Learn Training)
Basic family literacy training for agencies wishing to implement family literacy programs. This has been part of our literacy focus annually since 2005. A new workshop, entitled *Basic Tools for Facilitating Family Programs Training* highlighting the Family Literacy manuals began in 2013. A Book Bags making workshop has also been held in the weeks leading up to Family Literacy Day since 2014.
- **Parenting Workshops** P C
(Positive Discipline, Nobody's Perfect, Handle with Care)
Workshops for facilitators to run parenting programs are sponsored by Communities 4 Families and/or bursaries for individuals wanting to run the program are provided to a limited number of applicants.

Community Events L P H C

(2011 to present)

Wellness Fairs and Family Literacy celebrations have been held to explore themes in healthy lifestyles, and family literacy. These events are open to families in the downtown and highlight hands-on events for families to try at home.

Books 4 Babies and Time to Play! L

(2013 to present)

Beginning in 2013, each newborn in downtown Winnipeg was presented with a small book and a brochure with suggestions for parents reading to their baby. These books are distributed through a partnership with WRHA Downtown. In 2017 a second book, *Time to Play!* was developed to focus on physical literacy for toddlers. This book is also available to all downtown families and distributed through various community organizations.

Research P C

- Stress, Coping and the Impact on Parenting in the Downtown Residential Communities of Winnipeg (2008-2009)

Research conducted in Downtown Winnipeg regarding the stressors faced by parents living in the Downtown and the ways they cope with these stressors.

- Family Challenges Project (2009-2010)

As a follow up to the research project *Stress, Coping and the Impact on Parenting in the Downtown Residential Communities of Winnipeg* completed in 2008, a pilot project was developed to work with parents to reduce systemic barriers. The coordinator of the project worked with the parents and an advisory committee to come up with practical solutions to the systemic barriers and an action plan to work for change within the systems. *Family Challenges in Downtown Winnipeg* was the document that resulted.

The document was used to provide current information about downtown families to government leaders and school officials.

- Dreams and Realities (2016-2017)

This survey was commissioned by Communities 4 Families to obtain information in regards to programs that currently exist, seek out the gaps, and learn about emerging issues that downtown families with children ages 0-6 are facing. With the information gathered we hope to bring more awareness to the needs in downtown Winnipeg and thus inform our funding and granting directions.

Copies of our research can be downloaded from our website at <http://communities4families.ca/resources-4-agencies/research/>

Family Literacy Event Resource Kits L C

(2014-15 to present)

Given the success of our annual Family Literacy Events, the Literacy Committee decided to put together a resource kit including a “how to” manual, enough free books (from First Books Canada) for each family attending, and various things that can be used for draw prizes. Any downtown agency wishing to hold a Family Literacy event can apply for the resource box and receive advice in setting up such an event. These kits have allowed the downtown community to host many more family literacy events than would have been possible only through Communities 4 Families.

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ROLES AND RESPONSIBILITIES

Communities 4 Families is made up of representatives from Downtown agencies, organizations, and community members. The Coalition relies on these members to facilitate the use of Healthy Child Manitoba funding for the Downtown Community.

The roles of members are as follows:

- **Decision Maker:** Members will participate in discussion and decision making regarding programming and funding. Members will help identify and determine the priority needs of the community.
- **Promoter:** Members will promote Coalition projects in the community. Members will work towards increasing the awareness of the Coalition and its purpose among Downtown residents and businesses.
- **Resource Provider:** Members will share their knowledge of the community and will act as a resource for the Coalition. **The primary role of agency members is to bring resources from their agency to support the Coalition and community, not to have their agency supported by the Coalition.**

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

Members are encouraged to sit on working committees, work on projects, and/or to participate in events outside of monthly Coalition meetings.



Terms of Reference (approved June 2017)

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.

Participation by Electronic Means at Members' Meetings

If the Coalition chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting.

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

Two persons can act as co-chairs.

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.

