



Chilliwack Child and Youth Committee Early Years Sub-Committee



When: Thursday October 6, 2011 at 1:00 to 3:00 pm

Where: Central Gateway for Families, Room 119

Recorder: Annette Williams

Co-Chairs: Dan Bibby and Darby Wilkinson

ATTENDANCE:

Carol Dorn	CCS – Downtown Family Place	dornc@comserv.bc.ca
Dan Bibby	MCFD	daniel.bibby@gov.bc.ca
Darby Wilkinson	CCS	wilkinsond@comserv.bc.ca
Debbie Denault	Chilliwack Learning Community Society	debbied@chilliwacklearning.com
Karin Rempel	Sardis Doorway	rempefamily@shaw.ca
Pauline Pigeau	Public Health	pauline.pigeau@fraserhealth.ca
Sara Van Basten	MCFD Guardianship Worker	Sara.vanbasten@gov.bc.ca
Sherry Sinclair	CCS – CPNP & CAP-C	sinclairs@comserv.bc.ca
Trish Ackland	Child and Youth Mental Health	trish.ackland@gov.bc.ca
Nadine Clattenburg	SD33	nadine_clattenburg@sd33.bc.ca
Windy Sola	Stó:lō Nation Health Services	windy.solla@stolonation.bc.ca

REGRETS:

Barb Presseau	CCS – Childcare Resource and Referral	presseaub@comserv.bc.ca
Debbie Fletcher	CCS -Sardis Family Place	fletcherd@comserv.bc.ca
Donna Gannon	Chilliwack Learning Community Society	dmgannon@shaw.ca
Elaine Jackson	Chilliwack Family YMCA	childcare@ymcachwk.com
Joanne Kovanchak	SD#33	joanne_kovanchak@sd33.ba.ca
Karen McLean	FV Child Development Centre	kmclean@fvcdc.org
Kiran Sidhu	FV Child Development Centre	ksidhu@fvcdc.org
Sandy Seib	CCS – Families First	seibs@comserv.bc.ca
Sheri Josephson	Chilliwack YMCA	sheri.josephson@vanymca.org
Susan Edgecombe	SD#33	susan.Edgcombe@sd33.bc.ca

1. Welcome and Introductions

Meetings from here forward will be held at Central Gateway for Families, Room 119

2. Approval of Agenda

Agenda Additions:

- 5e Shaw
- 5f Raise a Reader



3. **Approval of Minutes of September 8, 2011** – approved with wording changes as advised by Sherry Sinclair (as follows):
- Pg 3 under Early Years Celebration Update – Some wording revisions. Change EYC acronym to be Early Years members.
 - Pg 5 at bottom should read “Trish Ackland **for** Education Centre”
 - There is no November 10th meeting

4. **Task Group Updates** – *prioritize at each meeting*

- Child Care – none
- Finance – proposal for new committee terms of reference (Dan Bibby will present later)
- Gateway Steering - none
- Healthy Kids - none
- Mapping - none
- Membership and Orientation - none
- Social Marketing and Mobilization - none
- Strategic Plan Development - will address at item 6a
- Terms of Reference - none
- Transition ages 6 to 9 - none
- Young Parent Services –Dan gave update on the Education Centre. Joanne has 42 pregnant / parenting youth. Focus for next year is prevention.

❖ **Question:** initiated by Debbie Denault: can the CLCS Early Years committee be part of the Chilliwack Child and Youth Committee Early Years task group updates?

Decision: When the new Strategic Plan discussion occurs this can be discussed further.

☞ **Recommendation:** Review which of the Task Groups are currently active.

5. **New Business**

a. CYC Website Update

Tuesday October 4th at the CYC meeting, Emprion Technologies presented the completed draft website, which can be viewed at www.childandyouth.com. Website committee: Debbie Denault , Dan Bibby, John Stellingwerff and Bobbi Jacob. Annette Williams has been contracted to add data and forms.

Agencies are being requested to submit program information for posting on the website. The Child and Youth Committee is giving consideration to the best way to structure the resources presented, in order to make program information as accessible as possible to the user. Rather than duplicating existing websites which offer comprehensive listings, the goal is to link out to programs. Portals on the home page are: Youth, Children & Families and CYC Members. The CYC portal will lead to CYC specific documents, such as the history, member agencies, Mission and Vision.

b. Young Parent Program / Services

Meeting was held with committee consisting of: Trish Ackland, Dan Bibby , Paula Gosal , Sheri Josephson , Joanne Kovanchak and Tim Borh.

YMCA has approval for infant/toddler daycare, which is connected to the Education Centre and allows a Youth Parent support worker. Every youth involved in the program has a Strengths and Needs assessment though CCS Youth Services, and offers a more comprehensive plan for including other support services. A coordinator starts October 18th.

c. Central Gateway for Families

Scott Wallace is no longer principal at Chilliwack Central Elementary School, as he has transferred to North Vancouver School District. The new principal is Nadine Clattenburg.



Chilliwack Central Elementary School Society is a key partner in the work at Central Gateway and MCFD invested funds and furniture and Room 104 is being changed to accommodate 3 separate office spaces with wireless internet. They will be used for the Chilliwack Early Years/CYC Coordinator, and as itinerant office space. The rooms can be used by community agencies. Darby Wilkinson hopes that some agencies will use them to meet with people, as part of their community time (ie: Health and Fraser Valley Child Development Centre).

Central Gateway is free for families, and programs are generally education and/or child (family) focused. The space is available Mon-Fri during daytime. Chilliwack Central Elementary School Society programming takes place evenings and weekends, and they usually charge a fee. If it's a Central Gateway program and has to run in the evening, the rental charge would be an admin fee, because the Chilliwack Central Elementary School Society coordinator would be paid to come in to unlock and relock the building.

Trish Downey, previously at downtown Family Place, is the new coordinator for Central Gateway.

- d. BC Literacy Directory *"the easy way to find programs to improve your reading, writing, and English language skills"*

This Directory lists Literacy programs available across the province. It can be accessed directly via <http://directory.literacybc.ca/index2.htm> or through CLCS website at http://chilliwacklearning.com/directory_c/index.htm. Their phone number is 1-888-732-3234.

CLCS reviews the Chilliwack section of the directory periodically, and Annette updates programs that she and Debbie are aware of, with the permission from the agencies. Input from agencies is required to keep their programs current. Annette can enter the information on an agency's behalf, or help agencies perform their own updates if they require assistance. Debbie has recommended that Health, MCFD and Sardis Doorway be listed.



Recommendation: Early Years members advise Debbie know who should be the contact people for their program(s) updates.

- e. Shaw project

Objective: Work with Shaw Communications to produce a series of shows to air on TV

Goal: to raise awareness about the Early Years and Literacy Programs available in Chilliwack

Intended outcomes:

- i. Families are accessing programs they are interested in/in need of after viewing the episodes
- ii. Community members are supporting programs after viewing the episodes by contributing time/talent, cash, items or in kind

Progress: taping on Wed. Oct. 5 for one 1 minute show to introduce literacy and CLCS

Challenge: On Wed. Oct. 5 Shaw communicated that they will be unable to produce a series

Next Steps: This item will be discussed on Oct. 12 at CLCS Early Family Literacy task group conversation to consider raising funds to film their own episodes and give to Shaw to air

Meanwhile: visit www.shaw.ca/ShawTV/Chilliwack for new show and to learn about Shaw in our community

- ☞ Side note: Book Man has been nominated for Business Excellence awards, to be held on October 29th.

There was a suggestion from Debbie Denault that some Early Years members might consider buying a ticket to support the nomination and network for Early Family Literacy at the event.

- f. Raise a Reader (notes from Debbie Denault's document presented)

The Vancouver Sun's Raise-a-Reader campaign has generously supported family literacy initiatives since 1997. In 2010, this campaign generated \$490,000. Since 1997, with the support of the Ministry of Education, it has raised more than \$5.7 million. In order to participate in the provincial vision for literacy in BC, The Vancouver Sun has entered into a new partnership with Decoda Literacy Solutions. They will support family literacy by moving the Raise-a-Reader funds into communities through the community literacy task groups in the Lower Mainland. This year, Decoda will coordinate and distribute funds raised through the Vancouver Sun 2011 Raise-a-Reader campaign to community literacy task groups from Whistler to Hope.

In order to receive this funding (up to \$1500 per program), uses Decoda's template to:



1. Share a summary of your existing family literacy initiatives; and
2. Lay out initiatives or enhancements to existing programs you would like to offer in the future.

We ask that you consider how principles of good family literacy practice (as outlined on the template) can be incorporated into new and existing programs. We also ask that decisions about family literacy programs, services, and initiatives that will use Raise-a-Reader funds are made through a collaborative discussion that brings community service providers and community resources together to explore.

This item will be discussed at Oct. 12th Chilliwack Learning Community Society's (CLCS) Early Family Literacy Task Group meeting. This group will work with Chilliwack Community Services in application for some of these funds. If any other organization would like to work with CLCS, please contact Debbie Denault at debbied@chilliwacklearning.com. This is a collaborative, not competitive process.

6. Business Arising

a. Strategic Planning Update

The current Strategic Plan is expiring March 31, 2012. The Strategic Planning session will be held in late January. If anyone has other facilitators to recommend, let Dan Bibby know. Dan will be emailing 3 facilitators to ask for an example of their work and a price quote.

Early Years members will need to review a package committee prior to the session date, and approximately 3 days work will be required by the committee members. There also might possibility be a focus group prior to the Strategic Planning session.

b. November 3 Early Years Celebration Update

The Planning Committee has met again. Help is needed from the Chilliwack Early Years Sub-committee.

Funding/sponsors	
1. Follow up with Envision financial	Debbie Denault (re \$2,000 donation). Debbie spoke with Envision, and will send them financial details for their donation consideration.
Promotion	
2. Event Name	Investing in Children Increases Economy and Reduces Crime
3. Contact person for community questions	Use Chilliwack Early Years email address. Dan Bibby's admin assistant will monitor the emails and reply as suitable.
4. "Ask me how I support the Early Years" buttons for program supporters	Sherry Sinclair Hallmark promotions in Chilliwack makes buttons, either \$15 to \$60 setup fee plus \$1 per button. 250 minimum buttons. Need logo in Adobe Illustrator or Vector format. Sherry will also get quote from Elite Tokens, as they already have the logo from a previous plaque. Go to Envision Credit Union or another supportive business and hand out balloons/pins to use up extra buttons.



5. Flyer	<p>Debbie Denault will draft words, and Sherry Sinclair (CCS secretarial) will insert graphics.</p> <ul style="list-style-type: none">• Flyers will be completed and sent out by Wednesday October 12th.• Early Years Sub-committee members will give flyers as personal invitations. Dan can confirm which of his contacts he will send that to (ie: Community Policing).• Also invite parents and guardians of programs and service providers.• BIA and Chamber will send flyer out through their networks.
6. Ask 2 businesses for quotes for the flyers (i.e. why they support ECD programs) and other promotional material	<p>Debbie Denault</p> <ul style="list-style-type: none">• Brought a quote from Amber Short and The Book Man.• Debbie asked Jeanette Gange for quote about why Envision participates in the Early Years.• Flyer will contain an endorsement from Downtown Improvement Association.• Chilliwack Chamber of Commerce doesn't have an Executive Director right now, but staff will let Debbie know shortly if they're endorsing it.
7. Invite businesses who are already involved to come & bring someone else	<p>Everyone work their contacts</p>
Registration	
8. Organize/monitor pre registration	<p>Darby Wilkinson will email Kiran Sidhu and Karen MacLean to see what they need and where they are in the process.</p>
9. Set up event welcome/registration table	<p>Karen McLean</p>
10. Welcome people at the door/event	<p>Karen McLean and others (need volunteers)</p>
Hand out package	



11. Identify items to be included in handout package. Prepare material and assemble packages	Handout packages to include: <ul style="list-style-type: none">• Parents Guide• Priorities brochure• Chilliwack Community Situation• Chilliwack Community Snap Shot• Success by 6 calendars• Evaluation form• Perhaps include "Return to a Unit Dollar Invested" Karin Rempel will email documents to Dan to be printed at MCFD office. Carol Dorn will put together the printed packages.
Refreshments:	
12. Prepare Chwk. EY/ECD snapshot	Dan will update the Community Snapshot and incorporate into Chilliwack Snapshot. Will ask organizations for statistics updates in their section – can use the template and fill in the new numbers. Karin Rempel will send Community Situation and Snapshot to speaker.
13. Purchase/organize lunch	Carol Dorn will order wraps/ sandwiches/ Veg/dip/ squares from CSS once she knows how many have RSVP'd. 60 is the target number. Also ask City Hall if they will provide coffee. Kiran Sidhu will contact Nestea about free beverages.
Presenters/Presentations	
14. Arrange/host First Nations opening	Windy will have 2 drummers for opening ceremony (has 2 on standby, in case 2 booked drummers can't attend). Windy might offer to give them a gift instead of money (someone will need to purchase gift, if necessary). If drummers charge, the maximum cost will be \$150. Windy will update on the fee the week by October 15 th .
15. Invite/host Mayor Gaetz	Complete (Sherry Sinclair)
16. Invite/host a person to be the MC	Dan Bibby and Karin Rempel will MC, with Karin being the lead.
17. Arrange technology needs with City Hall	Complete (Sherry Sinclair)
18. Appreciation Gifts	8 gifts of \$10 Decades gift certificates, plus a 2 for 1. Sherry Sinclair will email Dave Park and ask what his fee is (eg: honorarium and expenses). Last year the speaker's fee was mileage plus an honorarium of \$250.



Information Tables	
19. Organize	<p>Karin Rempel to bring 2 stools – “It takes a community to raise a child”</p> <p>Darby will follow up with Kiran Sidhu the multicultural themed painting</p> <p>Debbie Denault has a box of prints of children if we want to use them.</p> <p>Large display board for Early Years.</p> <p>Tablecloth (Sherry Sinclair to ask Zoya) with hand prints to put on table under display board. Tablecloth might be in display board.</p> <p>Play Early Years video on laptop.</p> <p>Empathy YouTube clip after Dave Park speaks, then an appeal “Now that you’ve seen this, what can you do?”</p> <p>Sherry Sinclair will ask Dave Park if he has a YouTube to provide.</p>

- c. Chilliwack Early Years Senior Management Group (see attached Terms of Reference draft)

This group is an enhanced finance committee idea. It was recently discussed by Darby Wilkinson and Dan Bibby.

In the Terms of Reference draft, “Leadership Table” will be removed from the sentence under Purpose. It will become “The Chilliwack Early Years Senior Management Group.”

Representative from Early Years Sub-Committee will sit on the group and report back to committee.

Funding decisions would be recommended by the Senior Management Group with the Early Years Sub-Committee holding the decision-making responsibility.

The members of the Senior Management Group won’t be at the Early Years Subcommittee meetings any more. Susan Edgecombe or an Executive from the School District is an example of a candidate for the Senior Management Group.

➡ **Dan Bibby** will mail the Early Years members the week of October 24th to solicit input and opinions about the proposed group and the Terms of Reference. It will then be discussed in the January 5th Early Years Sub-Committee meeting.
- d. Community Coordinator Position Update

There were 20 applicants, which were short-listed to 5. Reference checks are occurring this week. Kiran Sidhu, Darby Wilkinson and Dan Bibby interviewed candidates. They are close to announcing the successful proponent, after references and one more meeting with the proponent.

Orientation and support will be provided by those on the Child and Youth Sub-Committees.
- e. November 15 – National Children’s Day: Kids & Cake in Council Chambers

Joy Nolette has left a binder and folders detailing she left off with events and initiatives. It will be handed to the new coordinator. Although it is hoped the new coordinator will plan the November 15th event, it will likely be difficult being that she will be newly in the position.

➡ **Darby Wilkinson** will email Dan Bibby a finance update so that decision can be made for dedicated support of about 10-15 hours from Debbie Denault, for event planning.

The media needs to be notified about the event immediately.



7. Community / Program Updates

No discussion

Adjournment, Next Meeting: January 5, 2012 from 1:00 – 3:00 pm at Central Gateway for Families, Room 119

MEETING SCHEDULE NOVEMBER 2011 – JULY 2012

January 5

February 2

March 1

April 5


May 3

June 7

July 5

Symbol key

- ◇ Question from the table
- ☉ task for a specific person
- ☑ approved item
- ☞ please note

 task for everyone

