

**Comox Valley Early Years Collaborative (CVEYC)
The Building Connections for Valley Families Project
Steering Committee**

GUIDING DOCUMENT

The Building Connections Project acknowledges that it is a privilege and an honour to live and work in the traditional and unceded lands of the K'ómoks First Nation.

Comox Valley Early Years Collaborative Vision

All children and families are supported and thrive in the Comox Valley.

Building Connections Project Vision

Improve early childhood development outcomes in the Comox Valley.

Building Connections Project Steering Committee Mission (Purpose)

Oversee the research project to reduce childhood vulnerability, as measured by the Early Development Instrument, to 25% or lower by the year 2025.

Guiding Principles (From the [Comox Valley Early Years Collaborative Strategic Plan](#))

Connectedness

We value connectedness, so we will strive to collaborate through strong and supportive relationships with each other (professionally) and each service (organizationally) to create a growing web of care around families.

Truth and Reconciliation

We value the work to advance truth and reconciliation, so we acknowledge our responsibility to decolonize spaces, structures, and processes to contribute to a more just, equitable and decolonized future.

Diversity

We value diversity, so we will include many perspectives by fostering a spirit of openness and appreciation.

Respect

We value respect, so we will support each other, value each other's expertise and intentionally be culturally aware. Our interactions will be reflective, well-considered, and fun, and they will inspire a feeling of commitment to the collaborative.

Systems Change

We value systems change, so we will embrace, innovative, creative and insightful approaches to change using friendly and family-focused knowledge. We are committed to generative conversations that lead to action.

As a partner of the CV Community Health Network, the Committee also agrees to work within the [values](#) of the CV Community Health Network.

Assumptions

- Parents know what is best for their children.
- Parents do the best they can for their children within their context and circumstances.
- Parents and community residents are the most effective leaders in local change.
- A child's first years are fundamental for lifelong health and development.
- Children thrive in healthy environments.
- Children's development is complex. It is impacted by individual, family, community and broader societal factors.
- A social innovation lab approach is an effective approach to tackle early childhood vulnerability.

Steering Committee Responsibilities

To oversee the Building Connections Research Project by:

- Supporting and advising the Project Coordinator in the design and implementation of the research .
- Understanding and addressing the strengths and barriers in the community to support and improve the health and well-being of children and families.
- Applying a social innovation lab approach to the research design.
- Reviewing research data maps and providing input on community engagement to generate ideas for social innovations based on the data maps in the four EDI neighbourhoods of the Comox Valley.
- Providing guidance and input to develop and implement social innovations.
- Seeking funding to sustain innovations and maintaining relationships with funders.
- Increasing the visibility of the Project findings and innovations.
- Sharing knowledge and resources to strengthen the CV Early Years Collaborative and the goals of the Project.

Participants

- Participation in the Building Connections Project Steering Committee is open to anyone on the Early Years Collaborative.
- The steering committee will actively recruit new members on an ongoing and/or as needed basis.
- Participants commit to 2 hours or more a month. This includes attending bi-monthly Project Steering Committee meetings, and responding to communications.
- Participants may take temporary leave if needed.

Meetings

- Meetings are typically held bi-monthly on the **second Wednesday of the month from 11:30am – 1:00pm.**
- Meetings will be scheduled on alternate months to the Collaborative meetings.
- Summer meetings (July and August) and meetings that fall during Holiday periods (December) may be cancelled.
- Additional working group meetings will be scheduled on an as needed basis.

Decision Making

- The Building Connections Project Steering Committee makes decisions using [the Consensus Decision-Making model](#), developed by Comox Valley Community Health Network.
- Decisions are made at meetings by those in attendance. Time sensitive decisions can be made by email.
- If consensus cannot be reached within the scheduled meeting time, the consensus decision making process outlined in the attached document will be followed.
- The Building Connections Coordinator, Assistant and Family Connector do not participate in consensus decision making.