



PARTICIPANTS GUIDING DOCUMENT

The Comox Valley Early Years Collaborative 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.

Comox Valley Early Years Collaborative Mission (Purpose)

We collectively engage, educate, and inform our communities to enhance early years supports and services for children (conception to age 8), their families, and the Comox Valley.

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 Comox Valley Community Health Network, the CVEYC Steering Committee also agrees to work within the [values](#) of the Comox Valley Community Health Network.

Assumptions

- Collaborative communication is clear, inclusive and transparent.
- The Collaborative values the diverse strengths and perspectives that participants bring to the group.
- Items related to Collaborative activities are brought to participants for discussion and decision.
- Participant feedback will be reflected upon and tended to where appropriate.
- Collaborative participants align with our key messages; 1) A child's first years are fundamental for lifelong health and development, 2) We can make a difference for a child's development, 3) Investing in children is positive for communities and society. Full list of [key messages](#).

Participants

- Collaborative participants come from a variety of organizations and agencies. Anyone committed to a Vision where all children and families are supported and thrive in the Comox Valley is welcome to join.
- Participants can join at any time of the year.
- Participants commit to 2 hours or more a month. This includes attending bi-monthly Collaborative meetings, participating in Collaborative initiatives, and responding to communications.
- Participation includes many ways of engaging.

Collaborative Participant Responsibilities

- Adhere to the Comox Valley Early Years Collaborative [Meeting Agreements](#).
- Familiarize oneself with the work of the Collaborative, including the [Strategic Plan](#) and [Guiding Documents](#), whether through orientation or self-study.
- Attend bi monthly meetings and review minutes.
- Co-construct meeting agendas with Steering Committee and other participants.
- Submit bi monthly written early years updates on request of Coordinator.
- Contribute to Collaborative initiatives, projects, sub-committees and steering committees where possible.
- Actively seek partnerships and collaboration to better support children and families to thrive.
- Support research relationships, data collection efforts, requests for input.
- Network and share information.

- Attend community early years events and programs where possible.
- Read Coordinator communications and respond when appropriate.
- Support the growth of the Collaborative.
- Bring project ideas, emerging community initiatives, and partnership opportunities to the Collaborative for discussion and input.

Meetings

- Comox Valley Early Years Collaborative meetings are typically held **bi-monthly on the last Monday of the month from 12:00pm-2:00pm**; followed by 30 minutes of recommended networking time. [Meeting Schedule](#) posted on website.
- Summer meetings (July and August) and meetings that fall during Holiday periods (December) may be cancelled.
- Additional meetings will be scheduled on an as needed basis.

Decision Making

- The Comox Valley Early Year Collaborative 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 Early Years Collaborative Coordinator does not participate in consensus decision making.

For more information, please visit: www.cveyc.ca or email earlyyearscollaborative@gmail.com