

2013

Early Childhood Development Planning A Community Framework



Submitted and Endorsed by the Best Start
Early Intervention Committee
City of Peterborough
March, 2013



Overview

This report has been prepared in response to the Ministry of Children and Youth Services new Early Child Development (ECD) Planning requirements and will support the City of Peterborough's funding allocation for 2013/14 fiscal year. The report has been prepared and endorsed by the Best Start Early Intervention Committee (BSEIC) a standing committee of the Peterborough Planning Table for Children and Youth (PPTCY)

As laid out in the new funding guidelines, communities will now receive ECD funding allocations according to their stage in the Community Planning Framework.

There are six stages in the framework and are identified as follows:

1. Network Building: the community is building relationships and a commitment to collaborative planning;
2. Analysis and Preparation: the community is working to build a common understanding of their resources, strengths and needs;
3. Community Planning: the community is developing a plan for a child and family services system;
4. Implementation and Testing: the community is testing and refining key components of their community plan;
5. System Building: the community is developing and testing processes for a local child and family services system; and
6. Child and Family Services System: the community is operating a dynamic, integrated local child and family services system.

The community planning framework provides a list of activities that must be completed and submitted by the BSEIC to mark completion of each stage in the framework. (See Table 1) Deliverables 3 through 7 have been endorsed by the BSEIC and shape the content of this report. Achieving deliverables 8 through 12 will require a significant amount of community collaboration, planning, resources and time. There are elements of Deliverable 8 that are in the process of being developed however, most of the work is still at a pilot stage. The PPTCY's strategic plan identifies the communities' key priorities for the next three years and lays the foundation for achieving the remaining deliverables.

Attached to this report are a series of data references which serve to both inform and support the local planning process and have been prepared by the local Data Analysis Coordinator.

Early Child Development Planning Funding Deliverables - Appendix B

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Required by all communities to receive ECD planning funding in 2013/2014
Deliverable #2	Review of Organizations by Service Functions
Description	<p>This template provides a list of service functions that play a role in a seamless child and family services system.</p> <p>For each function, list the organizations in your community that deliver programs, services or supports related to the function. An organization may be listed more than once, if they provide programs, services or supports related to more than one function.</p>

Service Function	Organization Name
Child care services	39 Child Care Programs (City)
	15 Child Care Programs (County)
Child protection/child welfare	Kawartha Haliburton CAS
Early learning/primary education	PVNCCD School Board
	Kawartha Pine Ridge District School Board
	Community Child Care Programs
	Peterborough County- City Health Unit
	Peterborough Family Resource Centre
Family support/home visiting	Five Counties Children's Centre
	Kinark Child & Family Services
	Community Living Peterborough
	Peterborough County- City Health Unit
	New Canadians Centre
Information resources	City of Peterborough, Social Services
	New Canadians Centre
	Peterborough County- City Health Unit
	Community Living
	Peterborough Family Resource Centre
Links to community partners	Peterborough Family Resource Centre
	City of Peterborough, Social Services
	New Canadians Centre
	Peterborough County- City Health Unit
	Community Living
Literacy and communication	Peterborough Family Resource Centre

	Learning Disabilities Association of Peterborough
	New Canadians Centre
	Five Counties Children's Centre
Nutrition programs and services	Peterborough Family Resource Centre
	Peterborough County- City Health Unit
Parent support/parent participation	Peterborough Family Resource Centre
	Five Counties Children's Centre
	Kinark Child & Family Services
	Peterborough County- City Health Unit
	Community Living Peterborough
	Learning Disabilities Association of Peterborough
	Community Child Care Programs
	New Canadians Centre
Physical activity and recreation	City of Peterborough
	Health Unit
	Kawartha Pine Ridge District School Board
	PVNCCD School Board
	Five Counties Children's Centre
	Community Living
Play-based learning	New Canadians Centre
	Community Child Care Programs
Pre-/post-natal support	Peterborough Family Resource Centre
	Peterborough County- City Health Unit
Professional development	Investing in Quality Committee
	Kinark Child & Family Services
	Five Counties Children's Centre
	Peterborough Family Resource Centre
	Peterborough County- City Health Unit
	New Canadians Centre
Screening and early identification	Five Counties Children's Centre
	Peterborough County- City Health Unit
	Kinark Child & Family Services
	Learning Disabilities Association of Peterborough
Specialized supports	Nogojiwanog Friendship Centre
	Niijkiwendidaa Anishnaabekwewag Service Circle
	Kawartha Pine Ridge District School Board
	Peterborough County-City Health Unit
	PVNCCD School Board
	Community Living
<p>Note: The agencies listed in this appendix are representative of the members of the BS Early Intervention Committee and is not a complete list of all the organizations in our community. There are other agencies not listed here that the CMSM consults with and/or has links to for planning purposes. I.e. City of Peterborough Recreation.</p> <p>For a complete list of agencies by Service Function see Date Reference #2</p>	

Early Child Development Planning Funding Deliverables - Appendix C

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Network Building
Deliverable #3	Community Planning Strategy
Description	<p>This template asks your network to describe a community planning strategy that aligns with the principles identified in the research:</p> <ol style="list-style-type: none"> a. inclusive and transparent b. community development approach c. commitment to open communication d. consensus-based whenever possible

Describe the composition of your network.

The membership reflects the geographic, demographic and service profiles of the service area and includes a broad range of perspectives within the City and County of Peterborough.

Members represent the following groups across our community:

- Public, non-profit, cultural service providers delivering services for children 0 – 18 years and their families.
- District School Boards
- City of Peterborough
- Ministry of Children and Youth Services and Ministry of Education representatives and others who provide funding for programs and/or services will be ex officio members.
- Other relevant services or agencies may be identified by the subcommittee and invited to send a representative.

**See Reference #24 for a complete list of Membership*

How do providers become members and/or active participants in your planning network?

Members representing agencies or groups will be selected by their respective agency or group. Membership is ongoing.

Describe your planning strategy. How do community partners participate in the planning process?

Strategic Theme and Goal is to develop and promote an integrated and comprehensive continuum of services for children and their families in our community. The committee will develop a work plan each year that aligns with the Strategic Plan of the Peterborough Planning Table for Children and Youth(PPTCY)

Members of the committee are expected to:

- Come prepared to represent the views of their organization/group to the subcommittee
- Keep their respective organization or group informed of goals, actions, timelines and outcomes of the committee work
- Report back to their organization on the work of the subcommittee
- Work collaboratively
- Commit to delivering responsive and accessible services
- Share resources
- Prepare for each meeting by reading all pre-circulated materials
- Attend meetings and participate in the discussion
- Declare a conflict of interest and act appropriately

How are decisions made? What is the mechanism to ensure community agreement?

- Decision making is made through simultaneous and instantaneous discussion (i.e. Face-to-face meetings, electronic communication or conference calls).
- Decisions are made by consensus.
- In the event that consensus cannot be achieved, a vote with a simple majority in favour will carry the motion.
- All decisions of the committee take the form of recommendations back to the PPTCY.
- With respect to decisions regarding MCYS Best Start initiatives and planning, this committee will function as the Best Start Network for the City and County of Peterborough.

The Committee always strives to reach a consensus. However, due to the important nature of decisions to be made by the committee, no decisions are made unless two-thirds of the participating agencies/groups are represented at the meeting by a member or designate.

What is your strategy to communicate information about the planning process and decisions made by the network to all providers in your community?

The members of the committee are accountable to the PPTCY. A verbal report is given by one of the co- chairs at each meeting of the PPTCY and the minutes of each meeting will be posted on the PPTCY's Wiki.

A verbal report is given by one of the Child Care members at each Child Care Business Partner meeting which is hosted by the CMSM every other month.

Early Child Development Planning Funding Deliverables - Appendix D

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Network Building
Deliverable #4	Planning Network Structure and Leadership Team
Description	The template asks your network to describe the structure of the community planning network and the role of subcommittees. The template also asks for information about the section of chairs and strategies to support leadership development.

Describe the structure of the network. (Attach the current Organizational Chart if available.)	
*See Reference #22 for the Organization Chart of the Peterborough Planning Table for Children and Youth	
What is the role of subcommittees? What is their reporting relationship to the 'main' network table? How do subcommittees communicate information about their work to the broader network?	
<p>The standing committees/working groups exist to conduct the work of the planning table with a specific focus on:</p> <p>Partnerships – to promote and enhance partnerships in the community. Integrated and Comprehensive Continuum of Services - To develop and promote an integrated and comprehensive continuum of services. Knowledge Exchange - To identify and share information, research and evidence-informed practice</p> <p>These standing committees/working groups are accountable to the planning table as a whole. There will be at least one established lead for any standing committee/work group and this person will also become a member of the executive committee. Standing committee/work groups will be expected to produce a written work plan that outlines the common outcome they are striving to achieve and the tasks/timelines of activities they are to undertake. Leads of the standing committee/work groups will report on the work of the committee/group on a regular basis. The number and focus of committees/work groups will be reviewed annually by the PPTCY. The proposed committee/work group structure has been developed to ensure sufficient focus on all aspects of the service continuum.</p> <p>Proposed standing committees/work groups for 2012-2015</p> <ul style="list-style-type: none"> • Best Start Early Intervention Standing Committee • Navigation Working Group 	

- Performance Measures Working Group
- Funding Working Group

The Standing committee and work groups will also liaise with any other existing network groups or planning tables relevant to their area of focus.

Describe the process for developing, approving and updating your Terms of Reference. When was it last reviewed/updated? (Attach the current Terms of Reference if available.)

Every two years the planning table will undertake a review of its structure, composition and Terms of Reference.

The last revision to the PPTCY Terms of Reference was completed in June 2010.(attached)
The last revision to the BSEIC Terms of Reference was completed in 2012 (attached)

How are leaders (chairs/co-chairs, project leads) selected? What are the term lengths for leadership positions?

Leadership

Two Co Chairs will be selected by the membership and will agree to sit for a one-year term.

The role of the Chair will be as follows:

- Chair the meetings in a fair and efficient manner.
- Ensure that the minutes reflect the highlights of discussion and key decisions.
- Provide an opportunity for all members to participate in the discussion.
- Ensure adherence to the Terms of Reference.
- Ensure that the tasks assigned to any working groups are addressed within the specific time frame outlined.

Executive Committee

The members of the Executive Committee will include the past co-chairs and the present co-chairs of the full committee, and chairs/leads of any of the standing committees/work groups.

Executive Committee duties are to:

- Review and approve agenda items proposed by any member of the general committee
- Direct items to general committee, standing committee, work groups as appropriate
- Receive written work plans of each standing committee /work group
- Make decisions regarding correspondence or input on behalf of the committee that is required in between full membership meetings
- Review any actions taken with the full committee at the next opportunity

How does the network support leadership development?

All members will ensure that designates are well informed and up to date on planning issues so that decisions can be made in a timely manner. Members are expected to:

- Work collaboratively
- Commit to delivering responsive and accessible services
- Share resources
- Attend meetings and come prepared having read pre-circulated material
- Participate in discussions

Members are also encouraged to take on leadership roles within the planning table structure.

Early Child Development Planning Funding Deliverables - Appendix E

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Network Building
Deliverable #5	Community Vision for Child and Family Services
Description	The template asks your network to articulate a common vision for child and family services in your community.

What is your community's vision for child and family services?

A community where all children and youth are healthy and have the best opportunity to succeed and reach their full potential.

Describe the process used to develop your vision.

During the strategic planning process group members identified that the current Vision statement continues to collectively capture the desired spirit, culture and future goals of the planning table and accurately describes what the PPTCY ultimately is trying to achieve.

However the group did feel that the purpose of the planning table needed to be reviewed and revised. The group brainstormed answers to the following 3 questions:

1. What do we do?
2. Who do we serve? Who is our target population? What is our scope?
3. What value do we add? What's the benefit of our work?

From the brainstormed ideas, 4 groups worked on developing a draft purpose statement for the PPTCY. Four draft statements were then reviewed by the group. The group reworked a final purpose statement and agreed that the following would be the revised purpose of the PPTCY:

“We collectively plan and provide leadership to achieve the best possible outcomes for children, youth and their families (including caregivers) in Peterborough City and County.”

What is the process for periodic review of your vision?

In July, 2011 the planning table hired a consultant to guide the members through a strategic planning process. The key objectives were to confirm the community partners' commitment to the following elements of a community plan:

- Vision
- Priority Goal Areas
- Work Plan with achievable outcomes

The process consisted of an in-depth review of the PPTCY minutes and other documentation to identify potential implications for the work of the table; an online survey of the members and a report of the survey results; information collected was summarized into themes which were presented at first of the 3 planning sessions. During the 2nd and 3rd sessions the group reviewed the Vision statement; reviewed/revised the Purpose; developed the strategic themes and goals; developed the objectives, outcomes and performance measures for each of the strategic themes; reviewed/revised the structure of the PPTCY; and developed an action plan for 2012.

When was the vision statement last reviewed / revised?

In 2011 the vision statement was reviewed as part of the strategic planning process.

Early Child Development Planning Funding Deliverables - Appendix F

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Analysis and Preparation
Deliverable #6	Functional Analysis of Current Programs, Services and Supports
Description	This activity builds on information gathered for Deliverable #2 - Review of Organizations by Service Functions. Using the information from Deliverable #2, networks are asked to analyze and discuss how service functions are provided in the community. Information about duplication, gaps and opportunities across the child and family services sector should be used to inform the community plan for an integrated child and family services system.

Provide a graphic or pictorial representation(s) of programs and services by function in your community. What are the key findings from the analysis of the representation(s)?

See References #1 – 3

The data provided for this question was gathered from the Community Service Map (Reference 3) which is an interactive mapping tool developed to provide an inventory of community assets to support service planning and delivery. This interactive tool will assist community planning tables to determine where strengths/services exist and where there are unmet needs.

Opportunities:

- Many programs offer a variety of services across several functional areas and are located in close proximity to one another. This clustering could lend itself to agencies sharing services and considering integrated functions e.g. Intake, referrals.
- Many organizations provide a wide range of specialized supports which assist in meeting the needs of the community however in some functional areas this could mean a duplication of services.
- Continue to promote the benefits of the Community Asset Map and the importance of registering with Fourinfo.com.

Gaps:

- In an attempt to analyze this data we've recognized that not all agencies in our community have registered with Fourinfo.com and because the information on the map is pulled from Fourinfo.com. some agencies are not represented in this data.
- The majority of services are located within the city making access difficult for families living in the rural areas due to lack of services and transportation.
- Fewer services across the spectrum available for the youth population.

Is there an appropriate mix of universal (available to all children and families) and targeted (intended for specific populations) programs and services across service functions? Describe.

Based on the available data we know there are services provided in all functional areas across the spectrum with the largest majority being prevention targeted services. Specialized programs provide a wide range of services across all functional areas and at all levels of intervention. There are only two identified agencies providing physical activity and recreation and do not currently have this service function represented on the planning table.

Are diverse cultural and linguistic groups effectively supported across all service functions?

Peterborough has limited diversity with only 2.5% of the population identifying themselves as visible minorities (compared to 22.8% provincially) and 2.9% identifying themselves as Aboriginal (compared to 2.0% provincially). The New Canadians centre provides a variety of universal and targeted prevention services for families living in our community. As well, there are several Aboriginal organizations that provide both universal and targeted prevention services on and off reserve. There is also a French child care program and a French school in the city.

Are there potentially overlapping programs and services in your community? Are there gaps in programs and services in your community?

It is difficult to draw firm conclusions regarding overlaps in services without knowing the total number of children served and number of children waiting for services in relation to the child population. Although there is a broad range of services across the spectrum, there are some challenges that exist. We know that long wait times for many services exist and impact families and children in our community. It is also difficult to establish a firm count on waitlist numbers as they fluctuate and change rapidly. Families wait for services across the spectrum and are faced with lengthy referral and intake processes. Many programs offer services independent of each other which also create barriers to access for many families. Transportation for clients and/or lack of services is often difficult in the rural communities.

What are the opportunities and immediate priorities for the community to address duplication and gaps in services?

As a planning group, develop a comprehensive plan for a child and family service system that is responsive to the community needs and takes into account duplication and gaps. The work of the Common Outcome and Measures pilot project at the Otonabee Valley Family Hub will help to inform this planning and provide a framework and a process to support further integration of services in our community. Key priorities will be to build on current strengths to improve access to services especially in the rural areas, enhance information and referral functions and streamline access to specialized supports where ever possible.

Early Child Development Planning Funding Deliverables - Appendix G

Region	Central East Region, City of Peterborough
Network	Best Start Early Intervention Standing Committee

Phase	Analysis and Preparation
Deliverable #7	Analysis of Community Strengths and Needs
Description	Building a common understanding of the community’s resources, strengths and needs is an important building block for the development of a community plan. The template prompts networks to explore, discuss and submit information about the community that would influence the network’s priorities and plan for integrated child and family services.

Describe the population of your community, including number of families and children, projected growth, family structure, languages, housing, mobility, etc.

See References 4 – 11 and 15

Based on census data, over the next 10 years the projected child population indicates a steady increase in children aged 0 – 9 years; relatively no change in the 10 – 14 year and a steady decline in youth population. The projected population increase in children aged 0 – 9 years will put additional pressure on the Early Learning and Child Care programs/services in our community especially where waiting lists already exist.

Peterborough has a greater percentage of Lone Parents with children 0-5 than Ontario. There is a greater percentage of Lone Parents in the city than in the county, and the percentage increases closer to the downtown core.

The Township of Selwyn and the South East End are the two ‘neighborhoods’ with the highest number of children aged 0-6yrs. North Armour, and Barnardo show the lowest number. However when you look at the percentage of the population that is 0-6 yrs, you can see that the County evens out, with the exception of NorthKawartha/Galway Cavendish & Harvey In the City, the Greater Downtown Area and Clonsilla and Hospital Area, have less young children as a percentage of the population that other neighbourhoods. These differences between maps are due to neighbourhood size (sq km) and population density (pop per sq km)

The percentage of Peterborough residents whose mother tongue is neither English nor French is very small 5.2% (7000 people). The percentage of residents who speak neither official language is even smaller at 0.2% (230 people).

The neighbourhoods in the County of Peterborough generally show a greater % of houses needing repair that the city outskirts, but similar to those located within the City Core.

There is a greater proportion of commuters in the County and outer City Neighbourhoods than in the city's core. There is greater mobility in Havelock-Belmont Methuen, than in the other County townships. There is greater mobility in the city's core than in the outer neighbourhoods.

What are the socio-economic characteristics of your community, including the education, employment and income characteristics of families?

See References 12 – 15

In 2012 the Unemployment Rate as reported for Peterborough Census Metropolitan Area hit 9.6% in May, improving to 8.5% by December. Despite this modest positive change, overall employment peaked at 65,400 (people holding jobs) in May, declining to a low of 51,600 by December 2012. This statistic includes all full-time and part-time workers. It appears that much of the area's improvement in the unemployment rate can be attributed to people leaving the labour force (stopped looking for work) rather than job growth during 2012. Peterborough continues to experience strong seasonal labour market fluctuations with large swings in the local unemployment rate due in part to labour force expansion and contraction. Data for Employment Insurance available up to December 2012 shows that for our area there were 7.2% fewer active EI beneficiaries (1,280) as compared to December 2011(1,380). In the first two months of 2013 unemployment has increased from 8.5 % in December to 9.9% in February due to job losses. Peterborough's unemployment rate is now the highest of Canada's 33 Census Metropolitan Areas, according to Statistics Canada's Labour Force Survey.

There is higher unemployment in the townships further away from the City of Peterborough. There is also higher unemployment in the City's Core than in the outer neighbourhoods.

The Township of Selwyn and has the lowest percentage of people with less than a high school diploma among the County Townships. The 'newer neighbourhoods' of North West Sherbrooke and North Armour show the lowest percentage of people within less than a high school diploma in the City.

There are a higher percentage of children and youth living in low-income families in the City of Peterborough, than the County. The 'village of Ashburnham' has the highest percentage of Children and Youth under 18 yrs living in families below LICO.

Based on population characteristics, are there neighbourhoods or parts of your community that have more risk factors affecting children's early development? Describe.

See Data References 15 – 18

The townships to the North of the City of Peterborough showed a larger % of children vulnerable on one or more domains of the EDI. The inner and north west neighbourhoods of the City of Peterborough show a greater % of children vulnerable on one or more domains, than the outer neighbourhoods.

Describe the Early Development Instrument (EDI) results for your community. Are there neighbourhoods or parts of your community with a greater percentage of children vulnerable on one or more domain of the EDI?

See References 15 & 17

The results of the 2011-12 EDI were gathered from children attending Senior Kindergarten programs at KPRDSB, PVNCCDSB, CSDCCS, and Curve Lake First Nation. The data illustrates that Havelock-Belmont Methuen show the highest number of risk factors in the County of Peterborough. The Central Neighbourhoods in the City of Peterborough show more risk factors than the outer neighbourhoods, with South Central showing the highest number of Risk Factors in both the City and County.

What other information is available to describe your community (e.g. Kindergarten Parent Survey, birth data, crime data, administrative data from programs, etc)? What are the key findings or results from these data sources?

See References 19 – 21

2011/12 was the first year that the Kindergarten Parent Survey has been completed in our community. There were 1163 surveys distributed through kindergarten programs at KPRDSB, PVNCCDSB, CSDCCS, and Curve Lake First Nation with a 55.6% return rate. This data has not yet been released publicly and therefore planning groups have not a lot of opportunity to review the data, determine key findings and results or to begin to use it as a planning tool. However, from a first glance at the data that is available we know that families living in North Kawartha/ Galloway-Cavendish Harvey and Asphodel-Norwood access services and supports less than most other families in the City and County of Peterborough. Several neighbourhoods (16) score in the top end in terms of access to services and supports. Overall, more families in the City have access to services and supports than families living in the surrounding townships.

Families living the South Central and Greater Downtown report feeling less safe in their neighbourhoods than families living outside of these areas of the City. Overall, there is a greater percentage of families living in the County who report feeling safe than families who live in the City.

Children living in the South Central area of the City and in North Kawartha/Galloway-Cavendish Harvey and Havelock-Belmont-Methuen attend fewer programs/activities in a month that children living in other areas of the City and County. Children living in the Avenues and the Greater Downtown have the highest rate of participation in programs and activities over the course of a month.

According to the Peterborough Poverty Reduction Strategy Report Card released in 2011, 5.3% of babies born had a low birth rate (2008) which is lower than the provincial average of 6.7%.

Statistics Canada data supports that youth have been particularly hard hit by the 2008 recession and slow recovery since this time (Stats Can. Labour Force Survey, August 2012). This trend has been observed locally. Despite an aging population in Peterborough the Ontario Works caseload is disproportionately made up of youth. Caseload statistics for February 2013 indicate that a total of 49.3 % of member applicants, spouses, and dependant adults were between the ages 16-30 and just 23.7% of this same group had completed grade 12 or higher.