

Deborah Liske

From: Anja Nurvo
Sent: September-19-18 10:28 AM
To: Deborah Liske
Subject: FW: Call for proposals- cities fit for children summit
Attachments: Screen Shot 2018-09-19 at 9.52.51 AM.png; 2018_08_05_BCHC_Cities_Fit_Children_RFP.pdf

For mail log please.

Anja Nurvo, BA, LLB
Director of Corporate Services
Tel: 1-250-414-7135

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: SEP 19 2018		
Referred: <i>Anja</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

From: Olga Liberchuk
Sent: September-19-18 9:57 AM
To: Anja Nurvo
Subject: Call for proposals- cities fit for children summit

Hi Ajna, can the attachments (call for proposals) be added to the next council agenda under correspondance (or another appropriate category)? I'd like to speak to it.

Thanks,
Olga

Olga Liberchuk
Councillor
Tel: 1-250-414-7100



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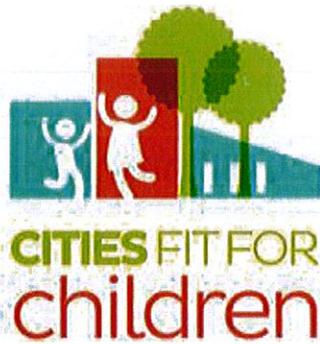
Call For Proposals: **Host the Fall 2019 Cities Fit for Children Summit**

Cities Fit for Children is a biennial conference that brings together municipal leaders with child development professionals, and parents and community champions to promote and increase collaboration towards creating local environments where children, youth and their families thrive. Building from the past five successful events held in Kelowna (2007), Langley (2009), Kamloops (2012), Surrey (2013) and Vernon (2014) we are now accepting applications for the **6th Cities Fit for Children** conference to be held in fall 2019.

This document should provide you with the information you need to consider before making your application to host.

1. Requirements for local organizational support

- Written commitment from the local municipality or to act as the host “city”.
- Commitment from 6 – 8 individuals to act as the local organizing committee. This committee must have cross-sectoral representation and include at least one representative from the municipality and one from the child development planning community. Representatives from the school district, health authority and Ministry of Children and Family Development are recommended.
- The local committee will work in partnership with members of the provincial steering committee in building the content of the program for the conference. Meetings will begin in the fall of 2018. The local committee will have responsibility for determining:
 - Conference venue and catering
 - Conference Program and Registration
 - Local hotel accommodations
 - Social Program
 - Child care
 - Child Friendly City Tour (if planned)
 - Local sponsorships
 - Conference decorations and giveaways



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2. Date of the conference

- The conference is typically held over two days. The specific dates can be determined by the host community (recommended Fall/Winter 2019 or early Spring 2020).

3. Requirements for a conference venue and hotel

- The venue should be able to accommodate up to 300 delegates. Based on past events, it is recommended to have a room large enough for keynote presentations and up to 6 breakout rooms, large enough for 50 to 75 people.

4. Cost

- To date, Cities Fit for Children conferences have been run as “break even” events. The conference costs are covered by a combination of registration fees and donations secured from sponsoring partners. The host municipality and local committee representatives contribute in-kind time toward planning and implementation.
- The provincial steering committee will help to facilitate provincial sponsorships.
- Financial accountability is the sole responsibility of the local host municipality/organization(s).

5. Submitting an application

When submitting your application please include the following:

- Name of Municipality and key contact
- Provide rationale for why you should be the host municipality for the 2019 Summit
- List the participants in the Local Steering Committee, including primary local contact.
- The selection committee will be considering:
 - Demonstrated commitment by municipality to child development and/or child/youth friendly planning through local initiatives and policy
 - Broad cross sectoral representation on local committee
 - Strength of local partnerships and sponsorships
 - Assets of location for attracting conference participants (accessibility)
 - Potential conference venue

Send inquiries and applications to: Jodi@bchealthycommunities.ca

Application deadline: October 31, 2018