



**Healthy Communities Partnership  
Stewardship Committee  
Date: August 10, 2011  
Time: 09:30 AM  
Location: Health Unit Office  
25 Johnston St. SMITHS FALLS  
MINUTES**

**Present:** Mona Wynn, Dr. Paula Stewart, (co-chairs) Lois Dewey, Bonnie Schnittker, Richard Kidd, Carole Chang, Beth Collins, Elaine Mallory, Sudit Ranade, Paula Davio

**Regrets:** Jane Torrance, Suzanne Rivard, Lorraine Allan, Margaret Fancy, Thy Dinh

1. Welcome and Introductions: Mona welcomed all.
2. Approval/Additions to Agenda: Approved as circulated
3. Approval of previous minutes – July 13, 2011: Approved as circulated
4. Action Items/Business Arising (under 4, 6 & 7)
  - Review of Minutes from June 22<sup>nd</sup>, 2011: complete
  - Lois to send Link to Play Works program: complete
  - Margaret to forward link to Affordable Access to Recreation program: complete
  - Lois to share list of stakeholders with Kevin Kapler: complete
  - Lois to sit on Mental Health Initiative Group
  - Lois to present to Kevin Kapler the possibility of the Mental Health Initiative forming the Mental Well Being & Resiliency constellation: complete
  - Lois to send RFP to Mona and Paula for approval: complete
5. Working Groups:
  - 5.1. HCP: LLG Brochure/Info Card -
    - 5.1.1. Draft for consideration: Purpose of info card is to provide information on HCP:LLG for those unfamiliar with the initiative.
    - 5.1.2. Discussion of contents:
      - Healthy Choice, the Easy Choice, decision to leave as is
      - Under Goals: remove 'for municipalities'
      - Six priorities: change the colour or font to make them stand out
      - Replace 'mandated' with 'supported'
      - Under Goals: Second bullet: Rewrite
      - Add section on 'Why is this Important?'
      - Shorten the 'What do we do' section
      - What can you do? – text revised
      - Add website to the bottom with contact information

- Share your local reports and resources – remove remainder of the sentence.

**ACTION: MONA TO CORRECT CHANGES TO TEXT**

**ACTION: DR. PAULA TO ADD SECTION ‘WHY IS THIS IMPORTANT?’**

**ACTION: FINAL DRAFT TO BE SENT TO CREATIVE TEAM FOR PRODUCTION OF AN INFO CARD**

5.2. Network/Stakeholder identification:

5.2.1. Distributed with Agenda to HCP:LLG Stewardship Group - to be used as an information item only

6. Constellations:

6.1. Healthy Community Charter:

6.1.1. Update –HCP Community Indicators document, as developed at the last HCP: Charter work group, reviewed and discussed. Suggestions for revision:

- Replace ‘Reach’ with ‘Target Group’
- Work group to further consider ‘Affordability’ and ‘Structure’ indicators

This inventory will provide the first level of information regarding infrastructure re: the 6 priority areas

Recommendation: to hire a specialist to develop this data base and ensure that it is attractive, capable of compiling reports and searchable. Further details will be considered prior to development.

6.2. Mental Well Being and Resiliency:

6.2.1. Report on meeting with Kevin Kapler re: MWBR constellation and Mental Health Initiative – Lois

Kevin Kapler shared the focus of the third Ministry directive of the Student Support Leadership Initiative (SSLI), which is to focus on Mental Well Being and Resiliency in partnership with public health and municipalities. Kevin expressed interest in the possible connection between MWBR constellation and the SSLI. Lois is to present to the Mental Health Initiative the possibility of taking on the role of the HCP MWBR constellation at the September meeting.

6.3. Physical Activity, Sport and Recreation Fall Forum working group –

6.3.1. Update – Lois

- We have a date of November 16<sup>th</sup>; Dr. Andrew Pipe is coming to speak, opening address. PRO (Parks and Recreation Ontario) is interested in attending. Lois to follow up from PRO. (Strong promoter of access to physical activity)

6.4. Next steps:

7. STRETCH BREAK:

8. Stewardship Group:

- 8.1. Purpose: - deferred
- 8.2. Responsibilities - deferred
- 8.3. Membership - deferred
- 8.4. Commitment - deferred
- 8.5. Orientation - deferred
- 8.6. Francophone representative - deferred

Members agree that Stewardship group function and purpose are becoming clearer as time progresses and the group is functioning well. These items will be removed from subsequent agendas.

- 9. Workshops: Provide three workshops – Deferred at this time
    - 9.1. Policy Development and Implementation Invite someone from the consortium hopefully free of charge only half day and no lunch.
    - 9.2. Use of social media
    - 9.3. Becoming a Successful Grant Applicant
  
  - 10. Report from working group re: Partner Training Fund (Lois): Future funding amount is uncertain. We will bring forward to the next meeting if funding is available.
  
  - 11. Ministry Communication: RFP for community researcher has gone out and our understanding was the funding would be forthcoming. Funding has not been received and there is some speculation that funding may not be in the same amount as originally planned. If funding is reduced we will call an emergency meeting to discuss the situation. Presentation of proposals will take place Tuesday August 16<sup>th</sup>. Selection committee will be Lois Dewey, Mona Wynn, Elaine Mallory and Sudit Ranada – meet at 2:30pm. To create a short list.
  
  - 12. Partner Round Table:
    - Feeling is we can still achieve success even if the funding is reduced.
    - Mona questioned how we are linked to other partnerships - through the Eastern Ontario Coordinators network, a partnership list service, a coordinators' list serve and a conference in Toronto in the fall, which Lois is hoping to attend.
    - Lois discussed the progress and concerns re: allowing partnership to post directly to a notice board on the web site. For now the postings have to go to Lois who will forward to web master for posting.
    - Discussion re: upcoming election – Beth mentioned the OCDPA and their work on Ontario becoming a Healthy Province.
    - Beth also mentioned that Heart and Stroke is preparing a paper regarding preparation for candidates meeting prior to election.
- ACTION: BETH TO BRING INFORMATION ON OCDPA AND ELECTION PREPARATION TO NEXT MEETING.**
- 13. Time and Date of next meeting: September 14<sup>th</sup>, 2011

LD/pd