



**Healthy Communities Partnership
Stewardship Committee
Date: June 22, 2011
Time: 09:30 AM
Location: Health Unit Office
25 Johnston St. SMITHS FALLS
MINUTES**

Present: Mona Wynn, Paula Stewart, (Co-Chairs), Lois Dewey, Beth Collins, Suzanne Rivard, Richard Kidd, Carole Chang, Bonnie Schnittker, Lorraine Allen, Susan Hreljac, Jane Torrance, Mike Poulin, Elaine Mallory, Paula Davio (Recorder)

Regrets: Erin McLean

Please read ahead of the meeting:

- Note from Mona on Applying the Constellation Model
- Stewardship Committee Terms of Reference
- Draft Partner Training Fund Application Documents

Please bring:

- Minutes from May 11
- Logic Models
- Creativity and enthusiasm

1. Refreshments and Networking:
2. Welcome and Introductions:
Mona welcomed all
3. Approval/Additions to Agenda:
Two additions:
Round table of partners
UCDSB Physical activity day in August
4. Approval of previous minutes – May 11, 2011:
Approved as circulated
5. Action Items/Business Arising (under 9)
All action items completed
6. Constellations:
 - 6.1. Model – what does it mean for this project? Discussion:
 - How do we market the concept of Policy development? Needs to be linked to description of what a healthy community is. Much happening at this time in creating healthy communities, suicide prevention, Every Kid In Our Community focused on broad range of areas.

- We need to discover whether a constellation already exists in the community, or if groups exist in the community that can be brought together into a constellation, or if we need to start a constellation ourselves.
 - For the Healthy Communities Charter, a new constellation will need to be developed- should be easier to recruit members.
 - For Physical Activity (PA) and Mental Well Being (MWB) constellations - Identify what is happening and how we can complement it and support groups to work on policy s part of their work. Use the Network maps that have been created to identify partners/networks already engaged in work on priority areas.
 - How to build healthy kids from the ground up - work is already underway - 4 different ministries and numerous public agencies are already involved in the Youth networks of Lanark, Leeds & Grenville.
 - Needs to be a collective effort to work towards a common goal. E.g. if you have small groups for Physical activity, try to get a steering committee to oversee all, bike month, get with it, etc.
 - The Municipal Drug Strategy's has worked because it has created resources for other municipalities to use and used champions to present to councils of Lanark to raise interest in creating sub-committees in each of the townships – user friendly and helpful. This could be used as a model.
 - Suggested using a pyramid model which starts at the base with activities that benefit everyone and then goes up with fewer and fewer people needing more and more intensive service..
 - Keep things simple, be clear on our goal, have a clear understanding of what success means. Identify other partnerships that may be supportive of each other.
 - Suggestion: Have a networking day of the agencies that complement each other
 - Work plans submitted to MHPS were general in terms of what we are going to accomplish. . Will need to submit revised plans with more detail by end of October to MHPS. Being decisive will allow us to build capacity and assets.
 - Communication will be the key influence to bring about change.
 - Function is to bring the partnerships together – i.e. - Did you know so and so is doing this?
 - Make a list of who is doing what, how to bring them together and who is missing.
 - Work on the Healthy Charter, designate the communities and highlight their achievements.
- 6.2. Putting it into practice – recruitment for a new constellation? Or identifying existing networks and working with them on the policy perspective of their work?
- 6.2.1. Healthy Community Charter – discussion of Charter and where to go from here. Discussion of Raising the Bar, encourage participation, steering committee to give awards to municipalities for their achievements.

- Create a vision that they should be a Healthy Community, how to be a healthy community, create package to give out to communities to create buy in. Each community must be healthy in their own way. We need to create a path for them to follow. Develop charter then decide how to sell it. Concern of the sparse representation from Leeds, Grenville. Pitch needs to be from local people. Keep all of the presentations simple. We have people at the table to give inroads to the different municipalities and how to approach them.
- Timelines: with all the resources - target January, as an information package try for October. Presentation to municipalities aim for October with replies to be collected by the end of November with rewards to be given in January. Create the initiative for them to ask how to become a healthy community.
- Discussion of inviting some of the more passionate people out there to become a member of this committee. Stewardship group decided to take on role of Healthy Communities Charter constellation. Will seek input from interested parties during process of development of charter.
- What is the difference between a healthy community and a vibrant community? <http://www.healthincommon.ca/vibrant-communities/vibrant-communities-charter/>

ACTION: Lois to create a charter framework and send out to Stewardship Group for input on potential indicators. Working group (Suzanne, Richard, Carole, Elaine and Lois) to work on draft charter and present at next meeting.

ACTION: Make sure of clarity and understanding of what the Healthy Communities Partnership is about.

ACTION: Suzanne to contact Brenda Whitehurst for information

6.3. Communication – information package, Q and A's

6.4. Next steps: First - develop a brochure, describing vision, role/goals of HCP - draft ready for next meeting. Who is the audience? Need communication strategy for other services and groups that exist.

ACTION: Lois Elaine and Mona to work on the Brochure/fact sheet.

6.4.1. Identify what groups are in different constellations at this time (PA & MWB). Use the Network Maps brochure to identify people and what they do to create a healthy community.

ACTION: Suzanne Jane Lois and Carole to work on the network map - who is already working in areas of PA and MWB. (Margaret Fancy will be invited to join this group.)

Information items:

6.4.2. This will be Susan Hreljac's last meeting with us, as her territory has been redistributed. Effective immediately the new Regional Advisor for the County of Lanark and for the United Counties of Leeds and Grenville is Ms. Sharon Proulx. Sharon can be reached at 613-531-5582 or toll free at 1-800-293-7543. You can also reach Ms. Proulx by email at sharon.proulx@ontario.ca.

6.4.3. This will also be Mike Poulin's last meeting with us as he is retiring.

6.4.4. Many thanks for your contributions to the Healthy Communities Partnership, Susan and Mike!

6.4.5. We have been notified that the agreements with the MHPS have not been signed as of yet. Expect completion soon after July 5 2011.

Remainder of Agenda deferred.

7. Stretch Break:

8. Stewardship Group:

- 8.1. Responsibilities
- 8.2. Membership
- 8.3. Commitment
- 8.4. Orientation
- 8.5. Francophone representative

9. Report from working group re: Partner Training Fund

10. Round Table

11. Lois' presentation - UCDSB Physical activity day in August

12. Coordinator's Report and Ministry Update:

13. Time and Date of next meeting: July 13, 2011 at 9:30 AM (SF office Health Unit)

LD/pd