



**Healthy Communities Partnership  
Stewardship Committee  
Date: March 9 2011  
Time: 9:00 – 12:00  
Location: LGL Health Unit - Smiths Falls Office  
Minutes**

Present: Dr. Paula Stewart (chair), Mona Wynn, Katie Jackson, Erin McLean, Margaret Fancy, Suzanne Rivard, Carole Chang, Jane Torrance, Richard Kidd, Paula Davio (recorder) Lois Dewey  
Regrets: Keith McPhee, Elaine Mallory, David Dargie, Beth Collins, Sandra Devaney, Susan Turnbull, Susan Hreljac

1. Networking and Refreshments:
2. Welcome: Lois welcomed all.
3. Appointing Chair: Volunteers have come forward decision to have co-chairs. Dr. Stewart and Mona Wynn will co-chair.
4. Approval/Additions to Agenda: Approved as circulated with note added at #4. and Who does what? added to Role at 7.1..

**Note:** Suzanne Rivard raised the question of insurance coverage for Healthy Communities Partnership Days. Decision: The health unit will take the lead for the March 23<sup>rd</sup> Day.

5. Approval of previous minutes: Feb 1 2011 Approved as circulated.
6. Coordinator's Update: [\\bv4\shared\Health Promotion\HPROM Shared Folder Current\Healthy Communities Partnership\ Core Committee\for March 9 11\Coordinators Update and funding requests March 9 2011.doc](#)

Points of interest include:

- Network Map
- March Event
- Budget
- Ministry Reports/Deadlines
- Ministry Response to our Proposed Policy Direction
- Educational Opportunities
- Communication Plan: Media Campaign
- Website
- Presentations

**ACTION:** ERIN to contact Bonnie for slides on last week's webinar re: Substance Misuse policy, - Paula to send slide deck to Stewardship group.

7. Stewardship group:

7.1. Role – Who does what?

- Develop vision for the community
- Ongoing assessment of assets, successes, gaps and needs in the community for the six priority areas.
- Management/oversee projects
- Promotion and engagement of the community
- Partner asset mapping
- Engage organizations and individuals
- Ensure communication among partnership members.
- Celebrate successes
- Follow Best Practice
- See attached [LLG HCP Governance TOR Feb 1 11](#)

**ACTION:** Lois to resend the terms of Reference to the stewardship committee.

- Stewardship group is to identify recommended action priority areas, for people to apply for grants. Ongoing funding will become available to support the work of the Partnership, training, resources, assessments, hiring consultants etc. from the gaps identified.

7.2. Vision – from Community Picture Summary: After the Partnership day will identify existing collaborations and how to support them as a constellation.

7.3. Membership: Numerous agencies who sit on the Stewardship Committee, which include: See Terms of Reference

- Food Matters Coalition to be added as a representative of the Stewardship Committee
- Groups are expected to change as priorities arise for individual organizations.

**ACTION:** Partnership is to request commitment from organizations to come to the table, for a year, monthly for 6 months then quarterly from then on as per Terms of Reference.

7.4. Executive decision making group: Discussion of the need for two to four key people to make decisions when decisions need to be made quickly, Decisions must reflect the policies of the stewardship committee. The executive committee will consist of the two co-chairs while meeting monthly and reassess when moving to quarterly.

7.5. Task forces/working groups – discussed need for working groups to form around: Partnership Development, Policy Areas – Physical Activity, Mental Health, Healthy Community Charter, others  
Project Teams: Small groups come together to perform a particular task eg. Prepare for Partnership Day.

Clarification of the need for working groups should come from the Partnership Day.

Partnership Development Operational plan due to the Ministry by March 31<sup>st</sup>. Could include: communication strategy, best practice, Working Group established including: Jane, Margaret, perhaps (Keith), Lois – to meet Thursday, March 17 at 1:30 PM at LGL Health Unit, Smiths Falls office.

8. STRETCH BREAK: -10:30

**ACTION:** Carol to request action on Community Food Gardens at the partnership day.

9. Review 2010 – March 2011 Budget: - 10:40 [\\bv4\shared\Health Promotion\HPROM Shared Folder Current\Healthy Communities Partnership\ Core Committee\for March 9 11\Coordinators Update and funding requests March 9 2011.doc](#) Lois shared the figures with the committee spreadsheet is attached. Discussion of grant requests that have come in. Paula added a request from David Dargie, Jane added a request from Lanark Planning Council, also request for Lanark County services directory hand out card. Discussion to sort requests by Topic/Priority Areas - Target areas – timeliness of the request – geographical reference. Remainder of funds to be disbursed as 4<sup>th</sup> R Kits for schools, ( 4x 1150 each), St John’s car seat training (\$1,000), OSAID conference attendance 2 per school, (\$3000). We are funding projects which will help support the healthy communities. Discussion of need for a task force to be struck to determine how to disperse the funds/ set criteria. Mental Health request – meeting expenses for Our Communities Care(\$500), Print student resources cards (\$1000 +\$500), YMCA (\$1200), Seeds for community garden approach. (\$1000) if not feasible this \$1000 will be allocated back to the school’s Fourth R kits.

- Decisions made include:
- Fourth R comprehensive kits: 4 @ \$1150 each = \$4600
- OSAID conference attendance 2 students per 4 schools requesting to attend conference @ \$375 each = \$3000 (\$750x4) Schools: Almonte & District High School, Thousand Islands Secondary School, Rideau District High School and St. Michael Catholic High School
- Vegetable Seed Campaign: \$1000 to Beckwith Township to purchase seeds
- Safe Communities Coalition of Brockville, Leeds and Grenville – for St. John’s car seat training \$1000
- Open Doors of Lanark for ‘Our Community’s Care’ – Teen Suicide Prevention – meeting expenses \$500
- Open Doors of Lanark - \$1500 Print Resource Cards for Youth in Lanark county with HCP logo added

- Brockville and Area YMCA – Students to attend Leadership Camp - 12 @ \$100 each = \$1200
  - Publications: request for \$400 – not approved as difficult to share resources
  - Total allocation of funds \$12,800
- 9.1. June 2011 - March 2012 - Operational Plans and Budget –Reviewed templates: brief look at the templates for Ministry submission.
- 9.2. Process to develop and approve of Ministry submission plans – Dr. Paula, Mona, Katie and Lois will develop plans and send to Stewardship Committee for comment ASAP following March 23<sup>rd</sup>.

10. March 23rd Community Event:

Purpose and Agenda: Liz Weaver to facilitate.

10.1.1. Liz will introduce Constellation Model.

10.1.2. Network maps will be explained by Health Nexus

10.1.3. Small groups: Groups of who wants to work on recommended actions, next steps to build constellation and what supports are needed. Facilitators (AM & PM) and recorders needed for each group.

**ACTION:** Facilitators and recorders will be notified by Lois and sent their facilitator notes and responsibilities.

11. Other: Things to do before March 23rd, 2011

- Lois to contact all partners for level of commitment
- Notify the funding allocation recipients.
- Agenda items for April 13, 2011
  - Establish task force for division of monies.
  - Each working group needs terms of reference.
  - Plan to distribute seeds to plant
- Set date for partnership development task force: March 17<sup>th</sup> 1:30 pm.

12. Time and Date of next meeting: April 13, 2011

LD/pd