



**Healthy Communities Partnership  
Stewardship Committee  
Date: May 11, 2011  
Time: 09:30 AM  
Location: Health Unit Office  
25 Johnston St. SMITHS FALLS  
MINUTES**

**Present:** Lois Dewey, Mona Wynn, Bonnie Schnittker, Carole Chang, Mike Poulin, Suzanne Rivard, Margaret Fancy, Beth Collins, Erin McLean, Susan Hreljac, Elaine Mallory, Paula Davio

**Regrets:** Dr. Paula Stewart, Jane Torrance, Susan Turnbull, Ruth Kitson

1. Refreshments and Networking: ..... 09:00
2. Welcome and Introductions: ..... 09:30
  - Lois welcomed all
3. Approval/Additions to Agenda: ..... 09:35
  - Approved with addition of #10 Round table
4. Approval of previous minutes: ..... 09:40
  - Approved as circulated
5. Action Items/Business Arising: ..... 09:45
  - 5.1. Meeting of Co-chairs/coordinator
    - Mona discussed the meeting of Herself, Lois and Dr. Paula also Nomi Caplan from the ministry. Summary notes, item #6 of Coordinator's Report May 11/11
    - Lois gave overview of the ministry report
6. Coordinator's Report: ..... 10:00
  - Lois gave review of her coordinators update
  - Erin: Discussion of the gaps in the social indicators,
  - Suzanne: Social determinants of health to be re-written to reflect the actual status.
7. Ministry Submissions: ..... 10:15
  - Lois reviewed the Activity Report submission to MHPS for the period January 1 – March 31 2010 and October 1 2010 to March 31 2011.

**Action:** Lois to send the submission document to all when approved by Dr. Paula and Mona.

- We are on track with the deadlines for the ministry requirements.

8. STRETCH BREAK: ..... 10:30

9. Stewardship Group: ..... 10:45

9.1. Membership commitment: Lois e-mailed request for commitment by the members of the Stewardship Group but with poor response. Next step is to follow up to the members who did not respond, with a cutoff date included.

- Mike Poulin suggested one or two representatives from each constellation sit on the Stewardship Group – this would provide a direct communication link between constellation and Stewardship Group (SG). Way to ensure individual responsibility.

ACTION: Membership to be standing item on the agenda until decisions are agreed upon.

9.2. Working groups:

- Purpose of the constellation is to focus on policy, which may have a chain reaction as partner groups with similar interests work together and apply for government funding.
- Discussion followed on the responsibilities of the SG in relation to the constellations.

ACTION: Revamp the terms of reference – re: responsibilities of SG – develop a ‘30 second message’ on purpose of the SG. To set aside 30 minutes of the next agenda to develop this. Constellation work plans may help to clarify where we are going.

- Discussion on formation of working groups: Agreed that as the need for work groups to be formed to address an issue is identified, tasks will be brought to the SG and working groups will be formed ad hoc.
- Work that needs to be done: partnership development, asset management, education/training,
- Partnership development: through website will be assisted by Health Unit (Susan Healey Kris Sample).
  - Two areas of recruitment, one for the Stewardship Group and one for the constellations. Need to know what we are doing before we can suggest to a constellation what they need to do. One or two active participants from the constellation to join stewardship group. Strength of the Stewardship Group will have members to take on the guidance of the constellations.
  - Recruitment will be done by constellations themselves.
  - Orientation to Stewardship Group - Process for orientation needed and resources to give new members.
- Asset management: deferred

- Education/Training: Funding is available for education and training (if approved by the ministry) need to write criteria for approval. SG to review first round of proposals at HCP SG meeting on September 14<sup>th</sup>

ACTION: Erin, Suzanne and Lois to work on the criteria.

9.3. Constellations for Policy Areas: Physical Activity, Sport and Recreation, Mental Well-Being and Resiliency, Healthy Community Charter – review of plans –input received and logic models revised.

10. Round Table: Updates were given by the following members:

- Erin McLean: gave an overview of the activities and changes to the efforts of the Summer Students. New focus this year on Physical Activity, request for ideas to use the Summer Action Squad
- Elaine Mallory: working on youth forum held at the youth arena, purpose to identify the needs of the youth in the community at end of May.
  - Walking group in joint effort with REAL
  - Smiths Falls to increase walk ability within the town.
- Margaret Fancy: Task force with Rideau Lakes on policy development, implementation of recreation and physical activity, great variety of representation and diversity. Fact finding what is available and at what cost. Linked to the program “Let’s Play”
- Beth Collins: Heart and Stroke Ontario will cease to exist over the next few years. Will become a national organization.
- Carole Chang: Food matters on June 24, municipalities and the MPs update and what has been done since ‘Eat the Math’ campaign.
- Suzanne Rivard: Sustaining What We Value - finalizing mapping tool - launch by the end of May. Enter the website and use the mapping tool.

11. Time and Date of next meeting: June 22<sup>nd</sup>, 2011 at 9:30 AM

LD/pd