**OSNPPH HERS workgroup**

**Meeting Minutes**

**April 6, 2017 9:30 – 11:00 am**

**Co-Chairs:** Isabela Herrmann, Kathryn Forsyth Recorder: **Carolyn Froats-Emond**

**MEMBERS PRESENT FOR MEETING** Carolyn Froats-Emond, Connie VanBellinghen, Danielle Labonte, Donna Smith, Elsie Azevedo-Perry, Heather McMillan, Isabela Herrmann, Jessica Love, Kathryn Forsyth, Katie Neil, Vicki Edwards,

**Regrets:** Candice Einstoss, Carolyn Terezkowski, Ellen Lakusiak,Emily St. Aubin, Heather Nadon, Jessica MacKay, Lauren Kennedy, Lisa Needham, Lindsay Fera (above), Molly Campbell, Paula Ross, Suzanne Neuman, Laura Dias, Victoria Holla

1. Call to order at: 9.34
2. MEMBERS:

Welcome to new members: Lindsay Fera (replacing Lisa)

Members resigned: Lisa O’Brien (mat leave)

1. Additions to Agenda - approved with no changes
2. Approval of March Minutes – approved with no changes
3. **Business arising from Previous minutes**

       5.2 Advocacy OSNPPH/HERS -

Ontario Trillium Foundation (OTF) Grants lacking a Nutrition Stream (details in March minutes)

**Action Completed**: Isabela, with Kathryn had a (March 23) phone meeting with Doug Gore from OTF re a grant. Doug and his colleagues understand the importance of our work but there are no grant opportunities given the OTF model uses the Canadian Index for Wellbeing with the goal to build healthy vibrant communities, indirectly, without a nutrition stream and avoiding what the health sector can do more effectively. Doug’s focus is physical activity. The meetings discussion results are:

* **Advocacy:** OTF’s plans are for 10 years and about to be reviewed/tweaked given 18 months have passed. They understand there are gaps but they cannot support all topics with funds provided. F Doug will send Isabela the Chief of Staff, Dan Wilson’s contact info as he oversees policy development. He knows about and will welcome OSNPPH’s advocacy. ACTION completed: Isabela sent Dan’s contact info to Candice. **Outstanding ACTION**: Candice to follow up re advocacy with OTF
* Collective Impact (CI) is a useful and an OTF grant stream even though it is large and messy. He stated CI grew out of community collaborations and agreed HERS could shift to CI in later phases, especially if early collaborators agree. Doug recommended we contact Innoweave as an organization that provides free training and grants.  **Deferred ACTION:**  volunteer to contact Innoweave needed
* OTF has a **seed funding** stream that is more flexible. Doug suggested we consider finding evidence of poor nutrition inhibiting people’s PA. Seed funding for a pilot test, feasibility study or research may be an alternative way to get funds.  **Outstanding Action: I**sabela will seek approval for Peel Librarians to research same.
* Doug will screen the many requests he receives and he will send any relevant project/collaborator ideas to Isabela.
* Doug’s experience seems to show that a **single vision that everyone can get behind engages partners**

5.3 **Outstanding Actio**n: Isabela to share Peel Nutrition Guidelines/criteria for choosing healthy options once updates have been completed. Peel has its own set of guidelines for workplaces and recreation adaption from the OSNPPH WNAG guidelines. Currently it is an internal document, not yet approved for distribution.

5.4  **Deferred Action**: When discussing PRO partnerships topics, Isabela will highlight HERS desire to participate in 2018 PRO conference, given (previously assured) spaces were not available in 2017. Isy will talk to Diane when necessary.

7.1 Action Completed: Kathryn to share Ministry of Tourism, Culture and Sport grant link in March minutes Ministry of Tourism, Culture and Sport – This grant would not support HERS work directly, but members should be aware of its existence as an FYI.

Action complete: Ontario Sport and Recreation Communities Fund (OSRCF) 2017–18.

OSRCF is a grant program that supports the government’s vision to enable people in communities across Ontario to lead healthy, active lives. The fund increases opportunities for participation in sport and recreation, supports implementation of physical literacy as a foundation for lifelong physical activity and strengthens the community sport and recreation sector.

FYI: The deadline to apply for the Ontario Sport and Recreation Communities Fund 2017–18 is February 1, 2017 at 5:00 p.m. EST. The deadline has passed but might be interesting to investigate eligibility - again food/nutrition is not mentioned , very activity -focused : Full details, including who’s eligible and how to apply, are available through [Grants Ontario](http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR006918), (< click on that!) the government’s one-window access to information about grants

**Action: Isabela will draft a template chart we can use to track and maintain a list of grants that we have investigated.**

**7.2 Liaison Report (Jessica Love)**

Action Complete:: Jessica to provide update on the communications sub group’s work with the NRC on press package, and the upcoming call out to HKCC RD about joining HERS. Complete. It got to the right person.

Action Completed: HERS members to review the draft annual report and e-mail revisions to Jessica by Wednesday March 8.

Action Complete: Jessica to send to OSNPPH by deadline March 10th.

7.4.1 ACTION: Isabela to add [Options Paper Subgroup Notes March 1st 2017](https://docs.google.com/document/d/1QGz7wvgBJzz1CScWs1AbN-22Twoc-FQb1EB95NduUDI/edit) decisions/discussions.

Note: Additionally useful links to HC-LINK partnership development resources are included. Completed

Additional Discussion from today’s HERS meeting included:

* Community Engagement framework chart posted by Paula. Noted that this model will be necessary part of the process but is very specific to people vs the key stakeholders/partners/agencies that we see ourselves needing to involve right now. Useful down the road.
* CI framework document posted by Isy. Noted that this might not be something we can follow exactly or entirely but it consider it as something we can grow into vs being a specific process that is manageable for where we are at right now. Noted that CI is something that occurs over time as players come together and work collectively on a project. Useful when engaging stakeholders to be able to say we see using the CI model in the future.
* Need to come at our work from broader perspective than just the health agenda
* Consider the new Public Health Standards and the need to be more aware of the work our colleagues are doing re built environments/active transportation, physical activity pieces. How can we link with these colleagues to benefit from relationships they might have established with municipalities already?
* Isy updated the Stakeholder Wheel

**Action: Elsie to add the OSPAPPH contacts to the wheel. Core or involved TBD?**

**Action: Donna to add the Built Environment Workgroup to the wheel. Core or involved TBD?**

**Discussion of Next Steps:**

* Group discussed importance of doing a detailed thorough mapping of partners before approaching anyone. We need to identify: who are the potential partners, what is their mission/mandate, what can they offer, what is our ask. what partners are missing,
* Noted that it might be just a few key partners to contact to start
* Suggestion we need a script/process to guide our conversations with partners, what a polished concise communication/promo tool to leave with them
* Discussed mapping of indicators and what people are using to measure the food environment - should we ask members about policies?
* Donna updated that the Ontario Epi group is working on food environment indicators for schools.
* Donna updated on Heart and Stroke focus on sugar, advocacy and policy development in local communities as well as support/advice or local groups.

**Action: Kathryn will find a previously used draft script and share**

**Action: Donna will check on sharing an existing mapping summary.**

**Discussion of Meeting with**

7.4.2 ACTION deferred: Isabela to add to Options Paper sub group agenda: discussion regarding the benefit of HERS to extend an invitation to Jason/Provincial Health Promoter group to support partnership subgroup in earlier stages. It is thought that perhaps he can share some insight/information from his experience of moving the Ontario Physical Activity Strategy forward. He may also be able to share information on how to move forward with the partnership group, and share info about grants and methodology.

**5.0 Business arising from previous minutes continued:**

8.2 NRC and Dietitians of Canada webinar

Action Completed: Kathryn to find link to share .NRC Webinar - [Drawing the line: Ultra-processed foods and Canada's dietary recommendations](http://opha.on.ca/Nutrition-Resource-Centre/Events/Events/2017/NRC-Webinar-Drawing-the-line-Ultra-processed-foods.aspx)

[Completed.](http://opha.on.ca/Nutrition-Resource-Centre/Events/Events/2017/NRC-Webinar-Drawing-the-line-Ultra-processed-foods.aspx)

Action Completed:: Kathryn to include slides from the webinar in the minutes. Experiences of a registered dietitian working with built environments - CPHN Network Webinar <https://www.osnpph.on.ca/upload/membership/forum/dc-presentation-jan-31-2017.pdf>

Completed.

**6.0 New Business**

6.1 Call out - new chair/co-chairs will be needed by June 2017, starting July’s meeting.

**Members Action: M**emb**ers to contact Kathryn/Isy if interested.**

6.2 Nutrition Exchange meet and greet - interest?

**Action: Isy to send a doodle poll to identify potential times for networking.**

6.3 May meeting conflicts with OSNPPH Exchange - OK to cancel?

**Action: Isy to send a doodle poll to identify an alternative May meeting date/time.**

6.3 Terms of Reference review and finalization -**Deferred to top of next meeting’s agenda.**

6.4 [CBC report re Ottawa’s Public Health work](http://www.cbc.ca/news/canada/ottawa/ottawa-board-health-kids-unhealthy-foods-marketing-1.4043269) - Noted work being done and to keep in mind.

**6.5 Meeting with Alberta Policy Coalition for Chronic Disease Prevention (Donna-organized)**

**Action Isabela: post collated notes from Donna, Kathryn and Isabela.**

**Members Action: review notes**

* Key Learnings From Donna:
  + In the infancy of the Alberta projects it was about relationship building and it takes many years to evolve and grow into a collective effort
  + In the early stages more important to focus on getting the right players at the table and then it can evolve into more of a CI approach
  + Top down provincial guidelines not successful because of the lack of local readiness as well. Need to try and look at more local proactive based efforts and support these too
  + Important to do mapping of assets, resources, identify gaps to identify who is or is not at the table and who should be
  + Look at small wins/advocacy efforts eg, doing presentations, workshops webinars that promote the knowledge transfer related to the issues. This and the advocacy pieces very important in the early stages.

**Summary of call with Kayla Atkey April 4th, 2017(Kathryn Foryth) :**

Timeline of development of APCCP ( alberta policy coalition for chronic disease prevention)

2006- 2010 – Healthy Alberta Community Project (HACP) – showed significant impact on community and identified that when things in community couldn’t be fixed then policy work was needed - hence the development of the Policy Coalition (APCCP) - used a grant to get started then Heart & Stroke became core funder and remains so - this money funds Kayla’s Policy Analyst position with in kind support from the University of Alberta’s school of public health , also connected to research work which funds activities as well

To promote best practices, CHEERS was formed – Collaborative for Healthy Eating Environments in Recreation and Sport. This group has a number of important players from recreation/parks groups to Alberta health services to government of Alberta to academic institutions to policy coalitions.

Contact for CHEERS is Lisa McLaughlin

2009/10 - coalition grew out of the school of public health U of Alberta - Dr Raine’s work and the HACP & had a real Research focus , and a health focus

2011/12 advocacy set as a priority by coalition - agreed to promote following the provincial nutrition guidelines in recreation centres - found local sites were not ready to implement high level policy but needed more practice-based changes first

2015 – FARE – Food Action in Recreation Environments grew out of the coalition and working with the city of Edmonton -- had also worked with the Canadian Partnership Against Cancer on PowerUP – a 3 yr grant to prepare policy tools and be ready to act when an opportunity arose – so were ready to go when FARE project materialized

2017 – now focusing on approaching rec centres with a Business lens rather than just a health lens

So 11 years and counting….

Key components:

1. Need for a forum or symposium to bring all players together - health/ business/ academia

* A *Contribution Mapping Meeting* helped to identify what was in place, where the gaps were & what was needed between CHEERS and the policy coalition

1. A backbone organization for stability and funding opportunities - *Heart and Stroke*
2. Research component - community-based *Dr Raine and UofA*
3. Relationships at all levels and between agencies in key sectors – recreation, health/nutrition, community, business and academia - need to think about who the players are in Ontario for this - *Ontario Chronic Disease Prevention Alliance Dietitians of Canada – food environment is a priority this year DC, PRO and OPHA already sit at OCDPA table – potential there*
4. Collective Impact is part of all activities - built into relationships , not a stand along issue

Excellent resources - 2-page briefs highlighting evidence-based strategies -check out their  [www.apccprecproject.com/menu-of-policy-tools](http://www.apccprecproject.com/menu-of-policy-tools)

**7.0 Ongoing Business**

       7.1 Grant investigations/Options (all) - Ongoing

**Members Action:** Update HERS Grant chart with new information

7.2 Liaison Report (Jessica Love) - **Action:** Will indicate work in progress eg, press/toolkit

7.3 Press Kit Subgroup Update (Kathryn)

The ‘press package / toolkit’ subgroup (Danielle, Kathryn, Heather Mc., Donna, Katie). Final compiled draft package shared for comments/feedback. Package contents:  
• Quick actions to get started (what sites can do now to help create a healthier rec. food environment)  
• Request for proposals & contracts (language to promote healthier vending and canteen contracts)  
• Business case (financial aspects of rec. food provision, food cost comparisons wholesale vs. retail, myth debunking to persuade managers/operators about feasibility)  
• Policy resource (tips to develop healthy food and bev. policies)  
• Helpful resources  
These documents are intended to be usable either together or separately to guide local work (and stimulate provincial discussion as shared widely) by helping to initiate our conversations with municipalities and rec. food operation decision makers.

**Additional Discussion at Meeting re Sections to add to Toolkit:**

* Backgrounder/rationale document outlining importance of the work, making the case
* Intro page re who we are/what we have done
* Include the HERS vision statement - but can it be simplified into a more reader friendly/easy to understand, perhaps connect to children
* Include the essential elements document or a simplified version of the elements to tie the 2 pieces of work together
* Include a key message about the need for action in the rec setting, the mixed messages it sends to serve unhealthy food choices
* Link to the Ontario context and the HKCC

**Action: Isy will send a recreation quote.**

**Action: Kathryn will take this feedback to the group.**

**Action: If any section, information missing members to please volunteer to provide the content.**   
**MEMBERS Action: Please review the package and provide any comments within this thread message in the HERS forum by April 19th, 2017.**

**7.4 Options Paper Subgroup Update (Isabela H., Paula R., Donna S.)**

**Options Paper Meeting Notes – March 28th 2017**

Attendees: Paula Ross, Kim Hodgson, Isabela Herrmann, regrets – Donna Smith

-previously reviewed and briefly discussed documents posted in OSNPPH HERSWG site:

· Community Engagement Framework Outline – Paula R

· Collective Impact Framework Review for HERS – Isabela H

· Collective Impact - Usefulness and Feasibly Chart – Isabela H

Group agree that

(1) Community Engagement will be useful at a later phase when partners are working with the front line

(2) Community Partnerships deferred but group understands that this is a necessary process to move the project forward (Isabela’s note: HC-Link has very good online resources)

(3) Collective Impact if feasible will be useful and was used to ensure successful in BC. Isabela noted our PPE results showed recreation should be included at the outset. Isabela also noted there is a limited capacity from OSNPPH and especially PRO members without funding support.

Paula suggested the work being done by the press kit group will be useful to move the project forward and could possibly inform a call to action. Isabela agreed and reiterated need to include recreation from the outset.

Kim recommended we try using the overall policy framework - [Eight Steps to Policy Development](https://www.publichealthontario.ca/en/eRepository/Eight_steps_to_policy_development_2012.pdf) and suggested we could use this to determine next steps. Kim indicated we have completed various components of the document and it might be useful to reengage some key stakeholders.

The group agreed that potential partners may have more interest or capacity to become involved compared to two years ago.

Kim recommended HERS host a Webinar/Meeting to engage key stakeholders online meeting to reassess readiness to move forward. We could check in re:

· Capacity

· Ideas opportunities

· Next steps

· Assessing readiness

· Bit of an environmental scan

– Kim will follow up with her manager Karen to determine if HC Link can the web meeting via adobe connection in April/May

-Kim suggested we ask someone from Alberta to provide info/motivate HERS WG and provide info re how they brought their key stakeholders together - first 15 min of our April (or future?) meeting.

Paula and Isabela to review information obtain feedback and get/discuss volunteers for next steps at our April 6th 2017 meeting.

**8.0 Other Business/ upcoming continuing education opportunities**

8.1 [Tamarack subscription - KT including newsletter](http://www.tamarackcommunity.ca/subscribe?utm_campaign=Engage%21&utm_source=hs_email&utm_medium=email&utm_content=50084566&_hsenc=p2ANqtz-90fWnLpbBVM9uVwRQDi8S7E0x-_oXcOwHZYiVUglbY2sCd5_KlcxrOvH95CCpG4dE-e_t9gyJWAVN-vzg5WBgu3w_V2g&_hsmi=50084567)

* Vicki Edwards shared link which includes CI, collaboration etc.

8.2 Webinars April 6th (Kathryn F.)

**1. How Your Community Influences the Food You Eat, and What YOU Can Do About It for April 06, 2017 @ 10:00 AM MDT (12 noon EST) Presented by: Lisa McLaughlin and Annette Li and Kayla Atkey and Dr. Kim Raine**

**In addition, you might also be interested in this upcoming webinar on April 6th that we are participating in with Alberta Recreation and Parks Association:** [**http://recc.arpahub.ca/product\_detail/5877/**](http://recc.arpahub.ca/product_detail/5877/)

**2. *Menu Labelling 101.* The webinar is intended for health partners who may be interested in supporting menu labelling (e.g. school health staff, health promoters, family health staff, dietitians, partner organizations).**

**The session will provide an overview of:**

* **The requirements of the *Healthy Menu Choices Act, 2015***
* **Roles and responsibilities**
* **Available Ministry Supports**
* **The Public Education campaign, and**
* **Frequently Asked Questions**

**To join the webinar, please follow the connection details found below:**

**Conference Call Number: (416) 212-8011 or 1-866-602-5461**

**Participant code: 5975121#**

**Webinar Link:** [**https://ali.health.gov.on.ca/menulabelling101/**](https://ali.health.gov.on.ca/menulabelling101/)

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**Should you have any questions about this invitation, please contact us through the menulabelling@ontario.ca e-mail account**

**9.0 HERS Membership Roundtable Updates (for Environmental Scan and/or Minutes) – (all)**

**Members Action: - add written updates to minutes (verbal updates deferred)**

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**Next meeting: May 4th 2017 - TO BE DETERMINED    Recorder:   Candice Eintoss**

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| **Please use local Dial in numbers or 1-866-279-1594 Participant code 4037814** | |
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**Members List – Alphabetical by first name (updated April 4, 2017- Co-chairs to maintain)**

Carolyn Froats-Emond, Candice Einstoss, Carolyn Terezkowski, Connie VanBellinghen, Danielle Labonte, Donna Smith, Ellen Lakusiak, Elsie Azevedo-Perry, Emily St. Aubin, Heather McMillan, Heather Nadon, Isabela Herrmann, Jessica Love, Jessica MacKay, Kathryn Forsyth, Katie Neil, Laura Dias, Lauren Kennedy, Lindsay Fera. Lisa Needham, Molly Campbell, Paula Ross, Suzanne Neuman, Vicki Edwards, Victoria Holla