

TERMS OF REFERENCE

HEALTHY LIVING COALITION **STEERING COMMITTEE**

Mandate

To provide community representation and input for the Heart Health/Cancer Prevention strategy funded by the Ontario Heart Health Program of the Ministry of Health and Long Term Care.

Goal

More Brant County residents will be living healthy on a daily basis through:

- Active Living
- Healthy Eating
- Smoke-free Living

in order to reduce their risk of heart disease and cancer.

Mission Statement

We support the people of Brant in choosing healthier lifestyles by building opportunities and environments that promote healthy living.

Responsibilities/Duties

1. To provide comprehensive community representation, leadership and direction to the coalition.
2. To develop the strategic direction of the Coalition, including determining community needs, setting a vision and program planning.
3. To develop annual action plans that include goals, objectives, activities, indicators of success, evaluation components, and resource needs.
4. To participate with other community partners for Coalitions as appropriate on the implementation of specific aspects of the action plans as it relates to the 3 risk factors.
5. To participate with the Brant County Health Unit in the identification of staffing needs and resource requirements to complete and implement the annual action plans.
6. To network and share information amongst community partners.
7. To set and approve annual budgets.
8. To complete an annual budget review (Steering Committee: December, Work Groups: January). To reallocate financial resources as required.

Authority

The Brant County Health Unit shall be responsible for the administration of the Ontario Heart Health funding, which includes, but is not limited to, the following:

- Fiscal and legal management and accountability of the funds
- Management of Human Resources (staff hired would be Brant County Health Unit employees).
- Contribution of physical space (to accommodate staff, materials & meeting space).

Final accountability for the Ontario Heart Health Program funds lies with the Brant County Health Unit, and ultimately with the Brant County Board of Health. Activities of the Coalition will be reported as information to the Brant County Board of Health approximately 2-3 times/year.

Membership

The Steering Committee shall include representatives from various community sectors who have genuine interest in promoting the reduction of risk factors for heart health and cancer. Every reasonable effort shall be made to include a cross-section of representation based on the following:

- Community Sector - health, education, business, voluntary organizations, recreation and agriculture/rural.
- Key Populations - i.e. rural, low-income, physicians, seniors, persons with disabilities etc.
- Skills - marketing, evaluation, lifestyle and behavior change expertise

In addition, a balance of participants from the entire County will be sought.

The Brant County Health Unit shall have one management representative on the Steering Committee in order to ensure co-ordination and communication between the Healthy Living Coalition and the Brant County Health Unit as the administrating agency for the funds.

The Chair of the Committee will serve a minimum three consecutive month term on a rotating basis. The Chair will have the option to invite additional persons to the meeting.

Quorum

Fifty percent (50%) plus one (1) of partner organizations is required to make decision/recommendations.

Decision-Making

Decision will be made by consensus. If consensus cannot be achieved after a reasonable length of time, the decision will be made by majority vote. Each agency/organization/member of the Steering Committee has one (1) vote in decisions to be made by voting process.

The Committee will utilize a Conflict Resolution Model, when situations arise where members are unable to reach a decision or are in conflict over a decision that has been made.

The Healthy Living Coalition Steering Committee has the authority to spend the money allotted by the Ministry of Health, provided the use of the money is congruent with the mission and vision, strategic plan and legislative responsibilities of the Coalition and represented community partners.

Meetings

Meetings will be held monthly on the first Tuesday of every month from 1:30 p.m. to 4:00 p.m., or as needed at the call of the Chairperson.

A planning retreat of 1 day in length may be held yearly.

Meeting location will be rotated among community partners.

Commitment to Steering Committee will be reviewed should a consecutive long-term absence occur by a Steering Committee member. The Healthy Living Coalition member will check in with this member if the situation arises.

Minutes

Minutes shall be taken by the Recorder and circulated to all Committee members within ten (10) working days of the meeting.

The Brant County Health Unit shall provide clerical support for the Committee, which will include recording Minutes, Distribution of Agenda & Minutes, and coordination of Mailings to members and Maintenance of a Complete Set of Official Minutes.

Agenda

Agenda items shall be forwarded to the Chair and/or the Healthy Living Coalition Coordinator within ten (10) days prior to the next meeting. The Healthy Living Coalition Coordinator will be responsible for compiling the Agenda and having it approved to the Chair before distribution to members.

The Agenda shall be circulated to all Committee members seven (7) days prior to the next scheduled meeting.

Review

The Terms of Reference will be reviewed once each year.

Date of last Review: January 8, 2002

Date of Approval: January 8, 2002