

OTTAWA HEART BEAT REGIONAL HEART BEAT STRUCTURE - 2001

Overview

Regional Heart Beat is a community based partnership coalition of groups, organizations, associations, and businesses committed to heart health. The group has been working together since 1988 in an evolving structure which adjusts to meet the changing needs of the community it serves and the environment in which it functions. The Public Health and Long Term Care Branch (PHLTCB) of the City of Ottawa (formerly the Ottawa-Carleton Health Department) was the lead agency in the formation of Regional Heart Beat. Over time, the Regional Heart Beat Committee (and sub-committees) became the vehicle for community participation with the Regional Heart Beat Executive Committee acting as the body for conducting the business of the Regional Heart Beat coalition.

Vision:

To increase the health of people in Ottawa, through adoption of a healthier lifestyle, in a supportive, clean, safe environment.

Mission Statement:

Heart Beat partners working together to improve the health of our community.

Slogan:

Health --- the heart of our community.
La santé --- au coeur de notre communauté

The Guiding Principles of Regional Heart Beat

- We work collaboratively to strengthen community action and build healthy public policy.
- We bring health information, activities, and skill-building opportunities to the City of Ottawa community.
- We encourage and support opportunities for training, education, and resource sharing among partners.
- We strive to create an environment which facilitates healthy choices.
- While respecting the independence and individuality of partner organizations, we recognize the strength in cooperation, coordination, and collaboration, for agencies or groups we represent and the people we are trying to reach.
- We base programming and development on current national standards in pertinent areas; i.e. Canada's Food Guide for Healthy Eating, Active Living, Healthy Weights, etc.

- We monitor and evaluate ongoing components of our activities. Partnerships, commitment, and environment change are key indicators of success.
- We are committed to ensuring that our mission embraces the community. It strives to reflect the diversity of Ottawa.
- Individuals taking part in the Heart Beat program vary by age, religion, gender, ethnic background, race, colour, sexual orientation, linguistic groups, ability, economic circumstances, education, and overall health. We believe in respecting these differences and ensuring that everyone is treated with dignity. The program endeavours to provide equal opportunity and access for all members of the community including volunteers and staff members.
- We use our collective resources to support Heart Beat initiatives and activities.

The Culture

The values of sharing, flexibility, informality, and mutual trust are important to the group and guide the committee's work. Consensus building is an integral part of the Heart Beat culture. We create and maintain a working culture which allows the values to permeate throughout the structure.

Regional Heart Beat Goals

- To work with partners to develop and achieve goals by increasing coordination, sharing, and collaboration.
- To increase the number of healthy-supporting/enhancing policies adopted in Ottawa.
- To expand the involvement of the community in the creation of a healthy environment.

Sub-Committees

Much of the work of Regional Heart Beat takes place within the various sub committees. The committees are organized by target population, issue, or geographical area. The sub committees were/are created from the Heart Beat structure. Heart Beat work is the main focus of the activity and process within the sub-committees. Although the mandate or raison d'être may have come from a larger unit of Heart Beat, each sub-committee develops its own terms of reference within the overall structure of Regional Heart Beat.

Active Committees September 2001

- *ACCESS (Accessible Chances for Everyone to Stop Smoking)*
- *Youth Committee*
- *Kanata Heart Beat*
- *Nepean Heart Beat*

Note: The former Lowertown, Overbrook, Orleans and Vanier Heart Beat Committees are now integrated into the Partenaires Franco-santé. Two other committees, the *Professional Support Committee* (a committee with a focus on reaching health professionals) and the *Awareness Committee* (a committee with a focus on promoting heart health messages, Heart Beat partners, and the Heart Beat program) are dormant at the present time but some of these functions are being conducted through other committees or program areas with various partners.

Liaison with Other Committees or Coalitions

Another venue for performing the work of Regional Heart Beat is through liaison with other committees or coalitions. Heart Beat work is only one of the parts of the focus of what these other groups do. The Regional Heart Beat Committee and/or Regional Heart Beat Executive Committee maintains strong links with other committees or coalitions and Heart Beat funds often support some of the activities of these groups. These are the *Regional Heart Saver Committee*, the *Employee Lifestyle Management Alliance*, the *Ottawa Council on Smoking and Health*, the *Multicultural Health Coalition*, *Partenaires franco-santé*, the *Rural Heart Health Coalition*, *GOTTAWALK*, and the *Pathway Patrol Coordinating Committee*.

REGIONAL HEART BEAT COMMITTEE

Description and Mandate:

The Regional Heart Beat Committee is the collective of partners participating in Ottawa Heart Beat. The Regional Heart Beat Committee is the large body of partners which share a basic commitment to contributing to heart health in Ottawa.. It is an open body which sets the large environment from which partners can work and support heart health initiatives.

Accountability:

The Regional Heart Beat Committee is accountable to itself through its guiding principles, mission statement, visioning plan, and other framework components for programs and activities. It is accountable to the Ministry of Health of Ontario and other funding bodies through the Public Health and Long Term Care Branch for fiscal responsibility and delegates the fiscal management to the Regional Heart Beat Executive Committee.

Membership:

Members are individuals and organizations who consider themselves partners and are interested in shaping the direction of the program and/or are interested in participating in the program. They can participate at the Regional Heart Beat level and/or through the sub-committee/partner coalition structure. Agencies and organizations can have one or more members on the Regional Heart Beat Committee.

Committee Functions:

The Committee functions:

- 1) to provide a forum to share information and ideas about heart health;
- 2) to enable communities and organizations to provide input into seasonal campaigns, other Heart Beat events, and general directions of the Heart Beat program; and
- 3) to encourage networking between communities and organizations interested in heart health.

When required, the Regional Heart Beat Committee ratifies the business of the Regional Heart Beat Executive Committee.

With the Regional Heart Beat Committee acting as the nominating committee, the Regional Heart Beat Committee selects three Executive Officers to sit on Regional Heart Beat Executive Committee. These are the Chair (who become the Past Chair), the Vice Chair (who becomes the Chair), and the Past Chair. Each of these officers serve at each post for a period of one year. Under these terms, only a Vice Chair is selected on an annual basis. Terms may be extended for a short transition period should there be circumstances preventing the immediate selection of new officers.

Decision Making:

Decision making is by majority vote. Each agency only gets one vote and the representatives of the individual agencies present determine the vote.

Frequency of Meetings:

The Regional Heart Beat Committee meets three or four times per year and holds an annual retreat to reflect, analyze the past year's work, share information, and set a planning framework for the future. The meetings are chaired by the Chair of the Regional Heart Beat Executive Committee or as delegated by the Chair.

Committees and Coalitions:

In order to build a stronger network for heart health in Ottawa and to achieve the goals of Regional Heart Beat, the Regional Heart Beat Committee can develop a sub-committee, work group, or develop a partnership with another coalition or committee. The general mandate of the newly developed sub-committee can be set by the Regional Heart Beat Committee but the structure of the developed committee will be determined by the members of the developed committee.

Quorum:

The quorum is 50% of the members listed on the central records of the Heart Health Project Officer.

Staff Support:

The PHLTCB and Community Services Branch will provide staff support to the Regional Heart Beat Committee and the sub-committees

REGIONAL HEART BEAT EXECUTIVE COMMITTEE

Description and Mandate:

The Regional Heart Beat Executive Committee is established by the Regional Heart Beat Committee and exists to 1) create links among partners; 2) oversee the allocation of funds from the Ontario Heart Health Program and other funding sources; 3) ensure implementation of the goals of the Regional Heart Beat coalition.

Accountability:

The Regional Heart Beat Executive Committee is responsible for the allocation of Heart Beat funds and is accountable to the Regional Heart Beat Committee. It is also accountable to the partners of Regional Heart Beat through the Regional Heart Beat Committee for program implementation.

Membership:

Membership consists of the following:

- 3 Executive Officers which includes a Chair, Vice Chair, and Past Chair, which have been selected by the Regional Heart Beat Committee
- Members are selected by and representing each of the active sub-committees and the specific partner coalitions noted below. No more than five City of Ottawa staff may sit on Regional Heart Beat Executive at one time and no more than two of these staff may be from the Public Health and Long Term Care Branch. *However, City of Ottawa staff (including PHLTCB staff) may serve as alternates when the regular member is not available (and has been requested to do so by the sub-committee representative or the partner coalition representative) or as members in exceptional circumstances upon approval of the other members.*
- Representatives from specific organizations or partner coalitions. In 2001, these members are the following:
 - *Public Health and Long Term Care Branch of the City of Ottawa-* Rational based on the role of the PHLTC as the fiscal agent and the amount of resources allocated to support the structure and the activities.
 - *Partenaires Franco-santé* - Rational based on the 1990 commitment to reach francophones and the integration of former francophone focused committees into the Comité Partenaires Franco-santé structure.
 - *Multicultural Health Coalition:* A decision made at the 1998 Heart Beat Retreat. Regional Heart Beat partners wanted to ensure the healthy living and disease prevention messages were reaching the multicultural population.
 - *GOTTAWALK:* Coalition of partners with focus on walking initiatives and environment supports reaching community at large and variety of audiences. Given a seat because of physical activity priority designation until March 2003.

- Note: *Heart and Stroke Foundation of Ontario*- Because of staff limitations, Heart and Stroke has had difficulty in fulfilling their commitment to the committee. It was decided that they will sit as an ex-officio member of Regional Heart Beat Executive and their continued position on RHBE will be re-evaluated in June 2002. Their original seat on RHBE was based on the role Heart and Stroke plays as a link to the Ontario Heart Health Program at the provincial level.

Regional Heart Beat Executive Committee Functions:

- Determines allocation of funding
- Links with the Ministry of Health through the Public Health and Long Term Care Branch
- Provides input into the quarterly/semi-annual reports to the Ministry of Health
- Plans and implements the policy/procedural decisions of Regional Heart Beat (including funding allocation process)
- Participates as a partner in the implementation of the Regional Heart Beat plan
- Plans Regional Heart Beat Retreat
- Acts as Nominating Committee for chairmanship for Regional Heart Beat Committee
- Plans and provides input into the Regional Heart Beat Committee meetings
- Conducts an annual review of the terms of reference and procedures of Regional Heart Beat

Role of the Members

Members of the Executive Committee serve the following functions:

- Contribute to the functions outlined above
- Periodically review the activities of Regional Heart Beat and the activities of the committee/ groups/coalitions they represent and act as a link from the Regional Heart Beat Executive Committee back to the committee/group/coalition they represent
- Contribute to the development of regional activities which support the whole of Heart Beat as well and specific components within Heart Beat
- Attend meetings and/or provide an alternate

Functions of the Chair:

The chair of the Regional Heart Beat Executive chairs all meetings, works with the Heart Health Project Officer on day to day issues, and represents Regional Heart Beat Committee and Regional Heart Beat Executive Committee as required and within the framework of Regional Heart Beat principles and goals.

Decision Making

- A quorum is required for decision making
- All members of Regional Heart Beat can participate in discussion
- Final decision is by majority vote of Executive Committee members.
- The Regional Heart Beat Executive Committee can create ad hoc committees and delegate decisions to be made by these sub-groups which may or may not be based on certain criteria or parameters set by the Regional Heart Beat Committee
- Between meetings, some decisions can be made, at the discretion of the Chair, by fax, e-mail, or phone survey of members.

Frequency of Meetings:

Regional Heart Beat Executive Committee will meet 6 times per year or as required. Members, or their representatives, should not miss more than two consecutive Executive Committee meetings per year. If a member misses two consecutive meetings, the Executive Committee can ask the sub-committee or partner coalition/committee to select another representative.

Quorum:

The Regional Heart Beat Executive Committee will require 50% of its membership in order to make decisions.

Minutes:

Minute taking and distribution will be the responsibility of the PHLTCB. Original minutes will be kept with the Heart Health Project Officer.

Public Health and Long Term Care Branch Role:

The Public Health and Long Term Care Branch of the City of Ottawa is the transfer agency through which the Ontario Ministry of Health funds flow to Regional Heart Beat. It is also the primary transfer agency for other funding which may be obtained. As well as functioning as fiscal agent, the PHLTCB is a community partner agency within Regional Heart Beat and recognizes that Regional Heart Beat functions as an autonomous community owned coalition. A Healthy Living Project Officer and Administrative Assistant are allocated to support Regional Heart Beat and are part of the PHLTCB's in-kind contribution and, under the terms of the OHHP funding.

Except for the designated representatives on Regional Heart Beat Executive Committee, staff providing support to the Committee, Sub-Committees or partner coalitions do not vote when decisions are made.

(Reviewed and updated by Regional Heart Beat Executive Committee – December, 2001 and noted in minutes)