



Purpose: To plan, implement, evaluate, and support the *Good for Life* Project beginning January 1, 1998 to March 31, 2003.

Composition: Consists of community partners from Simcoe County and who support the mission statement, such as;

- Project Manager
 - One representative from each of the local committees
- And other interested community partners form Simcoe County such as:
- Simcoe County District Health Unit
 - Simcoe County District School Board
 - Simcoe County Interagency Council of Smoking and Health
 - Simcoe County Committee for Children
 - YMCA
 - North Simcoe Hospital Alliance
 - Royal Victoria Hospital

Role of Committee

1. To support the *Good for Life* project by planning, implementing and evaluating of sustainable programs.
2. To ensure that resources are used in an equitable, fiscally responsible manner
3. To be a communication, a coordinating and a planning link between each individual's agency or local community committee
4. Approve annual operations budget in accordance with Ministry mandate and project goals
5. Approve overall county-wide activities plans
6. To ensure the required financial and narrative accounts are submitted to the Ministry as required
7. To provide ongoing feedback, direction and support to project manager

Decision Making

Decisions will be made by consensus.

Role of Chair

- Term of one year
- Plan meeting agendas
- Promote consensus decision making (see appendix A)

(Note: the Project Manager is not eligible for this position)

Role of Vice Chair

- Term is one year
- Will assume role of chair in the absence of the chairperson
- Will take on the role of chair at the end of the chair's term

Operational Guidelines

- Meet 4 times per year, pre- set dates March, June, September and December
- Meetings to be hosted by various partner agencies
- Rotate the taking of minutes between members.
- Minutes of meetings shall be recorded and distributed within one week of the meeting.
- Agendas and related meeting materials must be distributed one week prior to meeting
- Ad hoc committees will be created as needed to assist with the implementation of the project's objectives.
- Committee may invite other individuals to provide consultation to the project, as required

Review Terms of Reference

Reviewed March 2000, then annually
(Revised March 2000)

Guidelines for Hiring Contract Workers and Agencies for *Good for Life* March 1999

- The county *Good for Life* committee will have determined the need for a contract service.
- These guidelines will apply to contracts of \$1000 or more.
- A written contract between the worker/ agency and *Good for Life* will be required.
- Candidates will be pre screened and then will be requested to submit a proposal.
- An ad hoc committee will be established to complete the selection of candidates.
- Special consultants or resource people will be asked to participate in the selection process as deemed appropriate by the ad hoc committee.
- The ad hoc committee will be responsible for monitoring and evaluating the contracted service.

- Reports will be made to the county committee as appropriate.
- *Good for Life* volunteers may bid on contract service work, but must leave *Good for Life* for the duration of their contract if they are selected.
- All candidates must have three work related references.

Guidelines for the Use of *Good for Life* Funds for Honorariums
March 1999

- Either the county *Good for Life* committee or the local *Good for Life* committees can approve the use of funds for honorariums.
- Honorariums of up to \$200 can be approved by local or ad hoc committees.
- Honorariums of over \$200 must be approved by the county *Good for Life* committee.
- Volunteers are eligible for honorariums, but should not participate in any decision making by the group awarding the honorarium.
- Documentation must exist as to why an honorarium was awarded and a link must be shown to *Good for Life* work plans.

(the following guidelines were approved by the county *Good for Life* committee on March 25,1999)

Appendix A
Decision Making

Consensus is the mode of decision making to be used in the committee. All committee members must be able to “live with” any decision made by the group. This does not mean that the decision would necessarily be their preferred action, but that they are able to work within the parameters of the decision as made by the group.

Steps to be taken in reaching consensus:

1. Define the issue and agree on the decision that needs to be made.
2. Ensure that all members feel they have sufficient information to make the decision at this time- if not, identify information needed and make plans for obtaining it.
3. Set a time line for making the decision.
4. Generate alternatives and discuss them openly.
5. Identify points of agreement and use these to make a proposal.
6. Discuss and modify- all members having an opportunity to express their opinions.
7. Make a proposal after modifications are incorporated.
8. May need to repeat items 6 and 7 until all members “can live with” the proposal. If the decision still cannot be made, it may need to be deferred until more information is available.

Appendix B
Accountability for Provincial Funds

The Simcoe County District Health Unit has the funding contract with the Ministry of Health and as such is to ensure that the grant money is spent according to the terms outlined in the proposal and the contract, and that the required financial and narrative accounts of the project are submitted to the Ministry of Health on the dates required.

Appendix C

Parameters for Local Committees

It is the intent of the *Good for Life* Committee to develop an operating structure that supports local autonomy and sustainability so that at the end of each year the target and channel will change, but the community will have the capacity to continue programming for the previous years target audience and channels as needed. Overall goals and objectives of the project will be developed by the *Good for Life* Committee, of which local committees are a part. Local committees, in consultation with the project manager, will determine how the project will be implemented within their community.

Committees are encouraged to recruit members to their committees who represent the targets and channels for the project, as well as the unique diversity of their communities. Local committees are encouraged to document their meetings in the form of minutes, and develop guidelines for operating and decision making. Committees will connect with the project manager if information or support is required from the *Good for Life* Committee outside of committee meeting times.

The proposal outlines that funds will be made available to local communities to support programming within their community. The amount allocated to each community and the parameters surrounding the use of these funds will be determined by the yearly planning and budget group.

TERMS OF REFERENCE

Barrie Community GOOD FOR LIFE Committee

PURPOSE:

To encourage and support healthier lifestyle choices in the people of the Barrie Community, with guidance in planning, implementation and evaluation from the Simcoe County Good For Life Project – Committee as a Whole.

OBJECTIVES GENERAL:

To increase participants' awareness of the risk factors, tobacco use/environmental tobacco smoke & tobacco exposure, unhealthy eating, physical inactivity associated with cardiovascular disease and some cancers and their consequences.

To increase participants' awareness of actions to be taken to reduce their risks of developing cardiovascular disease and some cancers.

To increase participants' knowledge of programs and services that addresses cardiovascular disease and cancer risk factors.

To increase participants' opportunities to take action to reduce their risks of developing cardiovascular disease and some cancers.

To promote positive change in each of the following areas:

- *healthy eating
- *smoke-free living
- *physical activity

COMMITTEE COMPOSITION:

Consists of persons who live or work in the Barrie area and who support the committee's purpose and objectives. May include representatives from each of the following sectors....

- community at large
- local business
- social services
- recreation
- health
- food service

The composition of the committee may vary from year to year with the change in focus population as prescribed by the five year plan outlined by the Committee as a whole.

TERM OF SERVICE:

Committee members will remain with the committee for a minimum period of one year.

Membership will renew and/or change when the group begins planning for the work outlined in the subsequent years' plan. This is expected to occur yearly in the early portion of the year.

MEETING FREQUENCY, TIME AND DURATION:

Monthly meetings will be held on the second Tuesday of each month from 1:30 p.m. to 3:30 p.m.

REPORTING TO:

Simcoe County Good For Life Project – Committee as a Whole

The Barrie committee will have a representative who attends the Committee as a Whole meetings. The role of this representative is as follows...

- to share our local activities and perspective
- to represent our views at the CAAW table
- to report relevant information from that table to our local committee each month, in a format to be determined by the local committee

DECISION MAKING PROCESS:

Consensus is the mode of decision making to be used in the committee. All committee members must be able to “live with” any decision made by the group. This does not mean that the decision would necessarily be their preferred action, but that they are able to work within the parameters of the decision as made by the group.

STEPS TO BE TAKEN IN REACHING CONSENSUS:

1. Define the issue and agree on the decision that needs to be made.
2. Ensure that all members feel they have sufficient information to make the decision at this time – if not, identify information needed and make plans for obtaining it.
3. Set a time line for making the decision.
4. Generate alternatives and discuss them openly.
5. Identify points of agreement and use these to make a proposal.
6. Discuss and modify – all members having an opportunity to express their opinions.
7. Make a proposal after modifications are incorporated.
8. May need to repeat items 6 & 7 until all members “CAN LIVE WITH” the proposal. If the decision still cannot be made, it may need to be deferred until more information is available.

NB – all group members are equal in this process; any member can make proposals etc.

ROLE OF MEMBERS:

- Participate in meetings and share the responsibility for the work of the committee
- Provide their unique perspective as a result of their experience and affiliation
- Provide access to the resources, experience and expertise of their affiliation as available, applicable and appropriate
- Communicate the plans and activities of the committee with their associates
- Work in a collaborative and respectful manner
- Take turns as chair and recorder as comfortable

USE OF SUB-GROUPS:

- Ad hoc sub-groups may be formed by the committee to deal with specific initiatives and actions

- Membership in sub-groups will include but is not limited to members of the Barrie Community Good For Life Committee
- The sub-groups will report to the committee on their progress as required

ROLE OF CHAIR PERSON:

- To help the group to move through the agenda as set at the previous meeting
- To assist the group in having open discussion and in creating opportunities for members to express their views
- To assist the group in making decisions by consensus
- To assist the group in clearly identifying actions to be taken as a result of discussion
- To encourage other group members to take shared responsibility for all of the above tasks.
- To help the group to set the agenda for the next months' meeting
- The position of chairperson will rotate on a yearly basis commencing in September.

ROLE OF RECORDER:

- to record what happens at the meeting including...
 - date of meeting
 - members present, absent and regrets
 - summary of items discussed at the meeting
 - clear identification of actions to be taken, by whom, and in what time frame
 - proposed agenda for the next meeting as determined by the group
 - date, time, place, chair and recorder for the next meeting
- the position of recorder will rotate on a monthly basis

MINUTES DISTRIBUTION:

- minutes will be sent to all people identified on the committee mailing list as provided and updated by the Simcoe County District Health Unit representative
- the recorder will ensure that meeting minutes are delivered to an agreed upon agency person for distribution at least two weeks prior to the next meeting date
- the agency person will ensure mailing of the minutes so that they are received by committee members at least one week prior to the next meeting

REVIEW OF TERMS OF REFERENCE:

Terms of reference to be revised annually after the process of renewing and changing membership is completed. Targeted in May.