

Healthy Brantford Collaborative Meeting
Thursday March 23, 2017
Brantford Labour Council 1:00pm-3:00pm

Called to order

Meeting was called to order at 1:00pm

Welcome and Introductions

Sherry Haines	Michelle Connor	Flora Ennis	Ian Carson	Roger Luton	Linda Hunt
Leigh Savage	Lucy Marco	James Clark	Ines Sousa-Baptista	Sherry Novak	Dan Brooks
Geoff Nelson	Anca Gaston	Kathy Lickley	Christina Rajsic	Marg Kowalski	JoAnne Dubois
Tracy Benson	Heather Vanner				

Christina confirmed that the meeting will be 1:00pm-3:00pm not 4:00pm as indicated on the agenda. Lucy informed the group that the Grand River Council on Aging is adopting the use of the word “elders” in place of “seniors”. Many cultures use the word “elder” as a title of respect and recognition of experience. The GRCOA feels “elder” is more indicative of “lived experience” as compared to “senior” that strives to indicate an age group. The GRCOA is all about education and through the promotion of “lived experience” is actively involved in encouraging our communities to be age-friendly for all ages.

Land Acknowledgement

Christina commented on behalf of land acknowledgement for JoAnne Dubois. The City of Brantford has put on Indigenous training for over 400 people. Land acknowledgement will be a beginning process to all of our Healthy Brantford meetings. Kathy commented to what land acknowledgement is and that we are settled on native lands and we are giving thanks for the use of this land.

Ines updated the group regarding the immigrations partnership. All of the counties were receiving funding for Social and Economic Immigration Partnership Program. They received information last week that they will no longer receive funding beyond March.

JoAnne stood up and spoke to the land acknowledgment “The Healthy Brantford Collaborative acknowledges that we are on the traditional territory of the Neutral, Anishnawbe and Haudenosaunee peoples. We thank the Indigenous people for sharing this land in order for us to continue our work today”.

Acceptance of Agenda and Previous Minutes

No agenda additions.

JoAnne commented that the minutes reflect Robertson Rules instead of Robert’s Rules.

Action: Tracy will make the change to February Minutes

Review of emailed documents

Christina commented and reviewed the draft documents that were sent out with the February minutes and would like to review them as a group to make any necessary changes. The documents were Memorandum of Agreement so that we have an official list and what the expectations are for the Collaborative members, Terms of References and a Workplan for 2017. The group has spent a long time processing to get all of the right elements for the written documents so HB can officially move forward.

Memorandum of Understanding

Christina reviewed the MOU and the following changes were agreed upon. We will strive to have more decisions and action items added to our minutes so that we can re-visit the conversations.

- Where we sign the memorandum we originally had what group we represent and have now removed that.
- Lucy commented on #5 to add that after acknowledge

- Change wording to 5th bullet from the bottom Establishing and evaluation framework and contributing to data collection.
- Remove the last point
Action: Tracy will make all of the above changes to the document

Terms of Reference

Mission Statement

- The group agreed on the mission statement.

Goal

- The group agreed to add the words and implement after develop.

Objectives

- The group agreed to add the words and support to bullet #3 after the word mobilize

Membership

- Add the word “our community” after residents.
- The group was concerned that we don’t have direct representation from Brant County, however in some ways Michelle is supporting Brant County. The group spoke about the term and said we are called Healthy Brantford. The group agreed that we want to learn from what the model looks like and then take this initiative and expand to Brant County. We need to understand what the issues are in Brant County as they differ from those of Brantford. When we are creating the action teams we can action in Brantford and understand what that looks like for Brantford and then move to Brant County. The group suggested moving onto Brant County in Phase 2.
- There were some questions about keeping Brantford and Brant County inclusive so they don’t feel they are separate. Anca stated that a lot of organizations come into Brantford from the County to utilize many programs.

Frequency of Meetings

- The group decided to meet a minimum of six times a year. The group can go from there to see if the frequency needs to change.

Co-chairs

- The group would like to see stability with the co-chairs for 1 year, especially if there will only be a minimum of six meetings a year. If there is a change in co-chairs, the group suggested having it staggered so that one of the co-chairs is current.

Recorder

- Currently the Brant County Health Unit is offering the recorder for all of the Healthy Brantford Minutes. If you have another candidate that you would like to be the recorder please bring your suggestions forward.
Action: The group agreed to have Tracy Benson record the Healthy Brantford minutes.

Governance:

Community Leadership Team

- There was discussion about where we sit in relation to the City and their planning tables. Michelle advised that the Community Leadership Team will likely be a time-limited Task Force of City Council, hopefully formulated in the next few months. A report will go to council and then the taskforce can be chosen. JoAnne clarified that the City will be developing the Healthy Brantford Taskforce? Michelle advised within the structure of the City, the community leadership team would be designated as a Task Force and Task Forces are a function of the Mayor/Council. The purpose will be to keep with original plan and the Community Leadership table would provide oversight and would report back and forth, but she is not exactly sure what this will look like. Healthy Brantford Collaborative is a piece of Healthy Brantford. For e.g. if there were to be a discussion about a new Physician in Brantford this is the group that would oversee this. Michelle clarified

that, from the City point of view, Healthy Brantford includes many initiatives that support community health and well-being.

- For example, the Community Leadership Task Force would be a resource. This is going to be a social driver in our community. They are going to look at the entire community and all aspects of it. For example, they may ask how Age friendly can fit into Healthy Brantford. There are other initiatives that the City has going on and fit under the umbrella of Healthy Brantford. Kathy read the roles defined for our Community Leadership Team in our Governance Model:
 - Consist of community leaders with broad understanding of community needs, in positions to make decisions; and commit resources
 - Inclusive of all Sectors
 - Role is to provide strategic direction and ongoing focus to achieve community targets
 - Ambassadors for initiatives, sharing consistent key messages, ability to direct resources
- Re: Process – It was proposed that once the taskforce is approved by the City, the Community Leadership candidates can apply to be a member. Michelle clarified that the Task Force members are appointed by Council. They can appoint who they want or have people apply but we won't know how it will look as of yet. Ines asked if Healthy Brantford Collaborative is able to make suggestions but it seems we already do this. We might continue to function like this until there is further clarification of lines of communication and accountability.

Healthy Brantford Collaborative vs Health Equity Coalition

- The group discussed the impact on branding that this development raises. Do we need another name to distinguish who we are and as we move forward will this cause confusion in the community. The group spoke about keeping our message clear with respect to Health Equity. Ian commented that we don't want it to go back and forth with the City. Lucy commented that we should be the Health Equity Coalition that fits into Healthy Brantford. The term "equity" may be too strong for our audience. We have to figure this out.
- Marg asked about direction: Will we be directing the taskforce or them directing us. Direction should come from all the apples. There is potential that this could be a challenge if we are part of the Healthy Brantford Task Force. This is not necessarily a bad thing. There is a difference between suggesting and deciding. The City is funding this initiative and there are 15 months left.
- Christina's understanding is that we went to Brantford City Council and received funding for the Connector to help bring us together. The question of a leadership committee came after. It was in the Healthy Brantford report to council and subsequently, there were decisions to incorporate this into our governance model. That is where we are right now. There is still time for the Community Leadership Taskforce to work with us over the next 15 months, and a lot of opportunity to make it grow. This will give this group time to speak to community leaders about what we are doing.
- We will remove governance from the Terms of Reference at this point. We still have the work to which we are committed. The taskforce has not even happened as of yet. We will continue to use the Healthy Brantford structure and framework and will move with the flow of those documents.
- The group decided to have the Connector Role on the Terms of Reference
- The group agreed on all of the changes to the Terms of Reference.

Action: Tracy will remove the governance piece from the Terms of Reference.

Action: Tracy will add the role of the Connector to the Terms of Reference

Guiding Principles

As per our discussion please see the attached Guiding Principles that were created by the community leadership in partnerships. These will be used as a resource in our collaboration.

Action: Tracy will change the context of the wording under Guiding Principles for Meetings

Action: JoAnne will send the guiding principles document to Tracy to send out with the Minutes

Decision Making

There was discussion on decision making and the census was that day to day stuff be approved by the co-chairs and that the group will trust their judgement so that there isn't a lot of email back and forth.

Action: All day to day decisions can be decided by the co-chairs.

Communication

- The communication piece is usually done by the chair or co-chairs.
- Spelling error, change Health to Healthy.
- Add BCHU after Veronica Magee's name

Action: The group agreed that all communication will go through the co-chairs to protect Healthy Brantford Collaborative.

Review

The group agreed that the Terms of Reference will be reviewed annually.

Workplan

Kathy reviewed the workplan that she created with the group. Kathy respected the documents the group has used in the past and has organized the framework which is high level. The action teams will do their own workplan. This is for the purpose of our Collaborative and to get us started.

Action: The group agreed on the workplan and commented that it is a job well done.

Community engagement

As a group we need to set dates for the different priority limb forums. This is an activity. Those activities can be spoken to at the Celebration Breakfast. There needs to be more detailed work plans i.e. *task plans* for Communications, Community Engagement/Collaborative and Collective Impact/Evaluation. Work Plans with task details will be needed for each action team as well, as this creates consistency. We have had changes with funding and people; consequently we need really good consistency and messaging in order for all to understand the initiative and the complexity of it. This work plan has a year time line and will look different in 2018.

Linda commented that submitting a Collective Impact Proposal to the Trillium Foundation in June is too soon. There are too many steps to get done to prepare a good collective impact proposal so Kathy will change it to Fall 2017. This grant proposal will be succession plan that addresses the end of the 18 month sunset on funding from the City. We have expertise as people around the table have written collective impact grants. The group suggested we have an official membership list. The MOU will be sent out to the group and once it is sent back, Tracy can create the membership list.

Action: Kathy will change the Trillium Date for Collective impact from June to Fall 2017.

Action: Tracy will send the final version of the MOU included with the minutes so that everyone can fill out and email/fax it back to Tracy.

Review of Communication Plan

The group reviewed the communication plan together. The document does have the BCHU logo on it as this was a general document to use. This document is a useful tool for the Collaborative. The group decided to have both names of the co-chairs on the front page. We will have to adjust this for external purposes.

The group discussed a local area to house all of the Healthy Brantford documents. Dan suggested that we use Google docs for sharing as it is a free app. Once Tracy has received all of the memorandums back from the group we can make an official membership list, create a link and send out to the group.

There was suggestion to review the documents and send to the communication sub group that consists of Lucy, Peter, Lori Bruner and Kathy Lickley. James Clark offered to be a part of the Communications Sub Group. We will need to

communicate to the community our key messages. We need to have concrete communication to move forward the objectives. Once we have a template for the forums we can edit and duplicate for each limb/branch.

Action: Dan will create Google docs and send to Tracy and Tracy will send link to the group.

Action: Tracy will add the co-chairs names to the top of the communication plan.

Action: Tracy will change spelling Health to Healthy on the communication plan.

Action: Tracy will add BCHU beside Veronica MaGee's name on the communication plan.

Action: Tracy will add James to the communication sub group meeting invite.

Action: The group agreed that the communication plan is great and a job well done.

Forum Planning

- Michelle will check with the Sanderson Centre to see if they have availability for the Breakfast Tuesday April 25th or 27th. The Breakfast celebration will be for anyone pertaining to the any of the limbs of the tree. At the Breakfast people will self-select which priority forum they would like to be a part of. The Breakfast will be for people to get engaged in Healthy Brantford. The Forum on May 2nd will be for food and of course anyone that wishes to attend. The main focus will be anyone who pertains to food security, food insecurity, food literacy, food systems and land use. We need a commitment from members of this collaborative to help with the process.
- The plan is to have breakfast, have the Mayor will do greetings, have a speaker, give a report to those in attendance, have people sign up for the priority forum(s) they want to attend. We will have Jennifer Kirkham facilitate the Food Forum. We are looking for an inspirational speaker about how to work well together and to recognize the inter-section of the SDOH. It was suggested to consider having the Medical Officer of Health speak at the breakfast. Dan brought up the question on how to engage newcomers and get them to attend a forum. He noted that he can speak from his own perspective but not from the Healthy Brantford Collaborative. Kathy will do training and preparation for those who would like to attend.
- The new Connector is scheduled to start on Monday April 3rd. There was a question as to who would be at each of the 5 different tables at the breakfast. We want to have a cross sectorial within the people attending. Food was chosen as it is so important and basic and relates to all of the other limbs. The stats indicate the need in our community and comparing to provincial levels. Anca reviewed some statistics on the issue with food and why this will be our first forum.
- The dates for the Forums will be May 2nd at Doug Snooks. The four other forums will be June 22nd, September 21st, November 23rd and January 18, 2018 at TB Costain.
- Brant County Health Unit will provide statistics to show how this is impacting our community, and will be provided to reflect each forum.

Action: Anca will provide stats for each of the forums.

Action: Christina can check to see if Dr. Lock is free to speak at the Breakfast

Action: Marg would like to be a part of the Breakfast sub group.

Action: Brant County Health Unit will organize the food for the Breakfast.

Action: Michelle will follow up with the two dates for the Breakfast dates (April 25th & 27th).

Action: Tracy will send invite to entire list from the previous forum for the breakfast.

Action: Kathy will provide training to anyone who wants to host a priority table and speak to HB.

Sherry asked if we use the Chamber of Commerce calendar. Christina asked if Sherry could check it for us.

Action Sherry will check the Chamber website.

Evaluation

Deferred

Next Meeting

Thursday May 11, 2017

1:00pm-3:00pm

Brantford Labour Council

Lucy announced that Grand River Council on Aging is having a fundraiser on April 30, 2017 from 2pm-4pm.

Adjourned

Meeting Adjourned at 3:05pm