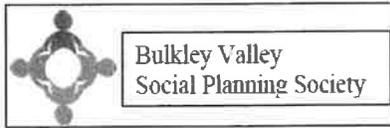


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4/8



Smithers

Partnering for Healthier Communities (P4HC)

TERMS OF REFERENCE

Updated March 2015

Background

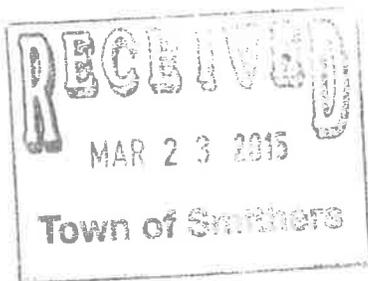
In February 2014, The Town of Smithers (ToS), local Northern Health (NH- Smithers) and the Bulkley Valley Social Planning Society (BVSPS) formed a partnership and successfully received a Northern Health *Stream One: Partnering to Imagine Local Capacity Building* grant of \$15,000. This granting process has now been completed and the partnership is expected to continue through 2015/2016 and to hopefully be supported by the *Stream Two: Imagining Community Resilience - Supporting Partnering for Healthier Communities Committees and Initiatives* grant from Northern Health.

All three partners have clear strategic priorities related to improving the health and wellness of the communities we serve. More detail is provide in Appendices A, B, and C.

During this tenure, this three-way partnership will exist as the Smithers proxy for a P4HC committee. The collaboration is related to a broader regional initiative to support communities in identifying and working to improve upon modifiable upstream risk factors and Determinants of Health that are impacting the health and well being of the community and its residents. A focus on partnership and collaboration is paramount where each organization brings strengths and experiences to bear on local conditions and collectively create the greatest positive impact.

Completed Goals for 2014/15:

1. Support the BVSPS in being the grant recipient and responsible party for managing applications, evaluation, and reporting projects.
 - \$15,000 in seed grant funding has been distributed out to eleven successful local grant applicants, and projects are currently underway.
2. Explore the development of a more inclusive multisectoral P4HC committee, with consideration for other key stakeholders both in Smithers and potentially the broader Bulkley Valley.
 - The next step in this exploration will be coordinating an inclusive multisectoral community forum around Community Health measurements and vision development.



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<input type="checkbox"/> P4HC Asst.	<input type="checkbox"/> Fin	<input type="checkbox"/> Planner	<input type="checkbox"/> [unclear]	<input type="checkbox"/> [unclear]
<input type="checkbox"/> Dir/Rco	<input type="checkbox"/> Air Mgr	<input type="checkbox"/> PCOO	<input type="checkbox"/> [unclear]	<input type="checkbox"/> [unclear]

March 24, 2015
Supplemental

Goals for 2015/16:

Goal 1

Host a Forum to bring together community organizations and partners working on community health. Through the forum:

- explore and deepen local understanding of social determinants of health
- share what our visions of a healthy community are
- compile a variety of indicators and metrics that measure community health that are currently being collected by a variety of sources

The ultimate goal is to construct a multi-partner community health indicator/report card that gives as complete a picture as possible of community health and that can be easily and collectively updated to track progress and achievements. The forum would also support community groups to learn about the work of others in the community and build connections and partnerships. Healthy Communities grant recipient projects would also be highlighted.

BVSPS as lead proponent will be responsible for establishing and managing process.

NH and ToS will provide support within the P4HC partnership detailed above, and as described in the Stream Two: Imagining Community Resilience - Supporting Partnering for Healthier Communities Committees and Initiatives grant application to encourage success.

Goal 2

Support the ongoing development and promotion of the Smithers and Area Community Directory (www.smitherscommunitydirectory.com).

Goal 3

Monitor and celebrate 2014/15 Stream One Funding Successes.

Partnership Specifics

Meeting Schedule: The partners will plan to meet 6 times during 2015/16:

1. February 3, 2015: Direction setting; goals, structure, plan for 2015/2016. Update and finalization of *Stream Two: Imagining Community Resilience - Supporting Partnering for Healthier Communities Committees and Initiatives grant*.
2. March 23, 2015 (Forum meeting 1): Finalize updates to Terms of Reference. Meet to discuss progress and next steps to coordination of the forum in October.
3. Late May, 2015 (Forum meeting 2): Discuss process and outstanding items for coordination of the forum October
4. September 2015: (Forum meeting 3): Ensure all processes are in line and preparation for the forum is completed
5. November, 2015: Meeting to debrief on successes and identified opportunities created during the forum. Set a plan in place to evaluate and distribute information that was collected.
6. February 2016: Goal setting for 2016/17.

1. **Chair:** Meetings will be co-chaired by either the Mayor of Smithers or NH Health Service Administrator (NW East Cluster). Co-Chairs share chairing responsibilities as agreed and substitute for one another in the case of absence or as needed. In the absence of both, co-chairs will identify a delegate.
 2. **Representation:** the three partners will endeavour to have at least two individuals (max three) from their organizations be representative at meetings:
 - Northern Health will include the local Health Service Administrator and a Population Health resource (Shane Wadden).
 - The Town of Smithers will include the mayor and one councillor and/or a city Administration representative.
 - The BVSPS will include at least two members (in addition to Shane Wadden (NH-Smithers EHO) and councillor Bill Goodacre)
 3. **Venue:** Preference is for Northern Health will provide the meeting space.
 4. **Meeting time:** Secretariat will set up the 6 meetings based on availability. Target 1030 AM to noon, on a Monday or Thursday. Invitations via Outlook calendar.
 5. **Secretariat Support:** Northern Health will provide secretariat support (via Shane Wadden EHO or alternate), including agenda preparation, meeting coordination, identification of action items, and additional support as required.
 6. **Agenda:** Agenda and meeting materials will be circulated at least 3 days prior to meetings by the Secretariat. Items for the agenda will be requested before the agenda is circulated.
 7. **Minutes:** Minutes will be kept and distributed by a member of the BVSPS to track the progress. Minutes should be received by members prior to the next meeting.
 8. **Accountability:** Each representative is accountable to represent their respective constituency(ies) and commit to reporting back to their respective organizations. Each representative commits to working in good faith towards the common goals developed within this partnership.
 9. **Conflicts of Interest:** Every member of the group is honour bound to report actual or perceived conflicts of interest to the Co-Chairs before or at the beginning of the meeting where an issue of COI will or may arise. (Examples of COI that might arise are financial loss/gain, personal relationship, etc.) Based on the self report, the Co-Chairs will recommend one of the following courses of action:
 - participate fully with the COI declared;
 - contribute to the discussion, but refrain from making recommendations and abstain in the decision making;
 - leave the room when the issue in question is being discussed and the decisions made;
 - withdraw from the partnership indefinitely.
- Note: The responsibility for identifying conflicts lies with the member in a position of conflict. Also, if either of the Co-Chairs identifies that he/she has a potential conflict, the other Co-Chair will follow the protocol as outlined.
10. **Decision Making:** Quorum is all 3 partners having at least one individual present at meetings. Decision making at meetings is by consensus and is required at any meeting

where decisions must be made. A methodology will be followed to maintain consistency when decisions must be made.

11. **External Communications:** Various opportunities for external communications may arise and these roles will be assigned by the Co-Chairs. Only those so appointed have the mandate to comment publically on behalf of the group. Respect for confidentiality regarding discussions and decisions is mandatory if the group is to function openly and honestly.
 - a. Where there are opportunities for planned collaborative communication, this will be discussed during regular meetings.
 - b. Where there are time-sensitive opportunities (ie- media interview), representatives are to speak to their own organization's contributions to the partnership.
 - c. Where there are opportunities or requests to represent the partnership, representatives should direct queries to the current Chair.

- Appendix A: Northern Health

Excerpt from *NH Strategic Plan 2009-2015*

Mission Statement: Our Purpose

Through the efforts of our dedicated staff and physicians, in partnership with communities and organizations, we provide exceptional health services for Northerners.

A population health approach

Northern Health will lead initiatives that improve the health of the people we serve.

We will:

- Work with communities and organizational partners to identify and act on key issues where a population health approach can have a significant positive impact on the health of Northern people.
- Work in partnership with our staff and physicians to create initiatives that foster a safe, healthy, and environmentally responsible workplace.
- Use population health evidence to inform health service planning and resource allocation.

Appendix B

Excerpt from Town of Smithers *Official Community Plan*

http://www.smithers.ca/uploads/BL_1614_Official_Community_Plan_-_March12,_2014.pdf

2. Community Vision & Goals

2.1. Community Vision

Smithers is a thriving northern community that values its community vitality, economic diversity, and exceptional natural amenities. The Town is located within Gitdumden, the traditional territory of the Wet'suwet'en First Nation and is an important centre for their members.

Arts, cultural and recreational activities are an important part of community life. As a regional centre, the community of Smithers extends beyond the Town's legal boundaries. It is a friendly and desirable place to live, work, learn, and play. Downtown Smithers is the heart of the community and is defined by pedestrian friendly streets, animated public spaces, unique alpine architecture, and supports a mix of businesses, housing and community facilities.

Smithers is committed to ensuring a high quality of life for both current and future generations. Smithers uses collaborative and creative solutions to minimize negative effects on the environment and tackles the challenges of climate change and rising energy prices with innovation and awareness. The collective knowledge, wisdom and spirit of our citizens, neighbours, and the Wet'suwet'en First Nation guides Smithers toward a socially, economically, and environmentally sustainable future.

2.2 Goals

1. Land Use and Growth Management: Maintain a complete and liveable community.

Smithers maintains a balanced approach to growth that respects the surrounding environment and supports our desire to be a complete, vibrant and unique community. By keeping our community compact we will maintain the integrity of our natural setting, use resources efficiently, encourage community health, and maintain our focus on improving our unique downtown and neighbourhoods.

2. Environment: Maintain the health and integrity of our environment. Smithers has a deep appreciation for the Bulkley Valley and watershed that sustains and defines our community.

We are committed to living, working and playing in a manner that does not compromise the health of our environment and our community now or in the future. Our intention is to demonstrate leadership in the development and implementation of sound environmental practices.

3. Housing: Support access to a diversity of housing choices. Smithers strives to provide a mix of housing options, ensuring that people of all ages and incomes have an opportunity for housing that is well built, safe, and located in liveable neighbourhoods.

We encourage the efficient use of land to limit growth and cost of housing, the use of environmentally sound building approaches, the conservation of energy, water, material, and other resources in the building and upgrading of our residential buildings.

4. Parks and Recreation: Protect and enhance our open spaces. Smithers is proud of its parks, waterways, green spaces and trails, and its close proximity to world-class outdoor recreation areas, such as the Bulkley River and Hudson Bay Mountain.

We will continue to improve connections to trails, parks and open spaces near our neighbourhoods. We will

provide a range of outdoor parks, playgrounds and recreational facilities necessary to meet the current and future needs of our community as well as provide affordable access to these amenities.

5. Food and Agriculture: Support sustainable farming and maintain rural values. Smithers values its local agricultural lands and rural setting. We will protect these important features by encouraging appropriate land management practices that maintain their agricultural and rural attributes, and that are supportive of the local community and environment. To achieve greater local self-sufficiency we support and encourage efforts that increase the amount of food grown, processed and consumed locally.

6. Transportation: Provide a diversity of transportation choices. Smithers provides a range of transportation networks, facilities and modes necessary to support the Town's economy and environmental efforts. We support the development of an integrated and connected network of trails and pathways that encourage walking and biking as viable local transportation options. We support the development of regional transportation options and strategies to improve community health and wellbeing with the support of all stakeholders.

7. Infrastructure: Plan for energy and investment efficiency. Smithers is supported by an infrastructure system designed to meet the existing and future needs of the community. The Town provides high quality, dependable and cost effective support necessary for the proper management of this system. The management and delivery of associated services demonstrates our commitment to sustainable municipal infrastructure development and servicing. We are committed to avoiding, minimizing and recycling waste as well as encouraging the use of clean and efficient proven technologies and services.

8. Heritage, Arts and Culture: Celebrate our history and culture. Smithers is an important cultural centre for the Northwest. We will continue to encourage an array of arts and educational opportunities to our residents, neighbours and visitors and actively encourage participation and appreciation through our festivals, courses, workshops, shows, openings and events. We recognize the importance of arts and culture to diversifying the town and improving quality of life, and support developing infrastructure to encourage more opportunities. We value, protect and celebrate our heritage. We also acknowledge the connection that the Wet'suwet'en First Nation has to the lands on which Smithers lies.

9. Community Services and Facilities: Support our health and wellbeing. Smithers supports and seeks a range of accessible and affordable community health, youth, seniors, special needs, and educational services and facilities for our citizens, neighbours and guests. Facilities and services are designed and managed to cater to a wide variety of users and address the required needs. Their nature and quality is regularly assessed to ensure they meet established standards and to respond to the changing needs of the community.

10. Economic development: Build a healthy and resilient local economy. Smithers provides a diversity of living and working choices, supported by a resilient, diversified economy. Commercial growth is encouraged downtown in order to ensure ease of access for our citizens and to support the vitality of our downtown core.

11. Governance: Concentrate on collaboration and engagement. Smithers uses collaborative and creative governance systems to address local and regional opportunities for planning sustainable communities. The community of Smithers, the Town of Smithers, and other levels of government work together to meet community goals.

Appendix C: Bulkley Valley Social Planning Society

<http://www.smitherscommunitydirectory.com/about/mission-vision>

Who We Are

The Bulkley Valley Social Planning Society is a non-for-profit organization which acts to provide an inclusive community perspective on social issues and advocates for the resolution of those issues. The Society liaises and collaborates with community groups, committees, agencies, the public, and government sectors to support a healthy thriving community that benefits all citizens. Membership is open to all residents of the Bulkley Valley.

Vision

We envision a society that is more just and encourage the community to move in that direction through full community participation and the awareness that everyone has something to offer.

Purpose

The Bulkley Valley Social Planning Society strives to:

- support the community in working together to provide a safe, convenient and people oriented environment, which ensures access to all community amenities by all citizens regardless of age, income or other factors
- emphasize and foster citizen participation in all social planning decisions affecting Smithers
- respond to changing social needs and issues in a responsible, flexible, collaborative and innovative manner
- support and reinforce social development activities

History

The Society has been active in the community since the early 1990's, starting as an inclusive grassroots "Healthy Communities" initiative. Funding was secured through those years to work with community groups to implement projects that would identify priority social issues in the community, develop strategies, and take action on those issues.

In 2000, following recommendations from an economic development project initiated by the Economic Development Committee of the Smithers Chamber of Commerce, the group transitioned to become the Smithers Social Planning Council (SSPC). By 2006 a formal advisory role as a Committee of Council of the Town of Smithers was established. Over the next few years in partnership with the Town, the SSPC received funding from the Union of BC Municipalities Health Promotion fund to carry out several community development projects around community health, the determinants of health and quality of life measurements.

In 2009 Town Council restructured and devolved all Committees of Council and the formal relationship between the SSPC and the Town of Smithers ended. During the next few years the SSPC continued its work in an ad hoc role in the community until the decision was made by SSPC members to continue their work as a formal entity under the Society Act of BC. In June of 2010 the Bulkley Valley Social Planning Society (BVSPS) was incorporated as a not-for-profit body that could work with and support individuals and groups throughout the Bulkley Valley area on social issues and concerns.