



December 11, 2003

**Steering Committee Meeting
Room G744, Health Sciences Centre
9:00 am – 11:00 am**

In Attendance Ms. Kelly Blackshaw, Dr. Norm Campbell, Ms. Pat Culham, , Ms. Suzanne Galesloot, Dr. Charlotte Jones, Mr. Ron Newman, Ms. Cathy Pryce, Mr. Dennis Rabel, Ms. Marni Wilks

Regrets Mr. Rob Crooks, Dr. Brent Friesen, Ms. Andrea Licursi, Ms. Ellen Murphy, Dr. Karen Then

Ex-Officio Members Ms. Gail Fowler, Ms. Diana Northcott

Decisions/ Action By

1.0 Welcome and Introductions

C. Jones welcomed the CCN Steering Committee Members. Kelly Blackshaw was introduced to the committee as representing the CCN Communications Committee at this meeting.

2.0 Approval of/Changes to Agenda.

No additions or changes to the agenda

3.0 Updates and Action Plans

3.1. CLANS Planning Committee Report

C. Jones provided a brief overview of the CLANS November Planning Workshop, the Draft November Workshop Report and the Workshop Feedback (Evaluation) Summary. Emphasis was placed on the need for action and quick follow-up.

3.1.1. CCN SC Responsibility for Action Items Generated at CLANS Workshop

C. Jones noted that the CLANS Planning Committee disbanded on December 4, 2003. The CLANS Planning Committee recommended that responsibility for overseeing implementation of the workplans generated at the CLANS November Planning Workshop be retained by the CCN Steering Committee. C Jones also noted that three key priority areas: Community Walking; Mechanism for Collaborative/Integrated Relationships and School Food Policy would become key workplan priorities for the CCN Primary Prevention Committee.

1. Final accountability for the implementation of the action plans generated at the CLANS workshop to rest with the CCN Steering Committee.

3.1.2. Specific CCN SC Action Items related to CLANS Workshop

The CCN SC discussed action items identified at the CLANS Planning Committee that impact the CCN SC and/or require a CCN SC decision/action.

- ♥ Letter in Support for Alternative Transportation Specialist position. The SC noted the need for adequate information and diplomacy in moving forward on this recommendation. This

2. CCN SC requires additional information to move forward on the CLANS Workshop recommendation for a Letter of Support for the City of Calgary Alternative Specialist Position.

led into a discussion of the potential need for additional resources related to priority items

♥ Adoption of a social economic inclusion principle into CCN's Guiding Principles

CCN Steering Committee in support of adding a seventh principle to CCN's Guiding Principles related to socio-economic inclusion. The SC discussed the need to ensure a process for accountability with all appropriate CCN Committee's in optimizing/ operationalizing this principle.

3.1.3. *Staff needs related to CLANS workplans*

CCN SC discussion related to resource requirements for implementation of work plans related to the CLANS workshop and to other CCN Committee workplans. Implementation of action plans for the Primary Prevention Committee and the High Blood Pressure Committee were identified as requiring additional resources. Discussion was given to various local and provincial organizations/initiatives that may be able to contribute funding and/or other resource allocations.

3.2. CCN Committee Reports: Committee Plans

A round- table discussion of the status of the CCN Committees and their needs/plans.

3.2.1. *Annual Event*

K. Blackshaw reported that Rob Crooks and herself would be co-chairing this Committee. Preliminary discussions have been made

3. S. Galesloot to follow-up with individuals drafting letter for the Alternative Transportation Specialist Position, and ensure the background information and letter comes to the CCN SC for discussion and approval.

4. CCN SC supports the addition of a 7th Guiding Principle to CCN's Vision/Mission/Principles.

5. CCN SC to ensure appropriate advocacy and diplomacy in recommending positions/ areas of action.

6. S. Galesloot to coordinate the drafting of the Social Economic Inclusion Principle (with identified parties).

7. All CCN Committees to ensure that socio-economic inclusion is addressed in their workplans.

8. CCN SC supports exploring funding opportunities for staff support for implementation of CCN Committee work.

9. S. Galesloot to draft a business plan for a position to support implementation of CCN Committee work (Primary Prevention Cttee & High Blood Pressure Cttee).

10. C. Jones to contact Cynthia Smith (AHLN) to explore their interest/ resource capability for regional initiatives that support the AHLN Framework.

11. All CCN Committees to follow-up on Action Items identified at the Dec 11/03 CCN SC Meeting

chairing this Committee. Preliminary discussions have been made with regards to event focus. Worksite wellness programs, and a panel discussion of programs/initiatives that encourage Active Living are potential focus areas.

3.2.2. *Communications Committee*

K. Blackshaw reported that the Communications Committee has a number of Short-Term Objectives for the next year: Review of CCN Website; Sustainability of the Website; Plans for increased utilization; Welcome Package for new CCN Members and assist with Promotion of the High Blood Pressure Committee Slide Kit. The point raised that the Committee may also need to focus on CCN Membership list and resources related to this function.

3.2.3. *High Blood Pressure Committee*

Dr. N. Campbell reported that the HBP Committee had partnered with a number of other local and national organizations to develop the Hypertension Slide Kit. This is a general slide kit with 30 basic and 110 supplemental slides, intended to be given by a health care professional to a public audience. Key action items for the HBP Committee are related to increasing public awareness of HT, its' prevention and control.

These include: 1) Revision of the High Blood Pressure Slide Kit (to reflect current guidelines); 2) Public Forums (with a focus on worksite settings) and 3) Exploring Public Education Awareness opportunities (with CCN Organizations)

The need was noted for Resource Allocation to this committee for implementation of its' action plans.

3.2.4. *Primary Prevention Committee*

M. Wilks reported that the Primary Prevention Committee had met on November 26, 2004. The group is currently revising the Committee Terms of Reference to reflect changes in the group focus and commitment to follow up with key priority items from the CLANS Planning Workshop. A facilitated Action Planning Session is scheduled for January 22, 2004, to follow-up on the development of specific action plans for the priorities of: School Food Policy, Calgary Walking and Calgary At a Glance document.

M. Wilks also reported on the Community Toolbox Working Group activities. Work continues with the two pilot communities. A funding proposal has been submitted to Health Canada for additional funding to expand the project into 2 more quadrants of the Calgary Health Region, including one rural community.

3.2.5. *Surveillance Committee*

C. Pryce provided a report for the CCN Surveillance Committee. The Committee has not reconvened; however, there are many initiatives provincially and locally which are involved in surveillance activities. Public Health Works – which includes representation from all Health Regions, has a technical working group exploring Chronic Disease Indicators and Surveillance activities. Specifically looking at: appropriateness of indicators, what Alberta can “overpurchase” in indicators collected through national systems, indicators collected by individual regions.

12. Dr. N. Campbell to forward list of personnel requirements to S. Galesloot for development of draft position.

13. M. Wilks to ensure revision of the PP Committee Terms of Reference and the January 22 Action Planning Meeting.

14. C. Pryce to contact N. Campbell regarding funding requirements/ opportunities related to local surveillance initiatives.

Noted that the new Deputy Medical Officer of Health position (Dr. David Strong) would be focusing specifically on CD surveillance and monitoring.

3.2.6. *Resources Committee*

This committee requires personnel resources and the development of an operational plan to support the work of the CCN.

Issues identified in the current meeting were noted as:

- 1) Investigation of options for accepting donations to the CCN. (i.e. from BP Forums/ CFD Blood Pressure Screening Venues)
- 2) Investigate potential sources of additional CCN funding.
- 3) Secure people resources for this committee
- 4) Develop an Operational Budget for the CCN for the 2004 Fiscal Year.

3.2.7. *Smoking Committee*

No report received.

Discussion of recommendation from the CLANS Planning Workshop for all CCN Membership (Committee Members) and those on CCN Database to be entered on the Smoke-Free Calgary database. After some discussion, decision was made to approve of, and follow-up on this recommendation. The approach taken would be to send an email to all on CCN database, indicating the intent to add their names to the Smoke-Free Calgary database unless we are notified of their desire not to be added to this list.

The Committee discussed the recommendation from the CLANS workshop for a joint action position with Smoke-Free Calgary and the CCN Communications Committee. Noted that this was viewed as a different focus than the CCN SC position.

15. C.Jones to contact K. Then regarding joint role with CCN and Smoke-Free Calgary.

3.3. Other Updates

3.3.1. *AHLN Public Forum and Launch*

Deferred to next meeting

3.3.2. *Nov 6/03 Meeting with Hon. G. Mar*

N. Campbell reported that this was an ad-hoc group of 6 – 8 individuals representing different projects in the Calgary area. This group discussed the following options for moving this agenda forward: 1) Health Day at the Legislature 2) Advocacy for establishment of a Health Promotion and Disease Prevention (HPDP) Expert Committee – as a Standing Committee of Alberta Health, to keep issues related to HPDP at a high profile with Alberta Health

4.0 Next Meetings and Key Agenda Items

Meetings for January – June 2004 to be set via e-mail.

16. S. Galesloot to ensure that meeting schedule for January – June 2004 is set.