

TRI-CITIES HEALTHIER COMMUNITIES PARTNERSHIP REVISED TERMS OF REFERENCE

BACKGROUND

The World Health Organization defines a healthy community as “one that is safe with affordable housing and accessible transportation systems, work for all who want to work, a healthy and safe environment with a sustainable ecosystem, and offers access to health care services which focus on prevention and staying healthy.” The provincial Healthy Families BC strategy promotes partnerships between municipalities and health authorities, which embrace this vision, based on the concept that “health is more than the absence of disease, and, in this context, health is defined broadly to include the full range of quality of life issues.”

The purpose of the Healthier Communities Partnership (HCP) program is to establish a **formalized partnership** between Municipalities and Fraser Health to create or to enhance existing formalized structures in each community, which engages a broad group of key stakeholders in a consistent manner to address determinants of health, including **social, economic, and environmental determinants as well as safety and access to appropriate health care services**. Local HCPs would seek to **understand the community issues**, identify opportunities and preferred solutions for short, medium and long term improved health outcomes. This initiative was endorsed by The Fraser Health Municipal Government Advisory Council comprised of the Mayors (or their delegates) from the 20 municipalities served by Fraser Health Authority.

PURPOSE

The Tri-Cities Healthier Communities Partnership (Tri-Cities HCP) or “the Partnership,” is an initiative of key stakeholders within the Tri-Cities community. Local municipalities, community organizations and Fraser Health partner to facilitate cross-sector action to promote health and wellbeing in each community.

The Tri-Cities HCP aims overall to identify health needs and areas of priority in the community, and collectively develop goals, objectives and strategies to address the social determinants of health.

The Tri-Cities HCP achieves this through convening community groups across sectors: 1) to discuss and bring forward strategic health policy issues that are within the purview of a municipality and 2) to facilitate coalition building among community groups that span the social determinants of health.

PARTNERS

The Tri-Cities HCP represents groups of organizations or departments with direct involvement or responsibility for upstream health concerns in the community. The Tri-Cities HCP Partners include:

- The City of Port Coquitlam, the City of Coquitlam, the City of Port Moody, the Village of Anmore and the Village of Belcarra (the municipalities)
- School District 43
- Tri-Cities Chambers of Commerce
- Fraser Northwest Division of Family Practice
- Fraser Health
- Tri-Cities Seniors Planning Network
- Tri-Cities Local Immigration Partnership
- Tri-Cities Healthy Living Working Group
- Tri-Cities Homelessness and Housing Task Group

- Tri-Cities Community Services Cooperative
- Tri-Cities Child and Youth Mental Health Collaborative Local Action Team

Quorum:

Attendance by at least one representative from 7 of the 15 Tri-Cities HCP Partners is required to establish quorum.

STRUCTURE

The Tri-Cities HCP will meet up to 6 times per calendar year at the discretion of the Chair(s).

The Tri-Cities HCP will be Co-Chaired by Fraser Health Medical Health Officer and one local elected representative.

The Tri-Cities HCP consists of two types of meetings: “Working Meetings” and “Policy Meetings”. The Co-Chairs and the Fraser Health Staff Lead will collaborate on agenda preparation for all HCP meetings. Agendas for Policy Meetings will be coordinated through the host municipality’s designated secretary.

Working Meetings occur up to 4 times a year at the discretion of the Chair. Policy Meetings occur up to 3 times a year at the discretion of the Chair. Meetings will not typically be held in August or December.

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Approved regular minutes are shareable, and observers are welcome to attend. By the consensus of the members, meetings may be closed at any time. Closed minutes, if any, will be distributed to members only and will not be shared with the public.

If required, subgroup meetings will be arranged outside of these meetings at a time convenient to subgroup members.

The local elected representative Co-Chair will rotate annually between the City of Port Coquitlam, the City of Coquitlam, and the City of Port Moody. All meetings will be hosted by the municipality of the Co-Chair. The host municipality will be responsible for providing a schedule of the meetings including times, locations, and dates at the beginning of the year.

Meeting times and locations may be altered as deemed appropriate by the Co-Chairs.

Staff support for the different types of meetings is described below.

WORKING MEETINGS

Goals and Objectives:

- Build community coalitions and facilitate community co-decision making.
- Determine strategies and policy priorities to raise at Policy Meetings.
- Consult and advise on community health strategies and policies.
- Coordinate delivery of community health programs and services across sectors.

Chair:

The Chair of the Working Meetings is the Fraser Health Medical Officer or his/her alternate. The membership can elect a chair to run the meeting in the absence of the Chair.

Membership of Working Meetings:

- A staff representative from each of the Partner municipalities
- A representative from School District 43
- A representative from the Tri-Cities Chambers of Commerce
- A representative from the Fraser Northwest Division of Family Practice
- Fraser Health Executive Director of Eagle Ridge Hospital
- Fraser Health Medical Health Officer for Tri-Cities
- Fraser Health Community Health Specialist for Tri-Cities (Fraser Health Staff Lead)
- Fraser Health Healthy Built Environment Specialist for Tri-Cities
- A representative from the Tri-Cities Seniors Planning Network
- A representative from the Tri-Cities Local Immigration Partnership
- A representative from the Tri-Cities Healthy Living Working Group
- A representative from the Tri-Cities Homelessness Task Group
- A representative from the Tri-Cities Community Services Cooperative
- A representative from the Tri-Cities Child and Youth Mental Health Collaborative Local Action Team

At their discretion, members may designate an alternate to represent them at meetings. The Tri-Cities HCP Partners must identify the representative and alternate to the Fraser Health Staff Lead prior to a Working Meeting.

Support:

The Fraser Health Staff Lead (Community Health Specialist for Tri-Cities) will provide meeting coordination, agenda management, minute taking, minute distribution and provision of information. Meeting space will be provided by the host municipality and coordinated by the Fraser Health Staff Lead and the staff representative from the host municipality.

POLICY MEETINGSGoals and Objectives:

- Identify and advocate for opportunities for healthier policies at the municipal-level.
- Raise healthy public policy proposals for discussion with local elected representatives.
- Share information amongst municipalities and community networks on community health actions and health-related policy and plans.

Chair:

The Chair of the Policy Meetings is the local elected representative Co-Chair or his/her alternate. The membership can elect a chair to run the meeting in the absence of the Chair.

Membership of Policy Meetings:

- One elected representative from each of the Partner municipalities
- All members of the Working Meetings

Local elected representatives will participate on the Tri-Cities HCP as Council Liaisons, consulting to provide guidance on process and strategic direction.

At their discretion, members may designate an alternate to represent them at meetings. The Tri-Cities HCP Partners must identify the representative and alternate to the host municipality's designated secretary prior to a Policy Meeting.

Support:

The host municipality will provide a secretary to provide meeting coordination, agenda management, minute taking, minute distribution and provision of information to the Meeting. Meeting space and refreshment will be provided by the host municipality. The host municipality will coordinate the development of the agenda with the Fraser Health Staff Lead.

PRINCIPLES OF WORKING TOGETHER

We need to coordinate efforts, learn from others, and share expertise and resources. Such work requires commitment and concerted action to work. The Partners agree to adhere to the following principles for working together:

- Commitment to ongoing involvement with the TCHCP
- Open communication and information sharing
- Working together while still working within our independent bodies
- Integrity in our working relationships
- Respect for the differing perspectives of Partners, but honoring the decisions of the TCHCP
- Celebrate successes

REPORTING

Partners are accountable to their respective organizations and will each develop a reporting structure that fits the needs of their organization. As needed, municipal representatives will advise on appropriate municipal reporting structures and procedures for submitting policy requests to local elected representatives.

AMENDMENT, MODIFICATION OR VARIATION

The Terms of Reference may be terminated, amended, varied or modified in writing after consultation and agreement by the Partners.

The Terms of Reference will be reviewed at a Policy Meeting approximately one year from the approval of the Revised Terms of Reference dated November 2017 by the Partnership.

Document version	Date	Summary of changes	Approved by
1.0	July 2014	N/A	Chair and Partners
2.0	November 2017	Update Partners. Update roles and responsibilities.	TBD
Next scheduled review: February 2019			