

**Co-Chairs: Sterling Carruthers, Sarah Lambert**

**Participants:**

<b>Representative</b>	<b>Jurisdiction</b>
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods	SK
Sarah Lambert - late	ON
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman Ellen Coady	NL
Charlotte Borg	NU
Ian Parker	YT
Megan Rooney	PHAC
<b>Secretariat</b>	
Laura Lane	DASH BC
<b>Regrets</b>	
Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
Marlien McKay	NB
Dwayne Provo	NS
Elaine Stewart	NT
Marjorie Logue	YT
Andrea Botto Patricia Walsh	PHAC

**1. Welcome**

**2. Review and approval of Agenda (March 11, 2010)**

Agenda approved with one addition.

**3. Review and approval of February 11, 2010 Record of Discussion**

Approved as amended below:

- Item 5, CLASP Update: It was also noted that the MC would like to have an overview presentation on the 7 CLASP projects.

**4. Review of previous meeting action items**

## Status of Action Items from Feb 11, 2010

Action Item	Status	Comments
1. NB SHC to look into link to new Canadian Association of Principals President	In progress	
2. NS SHC to link to Canadian Teachers Federation	In progress	New contact information received, contact to be established.
3. ON SHC to circulate an electronic copy of the Joint Policy Statement to the SHCs.	Complete	
4. On SHC will keep SHCC up to date with development of the HLIIG – SCWG “Improving Food and Preparation Skills” literature review.	Ongoing	
5. The PMH Literature Review will be highlighted once more in a future issue of the Newsletter when it can be linked to directly.		To be considered for the next edition of the newsletter.
6. Jurisdictions will begin the process of populating the Annual Report template in anticipation of a short lead time for the AR publication.	In progress	
7. Future Status of Action Items tables to include itemization by number.	Complete	
8. AB SHC will forward the HS Planner update via email for discussion at the March 11 teleconference.	Complete	
9. PEI SHC will seek clarity on whether it's Ministers or Deputy Ministers who provide signature to the mandate renewal agreement.	Complete	It is to be signed by ministers.
10. SHC with suggestions on what would be helpful or could be changed with respect to Secretariat staff are asked to forward suggestions to PEI SHC.		
11. BC and PEI will give consideration to how to move the process along with MC at their next meeting (early April).	In progress	
12. AB will forward a link to Mental Health First Aid to BC.	Complete	
13. BC will send out an email to ask SHC to check for tools around Positive Mental Health in their province.	Complete	BC SHC is awaiting responses from P/T's
14. PEI SHC will circulate National Symposium categories of invites and program outline to SHCs when available.	In progress	PEI circulated the overview of categories of invitees by email March 10 <sup>th</sup> ; awaiting program outline
15. SK SHC will ask PHAC reps if it will be possible to distribute the CJPH “School Health” supplement electronically.	In progress	
16. SK SHC will clarify the timeline for completion of the supplement.	Complete	Supplement Forward is complete with Linda Lowther noted as author; not all articles for the supplement have been received.
17. SK SHC will contact HC, SHC volunteers and DASH to support development of an outline for the supplement forward.	Complete	Developed and approved by MC
18. PEI SHC will email MC expressing SHCC interest in receiving a copy of the new Strategic Plan.	Complete	PEI circulated draft of strategic plan Feb 22/10
19. SHC who have questions about the SHCC, or the JCSh and its purpose, are to contact ON and/or PEI SHC.		
20. SHC's were reminded to send comments regarding the Jurisdictional Activities Template to NL and PEI SHC's.		Bring forward to after PEI and NL SHC's have had more time to discuss

21. SHC's are asked to have their jurisdictions' Annual Report content ready to send to the new Secretariat by March 31, 2010 and to use the template provided at the Jan. 14 2010 meeting.		SHC's requested to send them to the PEI SHC in the absence of a Secretariat
22. BC SHC will report on the potential of including bookmarks in the JP and Annual Reports to link static and current information.	In Progress	BC SHC confirmed that it is possible
23. SHCC Chair will send the committee chair an email indicating they are missing education representation at the School Food Guidelines Dialogue.	Complete	Teleconference portion was cancelled.
24. PHAC will seek clarification on whether the School Food Guidelines will have a link to the "Collaborative action on Childhood Obesity" (CLASP funded project).	Complete	The projects do connect with each other.
25. SHCC Chair will survey SHCs for interest in and capacity for participating in the School Food Guidelines meetings by teleconference.	Complete	
26. ON will send a copy of their new school food guidelines to SHC's.	Complete	

**Action:**

- **PEI SHC to discuss with new JCSH Executive Director the option of using the graphic designer and writer used on past Annual Reports to work on this year's Annual Report due to the transition of the Secretariat.**

## 5. Transition Plan Update

Hiring of the Executive Director: Following the Executive Director interview process, the BC and PEI MC members met in Toronto last week with their preferred applicant, and an offer has been made with a decision required by March 15, 2010.

Signing of the Pan-Canadian Joint Consortium for School Health Agreement – DASH BC has completed the drafting of a Briefing Note that has now been forwarded to the PEI MC member for input; when ready, the BN can be forwarded to MC for their approval. Once this process is complete, a process of obtaining Ministers' signatures for the JCSH Agreement will begin.

It was noted that the contract with DASH BC to support the JCSH during the transition of the Secretariat ends March 31, 2010.

**Action:**

- **PEI will follow up with BC with respect to extending the DASH BC contract.**

## 6. Update on CLASP

There is currently some debate on the amount of travel funding available for invitees to attend the National Symposium. The National Symposium project staff was to develop an outline for the National Symposium including a list of potential invitees but until the funding issue is clarified, it is unclear how many people should be invited and what expenses would be covered.

It was noted that by combining the SHC face to face meeting with the National Symposium, the JCSH budget would finance SHC travel, taking pressure of the National Symposium travel budget and allow for increased participation by SHCs.

It was also noted that it would be desirable to find a way to include a number of people beyond the SHC, MC and researchers involved as a broader audience would ensure opportunities for broader dialogue and learning.

**Action:**

- **SHCs are invited to send suggestions of names to be included on the list of invitees by March 15<sup>th</sup> so they can be brought forward at the steering committee teleconference on March 16<sup>th</sup>.**

## 7. HS Planner

AB SHC has confirmed that the contract with the University of Waterloo still has 5 days of work outstanding and that Waterloo has confirmed that they will complete the work that has been requested (including making immediate registration possible).

**Action:**

- **AB SHC to forward email to SHCC listing remaining work to be done on the HS Planner.**

Issues identified for inclusion in a new University of Waterloo HS Planner contract were improving the usefulness of reporting for the jurisdictional and district levels, and dealing appropriately with confidentiality. It was suggested that a meeting of interested SHCs to discuss the HS Planner be juxtaposed with the next Face to Face meeting in Toronto, with the goal of creating a list of what needs to be put into the next contract to ensure that the tool is improved. While there was mention of potential additions to the tool like a mental health piece, the current focus is on removing barriers to using it and improving reporting.

**Action:**

- **PEI and ON SHCs will look at the possibility of including a HS Planner discussion before/after the Face to Face meeting in May 2010.**

## 8. PHAC – PMH Innovation Strategy

Through PHAC and NB, the JCSH has had a request from Marie DesMeules, Director, Health Determinants and Global Initiatives Division, Strategic Initiatives and Innovations Directorate of PHAC to connect with the SHCC to exchange information on respective initiatives in the area of children's mental health promotion, and explore opportunities for concrete connections between the JCSH and 15 projects funded through the Strategic Initiatives and Innovations Directorate (11 of which are school-based).

A tentative date of April 15, 2010 from 2:30pm-3:30pm Atlantic time has been proposed for a teleconference to discuss the projects, find out ways to connect to them.

**Action:**

- **SHCs will be notified of the PHAC – PMH Innovation Strategy teleconference date and time when confirmed.**

Sarah/Sterling - Who is the person arranging this? Who will confirm?

It was noted that a portion of the call could be spent briefing attendees on CSH to help provide context.

## **9. After-School Time Period Physical Activity Workshop**

The workshop will be held May 4, 2010, prior to the International Congress on Physical Activity. Jurisdictions have been invited to attend (ideally with a team from each jurisdiction).

Funding concerns were noted as a barrier to attendance for many jurisdictions, but PHAC was asked to look into whether there could be funding from them for JCSH representation. It was noted that discussion seems to be happening in the provinces at the Dir/ED level primarily.

**Actions:**

- **PHAC to look into potential funding for JCSH representation at the After-School Physical Activity workshop or whether someone attending the workshop could bring the information back to the JCSH.**
- **PHAC to inquire as to whether videoconferencing is being considered for the After-School Physical Activity workshop to allow broader participation.**
- **SHCs to inquire within their jurisdictions as to whether people are planning to attend, and report back to the SHCC.**

## **10. School Food Guidelines Update**

NL provided the following update from the meeting:

The FPT nutrition group looked at school food guidelines (SFG's) in Canada and noted a few conclusions:

- All 10 provinces and 1 territory have guidelines
- The responsibility lies in Education, Health or both
- 4 jurisdictions have voluntary guidelines while 6 have mandatory guidelines
- Most are prioritizing reduction of obesity (with CSH as a founding principal) as well as improving health and student learning
- Some are extending beyond the school to daycares, hospitals etc.
- Health Canada (HC) was present and shared what was currently being designed in other countries
- HC had a think tank whose results will be published on the HC website by summer 2010
- There was discussion on collaboration/cooperation, highlighting that 5 provinces are already working together in their revisions of guidelines with hopes of working together to influence what consumer products are available
- The group is looking at monitoring and evaluation.
- It was noted that the key stakeholder is the child not industry
- The CSH approach was deemed essential
- The group is looking at integration of SFG's into curriculum documents as curriculum is revised
- It was noted that education had a smaller representation at the table
- The PEI SHC clarified that the CLASP project on food and nutrition was also participating in the dialogue.

The SHCs highlighted the need for advance notice for travel to allow for the approval process required to be able to travel.

**Action:**

- **NL will forward the School Food Guidelines meeting materials to the SHCC**
- **NL will forward the School Food Guidelines Meeting's summary document on what is happening across the country, compiled from the. Sarah/Sterling are these accurate?**

## 11. MHIG Joint Project Update

The BC SHC provided the following update on the Mental Health Issue Group Joint Project:

The Positive Mental Health Literature Review is now available in English, and is posted on the JCSH website. The Key Informant Interviews and better practice documents will be available soon. Discussion on how best to market and distribute (beyond highlighting in the next JCSH Newsletter) the above materials needs to take place.

A decision to move forward with the creation of PMH tools is dependent on satisfying MC that, new tools developed by the JCSH would not duplicate tools already available. The BC SHC is compiling positive mental health activities provided to her by the jurisdictions to put forward to

MC so they can see the benefit of this work. The MHIG is very pleased with JCSH work on this and may have additional funding to put toward related activities.

**Decision:**

- **The Key Informant Interviews and Better Practice documents will be distributed and highlighted as they become available, as opposed to waiting until all are complete and sending them together.**

**Action:**

- **BC SHC will discuss with the MHIG avenues for promotion of the documents.**

## **12. Next face to face meeting**

ON SHC discussed whether there was interest in meeting in May in conjunction with the May 13-14 National Symposium. Significant items to be discussed at the Face to Face meeting will include review of the JCSH Operating Plan, development of a new Operating Plan (once the Strategic Plan has received approval from MC), and a review of the HS Planner questions and feedback that has been received.

**Decision:**

- **The May SHCC Face to Face meeting dates will be tied to the National Symposium.**

**Actions:**

- **BC and PEI SHCs will discuss date and agenda options for the May SHCC Face to Face meeting, with the possibility of a half day devoted to smaller group discussions on items such as the Healthy School Planner, Jurisdictional Template and Operating Plan.**
- **PEI SHC will connect with DASH BC to begin planning of the Face to Face meeting.**

## **13. Attendance/Participation in SHCC Teleconferences**

Deferred.

## **14. Meeting Close**

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**Upcoming Teleconferences and Meetings:**

Apr. 8, 2010	9:30 – 11:00 am PST
Apr. 15, 2010	Tentative teleconference on the PHAC – PMH Innovation Strategy
May 11, 12, 2010	Tentative Face to Face meeting dates in conjunction with National Symposium
May 13, 14 2010	National Symposium
June 10, 2010	9:30 – 11:00 am PST



**Chair: Sterling Carruthers**

**Participants:**

<b>Representative</b>	<b>Jurisdiction</b>
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods	SK
Sterling Carruthers	PE
Marlien McKay	NB
Robert Leaman Ellen Coady	NL
Elaine Stewart	NT
Ian Parker	YT
Jennifer Wakegijiq	NU
Megan Rooney Pat Walsh	PHAC
<b>Secretariat</b>	
Katherine Kelly Susan Hornby	Executive Director JCSH Secretariat
Laura Lane	DASH BC
<b>Regrets</b>	
Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
TBA	ON
Dwayne Provo	NS
Carol Ann Cotter	NL
Charlotte Borg	NU
Andrea Botto	PHAC

## **15. Welcome**

The PEI Co-Chair welcomed participants and thanked the NL SHC, Carol Ann Cotter, for agreeing to take on the Co-Chair role. The NL Co-Chair sent her regrets as she was supporting a presentation to the National School Board Association on Healthy Eating in Schools where she shared information about comprehensive school health and the JCSH.

It was noted that it is now safe to open email from the NL Co-Chair as the email security problem she had has been resolved.

## **16. Review and approval of Agenda (July 8, 2010)**

Approved with additions.

## **17. Update from YT**

The YT SHC shared that Marjorie Logue will no longer be part of the SHCC and that the SHCC will be advised if another person is able to join the Committee in the future to help represent YT.

### 18. Written Confirmation of Mandate Renewal

Several SHC's raised their immediate need to be able to reference written decision by the DM's to renew the JCSH mandate for a second term, in briefing notes as well as other important documents. The June 19, 2009 ROD for the Council of Deputy Minister's of Health sites this approval (as circulated during the meeting by NB SHC) on behalf of the Ministries of Health.

<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>E.D. to obtain and circulate to SHCC the date/record of JCSH mandate approval for a second term by DM's of Education.</b></li> </ul>
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Note: It was circulated post-meeting that the Advisory Committee of Deputy Ministers of Education (ACDME) Deputy Ministers of Education approved the renewal at the Sept. 2-3, 2009 meeting in Calgary.

### 19. Review and approval of June 10, 2010 Record of Discussion

Approved.

### 20. Review of previous meeting action items

#### Status of Action Items from June 10, 2010

Action Item	Status	Comments
1. NL SHC to look into link to new Canadian Association of Principals President	Complete	Bill Tucker, of NL, is the new President. NL to continue to develop this relationship. NL and CAP President will be meeting in near future.
2. NS SHC to link to Canadian Teachers Federation	In progress	New contact information received, contact to be established.  Contact has been established, open to discussion on potential next steps.
3. On SHC will keep SHCC up to date with development of the HLIG – Strategic Collaboration Working Group "Improving Food and Preparation Skills" literature review.	Ongoing	Literature review has been completed; some in the education setting have been identified. ON SHCC will bring forward pertinent information as it relates to schools
4. NL will forward the School Food Guidelines meeting materials to the SHCC, as well as the summary document on what is happening across the country.	Complete	At a follow up May 10 2010 teleconference there was interest in continuing the work, preliminary conversation related to identifying common indicators for policies.  June 10 2010 update – NL will follow up with Provincial Nutritionist to see if further materials are available.  NL SHC circulated ROD from the May 10 meeting on July 8/10.

5. SHC's are asked to have their jurisdictions' Annual Report content ready to send to the new Secretariat by March 31, 2010 and to use the template provided at the Jan. 14 2010 meeting.	Complete	New firm deadline date – SHCC commit to having their submission in the approval process by the end of May with submission to the Secretariat June 15, 2010.  Jurisdiction's have been asked to send their contributions directly to the E.D. If pending approval, jurisdictions are requested to send the draft to allow for work on formatting to begin.  July 8/10 E.D. has received contributions from all jurisdictions, some of which are still pending ministerial approval. Complete as of July 21/10.
6. SHCC to debrief the Roundtable at the June SHCC teleconference.	Complete	Draft report has been circulated for review by steering committee and other participants; final report to be circulated by mid-July.
7. ED and PHAC will work together to confirm an updated version of a Federal Compendium on School Health and then distribute to the SHCC.	In progress	PHAC working on this; expected to be complete in 1-2 months
8. ED to seek from MC approval in principle to go forward with the next steps outlined in the Joint Consortium Tools to Support PMH in the School Setting – Proposed Next Steps document.	Complete	Subcommittee will condense Next Steps document into a statement of work, establishing exactly what work needs to be performed. Once the statement of work has been reviewed by the subcommittee, a contractor will be hired.
9. Secretariat to give consideration to a process or resources to identify emerging education language and linkages to CSH.	Ongoing	This dovetails with MC standing agenda item – Emerging Issues.  JCSH needs to reemphasize the CSH approach and its applicability to a number of topics/issues; also, there is a need to look for links to 21 <sup>st</sup> century learning.
10. PHAC will share a summary report from the After-School Physical Activity Workshop with the SHCC when available.	Complete	NL shared After School PA Workshop materials. Report will be available from PHAC by end of June and will be circulated in both languages.  English and French reports have been posted to the private side of the JCSH website.
11. HBSC to be included in the agenda for the next face to face meeting; Queens University to be invited to participate in the discussion.	Complete	
12. PHAC will circulate a summary of the verbal HBSC update provided at the face to face meeting.	Complete	
13. The next JCSH newsletter to include a summary of HBSC information.		Add a newsletter link to Queens and Health Promoting School: Developing Indicators and an Evaluation Framework.
14. SHCC will have an in-depth HS Planner discussion regarding revisions and weeding out of questions at the next face to face meeting.	In progress	
15. DASH and U of Waterloo will develop a short term contract amendment to do HS Planner maintenance and U of W identified quick fixes to be completed by June 2010.	Complete	A draft of the Amendment has been received – included in the June 10 agenda. Amendment extends contract to July 31, 2010.
16. JCSH to begin the evaluation process for the HS Planner as per recommendation on the HS Planner U of Waterloo discussion document.	In progress	Will be part of subgroup conversation on the HSP. Teleconference planned for July 14 2010.
17. DASH BC to recirculate the amended May 11-12, 2010 ROD.	Complete	
18. DASH BC to check with PEI SHC for an updated listing of Federal Work Groups for posting on the private side of the JCSH website.		PEI has listing, will circulate it.

19. PHAC will forward to the SHCC a list of research/publications being done through Queens/the HBSC.	Complete	
20. DASH to advise Dana Zummach that the 5th amendment to the Waterloo contract can move forward with a change to the term (to July 31, 2010), and a change to the costing. Fixes identified are approved be completed.	Complete	
21. E.D. to establish an HBSC Research Advisory Committee.	In progress	
22. SHC's to contact E.D. to express interest in taking part in the HBSC Research Advisory Committee.	In progress	AB has agreed to participate
23. E.D. and PHAC representative to develop a terms of reference for the HBSC Research Advisory Committee, to be circulated with a call for names.	In progress	Draft TOR have been circulated
24. ON SHC to circulate cover email to accompany "Schools as a Setting for Promoting Positive Mental Health: Better Practices and Perspectives" for dissemination.	Complete	Circulated by BC SHC.
25. E.D., BC and NB to draft an email for MC on SHC agreed next steps for PMH, that will include the most recently completed PMH materials.	Complete	

## 21. Secretariat Items / Transition Update

- **Annual Report:** With the help of Susan Hornby (Master's Student on a placement with the JCSH for 16 weeks), the Secretariat is making progress on the Annual Report. Contributions have been received from all jurisdictions.

- **Mandate Renewal:** An email has been circulated to MC members to support signature to the JCSH Agreement / Mandate Renewal for 2010-15.

- **Canadian Journal of Public Health (CJPH) CSH Supplement:** Secretariat is working with the SK SHC to develop a communication plan and briefing note for the upcoming CJPH CSH Supplement.

- **Joint Policy Statement:** The E.D. is supporting moving the Joint Policy Statement on Intersectoral Action on Children and Youth Physical Activity forward to the Ministers of Education.

- **IUHPE Conference:** The MC Chair is en route to the IUHPE conference in Geneva to present the poster presentation on the JCSH. The E.D. is working to link the MC Chair with other key international players, and the Chair will be circulating business cards to increase JCSH visibility and promote visits to the website.

### New Items:

- **National HPS Conference in AB:** "Shaping the future" – Since declining the request to partner in the planning of this conference, the JCSH has been contacted regarding other potential involvement in the conference. There are a number of options, many of which were supported by the SHCs, including potential attendance (the E.D. and possibly another representative), speaking, sponsoring a keynote or preconference speaker, having a display table etc. SHC's felt involvement in some capacity would be very valuable.

- **Propel – Joint Healthy Weights proposal with the Heart and Stroke foundation:** The JCSH has received a request for a letter of support for this project, with a proposal deadline of Monday. The MC Chair is interested provided issues including the lack of northern representation could be resolved. The project goal involves exploring implementation of

products that have already been developed and involves potentially four years of funding requirements.

**Action:**

- E.D. to circulate Joint Healthy Weights proposal to SHC and MC for feedback.

- **HBSC Advisory Committee:** TOR have been circulated. So far, the committee includes the AB SHC, and an individual from ON has been recommended by the former SHC from ON. The Committee is still looking for one or two more volunteers from Atlantic Canada or the North and discussion with these groups regarding involvement will take place offline. The first meeting will be in the fall, with John Freedman from Queens coming to work with the Committee to help clarify ways to get the most from the reports.

- **National Roundtable update:** A draft meeting report has been circulated to the steering committee as well as some of the participants for review. That review process is almost complete and a final version will be circulated soon, potentially within a week. There was a conference call earlier this week to discuss next steps. The committee has drafted an email to come from the co-chairs with the final meeting report. Regarding the report itself, a significant number of action items resulted from the Roundtable, many of which identify the JCSH as a “prime mover”. The JCSH does, for a number of items, have that role, but wants to ensure that those items fit with the current work plan. There are around 30 actionable items, many of which overlap, so there is a need to condense the list. The JCSH will assist with that process, share with the SHC’s and MC the items for which the JCSH is listed a prime mover, then discuss whether these fit with the work plan and are reasonable goals. The JCSH will also explore approaching other groups who fit well with actions to be completed in case they would like to be involved.

## 22. HS Planner

BC and AB SHC’s held a teleconference to provide SHC input required to complete quick fixes for the HS Planner. The input has been provided to Dana Zummach, which allows for DASH to finalize Amendment 5 extending the agreement until July 31, 2010.

The JCSH is in the process of establishing a committee to move forward to the next stage of work on the HS Planner. Susan Hornby will be providing Secretariat support for this in the interim.

Megan Day (BC rep, F/P/T Nutritionists Group) connected with Steve Manske/Propel about development of School Nutrition Policy common indicators being carried out by representatives from the F/P/T Nutritionists Group and the importance of aligning any revisions to the healthy eating questions in the HS Planner to this work. To facilitate this, there was a request from the F/P/T group for SHCs (or sub-committee) to join the group. It will, however, be necessary to determine whether this group is the best fit for contribution to work on the HSP. The AB SHC is willing to attend the first call (as well as potentially her project coordinator, who can provide a different perspective on whether the work fits with what is feasible on a school level).

**Action:**

- **E.D. to respond to Megan Day and Steve Manske/Propel seeking additional information on the F/P/T Nutritionists Group and advising that AB is interested in taking part in the first meeting to investigate potential links to the HSP work being done by the JCSH.**

### **23. Next Steps: Positive Mental Health**

On June 30, 2010, interested SHC's participated in a teleconference to discuss moving forward the work on PMH Next Steps. NB and BC are providing funding (BC funding will flow through DASH including a 10K contribution from DASH to support work conducted in BC), with additional funding potentially coming from the MHIG. The funders are comfortable with the proposed directions of the Next Steps document. Three items have been identified as initial priorities: consultations and requirements around definitions and language; PMH school level indicators, and development of toolkits/worksheets for school use. There is a desire to take the great work that has been done to date and make it concrete and accessible to schools.

**Action:**

- The Secretariat will condense the PMH Next Steps document into a statement of work, establishing exactly what work needs to be performed.
- Once the statement of work for PMH Next Steps has been reviewed by the subcommittee, the Secretariat will hire a contractor to complete work on PMH Next Steps.
- The Secretariat will develop a dissemination strategy for the Key Informant Interviews and PMH Literature Review, to be used as well for other current and future JCSH products. The list will begin with the invitees from the National Roundtable.

Also of note, an ISBN number has been created for the document and the JCSH may consider doing this for additional products in the future.

### **24. Emerging Topics**

Deferred.

### **25. Annual Report**

There is a need for clarification regarding inclusion of preambles for each jurisdiction's AR content. Those who have submitted preambles this year will have those included.

**Action:**

- **Secretariat to follow up with SHC's who did not submit a preamble for their contribution to the Annual Report to determine whether the previous year's preamble is appropriate or whether none should be included.**

## 26. Next Meetings

The August meeting was cancelled, and any time-sensitive business will be handled by email.

A need was highlighted for dates to be set for the Sept/Oct Face to Face meeting in PEI and for a draft agenda to be circulated to allow SHC's to begin the travel approval process.

**Action:**

- **Secretariat to follow up as soon as possible with dates, location and a draft agenda for the fall SHCC Face to Face meeting.**

It was noted that Vernon Doyle (a one year contract staff with the Secretariat) will be helping with logistics/administrative support for the Secretariat starting next week.

The next MC meeting will be Oct 19<sup>th</sup>-20<sup>th</sup> in Toronto.

## 27. Meeting Close

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### Upcoming Meetings & Teleconferences:

August Meeting	CANCELLED
September 9, 2010	9:30 – 11:00 am PDT
Late Sept/Early Oct	Face to Face Meeting

## JCSH SHCC Teleconference

September 09, 2010

Record of Discussion

Co-Chairs: Sterling Carruthers and Carol Ann Cotter

### Participants:

Representative	Jurisdiction
Gail Diachuk	AB
Kim Weatherby	BC
Paul Paquin Andrea Lamboo-Miln	MB
Marlien McKay Isabel Melanson (Dept. Health)	NB
Carol Ann Cotter Ellen Coady Robert Leaman	NL
Dwayne Provo	NS
Charlotte Borg Jennifer Wakegijig	NU
Jennifer Munro-Galloway Heather Power	ON
Sterling Carruthers	PE
Mike Torunian Christina Mocella	PHAC
Flo Woods	SK
Ian Parker	YT



Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Regrets	
Pat Walsh	PHAC
Elaine Stewart	NT
Kyla Christiansen	SK

### 1. Welcome

The PE Co-Chair welcomed everyone and offered official thanks to former members of the Committee who have taken other positions: to Sarah Lambert, former SHC for Ontario; and to Megan Rooney and Andrea Botto of PHAC. In addition, he thanked DASH for their assistance and administrative support over the past months while JCSH was making the jurisdictional transition from BC to PE.

The possibility of audio recording the teleconference meetings was raised. Katherine explained that the taping would be for accuracy only in preparing the RoDs, and that the recordings would be deleted following RoD completion. The BC SHC suggested the possibility of looking into a web conferencing tool, such as ElluminateLive or ConnectPro, which would also allow the meeting to be audio-recorded: Participants who have to miss all or part of a meeting can listen later to the proceedings. Participants were supportive of the recording option.

### 2. Agenda

The Agenda was approved without additions or deletions.

### 3. Record of Decision July 08, 2010

The Record of Decision of the July teleconference was approved with two corrections:

- a. Jennifer Wakegijig should be listed as participating; she joined the meeting after names were recorded.
- b. Some of the action items from the July 8th teleconference were not brought forward to the September list of action items; these will be seen on the next Action Items list.

### 4. Review of Action Items

Action Item	Date Initiated	Status	Comments
17. NS SHC to link to Canadian Teachers Federation		Ongoing	NS SHC has had discussion with CTF; this issue will be discussed further at October SHCC F2F.
18. ON SHC will keep SHCC up to date with development of the HLIIG – Strategic Collaboration Working Group “Improving Food and Preparation Skills” literature review.		Ongoing	Sarah Lambert was involved but is no longer with the SHCC. NL SHC will make contact through her involvement in the HLIIG. SK SHC was not on the call but may also have a connection.

19. ED to obtain and circulate to SHCC the date / record of JCSH mandate approval for a second term by DMs of Education.	July 08, 2010	Complete	Advisory Committee of Deputy Ministers of Education (ACDME) approved the renewal at the September 02&03 2009 meeting in Calgary.
20. SHCs are asked to have their jurisdictions' Annual Report content ready to send to the new Secretariat by March 31, 2010 and to use the template provided at the Jan. 14 2010 meeting.		Complete	Annual Report has been completed on time.
21. Secretariat to follow up with SHCs who did not submit a preamble for their contribution to the Annual Report to determine whether the previous year's preamble is appropriate or whether none should be submitted.	July 08, 2010	Complete	Annual Report is complete for 2010. Secretariat will make presentation at October F2F for discussion about jurisdictional submissions template.
22. ED to circulate draft proposal of Propel/Heart and Stroke Foundation of Canada to submit to PHAC Innovation Strategy on Healthy Weights.	July 08, 2010	Complete with correction	Proposal from Propel sent July 08, 2010; letter of support from JCSH circulated to SHCC and MC on July 12, 2010.
23. ED and PHAC will work together to confirm an updated version of a Federal Compendium on School Health and then distribute to the SHCC.		In progress	PHAC has circulated compendium; still needs to be placed on private side of JCSH website.
24. Secretariat to give consideration to a process or resources to identify emerging education language and linkages to CSH.		Ongoing	This dovetails with MC standing agenda item – Emerging Issues.  JCSH needs to reemphasize the CSH approach and its applicability to a number of topics/issues; also, there is a need to look for links to 21 <sup>st</sup> century learning.
25. ED to respond to Megan Day (BC rep FPT Nutritionists' Group) and Steve Manske (Propel) on issues related to the Healthy School Planner and potential role for FPT Nutritionists' Group.	July 08, 2010	In progress	AB SHC is willing to participate in first meeting of JCSH, FPT Nutritionists' Group, and Propel around aligning HSP Healthy Eating Module revisions with School Nutrition Policy common indicators.
26. The next JCSH newsletter to include a summary of HBSC information.		In progress	Add a newsletter link to Queens University and Health Promoting School: Developing Indicators and an Evaluation Framework.  JCSH website is being updated and enhanced as Secretariat staffing is completed.
27. SHCC will have an in-depth HS Planner discussion regarding revisions and weeding out of questions at the next face to face meeting.		In progress	Healthy School Planner presentation and discussion is on October 5-6 F2F agenda. In addition, Steve Manske (Propel) will attend a post-face to face meeting.
28. JCSH to begin the evaluation process for the HS Planner as per recommendation on the HS Planner U of Waterloo discussion document.		In progress	Part of ongoing process of HSP redevelopment and discussions in sub-committee and with Propel.
13. DASH BC to check with PE SHC for an updated listing of Federal Work Groups for posting on the private side of the JCSH website.		In progress	PE SHC will circulate the Federal Work Groups and their PT representatives.
14. ED to establish an HBSC Research Advisory Committee.		In progress	First Face to Face meeting to be held on October 6 <sup>th</sup> , following the SHCC Oct 5-6 meeting
15. SHCCs to contact ED to express interest in taking part in the HBSC Research Advisory Committee.		In progress	AB, ON, NU, YT, and NL have agreed to participate.  Update September 20, 2010: NU replaces YT on RAD

16. ED and PHAC representative to develop a terms of reference for the HBSC Research Advisory Committee, to be circulated with a call for names.		In progress	Draft TOR has been circulated
17. Secretariat to follow up ASAP with dates, location, and draft agenda for fall SHCC face to face meeting.	July 08, 2010	Complete	Fall meeting will be held at Loyalist Country Inn, Summerside, PE October 05 & 06, 2010. Draft agenda has been sent electronically to SHCs.

## 5. Secretariat Update

**Staffing:** The two managerial positions and the bilingual administration position have been posted, with competitions closed August 23, and interviews set for the weeks of September 13 and 20. The ED noted that response to the three positions was high with very qualified applications from both within and outside PEI.

**Joint Policy Statement:** The ED has been working with staff from PHAC on moving the Joint Policy Statement – Intersectoral Action on Children and Youth Physical Activity – forward to the CMEC (Council of Ministers of Education, Canada).

The JCSH Secretariat has been working with the Secretariat of the CMEC to get this policy statement on the next CMEC meeting agenda, slated for early 2011.

**Innovation Strategy:** The ED wrote a letter of support for the Heart and Stroke Foundation of Canada / Propel proposal on Healthy Weights. There should be an update soon on whether this proposal has been accepted. On a recent teleconference with the PE Co-Chair and the Secretariat, the HSFC expressed an interest in working in areas of mutual interest regardless of acceptance or rejection of the Innovation Strategy proposal.

**Health Behaviours of School-aged Children:** The ED is working with PHAC and John Freeman of Queen’s University on setting up an RAC; the first meeting will be October 06, 2010. The RAC will be chaired by the ED with membership from AB, ON, NL and NU SHCs. A draft ToR has been circulated.

**SHCC Terms of Reference:** The 2010-2015 Agreement includes an updated ToR for the MC. Consequently, it is time to review the ToR for SHCC. NB SHC suggested that the purpose of the SHCC has changed substantially from its initial creation as an information exchange group and the roles of school health coordinators on working and advisory groups and in distributive leadership should be reflected in the changes to this document. BC SHC suggested that a re-read of the Management Committee documents will provide direction on how the School Health Coordinators’ Committee fits in.

<b>ACTION:</b> Secretariat will review the SHCC Terms of Reference and make a presentation on this matter to the October face to face meeting.
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**FPT Health Ministers’ Meeting:** This meeting is set for St. John’s NL September 13 and 14. The ED and PEI Minister of Health and Wellness will make a presentation on the JCSH, highlighting successes and future directions.

**Additional:** The ED noted that a couple of jurisdictions still have not returned signatures of approval for the Second Mandate. The AB SHC discussed the complexity of having approval from the Minister for Intergovernmental Affairs when there is no signature line for that approval.

## 6. Healthy School Planner

The HSP Advisory Committee was set up following the May face-to-face meeting in Toronto with Steve Manske and Dana Zummach. The group is composed of: PE, BC,

AB, YT (Emily Bradbury) SHCs with Secretariat support. Discussions have centred around the changes that must take place with the Planner to improve its usability. The discussions included whether U of Waterloo was interested in being directly involved in any changes; the August 25 teleconference of the advisory group with Steve and Dana confirmed that the group is very committed to working to improve the Planner, and Propel is willing to use internal funds to look into the changes in consultation with JCSH. A broad consultation is advocated, with Alberta as the prime user but across the country, including schools that have used the Planner and schools that have chosen to not use it. In addition, the review will consider other tools, such as HATS (Health Assessment Tool for Schools) (AB), and will ensure links are made with other work, including the YE Minimal Data Sets. There is also recognition that outside expertise will be required to improve graphics and design of the HSP. The AB SHC connected Steve with Brian Torrance, new director of EverActive Schools; that agency uses both the HSP and the HATS tool. Steve will be meeting with the SHCC on October 07, following the face to face meeting.

Concern was raised about the appearance of non-objectivity if U of Waterloo proceeds to critique / assess its own project. Considering the rapid time frames required to move the HSP forward, and the agreement that a formal evaluation is not required now, Steve will be asked to provide a draft proposal for the work U of Waterloo will conduct.

**ACTION:** SHCs to bring names of key informants to the fall face to face meeting in October; names should include both those who have used the HSP and those who have not.

## **7. Annual Report**

The 2010 Annual Report has been printed in English and in French, and is WebReady in both these languages. It will be posted on the JCSH website and distributed in print form following tabling at the September 24 CMEC meeting. The Secretariat will take requests for dissemination and for numbers of print copies required.

## **8. Youth Excel**

The National Roundtable steering committee has consolidated the approximately 30 action items down to four primary areas after numerous meetings. The committee will soon be setting priorities for the items in the four areas and time frames for completion. At this point, the working document will be distributed for feedback. The “priorities for action” document will be shared/discussed at the October 5-6 SHCC meeting – for feedback and input, prior to sharing it with the MC at their October 19-20 meeting.

## **9. Positive Mental Health**

The working sub-group members are BC, NB, NT, AB, YT (Ian) and NL (Carol Ann) SHCs with support from the Secretariat. The NB SHC reported that this group held a teleconference recently with Bill Morrison and Patti Peterson of W. Morrison & Associates, the consulting group that completed the Better Practices and Literature Review reports. The Next Steps document was taken from Dr. Morrison’s January 2010 proposal and Morrison & Associates have been invited to submit a proposal for the next piece of work. The proposal was received in the past week and will be reviewed by the working group.

**ACTION:** Jurisdictions that have contributed monies for the Positive Mental Health Next Steps Project and that have time frames and / or spending restrictions are to inform the Secretariat.

**ACTION:** Secretariat to formalize / track spending and time frame requirements of contributing jurisdictions.

**10. Canadian Journal of Public Health – JCSH supplement**

SK SHC will communicate release and dissemination information to SHCs electronically.

**11. Future Meetings**

The fall face to face meeting will be held in Summerside PE October 05 & 06. The Secretariat will send out the Travel Reimbursement Policy, an updated Agenda, and social events suggestions. The next teleconference of the SHCC will be November 04, 2010 at 12:30 p.m. (EST).

**Record of Discussion**  
**Joint Consortium for School Health**  
**School Health Coordinators' Committee Meeting**  
**Loyalist Country Inn, Summerside, PE**  
**October 05 – 06, 2010**

Co-Chairs: Sterling Carruthers (PE), Carol Ann Cotter (NL)

Participants:

<b>Representative</b>	<b>Jurisdiction</b>
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods	SK
Andrea Lamboo-Miln Paul Paquin	MB
Heather Power	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers	PE
Carol Ann Cotter	NL
Jennifer Wakegijig	NU
Elaine Stewart	NT
Ian Parker	YU
Louise Aubrey	PHAC
Secretariat	
Katherine Kelly (KK)	Executive Director
Susan Hornby	JCSH Secretariat
My Linh Tran-Thomas	JCSH Secretariat

**Day One**  
**Tuesday, October 05, 2010**

**1. Welcome and Introductions**

The co-chairs welcomed all to the meeting and invited everyone to introduce themselves. New faces to the table were: Jennifer Wakegijig, NU; Heather Power, ON; Paul Paquin, MB; Louise Aubrey, PHAC, and Secretariat staff My Linh Tran-Thomas and Susan Hornby.

**2. Review and Approval of:**

**a. Agenda**

The agenda was approved without additions or deletions.

**b. September 09, 2010 Record of Decision**

The Record of Decision of the September teleconference was approved without corrections.

### 3. Review of Action Items

#### Status of Action Items from September 09, 2010

Action Item	Date Initiated/ Updated	Status	Comments
1. NS SHC to link to Canadian Teachers Federation (CTF)	October 05, 2010	Remove	Decision to remove this item from list. NS SHC has made contacts. Secretariat will follow up to continue contacts
2. NL SHC's meeting with President, Atlantic Association of School Administrators, Canadian Association of Principals (CAP) brought forth ideas for ongoing communication and information sharing between JCSH and CAP	October 05, 2010	Complete	Secretariat will follow up with CAP meeting. Website can be communications link with CAP. KK – national CAP meeting in PEI in 2011; she will make contact and request meeting. JCSH will seek time on agenda. CSH – explain for principals' perspective. Perhaps another overview of the JCSH/CSH in the CAP newsletter
3. KK and PHAC will work together to confirm an updated version of a Federal Compendium on School Health and then distribute to the SHCC.	October 05, 2010	In progress	PHAC will forward updated version of compendium for posting on private side of JCSH website.
4. Secretariat to give consideration to a process or resources to identify emerging education language and linkages to CSH.		Ongoing	Emphasize Comprehensive School Health approach; Maintain knowledge base with other emerging terms: 21 <sup>st</sup> Century Learning, Mental Fitness / Positive Mental Health, Personalized Learning, Student Engagement.
5. FPT Nutritionists Group – potential link with Healthy School Planner	July 08, 2010	In progress	AB SHC has not heard from Nutritionists Group. Still willing to participate in first meeting of JCSH, FPT Nutritionists Group, and Propel around aligning HSP Healthy Eating Module revisions with School Nutrition Policy common indicators.
6. The next JCSH newsletter to include a summary of HBSC information.		In progress	Add a newsletter link to Queen's University and Health Promoting School: Developing Indicators and an Evaluation Framework. JCSH website is being updated and enhanced as Secretariat staffing is completed.

7. SHCC will have an in-depth HS Planner discussion regarding revisions and weeding out of questions at the next face to face meeting.	August 25, 2010	Complete	Healthy School Planner presentation and discussion is on October 5-6 F2F agenda. In addition, Steve Manske (Propel) will attend October 07 HSP meeting.
8. JCSH to begin the evaluation process for the HS Planner as per recommendation on the HS Planner U of Waterloo discussion document.		Complete	Part of ongoing process of HSP redevelopment and discussions in sub-committee and with Propel.
9. KK and PHAC representative to develop a terms of reference for the HBSC Research Advisory Committee, to be circulated with a call for names.		Complete	Draft TOR has been circulated
10. Secretariat will review the SHCC Terms of Reference and make a presentation on this matter to the October face-to-face meeting.	September 09, 2010	Complete	
11. SHCs to bring names of key informants to the fall face-to-face meeting in October: names should include both those who have used the HSP and those who have not.	September 09, 2010	Complete	
12. Secretariat to formalize / track spending and time frame requirements of contributing jurisdictions	September 09, 2010	In progress	

**ACTION:** KK to make contact with CAP, CASA (Canadian Association of School Administrators), and CTF and suggest meeting with these groups.

**ACTION:** CAP newsletter – JCSH overview on ongoing basis to inform new principals, and to provide linkage between CSH and the CAP newsletter topic areas to show how students can benefit.

**ACTION:** Next steps on FPT Nutritionists’ Group – Healthy School Planner linkages: PHAC (Louise) will contact Shannon Olson; BC SHC will contact Megan Day; MB SHC (Andrea) will contact Dr. Paul Fieldhouse, chair of FPT Nutritionists’ Group. KK will be included in communications.

**ACTION:** SHCs to contact members of FPT Federal Working Groups in their jurisdictions to update list.

**ACTION:** SHCs are urged to provide names of potential key informants in their jurisdiction to participate in Healthy School Planner evaluation.

#### 4. Update from Secretariat



**Staffing:** KK advised that My Linh Tran-Thomas has been hired as Bilingual Administrative Coordinator; Jo-Ellen Sterling as Manager, Partnerships and Initiatives; and Susan Hornby as Manager, Cross Sector Strategic Engagement.

**Joint Policy Statement on Intersectoral Action on Children and Youth Physical Activity:** KK advised that a letter on the Joint Policy Statement (JPS) is ready to be sent from the Chair of the Ministry of Health / Healthy Living and Health Promotion and SPAR committee to the chair of CMEC. PHAC (Joe Doiron) has completed the Common Briefing Note and a draft outline for a presentation to CMEC, and is looking for input from the School Health Coordinators' Committee. It was agreed that he would be invited to participate in a future SHCC teleconference.

**2010-2015 JCSH Agreement:** KK advised that the JCSH Agreement has been signed by all member jurisdictions with the exception of AB and NU. The payment from several jurisdictions is still outstanding.

**Secretariat communications with SHCC:** Susan Hornby will be the Secretariat contact for the SHCC. She asked for suggestions on SHCs communications needs. Results as follows:

**ACTION:** 1. Communicate weekly and bundle all attachments into one email (Adobe Acrobat Pro will allow Secretariat to do this).  
2. Attachments for meetings should also be posted into folders on the private members' side.  
3. In regular communications, subject line will contain "FYI" to identify information priority as normal; in urgent communications, subject line will contain "Action required."

## **5. SHCC Operational Guidelines**

**Synchronization with Management Committee ToR:** KK presented a table she created showing the Management Committee ToR draft 2009 and the SHCC Operational Guidelines that were developed a few years ago (the document is not dated). A new ToR for the SHCC will need to go to Management Committee for approval.

**Roles of co-chairs:** With the renewed JCSH mandate, it was agreed this would be an opportune time to develop roles and responsibilities for the co-chair positions;

**Roles of SHCs – distributive leadership:** Many school health coordinators took leadership roles throughout the former JCSH mandate and during the Secretariat transition. There is interest in continuing this practice as an example of distributive leadership.

**Roles of sub-committee members:** The roles of sub-committee members will also be reviewed and clearly defined. It was agreed that the sub-committee members will reflect their provincial / territorial perspective, not the JCSH wider perspective.

**ACTION:** A sub-committee will be created to draft a Terms of Reference for the School Health Coordinators Committee. The lead support from the Secretariat will be Jo-Ellen with members: NL, PE, NB, and BC SHCs. The sub-committee will look at the SHCC Work Plan as well as the above noted documents.

## **6. Annual Report**

Susan thanked everyone for the support and advice provided during the Secretariat's work on the Annual Report (AR) this year. The jurisdictional submissions were completed, for the most part, before the intensive work on the Annual Report was begun.

**Framework for AR – 4 CSH Pillars or 3 Key Areas:** The group decided that the Annual Report should continue to use the three key areas – Leadership, Capacity Building, and Knowledge Development – as primary headings. These represent the focus for the year; the four pillars of comprehensive school health will be the actual programs and activities that are featured in the three key areas.

**Jurisdictional Submissions Guidelines:** The group decided that jurisdictional submissions should have some commonality in terms of headings, use of bullets and general length. The group also decided that jurisdictional submissions would each begin with an introduction to set the general context for the year's accomplishments and initiatives.

**Dissemination of Annual Report:** Copies of the Annual Report 2010 were available for SHCs to take in French and English.

**Decision:** The Annual Report will continue to use the three key areas of the JCSH mandate as headings.

## **7. Communications**

The Secretariat is committed to improvements in communications, particularly from JCSH to their broader audience, researchers, policy makers, practitioners, and the public.

**JCSH Website:** A facelift for the Private Members side of the website is being planned, along with changes generally to the website.

- The Management Committee has suggested a name change for the domain to schoolhealth.ca to better position our site and thus increase the number of users obtaining credible information. There is no decision on this.
- There was discussion on whether the Secretariat should pursue web innovations and social marketing, such as blogs, wikis, a Wikipedia entry, Twitter, and Facebook. The group thought that basic changes should be made to the website before those initiatives are considered.

**Private Members Side:** This area will be used as a depository for meetings documents, research results, and as a place for discussion boards, where members can debate and discuss issues of relevance and interest.

**JCSH Newsletter:** The Secretariat will publish a newsletter before the end of the year, with the call for submissions later this month.

- The significant areas for the upcoming newsletter will be the Health Behaviours of School-aged Children Survey, and an overview of the National Day of the Child (November 20) initiatives.
- Each jurisdiction is committed to provide at least one newsletter submission per year.

**ACTION:** The Secretariat will begin looking at new / innovative technologies for use by SHCC to improve / enhance teleconferences and face to face meetings.

**ACTION:** In keeping with mandate to share research findings with policy makers and practitioners, a research highlights summary will be developed.

**ACTION:** Secretariat will look into ways the individual jurisdictions can personalize the JCSH newsletter.

## **8. Canadian Journal of Public Health supplement**

SK SHC outlined the work involved in getting the supplement published. The Dissemination List was circulated. The JCSH website's link to the supplement went live October 04 and is located on the main page just under the Annual Report. All articles are available for download in pdf format.

## **9. Health Behaviours of School-aged Children**

John Freeman, the co-principal investigator for the national HBSC research group, located at Queen's University, joined the meeting for this item.

- **Update on Status of HBSC:** This international study, initiated by the World Health Organization (WHO) in 1983-84, has expanded to 42 countries. Canada joined as a participant country in 1989-90 and has been playing a significant and expanding role since. The national data set for

2009-10 has been collected and uploaded internationally. The Theme for the national (HBSC Report) document will be Emotional Health/Positive Mental Health.

- **Research Advisory Committee – PT Reports:** The newly formed JCSH HBSC Research Advisory Committee (RAC) will hold its first meeting October 06. It will be chaired by KK with membership from AB, NL, PE, ON and NU.

John reviewed items to be discussed with the RAC and provided an overview of the jurisdictional reports that participating provinces and territories can expect to receive.

- This is the first time that there will be both a national report and jurisdictional reports; all but 4 jurisdictions will receive a jurisdiction specific report.
- PE and NB did not provide participants so no data were collected in these jurisdictions.
- The Yukon has provided the support to have an expanded jurisdictional report in advance of the national survey; this can be released on the territory's own timelines. However, other provinces and territories are asked to not release jurisdictional reports until the release of national sample. Jurisdictions interested in a full report are asked to speak with John to negotiate cost, timelines, results to include, and other pertinent items.
- The national HBSC research group (Queen's University) aims to have the national draft report released by March 2011. The release of the completed national report will, as usual, coincide with the beginning of the school year (Sept-Nov 2011), when the interest is highest. Tables encompassing jurisdictional data will be complete by February 2011.
- The national HBSC research group (Queen's University) aims to have the national report released by March 2011. Tables encompassing jurisdictional data will be complete by February 2011.
- John reported that there is interest in individual issue reports: aboriginals, sexual health, injury prevention – but these would require additional resources to produce.
- The HBSC reports will not provide provincial/territorial rankings.

## **10. Jurisdictional Highlights**

Jurisdictions were invited to highlight successful projects -

- ON: Support boards are implementing ON food and beverage policy. There is a comprehensive set of nutrition standards, and training of principals last year and this year for implementation in 2011. ON Healthy School website has info and training modules.
- SK: Nourishing Minds and Inspiring Movement. Url: [www.education.gov.sk.ca/cschr](http://www.education.gov.sk.ca/cschr)
- MN: Frontier School Division – gardening projects, grow ops, partnering with Agriculture Dept. Green houses, cold frames, communities coming together
- NB: Part of provincial wellness strategies, rolling surveys of Grades 6-12, and elementary schools. Just finished second iteration of 6-12. Coordinating with school improvement surveys and sharing with wellness data for elementary grades, moving toward 6-12.
- MB: Update shared in print form, many activities connected to 5<sup>th</sup> anniversary of Manitoba in Motion.
- NU: Discussions are taking place within the territory on policies and initiatives supporting the ban of junk food in schools. School breakfast programs have been hot topic in legislature.
- NL: The Healthy Body Image Network through a Provincial Wellness Grant developed a resource kit promoting positive body image and self-esteem for grades 2 & 4.
- PE: Integration of kindergarten into school system this fall. Significant change for school health policies. Now working with early childhood centres around healthy nutrition policies.
- AB: Jurisdictional work being carried out on the consistency of nutrition policies. Still work to be done in writing policy, gaps identified by schools. Schools will have easier document for implementation of policies when this is completed.

- NS: The Strive for Five program is designed to encourage the use of local growers' and farmers' produce in homes and schools. Kid and family friendly recipes featuring local fruits and veggies are now placed on the NS Health Promoting Schools website each month.

## Day Two October 06, 2010

### 1. Welcome and Check-in

### 2. Review of Agenda Items

### 3. Youth Excel/CLASP

Youth Excel / CLASP represents a significant part of JCSH's research partnerships. PE SHC provided an overview of the 7 projects that CLASP administers through the Propel research group at the University of Waterloo. The overview focused on Youth Excel, JCSH's project.

**Seven Projects:** Canadian Partnerships Against Cancer (CPAC) receives a funding envelope for Canadian projects supporting youth. Collaborations of policy, practitioners, and researchers have pulled projects together. Heart and Stroke Foundation of Canada (HSFC) and PHAC Innovation Strategy funded seven projects.

- Oct 2009 JCSH had first meeting with Youth Excel in cross-CLASP discussion.
  - JCSH and U of Waterloo / Propel are the national partners of Youth Excel. There are also seven provinces involved: PEI, NB, NL, ON, MN, AB, and BC. Because 3 provinces and 3 territories are not involved, the Advisory Committee wants to make sure the initiatives include these 6 jurisdictions.
  - Youth Excel has 3 aims:
    - Aim 1 -- National Roundtable
    - Aim 2 – Case studies are being completed in 3 provinces: PE, NB, MB to provide knowledge exchange. The learnings are to be adapted for the remaining jurisdictions. Work supposed to wrap up in these 3 by Christmas. All 7 provinces are holding provincial forums.
    - Aim 3. Networking, collaborations, partnerships. Part of #3 work is the YE Learn program.
- Of 3 aims the first area of sponsorship for JCSH is co-sponsoring National Roundtable.
- There was a request for clarity on whether YE Learn is only for one-on-one meetings; is it also for people/person to attend group functions.
  - Positive connections with other CLASP projects were also discussed: Projects 3 (Children's Mobility, Health and Happiness: A Canadian School Travel Planning Model) and 4 (Collaborative Action on Childhood Obesity). Some jurisdictions have been able to use CLASP funds to hire a person to take on these projects and get action on them.

**National Roundtable:** The National Roundtable, held in May 2010 and co-sponsored by JCSH and Propel, fulfills components to Aim 1 of the Youth Excel / JCSH work.

- **Overview of Progress:** PE SHC outlined the extensive work that the small steering committee has carried out in hosting the National Roundtable and in the work since. At the Roundtable, presentations and small group discussions involved practitioners, policymakers, and researchers. A Roundtable Report was created and distributed with 30 recommended actions and suggested Prime Movers.
- **Priorities and Movers Document:** The Recommendations and Prime Movers document has been condensed into four areas by a small steering committee with admin support from Propel. These areas have been cross-referenced with the JCSH Operational Plan. Priority actions and time frames have been set. Next Steps suggestions:
  - Create a document that is more readable.

- Make a presentation to the Management Committee at the upcoming meeting for their review, comments and/or approval.

**ACTION:** Secretariat to draft a new version of the Priorities and Prime Movers document in a readable format for policy makers and practitioners.

#### **4. Positive Mental Health**

**Next Steps Projects:** The Secretariat provided an overview of the work completed to date on the Positive Mental Health project,

- The small advisory committee for this project has had several teleconferences.
- The Next Steps document has been divided into projects. The first two projects have been turned into Statements of Work and offered to W. Morrison & Associates for proposals. The two projects are:
  - 1) Stakeholder Consultations and Indicators Framework Project, and
  - 2) Positive Mental Health Toolkit Project.
- The JCSH Secretariat is awaiting the full proposals on these projects from W. Morrison & Associates.

**School-Based Mental Health And Substance Abuse (SBMHSA) Compendium Project:** KK is a member of the SBMHSA Steering Committee.

- It is one of the sub committees of the Mental Health Commission of Canada, focused primarily on the provision of mental health services in schools.
- Current projects of the SHMHSA are: a literature review, environmental scan, survey, comprehensive knowledge translation, and evaluation.
- The teleconference on October 15 will look at a survey to review mental health services in schools.

**ACTION:** The jurisdictions will need one month after the proposal has been accepted in order to contact key informants. This month needs to be added to the project timeline.

**ACTION:** Send SBMHSA a copy of *Schools as a Setting for Promoting Positive Mental Health* once it has been translated.

**ACTION:** KK to reinforce Positive Mental Health messaging with this group.

#### **5. FPT Landscape – How can JCSH Support FPT Linkages?**

Louise Aubrey, PHAC, provided an overview of some of the current initiatives and directions in FPT relationships. The JCSH and PHAC have a partnership role in much of this work.

- At the meeting of Ministers of Health/Health Promotion/ Healthy Living in September, 2010 two landmark docs were approved:
  - 1) Creating a Healthier Canada: Making Prevention a Priority – the Declaration on Prevention
  - 2) Curbing Childhood Obesity: A Federal, Provincial and Territorial Framework for Action to Promote Healthy Weights.
- These documents are aligned with JCSH mandate.
- The new HBSC reports will also highlight the concerns, challenges, and opportunities around obesity prevention.
- The Public Health Network is led by the Public Health Network Council, co-chaired by the Chief Medical Officer of Health, Canada and the PT lead for the PHN, presently Alberta. All

PTs participate in the PHN. The network is made up of a series of expert groups and, within those expert groups, a number of issue groups. The Population Health Promotion Expert Group is co-chaired by Sylvain Segard, PHAC representative on the Management Committee, and the Management Committee representative from Alberta, Neil MacDonald.

- The Physical Activity and Recreation Committee (PARC) – reports to Ministers of Sport, Physical Activity and Recreation (SPAR). The Joint Policy Statement (JPS) *Intersectoral Action on Children and Youth Physical Activity* was developed by this table and has been jointly accepted by Ministers of Health / Health Promotion / Healthy Living. The next step is to engage Ministers of Education and the JCSH will work with PHAC to put this item on the next CMEC agenda.
- The FPT Group on Nutrition – PT nutritionists have asked for school nutrition guidelines. However, this group does not have clear reporting requirements to PHN, so it is unclear how the process will unfold.
- The PHAC representative at the JCSH SHCC table indicated that she will ensure the JCSH is aware of funding opportunities. She advocates for CSH within the federal family, and she uses the JCSH Annual Report on an almost weekly basis.
- There was a discussion about after school initiatives and the need to expand beyond and outside the school setting. The engagement of other departments such as Tourism, Parks, and Recreation was discussed.
- The relationship between the JCSH and the FPT Sexual Health Committee was discussed. Clarity is needed.

**ACTION:** SHCs to connect as appropriate with their jurisdictional representatives on the various committees of the PHN.

**ACTION:** KK will speak with the chair of the FPT Sexual Health Committee to clarify the relationship.

#### **6. School Health Coordinators' update to Management Committee October 19-20 meeting**

PE co-chair asked for input on the School Health Coordinators' update to the Management Committee meeting October 19 and 20. The following suggestions were made:

- Update on Healthy School Planner work and the need for significant changes
- Update on Health Behaviours on School-aged Children work
- School Health Coordinators' Committee Terms of Reference to be updated.
- Dissemination of Annual Report Connections with FPT groups
- Discussion around CSH that it a process and we looking to find ways to flesh it out, describe layers and complexities. Social Determinants of health approach needed for funding – CSH could be connected.
- There were no items to bring forward for MC approval.

#### **7. Teleconferences 2010-2011**

- Next face to face – may be framed around next Roundtable.
- The JCSH Secretariat will explore the possibility of hosting future meetings in different venues.

#### **8. Wrap-up and Concluding Remarks**

##### **Next meetings:**

- HBSC RAC Meeting - October 06 2 :00 PM
- Healthy School Planner Advisory Committee Meeting - October 07 9:00 AM

## 9. Adjournment



**Record of Discussion**  
**Joint Consortium for School Health**  
**School Health Coordinators' Committee Teleconference**  
**November 4, 2010**

Co-Chairs: Sterling Carruthers (PE), Carol Ann Cotter (NL)

Participants:

<b>Representative</b>	<b>Jurisdiction</b>
Scott Beddall	BC
Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
Heather Power Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman	NL
Jennifer Wakegijig	NU
Elaine Stewart	NT
Louise Aubrey Michael Torunian	PHAC
Secretariat	
Katherine Kelly (KK)	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
My Linh Tran-Thomas	JCSH Secretariat
Regrets	
Gail Diachuk	AB
Charlotte Borg	NU
Ian Parker	YU

**11. Welcome and Roll Call**

The co-chairs welcomed all to the meeting.

**12. Review and Approval of Agenda**

- ON SHC (Jennifer) added a discussion item around the existence and use of various comprehensive school health (CSH) frameworks across the PT's, but this item was deferred to the next meeting.

- On behalf of AB SHC, the PE co-chair added an item around the “Take Me Outside” initiative.

### 13. October 5-6, 2010 Record of Decision

- As proposed by PHAC, Susan will make changes to the October 5-6 ROD to reflect the fact that the national Health Behaviours in School-aged Children (HBSC) research group (Queen’s University) aims to have a draft national report released by March 2011, and that the finalized report won’t be ready until September 2011.

### 14. Review of Action Items

Status of Action Items from October 5-6, 2010

Action Item	Date Initiated/ Updated	Status	Comments
1. PHAC to confirm an updated version of a Federal Compendium on School Health and JCSH Secretariat to distribute to the SHCC.	October 05, 2010	In progress	PHAC will forward updated version of compendium for posting on private side of JCSH website.
2. Secretariat to give consideration to a process or resources to identify emerging education language and linkages to CSH.		Ongoing	<p>Emphasize Comprehensive School Health approach; Maintain knowledge base with other emerging terms: 21<sup>st</sup> Century Learning, Mental Fitness / Positive Mental Health, Personalized Learning, Student Engagement.</p> <p>Secretariat to look into linkages between 21st CL and CSH, including development of a factsheet that may be useful to SK SHCs (November 18<sup>th</sup> presentation on CSH alignment with emerging trends in SK). Suggested that JCSH make contact with Dr. Sharon Friesen, and to check out the Galileo network.</p>

3. FPT Nutritionists Group – potential link with Healthy School Planner.	July 08, 2010	In progress	<p>AB SHC has not heard from Nutritionists Group. Still willing to participate in first meeting of JCSH, FPT Nutritionists Group, and Propel around aligning HSP Healthy Eating Module revisions with School Nutrition Policy common indicators. Kyla will sit on this group as the education rep from SK.</p> <p>PHAC (Louise) has contacted Shannon Olsen – feds not looking to develop anything national in scope, as they will act as a facilitator only (it will be PT’s helping PT’s); BC SHC (Scott) has been in contact with Megan Day, and they have plans to write an evidence review that they contracted with a masters student (stalled, however, due to procedural pieces); MB SHC (Andrea) will contact Dr. Paul Fieldhouse, chair of FPT Nutritionists’ Group.</p> <p>KK will be included in communications.</p>
4. The next JCSH newsletter to include a summary of HBSC information.		In progress	Add a newsletter link to Queen’s University and Health Promoting School: Developing Indicators and an Evaluation Framework.
5. For project based funding contributions, Secretariat to develop process to track spending and time frame requirements of contributing jurisdictions.	September 2010	Ongoing	It will be helpful and motivating to also report how one contribution leveraged another.
6. KK to make contact with CAP, CASA (Canadian Association of School Administrators) and CTF, and suggest meeting with these groups.	October 2010	In progress	Letter suggesting a get-together has been drafted.
7. Secretariat to explore having articles in CAP Journal on an ongoing basis to inform new principals, and to provide linkage between CSH and the CAP Journal topic areas to show how students can benefit.	October 2010	In progress	KK will talk about this when she meets with CAP.

8. SHCs to connect as appropriate with their jurisdictional representatives on the various committees of the Public Health Network.	October 2010	In progress	
9. SHCs to provide names of potential key informants in their jurisdiction to participate in Healthy School Planner evaluation.	October 2010	In progress	SHCs received email from KK (originated from Dana in Waterloo) and names were to be provided to Dana by Nov 3.
10. Secretariat to convene a sub-committee with representation from NL, PE, NB, and BC SHCs, and to serve as lead support in drafting/refining Terms of Reference for the SHCC.	October 2010	In progress	Initial teleconference scheduled for November 09, 2010.
11. Secretariat to develop a "research highlights" summary in keeping with mandate to share research findings with policy makers and practitioners.	October 2010	In progress	The first summary is ready, and Susan is hoping to make it interactive. If anyone has ideas, let her know.
12. Secretariat to begin looking at new/innovative technologies for use by SHCC to improve/enhance teleconferences and face-to-face meetings.	October 2010	In progress	Secretariat attended presentation on Elluminate on November 08.  Secretariat has purchased Acrobat Pro which will help with bundling of documents.
13. Secretariat to look into ways the individual jurisdictions can personalize the JCSH newsletter.	October 2010	In progress	Secretariat is looking into an editable pdf format so that each jurisdiction can add its own contact information. Susan to send to everyone once available.
14. Secretariat to draft a new version of the "Priorities and Prime Movers" document into a readable format for policy makers and practitioners.	October 2010	Complete	Susan to circulate.
15. Secretariat to publish a newsletter before the end of the year with significant focus on the Health Behaviours of School-aged Children Survey, as well as an overview of the National Day of the Child (November 20) initiatives.	October 2010	In progress	PHAC (Louise) has prepped a submission on HBSC Study and the National Day of the Child. Susan confirmed the November 13 deadline. It was agreed that submissions regarding the National Day of the Child can pertain to any level of government (federal, provincial, local, etc.).
16. Secretariat to put out call for newsletter submissions later this month (October).	October 2010	Complete	Email sent Oct 29.

17. Once it has been translated, Secretariat to send the School-Based Mental Health And Substance Abuse (SBMHSA) Steering Committee a French copy of “Schools as a Setting for Promoting Positive Mental Health”.	October 2010	In progress	French version of Better Practices (PMH) document in final review. Estimated to be completed next week, and will provide it to NB SHC for mental fitness conference by November 22 latest (requested for November 19, if possible).
18. KK to reinforce Positive Mental Health messaging with the SBMHSA Steering Committee.	October 2010	Complete	Materials sent; points made on teleconference.
19. Secretariat to revise PMH project timeline within contract to provide jurisdictions one month to contact key informants.	October 2010	In progress	SHCC to be advised as soon as contract is completed.
20. Secretariat to work with PHAC to put the Joint Policy Statement (JPS), “Intersectoral Action on Children and Youth Physical Activity”, on the agenda for the next meeting of the Council of Ministers of Education, Canada (CMEC) – date TBD.	October 2010	In progress	Letters in draft.
22. KK to contact chair of the FPT Sexual Health Committee to clarify the relationship.	October 2010	Complete	With PHAC assistance, letter sent October 22.
23. Secretariat to explore the possibility of hosting future meetings of the SHCC in different venues.	October 2010	In progress	Secretariat working on spread sheet cost analysis

## 15. Update on HBSC RAC meeting October 06th

- **Jurisdictional Report Outline**

PHAC, KK and the PE co-chair provided the following update:

Generally speaking, the themes and issues being proposed by various groups tend to be relatively consistent (e.g. looking at the school setting; friendship; positive mental health; bullying; physical activity; sedentary behaviours; substance abuse; injury; etc.).

The HBSC contacts at Queen’s have put together a rough outline that the RAC will look at in more detail. From there, the RAC will bring it back to SHCs so that all jurisdictions can input into the final piece.

One outstanding issue to be addressed is the development of an agreement to allow data-sharing with each jurisdiction. A pre-existing model (Yukon) is being considered. The Management Committee member from PHAC will likely instigate this work by sending an email to Management Committee members.

**Decision:** SHCs expressed support for this approach.

ON SHC (Jennifer) asked whether the data, once shared at the jurisdictional level, could be shared between ministries.

PHAC responded that such decisions would have to be made at the jurisdictional level, but advised to be sure that legal requirements would be satisfied.

## **16. Update on Healthy School Planner Project**

- **Evaluation Process**

The PE co-chair provided an update on the October 25, 2010 teleconference with the team at Waterloo University regarding continued work to improve the Healthy School Planner (HSP), in particular an evaluation piece underway that will gather feedback from three groups of individuals: HPS users, non-users (registered or non-registered), and facilitators.

- **Recruitment of Participants**

The next step will be for the SHCs to assist in identifying the schools to which the evaluation must be disseminated.

KK indicated that we have also received the first draft of the interview guide from Waterloo -- an additional collection of questions that will serve as a more in-depth follow-up to the evaluation piece -- and that the Secretariat will move forward with translation of this document.

The PE co-chair provided that Waterloo's goal is to get the evaluation work complete before Christmas.

ON SHC (Jennifer) informed the group that the usage reports aren't unique to Ontario, and that she would circulate to Sterling, who would then circulate to the SHCC at large.

The SHCC and Secretariat agreed that, being a pan-Canadian initiative, French and English copies of all documents should be available. As such, it was agreed that translation should continue to be built into timelines.

## **17. Update on Positive Mental Health (PMH) Project**

- **Proposals from W. Morrison and Associates**

Susan provided that a draft contract and statement of work are underway.

KK updated that a review with legal is outstanding.

Susan informed the Committee that each project (first project -- indicator development; second project -- a toolkit) is to last four months, and that they are hoping to start the first project by November 15,

with interviews anticipated to start on December 16. For the first project, the proposed panel of six to eight individuals will be drawn from key informants (an expert panel).

**Action:** Susan will let everyone know when to start making their contacts.

The PE co-chair provided that the PMH project is a project which has seen a number of smaller sub-committees break off, and that as a quick snapshot, we are developing a document that builds on existing better practice documents – a document that can be shared with the SHCC as a whole.

NB SHC requested that if there is an expectation for jurisdictions to provide names, that clarity around scope, etc. is provided.

KK assured the Committee that the Secretariat will work with Waterloo to provide clear descriptions of the type of individuals jurisdictions need to recruit for this project.

#### **18. National Roundtable Update**

The PE co-chair thanked the Committee for its feedback on a document linking the priorities of the National Roundtable to the work of the JCSH, and provided an explanation of an additional document – this one produced by the PE co-chair and the Secretariat – that considers these priorities using the JCSH operational plan as a backdrop/framework.

The PE co-chair indicated that overall, this latter document was accepted very positively when presented to the Management Committee at their most recent face-to-face meeting, and that the Management Committee has been given two weeks to provide feedback on the document.

ON SHC (Jennifer) communicated its intention to provide feedback on this document to the Secretariat by the end of the week.

The PE co-chair clarified that there are only a few items included in this document that the SHCs would lead.

KK and Sterling will be discussing this document in more depth at the upcoming CLASP meeting in Saskatoon.

**Action:** Susan will provide the SHCC with this document in a bundle.

#### **19. Update from Management Committee (MC) Meeting, Oct 19/20**

The PE co-chair provided the following update:

- The MC generally followed similar topic areas to those of the SHCC meeting in October.

- The MC is supportive of work such as that on the PMH project, and they appreciate that it is a result of significant collaboration across multiple provinces.
- Regarding the Health Behaviours in School-aged Children (HBSC) Study: John Freeman from Queen’s attended a portion of the meeting to provide a presentation and an update.
- There was a lengthy discussion regarding the Healthy School Planner, which provided the opportunity to clarify that it’s a work in progress, and that work to improve upon it continues. The MC indicated expressed interest in seeing a demonstration of the tool.
- The MC supported the idea of the SHCC reviewing the SHCC Terms of Reference.

KK added the following points:

- Work is underway to extend the invitation to Quebec to join as a JCSH member.
- Work continues to secure a place on the agenda for the meeting of the Council of Ministers of Education, Canada (CMEC), as we are seeking endorsement of the Joint Policy Statement (JPS) on physical activity targets.
- Opportunities for the JCSH work on the childhood obesity framework are being considered.
- There was also time set aside to discuss emerging trends and opportunities in each member jurisdiction.
- The Chair of the MC will be retiring in February, and this October meeting marked what will have been her last face-to-face. It remains to be seen who will replace her on the Committee.

**Action:** Once finalized, the Secretariat will circulate the ROD from the October MC meeting to the SHCC.

## 20. Secretariat Update

- **Shaping the Future 2011**

KK provided an update on the “Shaping the Future, 2011” conference to be held in late January:

- The conference was held in Alberta last year with Ever Active Schools as the lead.
- This year, Ever Active Schools has partnered with Physical and Health Education (PHE) Canada to host the conference.
- The Secretariat has agreed that the JCSH has a role to play in this and that, above and beyond participating, the Consortium will likely sponsor a speaker, which will allow space for the JCSH to have materials and logo displayed, etc.

**Action:** Susan will send out the conference flyer to the SHCC.

- **Federal Coordinating Committee for School Health (FCCSH) Meeting**

KK provided the following update;



- The original meeting, scheduled for October, was cancelled and has been rescheduled for November 25, 2010 along with some bilateral meetings.
- Sexual Health Working Group: Given that this working group is not stated as a priority in the JCSH Operating Plan, the Secretariat has asked that the Working Group consider removing reference to the Joint Consortium in their name. A letter has been sent explaining the Consortium's position.
  - PHAC advised that the majority of the working group's concerns were addressed through this letter.
  - KK added that she could plan to connect with the co-chair of the working group.

- **Canadian Journal of Public Health Supplement**

KK asked that any SHCs who would like to have additional copies of the CJPH Supplement to please let the Secretariat know, and suggested that the Secretariat could also do another print run of the 2010 JCSH Annual Report if necessary.

**Action:** SHCs to let Secretariat know if they require additional copies of the CJPH Supplement and/or the 2010 Annual Report

- **JCSH Logo**

KK updated that there has been recent discussion regarding the fact that there is nothing in the JCSH logo to indicate that the initiative is pan-Canadian in scope.

The PE co-chair provided that without former Secretariat staff on the line, it is difficult to say what the process for changing the logo might be.

**Action:** KK will discuss with the Chair of the Management Committee.

## **21. Next Teleconference**

The next teleconference will be held on December 09, 2010, at 12:30pm Eastern.

The PE co-chair provided that the next face-to-face meeting of the SHCC will be in Spring 2011. Additional details to follow.

## **22. "Take Me Outside" Initiative**

On behalf of AB SHC, the PE co-chair asked whether any other jurisdictions had received similar requests/information regarding this initiative.

PHAC asked whether the AB SHC had mentioned the name of the organization heading up the initiative.

## **23. Comprehensive School Health (CSH) Frameworks**

ON SHC (Jennifer) agreed to defer this item until a future meeting.

## **24. Adjournment**

**Record of Discussion**  
**Joint Consortium for School Health**  
**School Health Coordinators' Committee Teleconference**  
**December 9, 2010**

Co-Chairs: Sterling Carruthers (PE), Carol Ann Cotter (NL)

Participants:

<b>Representative</b>	<b>Jurisdiction</b>
Scott Beddall	BC
Gail Diachuk	AB
Kyla Christiansen	SK
Andrea Lamboo-Miln	MB
Heather Power Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman	NL
Ian Parker	YT
Elaine Stewart	NT
Jennifer Wakegijig	NU
Louise Aubrey	PHAC
Secretariat	
Katherine Kelly (KK)	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
My Linh Tran-Thomas	JCSH Secretariat
Regrets	
Kim Weatherby	BC
Flo Woods	SK
Marlien McKay	NB
Charlotte Borg	NU

**25. Welcome and Roll Call**

The co-chairs welcomed all to the meeting.

**26. Review and Approval of Agenda**

With the addition of an item from the PE co-chair regarding a “Physical Activity Social Marketing Scan”, the agenda was approved.

**27. November 4, 2010 Record of Decision**

The ROD was approved.

**28. Discussion on Joint Policy Statement presentation to Council of Ministers of Education, Canada**

The Executive Director provided a brief background on the Joint Policy Statement: *Intersectoral Action on Children and Youth Physical Activity*, and informed the School Health Coordinators’ Committee that places have been secured on the agendas for upcoming meetings of Deputy Ministers and the Council of Ministers of Education, Canada (CMEC) in February, 2011. She then introduced Joe Doiron, senior policy analyst with the Centre for Health Promotion, Public Health Agency of Canada.

Mr. Doiron thanked the School Health Coordinators’ Committee for the opportunity to give an overview/solicit feedback on the draft presentation to the CMEC. More specifically, he provided the following information on the draft Joint Policy Statement presentation:

- This outline was brought before, and approved by, Sport, Physical Activity and Recreation (SPAR) Ministers on November 3, 2010, with the proviso that the content and approach must be reflective of JCSH needs and interests.
- In presenting to the CMEC, it will be important to move quickly through the background section in order to allow enough time to describe the collaborative ways in which work on the targets might unfold.
- It will be critical to clarify to Education Ministers that the objective is not to alter curriculum as it concerns physical education; rather, it is an opportunity to collaborate in various ways with SPAR Ministers and Ministers of Health/Health Promotion/Healthy Living (i.e. while there may be some areas where Education Ministers would play a lead, there is also much opportunity for action to be led by other ministries, and in settings other than the school).
- The presentation will also highlight the recent focus on the “after school period”, i.e. the time period between 3pm and 6pm, which is currently seen as a critical entry point for action (and which need not take place in the school setting).
- The proposed way forward is a deck presentation that would be shared with the JCSH Management Committee, and eventually Deputy Ministers and Ministers of Education. Ministers of Education will be invited to sign on to the JPS (SPAR and Health Ministers are already signatories).

Mr. Doiron acknowledged that the outline for the draft presentation was developed with input from colleagues connected to the JCSH (e.g. the Healthy Living Issues Group).

Feedback from the Committee on the draft presentation was as follows:

- It will be important to clarify the messaging and discussion around revised physical activity targets (i.e. 60 minutes is now 90 minutes).
- Regarding the move toward action during the “after school time period”, there were questions regarding whether there will be direction from the federal level, whether/when resources will flow in support of a move toward action in this area, and whether/when jurisdictions should begin to initiate action.

- It was suggested that in attachment B, table 1, “best practices” be changed to “resources”, as educators will see the former as a curriculum.
- It was suggested that references to “daily physical education” be re-worded to “daily physical activity” to reflect the fact that physical education on a daily basis is not mandatory.
- The Committee expressed its support for a presentation that highlights the inclusive nature of parents, family and community as they relate to physical activity during the after school time period (i.e. the school need always bear responsibility for programming during this time period).
- KK noted that this is the first time that we will have three ministries supporting one intersectoral action plan.

Mr. Doiron responded to the Committee’s comments by informing the Committee that:

- the implications of the revised physical activity targets will be made clear during the presentation;
- outreach with education ministries in the provinces is beginning, and advancement of opportunities for physical activity after school will be an FPT effort;
- PHAC hopes that engagement with CMEC in February, 2011 will lead to identification of pan-Canadian policy activities (i.e. information, resources and direction) to roll out across the country;
- discussions among SPAR Ministers (also in February 2011) will guide how each individual jurisdiction specifically moves forward; and
- the strength and success of this initiative will be largely dependent on the extent to which responsibility is shared, and activities are led by players in the community at large.

**Action:**

- Mr. Doiron will continue to work closely with JCSH Secretariat and colleagues to keep everyone in the loop as work on the presentation moves forward.
- The Executive Director will move this piece forward to the Management Committee, and will maintain communication with Mr. Doiron.

**5. Coalitions Linking Action and Science for Prevention (CLASP) meetings (Nov 15 – 18)**

PE co-chair provided the following update:

- He and JCSH Executive Director recently attended a meeting of the *Youth Excel* CLASP (YE) Steering Committee in Saskatoon, SK.
- The Steering Committee quickly went over the three primary aims of the YE project, with updates from all seven participating provinces.
- There was also some discussion around how YE might be expanded to engage, through the JCSH, with provinces and territories that aren’t current YE partners.
- The PE co-chair and JCSH Executive Director also attended cross-CLASP meetings where there was a general overview of the seven CLASP projects underway across Canada.

- This consisted primarily of a marketplace/show-and-tell regarding project progress and offerings.
- The sessions also featured some discussion around the sustainability of the CLASP projects in general, i.e. what happens after March 2012, and how does it continue?

JCSH Executive Director provided the following perspective:

- This was a great opportunity to meet others involved across the country involved in CLASP projects, and to gain a broader perspective and better understanding of the complexity and magnitude of the work underway.
- It has yet to be determined whether the next National Roundtable will be held in Fall 2011 or sooner, and what, if any, implications this will have for scheduling of JCSH meetings.

The Committee tallied those provinces that have held provincial forums so far:

- NT, AB, PE, MB and NL members all responded that forums had been held in their respective provinces.
- NL and PE volunteered to share information from their forums.

A question was raised regarding whether CLASP is going to collate information gleaned through all provincial-level forums into one overall, final report.

- JCSH Executive Director committed to looking into this with Steve Manske.

**Action: JCSH Executive Director will communicate with YE CLASP Principal Investigator Dr. Steve Manske regarding a possible collated report reflecting outcomes of the provincial roundtables.**

## 6. Secretariat Update

The Secretariat provided the following updates:

### Website & Technology (Website updates, Elluminate, SmartBoards)

- The website has updated items that can be found on every page.
- Private side updates to the website are to come.
- Secretariat is looking to improve the look, feel and interactivity of the website.
- Please report problems opening weekly bundles to Secretariat.
- Please forward ideas or comments around blogs, web discussions, and other online collaborating tools to Secretariat.
- Secretariat members have undergone Smartboard training and are considering its use in future meetings.
- Secretariat members are also considering the use of Elluminate in meetings and JCSH communications, and welcome Committee member suggestions regarding this technology.

### Shaping the Future Conference, Kananaskis, AB

- SHCC members have all received information on the conference.
- It will be co-sponsored by Physical and Health Education Canada and Ever Active Schools (AB).

- The JCSH will sponsor a keynote speaker, will have a display booth and make contributions to the delegate packages.
- The Secretariat is working on promotion materials (i.e. a one-pager or a brochure) and will look for SHCC members' feedback before finalizing.
- The JCSH has also been invited to participate in a presentation with Dr. Steve Manske.

#### Positive Mental Health Project

- The Secretariat continues to work with W. Morrison & Associates and will be meeting with the Principal Investigators in the coming weeks.
- The Secretariat is mindful of deliverables due by end of fiscal.
- A finalized contract is near completion (currently under review with legal).

#### Healthy School Planner Update

- The Secretariat is in the midst of organizing the next meeting of the Healthy School Planner sub-committee.
- A number of surveys as part of the HSP evaluation are complete, and interviews will be underway in the coming weeks.

#### Spring 2011 Face-to-Face

- The Secretariat has prepared a chart that explores the costs of holding the next face-to-face meeting in a number of different locations.
- If everyone flies, the most cost effective option appears to be Toronto; however, Halifax/Moncton are more cost effective if Secretariat members drive.
- A meeting in the North would not be cost effective; however, the benefits may outweigh the costs.
- The Secretariat will continue to discuss possible locations and send an email regarding a proposed location in the near future (still waiting to hear back on the next meeting of the National Roundtable before locking in a date for the next SHCC face-to-face, but are thinking late April or early May, as has traditionally been the case).

#### Newsletter

- The newsletter is essentially complete and has been sent to translation.
- Secretariat thanked everyone for their submissions, and put forward three questions for consideration by Committee members:

Should newsletters focus on different regions, topics, etc. next time? Or should this be arbitrary?

- Some support was expressed for newsletters organized by theme/topic, and suggested that if too many submissions come in for a given theme, that the Secretariat could use its discretion and defer a submission(s) until a future newsletter. Susan asked the Committee for suggestions regarding where ideas for themes might come from.
- It was proposed that the SHCC could come up with themes on a regular basis.
- The PE co-chair suggested that themes could also be based on national initiatives underway.

Secretariat raised the issue of how it can be ensured that all jurisdictions are equally represented or contributing.

Committee members provided the following feedback:

- Not every jurisdiction wants to be responsible for a newsletter submission each time.

- Support was expressed for a combination of themes and regional break-down.
- Secretariat will create an email around these issues, and invite members to send comments back
- A two-tier style newsletter (with, for example, two big features front and centre, and multiple smaller features underneath) was proposed.
- Another preference expressed was for jurisdictions to determine whether they have input into each newsletter (as opposed to having it assigned).

Additional questions raised:

- There were a couple of school-specific submissions this time around: is this ok?
- What would SHCC members like it to look like?
- Do SHCC members want to continue with the aim to publish four to six newsletters per year?

This month's newsletter is laid out in Publisher format and should be ready for the website by December 18. The Secretariat remains open to comments and suggestions.

#### Update on revised SHCC Terms of Reference

JCSH Secretariat provided the following update:

- The Secretariat held the first teleconference of the sub-committee to discuss revisions to the SHCC Terms of Reference on November 9, 2010.
- A revised, draft SHCC Terms of Reference has since been circulated to all sub-committee members (SHCs from PE, NB, NL and BC) for their review.
- Comments from sub-committee members will be integrated into a revised version of the Terms of Reference, which will be discussed at the next face-to-face meeting of SHCs in Spring 2011.

#### Federal Coordinating Committee on School Health (FCCSH)

- All entities within the federal government that have an interest in, or who contribute to school health in some way, may form part of the FCCSH.
- JCSH Executive Director attended this meeting on November 25, as did the PHAC SHCC representative.
- This group meets a few times annually, and tries to invite a large number of departments (e.g. RCMP, CIHI, CIHR, Sport Canada, INAC, etc.).
- It was requested that the PHAC SHCC representative provide SHCC members with a list of members on the FCCSH committee.

#### Additional Updates

- Above and beyond meeting with the FCCSH, JCSH Executive Director also used her time in Ottawa to hold a number of bilateral meetings with key federal government partners (e.g. representatives from PHAC's Mental Health Promotion Unit, PHAC's Injury Prevention Unit, Health Canada, etc.)
- JCSH Executive Director provided an update to the Committee that letters have been sent from the PE Department of Education and Early Childhood Development, as well as from the

PE Department of Health and Wellness, asking Quebec to consider taking membership in the Consortium.

- The PHAC SHCC representative has developed a draft “Compendium of Federal Initiatives Linked to School Health” and, upon making further revisions, will send to SHCC members.

**Action:**

Decide upon plan for newsletter submissions/themes

PHAC SHCC representative to send list of FCCSH members to SHCs.

PHAC SHCC representative to send revised “Compendium of Federal Initiatives Linked to School Health” to SHCC members.

**7. P/T Comprehensive School Health Frameworks**

This item was deferred until the next SHCC teleconference.

In preparation for next time, the ON SHC asked that members think about whether in their jurisdiction, they have their own comprehensive school health frameworks, and if yes, how closely they tie to the JCSH framework, etc.

It was suggested that if a jurisdiction has a framework to send it along in advance of the January 13 teleconference.

**Action:** Jurisdictions with comprehensive school health frameworks will send them to SHCC members.

**8. Review of Action Items**

SHCC members were asked to please review and send electronic feedback in respect of action items table: new format, structure, item completion, etc.

**Action:** SHCC members to review and send electronic feedback in respect of action items table: new format, structure, item completion, etc.

**9. Next Teleconference**

- January 13, 2011 (12:30pm EST)

**10. “Physical Activity Social Marketing Scan”**

The PE co-chair updated that he had just circulated this scan to the Committee and requested that members try to take a look at it in hopes of making contributions to, or connections with, it.

**11. Adjournment**



