

WRHA Healthy Eating Environments Policy 2016 Quarterly Reports

January to March

Project Team Members:

- Lisa Richards (Project Sponsor)
- Albert Mota (Project Manager)
- Lydia Lee (Project Lead)
- Colleen Einarson Rand
- Caitlyn Keyzer
- Julia Gomes (HSC Retail Food Services)
- Mike Daly (Communications)
- Shelley Hopkins (Finance)

Evaluation Workgroup Members:

- Lisa Richards
- Lydia Lee
- Kerri Cuthbert (Public Health Dietitian)
- Catherine Charette (Centre for Health Care Innovation, Research & Evaluation Unit)
- Leona Herzog (St. Boniface Retail Food Services)

Nutritional Technical Advisory Group Members:

- Lisa Richards
- Lydia Lee
- Colleen Einarson Rand
- Kerri Cuthbert (Public Health Dietitian)
- Julia Gomes (HSC Retail Food Services)
- Alexis Oliver (Grace Retail Food Services)

Activities:

- Submitted the proposed Healthy Eating Environments Policy and Nutrition Standards to the WRHA Regional Policy Committee for review and approval in January.
- Project team members attended the WRHA Regional Policy Committee meeting in February to present the background on HEEP and answer questions.
- Policy Committee had concerns with the issue of choice, the long implementation period of the policy, flexibility in the policy (not the traditional definition of policy which is mandatory). They requested to see the implementation toolkit and evaluation plan which was being developed with more detail regarding financial impacts prior to the policy going forward to the Senior Operations Leadership Committee (SOLC). Also asked for the Annual Reporting Tool and Financial Report template.
- Revised the Policy and Nutrition Standards according to the comments and suggestions received from the Policy Committee. The Nutrition Standards were revised for Phase 1 of implementation and formatted into a checklist for self-assessment. Initial policy was to have a 10 year implementation plan with intention to work towards one or two standards per category per year. Revised policy and nutrition standards were modified and converted into three implementation phases with the current nutrition standards applying to Phase 1.
- Developed the following implementation documents/tools:
 - Implementation Phases - details the vision and movement of nutrition standards for each phase of policy implementation.

- Template for quarterly financial reporting
 - Implementation Guide
- Conducted an environmental scan of retail food service available within personal care homes through information from dietitians working in long term care.
- Developed and conducted a survey of members of the Stakeholder Advisory Committee regarding engagement due to low attendance at meetings.
- Continued to work on the Communication Plan including website details
- The HEEP Project Team met biweekly to discuss revisions, issues and the development of tools during this quarter with HEEP Huddle meetings (Project Manager, Project Sponsor, Project Lead) held on alternate weeks.
- The HEEP Nutrition Technical Advisory Committee (NTAC) met once (Jan 18) during this quarter to discuss changes to the Nutrition Standards as a result of recommendations from the Regional Policy Committee.
- The HEEP Stakeholder Advisory Committee met once (Jan 18) during this quarter to update the group and discuss implementation phases.
- The HEEP Evaluation Workgroup met four times (Jan 11, Jan 25, Feb 22, Mar 21) during this quarter. Continued discussions regarding the development of the evaluation plan and evaluation indicators.
- Met with WRHA Logistics Contract Specialist (Tracy Dunne) to discuss the implementation plan (Mar 29) and Logistics' role
- Held a teleconference with Ottawa Public Health (Sherry Nigro, Health Promotion Manager) on Mar 30 regarding their involvement with the Ottawa Healthy Hospitals Initiative

April to June

Activities:

- Held a teleconference with the Ottawa Heart Institute (Laurie Dojeiji, Program Manager and Andra Taylor, Dietitian) on Apr 4 to learn about the Healthy Hospitals Initiative in the Champlain Local Health Integration Network.
- Held a teleconference with Tim Hortons (Andy Jorge, VP of Research & Development and Quality Assurance and Dunja Sumanac, Manager of Nutrition & Regulatory) on Apr 5 to begin discussions regarding changes to offerings at Tim Hortons outlets at WRHA facilities. Plan to re-connect once the Policy is approved.
- The HEEP Stakeholder Advisory meeting in April was cancelled. Decision was made not to hold another advisory committee meeting until the policy is approved. Any feedback required would be solicited through email.
- Submitted another package to the Regional Policy Committee in May containing the revised Policy, revised Nutrition Standards and Procedures – Phase 1, the Implementation Guide and Annual Reporting Tool.
- St. Boniface Hospital appended the draft Policy and Nutrition Standards to their Retail Food Service Request for Tender for their cafeteria put out in May/June.

- Meeting with the Regional Policy Committee deferred from May until June. Received additional comments on the second draft of HEEP and Nutrition Standards submitted to the Policy Committee.
- Members of the Project Team attended a meeting of the PCH Executive Council (May 26) for the second time to discuss their concerns.
- Met with reps from Pepsi (Kirsten Law, Key Account Manager and Braedan) on Jun 8 to discuss their product offerings.
- Project Team members met with the Regional Policy Committee on June 15 for the second time to discuss the revised Policy and Nutrition Standards and answer questions. The committee continued to have concerns.
- The HEEP Project Team met biweekly during this quarter to discuss continued work on policy approval, implementation plan, communication plan and supports with HEEP Huddle meetings (Project Manager, Project Sponsor, Project Lead) held on alternate weeks. The Project Team toured HSC Retail Food Services on May 2.
- Caitlin Keyzer (Chronic Disease Collaborative) left the Project Team in April – on leave. Anne Bennett (Communications) replaced Mike Daly on the Project Team in April.
- The HEEP Evaluation Workgroup met twice (Apr 25, Jun 6) during this quarter

July to September

Activities:

- The HEEP Project Team met biweekly during this quarter to continue work and discussion related to policy approval, implementation and communication activities. The HEEP Huddle met once during this quarter.
 - Questions arose regarding ownership of the policy once approved as Public Health cannot continue to carry ownership.
 - Continued to request promised memo from Regional Policy Committee detailing their concerns.
 - Provided a letter of support to Ottawa with regards to changes made by Tim Hortons in health care facilities
- Began work with a graphic designer (Krista Lawson, Black Rook Design) to develop a logo for HEEP. Several logo options were developed. The Project Team and Public Health Dietitians were polled for their logo preferences. Focus testing was conducted with HSC cafeteria customers.
- A baseline assessment of the HSC cafeteria using the Nutrition Standards checklist was completed by a dietetic intern.
- The HEEP Evaluation Workgroup met once (July 11) during this quarter
- The first meeting of the HEEP Vending Workgroup was held (Sept 26) with membership from the Project Sponsor, Project Lead, public health dietitian, HSC vending and WRHA Community Facility & Support Services. Background and update provided on HEEP, as well as discussion re: vending environmental scan and a baseline assessment of vending products based on the HEEP Nutrition Standards.

October to December

Activities:

- Memo from the Manager of the Regional Policy Committee was received by Executive Sponsors in October. A detailed response to the memo was drafted and submitted to the HEEP Executive Sponsors addressing the Regional Policy Committee's concerns. Executive Sponsors advised that the policy could still go to Executive Council without the Regional Policy committee's recommendation.
- Briefing note for Executive Council drafted with the following options:
 - 1) Approve policy and nutrition standards; endorse healthy eating position statement
 - 2) Approve development of a directional policy or guideline with same intent as policy; endorse healthy eating position statement
 - 3) Status quo – do not approve
- Med 4 student, Ian Kasloff, completed a project to review articles in the literature related to promising practices in the marketing of healthy food in retail food services. Project is in preparation for the development of a resource for food service managers on the 4 Ps (product, placement, price, promotion).
- One HEEP Project Team meeting was held (Nov 2) during this quarter. The memo from the Regional Policy Committee was discussed.