



COMPLETED WORK

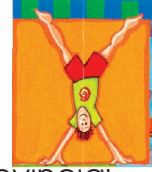
This document contains a description of work we have completed. It is organized according to the type of services offered:

- **Evaluation & Research**
- **Best Practices Research**
- **Resource & Tool Development**
- **Organizational Management & Project Coordination**
- **Facilitation**
- **Strategic Planning & Program Development**
- **Workshop Development & Training Supports**
- **Event Planning**
- **Advocacy**
- **Administrative/Clerical Support**

EVALUATION & RESEARCH

Western Region PACY (Physically Active Children and Youth)

Phase II Evaluation January - March 2003



Physically Active Children and Youth (PACY) was formed in 1998 as an interdepartmental committee responsible for developing a coordinated provincial strategy to increase physical activity levels of children and youth. PACY has evolved to become the Active Kids Healthy Kids strategy, and has a mandate to increase the number of children and youth that are active enough to receive health benefits.

In Western Nova Scotia, a regional committee (PACY Western) has worked since 1998 to build community capacity to increase physical activity levels of children and youth. Sharing Strengths was one of the organizations involved in PACY Western, which has just completed its process.

Recently we worked on behalf of Sharing Strengths to complete an evaluation of the second phase of PACY Western's work. Our activities included:

- Reviewing project documents and writing a project history;
- Developing an evaluation framework for the project;
- Designing and implementing the evaluation survey;
- Data coding and analysis;
- Formulating conclusions about building community capacity to increase physical activity levels of children and youth; and
- Writing a project and evaluation report.

To view this report, please visit the Nova Scotia Sport and Recreation Commission website at <http://ftp.gov.ns.ca/src/services/index.htm> or <http://www.horizonscda.ca/reports/pacy2.pdf>.

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Sharing Strengths

Measuring Community Capacity November 2002 – March 2004



In its first phase as a national pilot project (February 1999 – November 2000), Sharing Strengths developed a tool that focused on the process of building community capacity. In 2000 – 2001, the original tool was refined and developed into a survey to assess capacities in communities. Community and government representatives participated in pre-testing the survey, and provided feedback about making the survey user-friendly and accessible to service providers and community members.

Recently, with funding support from Health Canada's Population Health Fund Initiative, we worked with Sharing Strengths to improve the survey, and pilot-test it in English and French in five communities in Western Nova Scotia. Our activities included:

- Developing the survey into a facilitated group process;
- Developing a data analysis plan for the survey results;
- Developing, delivering, and evaluating a facilitator training workshop and facilitator support materials;
- Developing and implementing methods for obtaining feedback from facilitators and community groups involved in the pilot communities;
- Providing support to facilitators throughout the process;
- Developing a user-friendly data analysis system for community members;
- Developing and facilitating skill-building opportunities in data interpretation for facilitators;
- Evaluating the success and utility of the survey, and making necessary revisions;
- Developing the *Measuring Community Capacity Resource Kit*, with all necessary supports for using the survey and working with the data gathered;
- Disseminating information about and promoting the Kit;
- Coordinating meeting and workshop logistics; and
- Managing all aspects of the project (including research, websurvey development, translation, graphic design, reporting to the funding body, and finances).

The *Measuring Community Capacity Resource Kit* is now officially launched, and is available to community groups, service providers, and governments. You can order a copy of the Kit, or you can download the Kit from <http://www.horizonscda.ca/projects/ccmp.html>

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Sharing Strengths Society

Addressing Youth Violence April - October 2002



Horizons initiated this project for Sharing Strengths in collaboration with the Child and Youth Intersectoral Working Group (CYIWG) and the Western Regional Child and Youth Action Committee (CAYAC). Human Resources Development Canada (HRDC) provided the funding to develop a comprehensive, collaborative strategy for addressing violence among young people (aged 0-18) in Western Nova Scotia.

Our activities included:

- Obtaining funding for the project and liaising with HRDC throughout the project;
- Managing all aspects of the project;
- Co-chairing an intersectoral advisory committee;
- Hiring and supporting project consultants in their efforts to:
 - Conduct a best practices review;
 - Develop, implement, and analyze a key informants survey;
 - Conduct an environmental scan of existing initiatives in Western Nova Scotia;
- Planning and facilitating a regional stakeholders' consultation;
- Working with a local theatre company to profile the issue of youth violence from a youth perspective;
- Developing a profile of relevant child and youth indicators for the region;
- Developing an initial evaluation framework for the implementation phase of the project;
- Coordinating all logistics for the project;
- Coordinating the development of and co-writing the final report; and
- Disseminating project results.

To view the final report, visit our website at <http://www.horizonscda.ca/reports/ayvreport.pdf>

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Heart and Stroke Foundation of Nova Scotia Environmental Scan



Cardiac and Stroke Rehabilitation and Secondary Prevention Education in Nova Scotia August 2003 - June 2004

Horizons recently assisted the Heart and Stroke Foundation of Nova Scotia (HSFNS) reflect on its role in cardiac rehabilitation and stroke prevention. Through a best practices literature review and a stakeholder consultation, we developed recommendations for the best use of cardiac rehabilitation and secondary stroke prevention resources.

Our role in this project included:

- Reviewing research on best practice information in cardiac rehabilitation and secondary stroke prevention;
- Developing and implementing a consultation process for obtaining input from stakeholders (including individual, focus group, and telephone interviews, as well as e-mail surveys);
- Analyzing stakeholder responses;
- Synthesizing stakeholder responses with best practice literature and the HSFNS strategic plan;
- Developing initial recommendations about resource allocation;
- Developing a survey and action planning process for additional feedback from stakeholders based on HSFNS priorities;
- Revising recommendations and coordinating the development of an action plan for implementing the recommendations; and
- Writing a final report for the project.

Approval of the final report is pending- check the *Projects* section of our website (<http://www.horizonscda.ca/projects.html>) for the Final Report over the summer of 2004.

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BEST PRACTICES RESEARCH



Unit for Population Health and Chronic Disease Prevention

Chronic Disease Prevention Strategy Working Groups February - March 2003

The development of a provincial chronic disease prevention strategy began in 2002 with the leadership of the Unit for Population Health and Chronic Disease Prevention at Dalhousie University (formerly Heart Health NS). Seven working groups, with representation from a wide range of knowledgeable and skilled organizations, developed action plans in the following areas: leadership, policy, research/evaluation, community capacity, healthy eating and active living, professional wellness, and social marketing. The action plans formed the basis of the chronic disease prevention strategy.

Our work on this project included:

- Reviewing and summarizing best practice literature and research information for each of the seven working groups developing action plans;
- Reviewing and summarizing information on relevant Nova Scotia initiatives in each of the seven working group areas;
- Identifying gaps in information and further actions to address the gaps;
- Preparing annotated lists of resources available to support the working groups; and
- Providing the materials in hard copy and electronically for each working group.

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Community Health Promotion Network Atlantic

VOICE in health policy Project
December 2002 – March 2003



Horizons worked with the Community Health Promotion Network Atlantic (CHPNA) to coordinate the Atlantic Region's participation in this national project coordinated by the Coalition of National Voluntary Organizations (NVO) and funded by Health Canada.

This was the first of a three-phase project focused on building the capacity of voluntary health organizations to influence federal health policy. The objective of the first phase was to assess the current capacity to influence health policy. On behalf of CHPNA, we completed the following activities:

- Representing the Atlantic Region to the National Coalition of Voluntary Organizations;
- Developing the project work plan and budget;
- Preparing financial and activity reports;
- Managing the translation of all materials;
- Liaising with the CHPNA Board of Directors;
- Developing and implementing a websurvey (in English and French) to assess capacity of voluntary organizations to influence federal health policy in five regions across Canada;
- Coordinating the analysis of websurvey results (by region);
- Hiring and supporting facilitators in the four Atlantic provinces to conduct regional roundtable consultations in English and French (in Halifax, Sydney, Meteghan, Fredericton, Moncton, Charlottetown, Corner Brook and St. John's);
- Coordinating and facilitating the Halifax roundtable;
- Providing direction and support to roundtable facilitators when they analyzed their results and developed their regional reports;
- Synthesizing results from the eight Atlantic roundtables and the websurveys into an Atlantic Region report; and
- Participating in the synthesis of regional reports into a national report.

The Atlantic Regional Report is available on our website: <http://www.horizonscda.ca/reports/finalreportvoice.pdf>.

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Primary/Community Mental Health Services, Capital District Health Authority



Mental Health Services Outreach to Under-served Populations December 2002 - March 2003

In October 2001, Primary/Community Mental Health Services of the Capital District Health Authority underwent an accreditation review, which noted program strengths and areas for improvement. One of the areas identified for improvement was the identification of and outreach to under-served populations. Our role was to assist Primary/Community Mental Health Services in building links with people in under-served populations, and in developing strategies for better outreach to those wanting access to mental health services. Our activities included:

- Reviewing and synthesizing best practice literature on outreach to under-served populations;
- Developing a focus group interview guide;
- Identifying under-served populations in the Capital District Health Authority;
- Facilitating focus groups with service providers, lesbian/gay/bisexual and transgendered youth, First Nations peoples, rural citizens, African Nova Scotians, and people who have experienced homelessness;
- Analyzing focus group data;
- Developing recommendations for Primary/Community Mental Health Services to improve outreach to under-served populations;
- Presenting results to the Accreditation Committee;
- Developing action planning worksheets to support staff in implementing recommendations; and
- Writing a final report.

To view the final report, visit our website at <http://www.horizonscda.ca/reports/mhsfinalreport.pdf>

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Canadian Cancer Society - Nova Scotia Division, Cancer Care Nova Scotia and Heart and Stroke Foundation of Nova Scotia

ACT II

November 2003 - April 2004



The Canadian Cancer Society - Nova Scotia Division, *Cancer Care Nova Scotia* and the Heart and Stroke Foundation of Nova Scotia contracted *Horizons* to conduct an assessment of the current environment to determine transferability of the *Action in your Community against Tobacco* (ACT) model to healthy eating and physical activity. ACT is a community-based initiative designed to increase the ability of community members to take action against tobacco in their own communities.

Our activities included:

- Reviewing the ACT Tool Kit and the relevant ACT documents that have been developed over the course of the initiative;
- Preparing a list of *critical success factors* or key components contributing to the success of ACT;
- Reviewing literature on effective practices in healthy eating and physical activity;
- Assessing the congruence between healthy eating/active living success factors and ACT critical success factors;
- Identifying key informants on healthy eating and physical activity in Nova Scotia;
- Designing and implementing a key informant survey;
- Analyzing survey data;
- Compiling a list of relevant initiatives in healthy eating and physical activity in Nova Scotia;
- Applying criteria for determining best and promising practices to the Nova Scotia initiatives; and
- Developing recommendations regarding the transferability of the ACT model to healthy eating and physical activity.

The report will soon be available under the Projects section of our website: <http://www.horizonscda.ca>

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RESOURCE & TOOL DEVELOPMENT

Sharing Strengths Society



Family Enriched Public Housing Project March - November 2003

The mission of Housing Services is “to be a partner to Nova Scotians in fostering healthy communities through housing.” Housing Services recognizes that housing, as a major determinant of health, impacts on all Nova Scotians and that addressing housing needs alone cannot solve the Province’s housing issues. The Family Enriched Public Housing project was born out of Housing’s commitment to expand its role beyond “landlord” and work for healthy communities by defining the key elements of a healthy community and Housing’s role in creating and/or maintaining these elements. Our focus on this project was on supporting Housing in developing a process for operationalizing its vision of working for healthy communities. Our activities included:

- Working with an Advisory Group of Housing staff and women who live in public housing to review available community development and planning resources and support materials to determine their appropriateness for use in Family Enriched Public Housing;
- Building the knowledge and skills of Advisory Group members to help them understand how to use research information in planning for community health;
- Conducting a literature review for best practice information on Housing’s role in working for healthy communities;
- Developing a shared definition of a healthy community;
- Developing relevant healthy community indicators;
- Developing a report card template and baseline indicators of a healthy community;
- Processing the literature review findings with the Advisory Group;
- Developing a Toolkit of community development and planning resources for Housing staff to engage people living in public housing in a process of working for healthy communities;
- Working with the Advisory Group to present the Toolkit to regional managers in Western Nova Scotia; and
- Facilitating regional housing managers as they developed an action plan for piloting the Toolkit process in Western Nova Scotia.

The report will soon be available under the Projects section of our website:

<http://www.horizonscda.ca>

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Horizons Community Development Associates



Health Promotion Day Planner January - August 2004

We co-founded *Horizons Community Development Associates* in September 2002 when funds for the non-profit health promotion organization we were working for dried up. Since then, we have been able to make our living as consultants doing work we love with communities we love and respect. We decided to develop a Daily Planner as a way to say thank you, give something back to the communities and our colleagues, and celebrate the passions and capacities of health promoters in Atlantic Canada. We will be donating 25% of the proceeds to the Health Promotion Clearinghouse in the first year. We hope to make the planner an annual project, and will donate a portion of the proceeds to a different organization each year.

Our activities include:

- Planning project budget and timelines;
- Developing promotional materials about the daily planner;
- Promoting the daily planner and requesting submissions from people in a variety of sectors across the four Atlantic provinces;
- Collecting and organizing submissions;
- Searching for relevant health promotion information to include in the planner;
- Addressing gaps and contacting people from missing sectors to encourage submissions;
- Designing the components of the planner;
- Design and layout of planner;
- Proofing and revising the planner;
- Liaising with the printer;
- Promoting and circulating the finished project; and
- Cataloguing learnings and feedback to help improve the process and the planner each year.

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Nova Scotia CVI Network



Volunteer Community Action Pack & Volunteer Resource Reference Catalogue March 2004

During the Nova Scotia CVI (NSCVI) Network's strategic planning process, participants observed that there are a number of tools, training resources, research documents, and statistical information that have been developed by various volunteer organizations and agencies in Nova Scotia. The NSCVI Network hired *Horizons* to catalogue the existing resources and create user-friendly reference documents to distribute to volunteers and their organizations province-wide.

We surveyed volunteers and their organizations in Nova Scotia and nationally to create an inventory of resources and tools for volunteers to use in their work. Using this inventory, we developed two documents: the *Volunteer Community Action Pack* and *Volunteer Resource Reference Catalogue*.

The purpose of the *Volunteer Community Action Pack* is to build on existing resources to respond to a need identified by Nova Scotia's volunteers for a simple toolkit for local advocacy. The Action Pack was developed to assist grassroots volunteers in securing the support of and engaging local government and community leaders in their work. The Action Pack is designed to be easily adapted to specific communities, inexpensive to duplicate, and easily accessible through web-based resources.

Its companion document, the *Volunteer Resource Reference Catalogue*, provides an extensive clearinghouse of existing resources and research relative to the volunteer sector in Nova Scotia, in the form of an up-to-date, user-friendly catalogue.

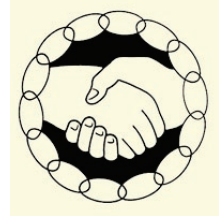
Both NSCVI documents are pending revisions and approval. We anticipate that the final documents will be available in the near future through the NSCVI website at <http://www.novascotianetwork.org>, or by contacting the NSCVI Network.

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**ORGANIZATIONAL MANAGEMENT
& PROJECT COORDINATION**

Community Links

Interim Administration of Community Links September - November 2003



Horizons managed Community Links on an interim basis when the former Provincial Coordinator was elected to the Nova Scotia Legislature. We worked closely with the Board of Directors to complete the following activities:

- Managing the ongoing operations of the organization;
- Completing relevant reports and updates to funders and ensuring that relationships with funders remained current;
- Providing support to project coordinators and administrative staff;
- Providing support for planning and running Board meetings;
- Assisting in the analysis of organizational direction and supporting the Board in clarifying its working approach and role;
- Developing a policy manual;
- Providing knowledge and skill-building opportunities for Board members in the area of community development;
- Providing an analysis of key decisions for the Board to make during the transition period;
- Assisting the Hiring Committee in reviewing compensation packages, reviewing the Provincial Coordinator job description, advertising the senior staff position posting, and organizing the interview and hiring process for the new Provincial Coordinator;
- Assisting the Board in planning for ongoing accounting and administrative support;
- Representing the organization in various initiatives, including the Canadian Volunteer Initiative and the Healthy Communities Network;
- Updating members about the status of the organization; and
- Coordinating the move of the provincial office –including researching appropriate options, managing the physical move, setting up the new office, and informing partners and members about the new location.

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Sharing Strengths Society



Transitional Administration of Organization September 2002 - May 2004

When core funding for Sharing Strengths dissolved, *Horizons* (as former staff members of the Society) agreed to manage the organization through a transition period during which current projects would be completed and the Society would be dissolved. Our activities included:

- Managing the ongoing operations of the organization;
- Completing relevant reports and updates to funders and ensuring that relationships with funders remained current;
- Financial planning and bookkeeping;
- Keeping Board members and the Research/Evaluation Committee Chair informed about ongoing operations;
- Providing an analysis of key decisions for the Board to make during the winding down period;
- Updating partners about the status of the organization;
- Coordinating the move of the regional office into home based offices and donating resources and equipment to related groups; and
- Managing the completion of two short-term projects.

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Chair, Sharing Strengths Board of Directors
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Community Links

Seniors Influencing Policy Project September 2002 – March 2004



Developing Rural Seniors' Skills for Influencing Policy was a project designed to increase Community Links members' skills in understanding and influencing public policy. *Horizons'* role was overall project management and coordination of the project. Our specific tasks included:

- Coordinating the hiring of a workshop facilitator and the project resource writer;
- Liaising with the organization's project advisory committee;
- Planning and carrying out all logistics for two provincial workshops (including pre-workshop material development, participant registration, securing workshop speakers, communication with participants, venue selection and management, audiovisual requirements, meals and accommodations, booking and coordinating evening entertainment, designing the agenda, and, in consultation with the facilitator, producing agendas and workshop materials);
- Developing and distributing media releases;
- Designing and analyzing workshop evaluations;
- Working with resource writer and graphic designer in the development of 'Voices of Experience'; and
- Distributing the resource to participants.

Contact: Marilyn More (former Provincial Coordinator, Community Links)
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Community Links



Preventing Falls Together September 2002 - May 2004

Horizons coordinated *Preventing Falls Together*, a federally funded Falls Prevention Initiative, for two years. The initiative's purpose was to increase the capacity of organizations that work with seniors, veterans and family caregivers to incorporate falls prevention strategies into their day-to-day work, with the goal of reducing the rate of falling among seniors and veterans. It is one of few examples of moving from the theory of population health to community action. The project was sponsored by Community Links, the Nova Scotia/Nunavut Command of the Royal Canadian Legion and VON Canada - Nova Scotia.

Our responsibilities included:

Partnership Development & Support

- Developing and supporting an intersectoral provincial steering committee and regional coalitions around the province;
- Facilitating the work of the regional coalitions in identifying local issues and developing health promotion-based falls prevention strategies;
- Facilitating skill development sessions on population health, health promotion, and falls prevention at provincial and regional levels;
- Coordinating the meeting of Atlantic Falls Prevention Initiative projects (English); and
- Participating in/providing input in the development of the Nova Scotia Injury Prevention Strategy.

Tool Kit Development

- Coordinating the work of the Tool Kit Working Group;
- Liaising with the Tool Kit writer, graphic designer and printer in the development of *Preventing Falls Together: A Population Health Tool Kit*; and
- Developing a companion compact disc containing all components of the Tool Kit.

Tool Kit Training

- Securing the Tool Kit Orientation Workshop designer/provincial steering committee workshop facilitator;
- Providing feedback on training design and agenda;
- Coordinating all logistics for the Provincial Steering Committee one-day Tool Kit Orientation Workshop, including venue selection and management, pre-workshop material design and distribution, participant registration, meals and accommodations, and production of workshop materials; and
- Facilitating half-day Tool Kit Orientation Workshops for all Regional Coalitions and provincial partners.

Awareness/Education

- Presenting information on falls prevention for provincial, regional and local organizations;
- Developing newsletter articles and distributing them to partners;
- Designing and delivering a workshop – *Working Together to Create Healthy Communities* for the Atlantic Coordinating Committee on Crime Prevention and Community Safety 2003 annual conference; and
- Designing and delivering a workshop – *Moving from Research to Community Action: Using a Population Health Approach to Falls Prevention* at the 2003 Canadian Association on Gerontology/Ontario Association on Gerontology Annual Scientific and Educational Meeting.

Evaluation

- Coordinating the work of the Evaluation Working Group, including meeting planning and follow-up;
- Implementing evaluation plan components;
- Inputting evaluation data for analysis; and
- Circulating the evaluation report for feedback and input.

Administration

- Managing the day-to-day administration of the project, including contact with partners and coalition members, meeting notices, minutes, mailings;
- Working with sub-contracted staff;
- Supporting the project's Management Committee;
- Liaising with Community Links Provincial Coordinator and Board of Directors, and providing regular written reports; and
- Preparing quarterly narrative reports for Health Canada.

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FACILITATION

Facilitation is an integral part of all *Horizons'* work, whether it is with community volunteers, service providers, cross-sectoral government committees, researchers, or a mixture of people. We also provide facilitation training for people learning to use particular resources and/or programs (e.g., train-the-trainer), as well as focus group facilitation.

Key examples of facilitation activities in our work include:

Addressing Youth Violence

- Facilitating a regional stakeholders meeting for service providers, policy makers, educators, parents, and youth interested in addressing youth violence in Western Nova Scotia; and
- Facilitating the project advisory group through the process of designing a research-based comprehensive, community-based intervention to address youth violence.

Community Links

- Facilitating a community development workshop for Board members; and
- Facilitating the Hiring Committee and Transition Committee processes during the transition period for the organization.

Family Enriched Housing Project

- Facilitating a project Advisory Group of Housing staff and women who live in public housing, to provide guidance and build knowledge and skills for building healthy communities throughout the project; and
- Facilitating regional housing managers in developing an action plan for piloting the process designed for building healthy communities in Western Nova Scotia.

Health Promotion Clearinghouse Partners Forum

- Facilitating the planning group preparing the forum agenda;
- Facilitating the day-long forum with partners from across Nova Scotia; and
- Facilitating an action-planning process to address the partners' role in ensuring the sustainability of the Health Promotion Clearinghouse.

Heart and Stroke Foundation of Nova Scotia – Environmental Scan for Cardiac Rehabilitation and Secondary Stroke Prevention Education in Nova Scotia

- Facilitating focus group interviews with intersectoral provincial committees and community-based support groups.

Leaders Among Us

- Facilitating a train-the-trainer workshop for women who will be delivering the eight-session HeartSmart™ Physical Activity Basics Course for women in Family Resource Centres.

Measuring Community Capacity

- Facilitating a process for pilot-testing a group survey in communities;
- Training facilitators to use the survey with their groups; and
- Developing supports for facilitators to use on their own with their groups.

Mental Health Services Outreach to Under-served Populations

- Facilitating focus groups with service providers, lesbian/gay/bisexual and transgendered youth, First Nations peoples, rural citizens, African Nova Scotians, and people who have experienced homelessness.

Preventing Falls Together

- Facilitating the development of a Provincial Steering Committee terms of reference document;
- Facilitating a population health skill builder session;
- Facilitating workshop sessions at national and Atlantic Canada conferences;
- Facilitating meetings of the project's Regional Coalitions; and
- Facilitating meetings of the Anglophone Falls Prevention Initiatives in Atlantic Canada.

Seniors Influencing Policy Project

- Facilitating a skill-builder workshop on how to make effective presentations.

VOICE in health policy Project

- Facilitating a group of consultants we contracted to facilitate roundtable discussions in the four Atlantic provinces; and
- Facilitating a roundtable session in Halifax for representatives from voluntary organizations across Nova Scotia to assess current capacity to influence federal health policy and determine supports needed for increasing capacity.

For more information on each of these projects, please refer to the other service sections in this document.

**STRATEGIC PLANNING &
PROGRAM DEVELOPMENT**

Sport Nova Scotia

Sport Futures Program April - May 2003



Horizons worked with Sport Nova Scotia to access funds to support the Sport Futures Leadership Program, which assists Provincial Sport Organizations (PSOs) in providing quality sport programs, recruiting and training new volunteers, and attracting new participants on an ongoing basis. Young people receive leadership training and build life skills for employability and/or future studies. Through their leadership roles, the youth act as mentors or role models for children who may not necessarily make good life choices otherwise. They also receive support from Sport Nova Scotia to learn how to generalize the skills they learn to employment and education experiences.

Our activities included:

- Reviewing relevant Sport Nova Scotia documents;
- Designing a program appropriate for Sport Futures and the funding body;
- Developing a project budget and timeline; and
- Developing a successful funding proposal.

For more information about the Sport Futures Program, please visit Sport Nova Scotia's website: http://www.sportnovascotia.ca/contents/Sport_Dev/eligibility_overview.htm

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**WORKSHOP DEVELOPMENT
& TRAINING SUPPORTS**

Canadian Mental Health Association (CMHA)

Community Support Coordinators Program February – May 2004

The Canadian Mental Health Association (Nova Scotia Division) is in the process of developing a Community Support Coordinators Program to be pilot-tested in two or three communities in Nova Scotia. The goals of the program will be:

- Ensuring continued expansion of community based mental health services following the suggestion outlined in Mental Health: A Time for Action (Executive Summary page 3);
- Through partnership arrangements with mental health providers, consumers, educators, other government departments and community organizations, providing services in: mental health promotion, advocacy, education and prevention at the community level;
- Supporting mental health consumers in community re-involvement;
- Providing community support in navigating the local and provincial service systems for consumers and family members; and
- Developing a continuous, ongoing mechanism for consumer and family input to all systems.

We worked with the CMHA (NS Division) to develop a research-based outline of the training program for Community Support Coordinators that addresses both a consumer/family member perspective and a formal systems perspective. The steps involved in developing the training outline included:

- Conducting a review of literature (best practices where possible) of relevant training programs and manuals for similar community support programs;
- Generating a set of research-based recommendations for consideration when developing the training program for the Community Support Coordinators Program; and
- Working with local CMHA branches to identify relevant community resources and resource people, and placing the training outline in a Nova Scotia context.

Contact: Carol Tooton, Executive Director
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63 King Street
Dartmouth, NS B2Y 2R7
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Heart and Stroke Foundation of Nova Scotia

Leaders Among Us Physical Activity Program Training February - August 2004



Leaders Among Us is an initiative sponsored by the Heart and Stroke Foundation of Nova Scotia and funded by Health Canada. It provides support to women who participate in family resource centres in the areas of health leadership training, continuing education sessions, network development, and training trainers and facilitators to lead programs.

We worked with *Leaders Among Us* to further develop the HeartSmart™ Physical Activity Basics Program for Women and their Families. Our activities included:

- Revising the drafted eight-session program manual;
- Developing a training manual for program facilitators;
- Developing, implementing, and evaluating a facilitator training workshop for program facilitators;
- Developing follow-up materials and supports for program facilitators; and
- Developing evaluation instruments and methods for the eight-session course.

The training manual will soon be available under the Projects section of our website:
<http://www.horizonscda.ca/projects.html>

Contact: Meredith Campbell
Interim Director of Health Promotion
Heart and Stroke Foundation of Nova Scotia
5161 George Street, 7th Floor
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Fax: (902) 492-1464
Email: mcampbell@heartandstroke.ns.ca

EVENT PLANNING

Atlantic Canadian Organic Regional Network (ACORN)

Atlantic Regional Conference September 2002 - April 2003

The mission of ACORN is to consolidate all resources and stakeholders in the organic food industry in Atlantic Canada, to build a comprehensive organic food infrastructure, and to increase the viability of Atlantic Canadian family farms and their communities.

In the fall of 2002 and winter of 2003, we worked with ACORN to plan and coordinate their annual Atlantic regional conference. The theme of the conference, which was held at the Westin Nova Scotian Hotel, was *Atlantic Successes and Innovations*. People from across Atlantic Canada participated in the conference. For the first time, ACORN members were invited to lead conference sessions in order to share what they have learned from their experiences.

Our activities included:

- Planning and implementing the media, sponsorship, and promotional strategies;
- Organizing a participatory process for session leadership;
- Developing a three-stream conference agenda;
- Developing all conference materials, including design and layout;
- Planning and organizing the three-day conference trade show;
- Planning conference socials;
- Developing a certified organic conference menu with the Westin Chef;
- Coordinating the purchase of certified organic ingredients from Atlantic growers and producers;
- Planning the Children's Program for the conference;
- Organizing a Chef's Demonstration lunch with chefs from local restaurants that feature certified organic menu items;
- Coordinating conference registration;
- Managing the conference venue; and
- Developing follow-up materials for conference participants.

Contact: Jennifer Melanson
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3101 Highway 236, RR #1
Kennetcook, NS B0N 1P0
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Health Promotion Clearinghouse



Partner's Forum February – April 2003

The Health Promotion Clearinghouse:

- Makes health promotion material accessible to communities;
- Provides human, material and online resources to organizations and individuals working in Nova Scotia, to support their community health promotion work;
- Provides appropriate information in suitable formats/methods (e.g., phone, email);
- Provides assistance in a timely manner;
- Builds momentum for health promotion and disease prevention of the users and contributors to the system; and
- Enhances capacities for health promotion and disease prevention of the users and contributors to the system.

We were contracted by the Health Promotion Clearinghouse to work with the Steering Committee to plan and facilitate the 2003 annual Partners' Forum. The Partners' Forum was held to share information about Health Promotion Clearinghouse activities and status with partners; to reflect on and celebrate accomplishments; and to draw on the knowledge, connections, experiences, and resources of the partners to address the sustainability of the Health Promotion Clearinghouse. Thirty-one people from a range of organizations participated in the day-long meeting.

Our activities included:

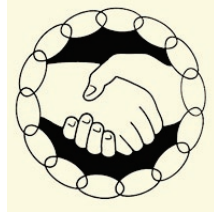
- Designing the Forum agenda and materials;
- Facilitating the Forum;
- Facilitating an action-planning process to address the partners' role in ensuring the sustainability of the Health Promotion Clearinghouse;
- Coordinating Forum logistics and registration;
- Writing a Forum Meeting Summary report; and
- Developing a follow-up package for participants.

The Meeting Summary Report contains the materials that were circulated at the meeting, and a summary of the discussions and exercises from the meeting. The report is available on our website: <http://www.horizonscda.ca/reports/hpcreport.pdf>

**Contact: Jane Farquharson, Executive Director
Heart and Stroke Foundation of Nova Scotia
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Phone: (902) 423-7530 ext. 302 or Toll-free: 1-800-423-4432
Fax: (902) 492-1464
Email: jfarquharson@heartandstroke.ns.ca**

Community Links

Annual General Meeting March - May 2003



Connecting & Collaborating, the 2003 Annual General Meeting for the Community Links Board of Directors and members, was held in late May 2003 at Mount Saint Vincent University in Halifax. We worked with Community Links to coordinate the meeting. Our activities included:

- Planning and carrying out all meeting logistics;
- Developing and distributing pre-meeting promotional materials and delegate registration information, and communicating with meeting delegates;
- Designing the meeting agenda;
- Managing the venue and coordinating with the facility manager;
- Securing speakers and providing audiovisual supports;
- Planning meals and accommodations;
- Obtaining door prizes;
- Producing delegate kits;
- Facilitating one of the meeting workshops;
- 'Hosting' the workshop component of meeting; and
- Liaising with association staff, Board of Directors, and AGM advisory committee.

Contact: Marilyn More (former Provincial Coordinator, Community Links)
135 Portland Street
Dartmouth, NS B2Y 1H9
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ADVOCACY

Supporting groups advocating for social change is an integral part of all of *Horizons'* work, whether it is with community volunteers, service providers, cross-sectoral government committees, researchers, or groups of people with varying backgrounds.

Key examples of activities in our work that either build capacity for advocacy, or effect change directly include:

ACT II

- Our research for this project resulted in a research-based recommendation that supports the ACT model being transferred to healthy eating and physical activity, and suggests that a similar style toolkit and community-mobilization process be developed for Nova Scotia. Our work will help the partner organizations advocate for the transfer of this model to healthy eating and physical activity.

Addressing Youth Violence

- The intervention that was designed in this project is in the process of being implemented and tested in two communities in Western Nova Scotia, which are focused on involving all stakeholders in communities to prevent youth violence. Our work will help the partner organizations advocate for the prevention of youth violence.

Chronic Disease Prevention Strategy Best Practices Research

- The research information we gathered for seven working groups (leadership, policy, research/evaluation, community capacity, healthy eating and active living, professional wellness, and social marketing) was used in the development of action plans, which were integrated into the NS Chronic Disease Prevention Strategy. Our work helped the working groups develop the plans to help the Leadership Committee advocate for funding for the implementation of the Strategy.

Community Support Coordinators Program

- The implementation of this pilot project will build on collaborative relationships among community agencies and organizations, maximize immediate practical support for people having mental health difficulties, and reduce the frequency and degree of crisis people experience. Our work will help the CMHA advocate for community-based supports for people who experience mental health difficulties.

Family Enriched Public Housing Project

- The process we designed for Housing to engage people living in Family Enriched Public Housing allows Housing to operationalize its vision of working for healthy communities. It will also lead to community action and advocacy for change in creating healthy communities.

Leaders Among Us

- The implementation of this program will help participants directly increase the physical activity levels of women and their families, and decrease potential health problems related to an inactive lifestyle. Our work was designed to build participant capacity to return to their communities and advocate for increases in activity levels in women and their families.

Measuring Community Capacity

- Groups using the survey will have an opportunity to reflect on their bigger picture and think about whether there are any adjustments they would like to make to build on the way they mobilize and advocate for community action.
- Data collected from groups using the survey can be compiled into an average or range for all groups that use the survey, which will give funders, decision makers, and policy makers a picture of exactly how to support community groups in building their knowledge, skills, and capacity.

Mental Health Services Outreach to Under-served Populations

- Our work on this project resulted in the creation of recommendations for Primary/Community Mental Health Services (Capital District Health Authority) to better reach under-served populations, and the development of action plans for implementing the recommendations. Our work will help Mental Health Services advocate for outreach services to under-served populations.

Nova Scotia CVI Network's Volunteer Community Action Pack

- The Volunteer Community Action Pack developed by *Horizons* contains resources and practical tools for community groups to organize an advocacy campaign to address their issues.

PACY (Physically Active Children and Youth)

- *Horizons* formulated conclusions about building community capacity to increase physical activity levels of children and youth, which were considered in the development of the provincial Active Kids, Healthy Kids Strategy. Our work helped PACY advocate for strategy funding.

Preventing Falls Together

- This initiative focuses on building the capacity of provincial organizations and regional coalitions to organize for changes and improvements to public policy regarding physical and social environments that decrease the number of falls and corresponding injuries in Nova Scotia.

Seniors Influencing Policy Project

- This project focused on building the capacity of rural seniors to influence public policy, by building their understanding of policy and skills in advocacy.

Sport Futures Program

- Our work on this project resulted in Sport Nova Scotia receiving necessary funding to build the skills of youth leaders, which can be applied in various aspects of life. Our work will help these leaders positively influence children who might otherwise have difficulties with the criminal justice system.

VOICE in health policy Project

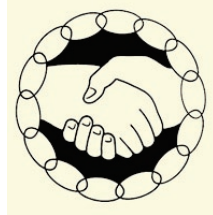
- The information gathered through the websurvey we developed and the regional roundtable discussions we coordinated contributed to a national understanding of voluntary organizations' capacity to influence federal health policy. The recommendations developed in the national report informed the National Coalition of Voluntary Organizations and Health Canada about the support and knowledge and skill-building opportunities voluntary organizations are looking for. This information has in turn, informed the demonstration project phase of the VOICE in health policy project.

For more information on each of these projects, please refer to the other service sections in this document.

**ADMINISTRATIVE/
CLERICAL SUPPORT**

Community Links

Administrative Support to Organization
January - April 2003
September - November 2003



Horizons provided administrative/clerical support to Community Links before the organization secured an administrative assistant, and while we managed Community Links on an interim basis. Our activities included:

- Bookkeeping;
- Paying current invoices;
- Developing meeting materials, minutes, and follow-up packages;
- Editing and formatting reports;
- Organizing announcements and mailouts;
- Coordinating logistics and meeting planning;
- Developing and maintaining databases of organizational information; and
- Developing and maintaining websites.

Contact: Barbara LeBlanc,
Secretary / Treasurer
Community Links Board of Directors
P.O. Box 22
Margaree Harbour, NS B0E 2B0
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Fax: (902) 235-2506
Email: barbaraleb@hotmail.com

Sharing Strengths Society

Administrative Support to Organization September 2002 - May 2004



Horizons provided administrative and clerical support to Sharing Strengths through a transition period during which current projects would be completed and the Society would be dissolved. Our activities included:

- Bookkeeping;
- Managing accounts receivable and paying current invoices;
- Developing meeting materials, minutes, and follow-up packages;
- Editing and formatting reports;
- Organizing announcements and mailouts;
- Coordinating logistics and meeting planning;
- Developing and maintaining databases of organizational information; and
- Developing and maintaining websites.

**Contact: Doug Crossman,
Manager, Mental Health Services, South Shore DHA
Chair, Sharing Strengths Board of Directors
South Shore Regional Hospital
90 Glen Allen Drive
Bridgewater, NS B4V 3S6
Phone: (902) 527-5228
Fax: (902) 521-0356
Email: dcrossman@ssdha.nshealth.ca**

Recognition On Standing Offer Lists in Nova Scotia

Horizons Community Development Associates is proud to have a history of being recognized on **Standing Offer Lists in Nova Scotia**.

- In October 2002, as part of our work with Sharing Strengths, we were recognized on the standing offer list for focus groups through Communications Nova Scotia.
- In May 2003, we were recognized on the Public Service Commission's Standing Offer List for internal group facilitation, public consultation, and human resources-program evaluation (valid through August 31st, 2005).
- In February 2004, we were recognized on the Capital District Health Authority's Standing Offer List for Primary Care (valid through March 31st, 2006).
- In June 2004, we were recognized on the Communications and Public Relations Standing Offer List for focus group research, public opinion research, and writing services (valid through April 2005).
- In June 2004, Horizons' Circle of Associates were recognized by the Government of Nova Scotia for consultant support services (valid through May 2005)

