

**BASSE-CÔTE-NORD EN FORME
ANNUAL WORK PLAN (2013/2014)**



PRIORITY A : Mobilisation

Objective	Indicator	Strategy	Activities	Responsible	Deadline	Completed √
Maintain Partnerships	Six (6) meetings with partners held annually	LNSCH develops and implements an effective governance mechanism that enables the implementation of the strategic plan	<ul style="list-style-type: none"> Develop agenda for meetings (6) Participate in meetings (6) Prepare minutes of meetings (6) Invite QeF Development Agent to all LNSCH meetings (6) 	Interim BCNeF Development Agent	Ongoing	
		Partnership agreements developed and signed with all LNSCH organization members	<ul style="list-style-type: none"> Partnerships agreements created Partnership agreements signed by LNSCH members 	Interim BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Nov. 30, 2013	√
		Develop cohesion between stakeholders' strategic plans and the QeF strategic plan	<ul style="list-style-type: none"> Contact partners to request strategic plans Review plans to identify fit of QeF strategic plan into partner's plans 	Interim BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
		Create an evaluation framework	<ul style="list-style-type: none"> Meet with partners to develop or identify evaluation tools Work with Resource Team to develop or identify evaluation tools Draft evaluation framework 	Interim BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	June 2014	
		Implement annual evaluation plan	<ul style="list-style-type: none"> Complete all evaluations in 5 Municipalities 	Interim BCNeF Development Agent	Ongoing 2015	-

				Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS		
Maintain , support & increase capacities of LAGS	6 LAGS maintained	Assess training needs of LAGS and Animators	<ul style="list-style-type: none"> • Develop training survey • Training survey completed with 6 Animators & members of all 6 LAGS • Compile survey results 	<i>Interim</i> BCNeF Development Agent Coasters Association LAGs Animators	June 2014	
		Implement training plan	<ul style="list-style-type: none"> • Meet with partners to identify training opportunities • Draft training plan • Meet with partners to approve training plan • Develop training schedule & forward to Animators and LAG members 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing - 2015	
	Provide support to LAGS and Animators	<ul style="list-style-type: none"> • Monthly conference call with Animators • Weekly follow up with Animators • Bi-Monthly conference calls with LAGS 	<i>Interim</i> BCNeF Development Agent Coasters Association LAGs Animators	Ongoing		
	Develop sustainability plan with LAGS	<ul style="list-style-type: none"> • Focus groups held in five (5) Municipalities • Meet with LAGS to draft sustainability plan 	<i>Interim</i> BCNeF Development Agent Coasters Association LAGs	Ongoing - 2015		
Improve communications between LNS partners	Forum planned	Provide environment whereby stakeholders can exchange and establish preferred actions together	<ul style="list-style-type: none"> • Meet with LAGS and Animators to develop objectives & goal of forum • Develop forum outline with Resource Team • Draft invitation list 	<i>Interim</i> BCNeF Development Agent LAGs Animators Coasters Association CLD, CSSSBCN	June 2014	
		Partnership agreements developed	<ul style="list-style-type: none"> • Partnerships agreements created 	<i>Interim</i> BCNeF	Nov. 30,	✓

		and signed with all LNSCH organization members	<ul style="list-style-type: none"> All partnership agreements signed by LNSCH members 	Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	2013	
		Develop cohesion between stakeholder strategic plans and BCNeF strategic plan	<ul style="list-style-type: none"> Contact partners to request strategic plans Review plans to identify fit of QeF strategic plan into partner's plans 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
		Explore eco-systemic approach with Qef, Avenir d'enfants & R2	<ul style="list-style-type: none"> Participate in eco-systemic training sessions Participate in meetings with Resource Team, AE, R2 & QeF 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS, AE, R2, QeF	Ongoing - 2015	

PRIORITY B : Favourable Environments

Objective	Indicator	Strategy	Activities	Responsible	Deadline	Completed √
Develop & maintain activities/ programs	5 municipalities engaged in programs/activities that promote healthy, active living	Offer activities and programs that encourage a healthy, active lifestyles for youth aged 0-17 on the LNS	<ul style="list-style-type: none"> Monthly conference calls held with Animators for updates and sharing 6 conference call held annually with LAGS for updates & sharing Work with community partners to carry out weekly activities 	<i>Interim</i> BCNeF Development Agent, Animators, LAGS, Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
		Offer programs and activities that engage families and communities	<ul style="list-style-type: none"> Work with partners to offer 2 family/communities activities annually 	<i>Interim</i> BCNeF Development Agent	Ongoing	

				Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS		
		Work with communities to increase their capacity to provide facilities, green spaces, equipment and varied sports and recreational services in a safe environment	<ul style="list-style-type: none"> Work with partners to offer locations for weekly activities 	<i>Interim</i> BCNeF Development Agent, Animators, LAGS, Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
	Partnerships developed with 2 Native Communities	Encourage involvement of the 2 Native communities in local and regional initiatives pertaining to healthy, active lifestyles	<ul style="list-style-type: none"> Invitations sent to Native Communities for BCNeF activities in their area 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	

PRIORITY C : Influence Policies

Objective	Indicator	Strategy	Activities	Responsible	Deadline	Completed √
Improve accessibility to healthy foods	5 municipalities are approached with potential by-laws	Support the Municipalities in the adoption of by-laws that promote healthy lifestyle	<ul style="list-style-type: none"> Research possible by-laws that promote healthy lifestyles Work with Resource Team to draft document that outline potential by-laws Forward information to all Municipalities 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
	11 schools in the region supported with the implementation of	Provide support, resources and tools to aid in the implementation of the “Going the healthy Route at School” policy	<ul style="list-style-type: none"> Animators working with schools to assist with implementation of Breakfast Clubs, Breakfast for Learning and Healthy Snacks activities 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC	Ongoing	

	the “Going the healthy Route at School”		<ul style="list-style-type: none"> Research provincial & regional resources (RESQ, Youth Secretariat of Quebec, etc) 	CEDEC, QLF, CLD, SQ LTS		
	Comprehension increased in the 5 Municipalities of the Nutrition North program	Research criteria of the Nutrition North program and identify challenges associated in the program on the territory	<ul style="list-style-type: none"> Research Nutrition North Program Contact local businesses to encourage use of Nutrition North Program and identify challenges 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
		Support the local population and businesses in regards to the Nutrition North program	<ul style="list-style-type: none"> Forward information on Nutrition North Program to population & local businesses Offer support as needed 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	
		Research possibilities of using local and available healthy foods and promote usage of these foods	<ul style="list-style-type: none"> Contact CSSSBCN (Nutritionist) to request information on local foods and healthy foods available on LNS (frozen vs fresh) Forward request to CSSSBCN for training (Animators, LAGS) on healthy food & promotion within the communities 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	Ongoing	

PRIORITY D: Communication

Objective	Indicator	Strategy	Activities	Responsible	Deadline	Completed √
Improve communications around the QeF movement and healthy, active lifestyles	Communication plan is implemented	Develop a communication plan that encompasses an eco-systemic approach	<ul style="list-style-type: none"> Meet with AE, R2, QeF & Resource Team to identify communication strategies Work with Resource Team to draft plan Meet with partners to review and approve plan 	<i>Interim</i> BCNeF Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS	June 2014	
		Implement activities defined in the	<ul style="list-style-type: none"> Work with Resource Team to develop 	<i>Interim</i> BCNeF	Ongoing	

		communication plan	radio and print communication tools	Development Agent Coasters Association CSSSBCN, CSL, MRC CEDEC, QLF, CLD, SQ LTS		
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Acronyms:

CSSSBCN - Centre de Sante et des Services Sociaux de la Basse Côte Nord	CSL - Commission Scolaire du Littoral
MRC - Municipalité Régionale de Comté	CEDEC - Community Economic Development and Employability Committee
QLF - Quebec Labrador Foundation	CLD – Centre Locale Développement
SQ –Sreté du Québec	LTS – Local Table for Seniors
LAGs - Local Action Groups	AE – Avenir D’enfants
R2 – Réunir Réussir	LNS – Lower North Shore