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April 28, 2010

To: **Okanagan Senate**

From: **Dr. Jan Bottorff, Director**
Institute for Healthy Living and Chronic Disease Prevention

Subject: **2009-2010 Annual Report of the Institute for Healthy Living and Chronic Disease Prevention (information)**

Pursuant to the Senate policy on Research Institutes' requirement that research institutes submit annual reports to the Senate on activities, for your information please find enclosed the 2009-2010 Annual Report of the Institute for Healthy Living and Chronic Disease Prevention.

I will be present at Senate on Wednesday April 28, 2010. Should you have any questions please contact me at 250-807-8627 or joan.bottorff@ubc.ca.

Institute for Healthy Living and Chronic Disease Prevention

partners in research for better health

Annual Report

March 31, 2010

Joan L. Bottorff

2009-10

Executive Summary

2009-10 has been a productive and exciting year for the Institute for Healthy Living and Chronic Disease Prevention with a number of key milestones. An official Open House was held in September 2009 that was well attended by representatives from both the community and university. An Institute Advisory Committee was struck with representatives from both the university and community and met four times. Three new research initiatives were developed and launched to support the development of research partnerships relevant to the Institute's mandate.

A seminar series was commenced entitled "Partnerships in Research" with positive response from both the community and university. Two of the seminars were made available via WEBEX through Interior Health and funding from the Michael Smith Foundation for Health Research. A number of successful workshops were held (e.g., grant writing, building research partnerships). The Institute participated in UBC's Research Week with a Cafe Scientifique, funded by the CIHR, on the topic of marijuana and teens. This event, held at the Bohemian Cafe attracted over 65 people. The Director and her staff were also invited to present at a number of events during the past year.

The Institute continues to provide a rich training ground for undergraduate, graduate and post-graduate students supported by graduate and postgraduate fellowships, research assistantships and summer research internships.

An Associate policy was developed and the Institute currently has 32 Associates from both the university and community. The Institute logo, website and promotional materials were designed and launched this year.

In January 2010, the Institute was pleased to welcome Dr. Meredith Lilly, Research Associate, to its ranks, complementing the work of the Director (Dr. Joan Bottorff), our Admin Assistant (Caron Currie) and part-time Research Facilitators (Pam Thompson and Sue Lissel).

We look forward with anticipation to the next year and to building on the many "firsts" that took place in 2009-10.

Institute for Healthy Living and Chronic Disease Prevention Annual Report for 2009-10

Introduction

The Centre for Healthy Living and Chronic Disease Prevention launched in May 2008, became an Institute in April 2009 following approval by the UBC Okanagan Senate. During the second year of operation, the Institute for Healthy Living and Chronic Disease Prevention (IHLCDP) has established itself on the UBCO campus and in the community. The focus of this year has been on designing and launching collaborative research initiatives, building partnerships with UBCO academics and community organizations and researchers; and on providing research training opportunities.

During the past year, the IHLCDP Advisory Committee (AC) formed to advise the Director, Dr. Joan Bottorff, and assist her in developing the Institute, was established and met on four occasions. The members of the Institute Advisory committee include representatives from the university and the community. (Refer to Appendix A for the list of Advisory Committee members.) The Terms of Reference were approved by the Advisory Committee at their September meeting (see Appendix B). In addition to an administrative assistant and part-time research facilitators who have been in place since the fall of 2008, Dr. Meredith Lilly officially joined the Institute as a Research Associate in January 2010.

This report summarizes the Institute's activities and accomplishments of the past year.

Mission

The mission of the Institute for Healthy Living and Chronic Disease Prevention is to create and use new knowledge to enhance healthy living and chronic disease prevention through the development of interdisciplinary and community-based collaborations.

Vision Statement

The Institute for Healthy Living and Chronic Disease Prevention is an innovative and collaborative research Institute that places UBCO in the forefront of community-based health promoting research through advancing research methods, building research capacity and fostering the use of knowledge in ways that benefit individuals, families and communities and reduce the burden of chronic disease.

Developments that Support the Direction of the Institute

The Institute is aligned with a number of trends and strategic documents. The new UBC Strategic plan underscores the importance of "Community Engagement" and "Research Excellence." Two of the goals under community engagement – "The university serves and engages society to enhance economic, social and cultural well-being" and "recognizes and nurtures university partnerships" are strongly supported by the Institute's mission and vision. In terms of "Research Excellence," the Institute is strongly aligned with the Plan's goal to "create and advance knowledge and understanding that improves the quality of life through the discovery, dissemination and application of research within and across disciplines" with its focus on interdisciplinary collaboration, catalyzing and supporting research partnerships, and on-going research projects and knowledge translation activities.

Interior Health (IH) as well as other BC health authorities has a new core function – healthy community environments. Interior Health is taking part in a province-wide initiative led by the Provincial Health Services Authority (PHSA) to help health professionals better understand the role they can play in promoting the development of healthier built environments. The Institute and its mandate are well aligned with this new provincial thrust.

Finally, since chronic disease remains the leading cause of death and disability worldwide, prevention continues to be a priority at provincial, national and international levels. It is estimated that 16 million Canadians live with a chronic disease. New approaches to prevention at all levels continue to be needed.

2009-2010 Key Activities and Accomplishments

The key activities and accomplishments of the IHLCDP are organized under the Strategic Directions identified in the Institute participatory strategic planning process that took place in December 2008 and January 2009. They are based on the activities identified in the operational plan that emerged from the strategic planning process.

Developing Partnerships and Engaging a Broad Range of Stakeholders

The goal of this strategic direction is to develop a range of partnerships with community members and organizations, and meaningfully engage them in collaborative research projects, build capacity for community-based health promotion research, and foster the use of knowledge in ways that benefit individuals, families and communities and reduce the burden of chronic disease. This has been a strong area of focus over the past year. Three research initiatives were launched during the past year:

1) Research Interest Group (RIG) Grants (1st competition May 2009; 2nd competition February 2010)

The purpose of the RIGs grant program is to stimulate new community-academic partnerships in research areas relevant to the Institute's mandate. The RIG grants are $10k/each with the requirement that they must include academic and community-based co-leaders. Suggested activities include: engaging in consultations, environmental scans and literature reviews to identify research priorities; conducting pilot studies; developing grant applications; and conducting workshops and other capacity-building activities.

2) Interior Health and UBC Okanagan Research Partnership Grants (1st competition February 2010)

This grant program provides the opportunity for IH staff to partner with researchers at UBC Okanagan by directing funds to support release time for IH staff to work directly with university researchers to address an area of health research that is of mutual interest, and which relates to

the themes of the Institute. These grants are $10k/each, with the requirement that at least 50% of the grant is targeted to salary release for one IH staff member as Co-PI/Co-I.

3) UBCO Graduate Student Research Internship in Community-based Health Research (1st competition February 2010)

The internship program was established to stimulate the development of new research collaborations between academic researchers and individuals based in the community, and provide graduate students with experiences that further the development of their research skills. The grants are $10k/each, with the requirement that the funding will be directed to a graduate student (up to 12 hours/week) to engage in research-related activities associated with a research project co-led by community and UBC researchers in an area related to the mandate of the IHLCDP.

Review Process

A grant review panel composed of representatives from both UBC Okanagan and the community is charged with reviewing proposals, external reviewer reports, and making recommendations regarding funding to the Director.

Table 1: IHLCDP Competition Results

Date of Competition	IHLCDP Grant Initiative	Number of applications received	Number of grants funded
May 2009	RIG	4	2
February 2010	RIG	5	In review
February 2010	IH and UBCO Partnership Grant	3	In review
February 2010	UBCO Graduate Student Internship Grant	2	In review

The new Research Interest Groups funded in the May 2009 competition extend the Institute's research activities into new areas:

- The Health and Wellbeing of Wellbeing of Urban and Rural Caregivers

This *RIG* led by Dr. Meredith Lilly (Psychology and Computer Studies, Barber School, UBCO), Dr. Carole Robinson (School of Nursing, Faculty of Health and Social Development, UBCO) and Ms. Tanis Coletti (Interior Health) aims to better understand the needs of both urban and rural caregivers and ultimately to design interventions to enhance and promote their health. The goals of this RIG are to build a new team of academic and community-based researchers, build capacity to do community-based research, and identify and share findings of successful caregiver health and wellness programs.

- Access to Healthy Food and Smart Food Choices

This *RIG* led by Ms. Casey Hamilton (Interior Health) and Dr. Jon Corbett (Community, Culture and Global Studies, Barber School, UBCO), and supported by Mr. Shayne Wright (Interdisciplinary Graduate Student, UBCO), has partnered with the Central Okanagan Healthy Food Council (COHFC), the Centre for Social, Spatial and Economic Justice at UBCO and other community members to build on and refine an existing map of food related resources in the region. The outcome will be a comprehensive Food Systems Map (FSM) of the region using Geo Web technology. The purpose of this technology is to encourage the active participation of community members to increase awareness and interest in food related issues and to promote FSM as a collaborative web map. It will also build the capacity of the COHFC to design, develop and use GeoWeb tools.

In addition, external funding sources supported the development of other new research partnerships,

- *Health Promoting Effects of Hunting and Gathering among British Columbia Métis*

This collaborative project, led by Dr. Peter Hutchinson, Chronic Disease Surveillance Program Manager, Métis Nation of British Columbia, Adjunct Professor, Faculty of Health and Social Development, and Institute Associate was funded by the NEARBC (Network Environments for Aboriginal Research BC) and the Métis Nation of British Columbia. This 3 phased project includes: 1) developing case studies of selected Métis communities that engage in hunting and gathering activities; 2) the development of a survey based on an analysis of the qualitative data from phase one, that will be distributed to Métis across BC; and 3) community discussions based on an analysis of the data from the initial two phases with the aim of developing guidelines to support the development of culturally appropriate approaches to support healthy living in Métis communities. This work led to the development of a CIHR grant which is currently under review.

- *Supporting Tobacco Reduction among Expectant and New Fathers*

The FACET research team, led by Dr. Joan Bottorff and funded by the CIHR, partnered with representatives from Building Healthy Families, IQuest, UBCO student health, and IH tobacco control coordinators to develop new resources to support tobacco reduction among new fathers. A proposal submitted to CIHR is currently in review to pilot test the new approach.

Providing Research Training Opportunities

The goal of this Strategic Direction is to build capacity in community-based health research by engaging students and community members in research training opportunities.

During the past year the Institute has undertaken a number of activities to achieve this goal:

1. **Student Research Summer Internship:** A successful grant application was submitted to the BC Child and Youth Health Research Network to support a student research internship for Kayla MacKinnon, a 3rd year UBCO student in the Bachelor of Arts in Health Studies Program. She spent the summer working with Dr. Joan Bottorff in research related to teen/youth pregnancy, alcohol and tobacco, and intervention programs that target this population.

2. **Student Research Projects:** On-going research programs and research initiatives also provide opportunities for student research projects. For example, during the past year, Erin Ptolemy, a MSW student at UBCO began her master's thesis research on young women's perspectives on secondhand smoke and how to increase awareness among youth about the risks of secondhand smoke and breast cancer. Other students are engaged in research projects under the direction of Institute associated faculty on topics related to healthy living and chronic disease prevention (e.g., Kelli Sullivan, interdisciplinary studies doctoral student who is studying smoking mothers and adolescent daughters who smoke together; Shayne Wright, interdisciplinary master's student working on the geo-mapping food project)

3. **Postdoctoral Fellowship:** Dr. Peter Hutchinson completed the final year of his three-year CIHR and MSFHR funded postdoctoral Fellowship in the Institute for Healthy Living and Chronic Disease Prevention in September 2009. He has been appointed as an Adjunct Professor in the FHSD and is an Associate Member of the IHLCDP. He continues to be actively involved in collaborative community-based research in his new role as Chronic Disease Surveillance Program Manager, Métis Nation of British Columbia.

> "Involvement with the Institute has been greatly beneficial to my academic career. It has allowed me to network with UBC faculty members and other researchers, attend workshops sponsored by the Institute, develop and refine my research skills in a supportive environment, and work with and be mentored by leading researchers in the field of chronic disease prevention."
> *(Erin Ptolemy)*

4. **Graduate Fellowships:** The Institute has been recognized as providing a rich environment for research training. Successful UBCO graduate student scholarship applications supported by the institute include: Erin Ptolemy's (MSW student) graduate fellowship in the Intersections of Mental Health Perspectives in Addictions Research Training (IMPART) program and the Psychosocial Oncology Research Training Program (PORT), two CIHR Strategic Research Training initiatives; Kelli Sullivan (PhD Interdisciplinary Studies) who is supported by fellowships from SSHRC, IMPART and the Population Intervention for Chronic Disease Prevention (PICDP) CIHR Strategic Research Training program, Lorrianne Topf (MSN student) who is supported by the

PORT CIHR Strategic Research Training program and a Canadian Association of Nursing in Oncology student research grant.

5. **Research Assistants:** Students have also been provided with research training opportunities through paid research assistantships (e.g., Erin Ptolemy, Ann Chan, Kelly Brennan, Natalie Chambers among others)

6. **IHLCDP Research Grant Initiatives:** These grant initiatives provide important opportunities for capacity development in new research areas, and research assistant positions for students. In addition the UBCO Graduate Student Internship grant initiative is specifically targeted at providing a research training experience for students.

7. **Seminars/Workshops**
   A number of presentations and workshops were conducted by the IHLCDP over the past year. A successful seminar series, 'Partnerships for Research,' was launched and attracted diverse attendance from Interior Health (IH), local NGOs, provincial and local government, UBC Okanagan faculty and graduate students. These presentations focused on research projects co-led by UBCO faculty and community researchers. Two seminars used WEBEX (graciously provided through Interior Health with support from the Michael Smith Foundation) to enable IH staff to connect via the web or the telephone to these events. Refer to Table 2 for more details.

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TABLE 2: Partnerships in Research Seminar Series 2009-10

Date	Event	Presenters	Location
Nov. 16/09 12-1 PM	***Partnerships in Research***: Innovative Tobacco Reduction Approaches for New Fathers	J. Bottorff, G. Sarbit, Z. (UBCO), Hussein (IH), & L. Friesen (iQuest)	ART 106
Jan. 18/10 12:00–1:00 pm	***Partnerships in Research:*** Métis Hunting and Gathering Project	Peter Hutchinson (Métis Association/UBCO) & team	UNC 334
Feb. 22/10 12:00–1:00 pm	***Partnerships in Research:*** You are Where You Eat…	Casey Hamilton (IH), Jon Corbett (UBCO) & Shayne Wright (UBCO)	ARTS 106

April 13/10 12:00–1:00 pm	***Partnerships in Research:*** Supporting the Health and Well-being of Family/Friend Caregivers: What we Know and What We'd Like to Find Out	Meredith Lilly (UBCO), Carole Robinson (UBCO), & Tanis Coletti (IH)	UNC 334

Additional events were also held and well attended (see Table 3). For example, the successful CIHR Cafe Scientifique, *Let's Talk about Marijuana and Teens*, held in conjunction with UBCO Research Week took place at the Bohemian Cafe in Kelowna. This event attracted over 65 people.

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TABLE 3: IHLCDP EVENTS 2009-10

Date	Event	Presenters	Location
Sept. 3/09	Institute Open House	N/A	IHLCDP office
Sept. 23/09 8:30 – 4 PM	PATHS for Youth: A One-day Workshop on Pregnancy, Alcohol, Tobacco and Health Strategies for Youth [co-sponsored with the Child and Youth Health Research Network]	Joan Bottorff and Nancy Poole, Co-leaders	Segal Graduate School of Business (CN Strategy Room 2800), Vancouver
Dec. 15/09 9:00- 11:00 am	Grant/Proposal Writing Workshop (non Tri-Council)	Meredith Lilly	FIP 239
Mar. 4/10 1:00 – 3:30 pm	Networking for Child Health [co-sponsored with the Child and Youth Research Network]	Judy Gillespie & Lynn Malinsky	Hollywood Road Educational Services Building Kelowna
Mar. 9/10 5 – 7 PM	CIHR Café Scientifique: Let's Talk about Marijuana and Teens [in conjunction with UBC	*Panel*: Joan Bottorff, UBCO, Marvin Krank, UBCO & Kiera McGlinchey, Substance Abuse Counsellor, ARC	Bohemian Café Kelowna

	Research Week]	Programs Ltd. *Hosted by Marion Barschel, CBC Daybreak*	
Mar. 18/10 *8:30 am -12:00*	Workshop on Community-Partnered Health Research: Lessons from the Field	*Facilitator:* Pam Thompson (UBCO) *Panel Members*: • Laura Hockman (Indep. Living) & Rachelle Hole (UBCO) • Colin Reid (UBCO) & Joanne Konnert (IH) • Sandra Broughton (BCCA - CSI) & Carole Robinson (UBCO) *Presenter*: Eric Kowalski (IH)	UNC 334

Building Core Teams to address Identified Priority Areas

The goal of this strategic direction is to attract high quality health researchers, community partners and students to develop core research teams on research priorities.

1. Partnerships with Interior Health: The Institute is fortunate to have Dr. Meredith Lilly join its team as a Research Associate in January 2010. Funding for her position for the next year was provided by IH, along with funding to support research initiatives. Dr. Lilly has a formal mandate to build research collaboration and linkages between UBCO and the Interior Health Authority, in order to improve the health of local populations. Dr. Lilly earned a PhD in Health Services Research from the Department of Health Policy, Management and Evaluation at the University of Toronto. She has expertise in health services research, health economics, health human resources and health care settings. Current research is focused on the relationship between family caregiving and labour force participation, and on the measurement of caregiving intensity.

2. Developing child and youth health research: With funding received from the MSFHR funded BC Child and Youth Health Research Network, we were able to hire a research facilitator (.5) to support the development of research teams in the interior of BC. Stephanie McKeown (February 2008-Sepember 2009) and Sue Lissel (Sept 2009 to March 2010) were hired as research facilitators. They worked with researchers in the community and on regional university

campuses to support research teams in developing collaborative teams, research proposals, and organizing workshops.

3. The IHLCDP research initiatives launched this year were specifically targeted toward this strategic direction.

Associates of the Institute for Healthy Living and Chronic Disease Prevention

The IHLCDP welcomes participation from both the community and academia in its research activities and Associate membership is free. Associates include academics, community members, health practitioners and policy makers who are interested in healthy living and chronic disease prevention. The main requirement for IHLCDP Associates is active participation (e.g., engaging in research related to the Institute's research mandate, attending Institute seminars, events and meetings, serving on committees, etc.). There are a number of benefits to being an Associate of the Institute including: being included in our Associate list on the IHLCDP website; and opportunities to network with others interested in research related to promoting healthy living and chronic disease prevention and to share expertise (e.g., through research interest groups and IHLCDP-sponsored events).

The Institute Director and Research Facilitator (Pam Thompson) developed and implemented an Associate recruitment strategy and process. Currently the Institute has 32 Associates (high quality academic health researchers and community representatives and researchers). See Appendix C for list of Associates.

Building our Profile and Increasing our Visibility

The key achievements related to this strategic direction include:

- development of an Institute logo,
- design, development and launching of the IHLCDP website (www.ubc.ca/okanagan/ihlcdp)
- an Open House held in September 2009 with broad attendance from UBCO faculty, Interior Health and other community-based organizations;
- media releases and media interviews were completed profiling the important work of the Institute. For example, the two Research Interest Group grants funded by the IHLCDP in the fall of 2009 received newspaper coverage in the Daily Courier (Kelowna), the Daily Courier (Vernon) and the Penticton Herald.
- The Institute was profiled in "The New Faces of Research: Research Highlights at UBC Okanagan, produced by the Office of the Provost (http://web.ubc.ca/okanagan/provost-research/faculty/face_of_research.html) and the topic of a video produced for UBCO.TV
- presentations and consultations by the Institute Director and Institute staff, including the following:

Presentations

- Dr. Joan Bottorff was invited to conduct the BC Rural and Remote Health Research Network Summer Grant Writing Workshop, held on August 13, 2009 in Kelowna.
- Dr. Joan Bottorff and Pam Thompson were invited to present at an Interior Health Brown Bag lunch in November 2009 on the Institute. The event was well attended by Interior Health representatives in person and via WEBEX
- Dr. Joan Bottorff gave a presentation entitled, "*Teen experiences of using marijuana for health concerns – implications for health professionals"*at an Interior Health Brown Bag Lunch, December 2009. Over 65 people attended in person and via WEBEX.
- Dr. Meredith Lilly and Pam Thompson presented the three Institute Research Initiatives for 2010-11 and invited questions at Interior Health to an interested group of more than 30 people in January 2010.

Consultations

- Dr. Joan Bottorff was invited by the BC Cancer Agency to participate in a strategic planning process to identify priorities for cancer prevention in British Columbia.
- Dr. Joan Bottorff was invited to join an evaluation committee for the IH Integrated Health Network Initiative, a strategy to implement a team approach to support improvements in the delivery of care to individuals with chronic disease. Prevention is a critical component of the new approach.

Securing Funding for Infrastructure and Research

The goal of this strategic direction is to obtain operating funds and secure additional funds from external sources for research and other activities to enable the IHLCDP to function as an innovative world- class research Institute. Operating funds from the Provost were provided to cover office expenses and the salary costs of an Administrative Assistant. External funding to support the IHLCDP during 2009-2010 included:

- Interior Health presented the Institute with funding to support research initiatives launched this year and salary support for the Institute's part-time Research Facilitator. In addition, IH has funded a one-year Research Associate to foster collaborative health research.

- BC Child and Youth Health Research Network (CYHRNet): Between January 2009 and March 2010, the CYHRNet provided funding to support the development of child and youth health research in the Interior of BC. This funding was directed to hiring a .5 research facilitator, and supporting workshops, meetings, etc.

- Interior Health also provided partnership funds for a CIHR funded *Partnerships in Health Services Research Grant*, Older Persons' Transitions in Care [OPITC]. These funds will be used to support this research project, co-led by Dr. Greta Cummings (U of A) and Joanne Konnert (IH). The project involves a partnership between researchers at UBC Okanagan, Interior Health, U of

Alberta, and Capital Health. The research is directed toward improving transitions between residential care and emergency departments.

Faculty conducting research related to the mandate of the Institute also received external funding to support their continued research. For example, funding from the Canadian Breast Cancer Research initiative and the Canadian Breast Cancer Foundation was awarded to Dr. Joan Bottorff and her team for "START: Supporting Tailored Approaches to Reducing Tobacco - Decreasing Breast Cancer Incidence" to evaluate messages to increase awareness of the link between tobacco exposure and breast cancer. A number of IHLCDP Associates were also successful in obtaining grants from provincial and national granting agencies to support their research.

Conclusion

2009-10 has been a busy and productive year for the Institute for Healthy Living and Chronic Disease Prevention. We are excited about the number of community members and organizations who are participating in various Institute events and about the new connections that are being catalyzed by the Institute between UBC Okanagan faculty and community researchers. The diversity of attendance at our seminars and workshops, and the number of individuals who have become Institute Associates, is encouraging. We look forward over the next year to building on the partnerships and initiatives instituted this year and to contributing toward the creation and use of new knowledge to enhance healthy living and chronic disease prevention.

APPENDICES

Appendix A: Institute Advisory Committee Members – 2009-10

- Dr. John Burton, Assistant Professor, Faculty of Management, UBC Okanagan
- Dr. Allan Jones, Regional Associate Dean (Interior), Faculty of Medicine, UBC Okanagan
- Ms. Leanne Bilodeau, Manager, Workplace health and Sustainability, UBC Okanagan
- Dr. Claire Budgen, Director, Health and Counselling, Health and Wellness Centres, UBC Okanagan
- Mr. Tom Fulton, Chief, Professional Practice, Nursing and Quality Improvement, Interior Health Authority
- Dr. Linda Hatt, Associate Dean, Curriculum and Student Affairs, UBC Okanagan
- Dr. Jennifer Jakobi, Assistant Professor, Human Kinetics, Faculty of Health and Social Development, UBC Okanagan
- Dr. Barb Pesut, Assistant Professor, School of Nursing, Faculty of Health and Social Development, UBC Okanagan
- Dr. Carole Robinson, Associate Dean, Faculty of Health and Social Development, UBC Okanagan

Appendix B: IHLCDP Advisory Committee Terms of Reference

An Advisory Committee (AC) will serve in an advisory capacity to the Institute Director and will assist the Director to develop the Institute.

Membership:

The AC, chaired by the Institute Director, will include a minimum of two external members (e.g., from Interior Health, NGOs, other experts) and three UBCO representatives (two appointed, one elected). Some AC members will be positional appointments and others will be members-at-large at the Chair's discretion. Positional appointments will include a representative from the Faculty of Health and Social Development, the Faculty of Arts and Sciences, the Faculty of Medicine and Interior Health.

Terms of Office:

- A minimum of 2 years with an option to renew for an additional 2 years
- Appointments should be staggered if possible

Responsibilities:

1. Participate in setting strategic directions for the Institute
2. Promote the Institute in the university and community
3. Participate in planning, identifying indicators of success for the Institute and assist in tracking the Institute's progress toward identified goals/success criteria
4. Provide advice to the Director regarding policies and procedures
5. Advise on and recommend subcommittee chairs and members
6. Review the structure and functions of the AC on an annual basis
7. Review annual reports and provide Director with advice regarding the directions of the Institute
8. Assist with assessment of ongoing needs of the Institute.

Frequency of Meetings:

- Meet quarterly or at the call of the Chair.

September 29, 2009 – revisions made based on September 25 AC meeting decisions.

Appendix C: IHLCDP Associates

Associates include academics, community members, health practitioners and policy makers who are interested in healthy living and chronic disease prevention. The main requirement of Institute Associates is active participation (e.g. engaging in research related to the Institute's research mandate, attending Institute seminars, events and meetings, serving on committees, etc.). Current Associates are as follows:

- Leslie Bryant MacLean
- Leanne Bilodeau
- Claire Budgen
- John Burton
- Shirley Chau
- Jon Corbett
- Heather Deegan
- Michael Evans
- Tom Fulton
- Casey Hamilton
- Paul Hasselback
- Nial Helgason
- Trish Hill
- Mark Holder
- Andrew Hughes
- Zahra Hussein
- Peter Hutchinson
- Jennifer Jakobi
- Gareth Jones
- Mary Kjorven
- Joanne Konnert
- Eric Kowalski
- Eugene Krupa
- Donna Kurtz
- Meredith Lilly
- Martin McMahon
- Roger Parsonage
- Barbara Pesut
- Suzanne Pugh
- R. Colin Reid
- Carole Robinson
- Gwen Zilm