

Our File/N/Réf.
Your File/V/Réf.

DATE 01 December 1998

TO/DEST. Co-ordinator
Corporate Services and Economic Development Committee

FROM/EXP. Deputy Medical Officer of Health

SUBJECT/OBJET **PROGRAM TRAINING AND CONSULTATION CENTRE FOR
THE ONTARIO TOBACCO STRATEGY**

DEPARTMENTAL RECOMMENDATIONS

That the Corporate Services and Economic Development Committee and Council approve:

- 1. The extension of the existing contract with RBJ Health Management Associates to provide additional services in the amount of \$63,130.00 (including GST) related to the fulfilment of the contract to carry out workplan activities for the Program Training & Consultation Centre from October 1, 1998 to March 31, 1999;**
- 2. The extension of the existing contract with Centre for Applied Health Research, University of Waterloo to provide additional services in the amount of \$8,100.00 (including GST) related to the fulfilment of the contract to carry out workplan activities for the Program Training & Consultation Centre from October 1, 1998 to March 31, 1999.**

BACKGROUND

Since 1993, Regional Council through the Health Department has contracted with the Ontario Ministry of Health to operate the Program Training and Consultation Centre of the Ontario Tobacco Strategy in partnership with the University of Waterloo, Centre for Applied Health Research and RBJ Health Management Associates. The Centre has a mandate to provide training and consultation in tobacco use prevention to communities across Ontario. A six month workplan and budget of \$150,000 for the operation of the Centre has been approved by the Ministry for the period October 1, 1998 - March 31, 1999 (see Annex A) as an extension of the existing contract between the Ministry of Health and the Region of Ottawa-Carleton.

Key roles of RBJ Health Management Associates include:

- design and delivery of training workshops and provide on-site/off-site consultation services;
- development of specific program resources;
- conduct planning and evaluation for the centre;
- advise PTCC Management Committee and other committees as appropriate.

Details are specified in the approved workplan.

Key roles of CAHR include:

- review and update ACTION Programs Guide;
- develop materials to support PTCC training workshops;
- conduct on-site consultations as requested;
- advise PTCC Management Committee, Coalition of Ontario Agencies for School Health and other committees as appropriate;

Details are specified in the approved workplan.

PUBLIC CONSULTATION

The PTCC has three key user groups: Ontario public health units, local Councils on Smoking and Health across Ontario, and Ontario community health centres. Ongoing evaluation is conducted for all activities. All services provided for PTCC by these contractors have been evaluated by users and other participants as very good to excellent.

FINANCIAL IMPLICATIONS

This is a 100% Ministry of Health funded program. Funds will be provided for in 792-55721.

*Approved by
G. C. Dunkley*

FINANCE DEPARTMENT COMMENT

This program is funded 100% by the Ministry of Health.

*Approved by T. Fedec
on behalf of the Finance Commissioner*

Attach. (1)

Ministry
of
Health

Ministère
de
la Santé



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October 22, 1998

Dr. Geoff Dunkley
Director
Program Training and Consultation Centre
Ottawa-Carleton Health Department
495 Richmond Road, 6th Floor
Ottawa ON K2A 4A4

Dear Dr. Dunkley:

Re: File Number TOB-PR-97075

Please find enclosed your payment of \$150,000 for the Program Training and Consultation Centre to operate as a resource centre of the Ontario Tobacco Strategy, according to your approved workplan that covers the period October 1, 1998 through to March 31, 1999. The payment and reporting schedules are also included as Schedules "A" and "D", but please note that as we already have your certificate of insurance on file it is unnecessary to forward another copy.

Thank you for your continued efforts to reduce tobacco use. If you have any questions, please feel free to contact me at (416) 314-5472.

Sincerely,

A handwritten signature in cursive script that reads "Karen McLean".

Karen McLean
Program Coordinator

cc: Janitha Patel