

Scopes of Services

Tobacco Control Area Network Role: Coordinating Public Health Units

The Ministry of Health and Long Term Care will support six Coordinating Public Health Units (CPHUs) to enable and facilitate strategic planning, communication, and collaboration among 36 public health units provincially. Each CPHU will:

- Hire a Tobacco Control Area Network Coordinator.
- Hire an Tobacco Control Area Network Youth Specialist,
- Facilitate the formation and maintenance of an Area Network Steering Committee that will develop an Area Plan, organize training, public relations, youth, cessation and other relevant subcommittees, and elect a representative/chair to sit on the Community Action Work Group (CAWG).
- Represent the interests and needs of local programs as a member of the CAWG
- Convene monthly Tobacco Control Area Network meetings.
- Organize and participate in sub-area planning and project management committees as needed.
- Provide support and technical assistance to Public Health Departments in the designated Tobacco Control Area Network catchment area .
- Lead area-wide and/or province-wide activities.
- Coordinate media and public relations activities in the Tobacco Control Area Network: implement a media/public relations sub-committee for Public Health Units in the Tobacco Control Area Network. Submit creative elements that meet standards for branding with the Smoke Free Ontario logo consistent with guidelines and approval by the Communications and Information Branch of the MOHLTC.
- Coordinate any new public education material development among the Tobacco Control Area Network members, including working with the provincial clearinghouse, Program Training and Consultation Centre. Submit for approval products that meet standards for branding with the Smoke Free Ontario logo, consistent with guidelines and approval by the Communications and Information Branch of the MOHLTC.

Other Requirements:

1. Programs will submit a Tobacco Control Area Plan in a format to be specified by the MOHLTC.

2. Programs will participate in province-wide projects as required by MOHLTC.
3. Programs will attend training and events as required by MOHLTC.
4. Programs will maintain a cost centre for this project initiative, separate from any other Smoke Free Ontario (SFO) grants received from MOHLTC. Programs will submit expenditure reports in a format specified by MOHLTC.
5. Programs will submit data and reports as required by the MOHLTC.
6. Public Health Departments and SFO funded programs must maintain a 100% smoke-free worksite.
7. Public Health Departments and SFO-funded programs will not accept money or products from the tobacco industry or those acting on behalf of the industry: This applies to all contractors providing services under this grant.