

**DRAFT Work Plan 2018 2019**

**Goal #1: Build awareness of the council’s roles and responsibilities to the public.**

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
<p>Increase the number of public at the council meetings</p>	<p>Plan topics for the meetings and match the themes to communities.</p> <p>Include the theme on advertising tools to draw people in.</p> <p>Send out a Public Service Announcement to all HAC locations, check for free listings in local papers, and advertise the meeting.</p> <p>Share posters at AHS sites and with members to post in their communities.</p> <p>Share the information on advisory council social media accounts and members like and share.</p> <p>Amend the agenda format to ensure presentations, AHS updates and the member roundtable is at the top.</p> <p>Book larger telehealth locations in the winter months. Attendance in person is preferred.</p>	<p>Coordinator Council</p>	<p>March 2019</p>	<p>Use Eventbrite to invite people. Track RSVPs to actual attendance.</p> <p>Use registration cards to track attendance, to find out how public heard of our meetings and to track those interested in further engagement opportunities.</p> <p>Council and public RSVP as soon as possible so proper meeting spaces can be booked.</p> <p>Use of social media is tracked for each meeting.</p>

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
<p>Create awareness of the council by increasing the profile of members</p>	<p>Create tools including power point and speaking notes for council to use when presenting about the HAC.</p> <p>Council members to present to service groups such as FCSS, Chamber of Commerce or municipal government (AUMA).</p> <p>Attend local trade fairs and events in several communities.</p> <p>Attend fall/spring municipal conferences with other HACs</p> <p>Prepare questions to ask of participants at events what is working well; what isn't; suggest solutions. Ensure a feedback loop.</p>	<p>Coordinator Council</p>	<p>March 2019</p>	<p>Two presentations made to local organizations.</p> <p>Profiles are run in two newspapers in the Tamarack area and posted to the AHS website.</p> <p>Two applications are received for council.</p> <p>The number and location of presentations by members are tracked.</p> <p>Member participation at trade fairs is tracked.</p> <p>The feedback gathered from public events is acknowledged and responded to.</p>
<p>Increase staff knowledge of HACs.</p>	<p>Post profiles of community members at HAC facilities and offices in Tamarack.</p> <p>Request to attend and/or present at staff meeting.</p> <p>Share information about the council with staff at each site.</p> <p>Invite staff to provide a brief presentation about the site and local health concerns they see as being a trend.</p>			<p>1-3 site staff are invited to each HAC meeting, and tracked.</p> <p>Each HAC meeting has a minimum of one site staff in attendance.</p> <p>Site staff information sharing/presentation is tracked in meeting minutes.</p>

**Goal #2: Gather community input, validate it and provide challenges and opportunities in your council area to the AHS local leadership and AHS Board.**

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Gather feedback at information sessions	<p>Determine a method to gather feedback from public members at information sessions to verify community challenges.</p> <p>Identify top trends from feedback gathered and share with AHS zone leads.</p> <p>Develop a summary document and share with participants.</p>	Council Coordinator	March 2019	<p>Track number of attendees and the organizations they represent.</p> <p>Track feedback garnered at the event and share with AHS.</p> <p>Post-event survey indicates 80% satisfaction in the event.</p> <p>Post-summary document has been shared with ZELs and all participants – feedback loop.</p>
Gather feedback at stakeholder presentations	<p>Council members to partner with AHS Zone leads to present to service groups such as FCSS, Chamber of Commerce or municipal government (AUMA).</p> <p>Prepare questions to ask of participants at events what is working well; what isn't; suggest solutions. Ensure a feedback loop.</p> <p>Clearly indicate where feedback will go and next steps.</p>	Council Coordinator	March 2019	<p>Track feedback garnered at the event and share with AHS.</p> <p>Council made two presentations during the fiscal year.</p> <p>Track feedback obtained, next steps identified and AHS responses.</p> <p>Share post-summary document with AHS and stakeholders.</p>
Roundtable and grassroots engagement	Include roundtable feedback as method to gather feedback for challenges and opportunities.	Council Coordinator	March 2019	Responses from members and AHS are tracked in meeting minutes.

**Goal #3: Provide opportunities for AHS to work with councils to share information about AHS healthcare programs and services with communities.**

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Partner with AHS to host one or more information sessions-	<p>Determine a theme of relevance/interest to the local community.</p> <p>Book content experts to present at information sessions.</p> <p>Prepare a power point and speaking notes about the HAC for the Chair, Vice Chair or host member.</p> <p>Acquire handouts from relevant portfolio.</p> <p>Ensure advisory council brochures are printed and made available.</p> <p>Include targeted stakeholder invitations to event (MLA/Reeve/Town Councilor, FCSS, Chamber, etc.).</p> <p>Request local town to post the poster on its bulletin board (web and hard shell boards).</p> <p>Prepare survey (e.g. what is working well? what isn't? Solutions). Ensure a feedback loop.</p>	Council Coordinator	March 2019	<p>Council held 1 – 3 information sessions in local communities.</p> <p>A minimum of 25 members of the public attended the event.</p> <p>Council tracked invitations to the event and compared it against RSVPs.</p> <p>Registration cards used to track attendance, to find out how public hear of our meetings, and to track those interested in further engagement opportunities.</p> <p>Evaluations indicate 80% satisfaction, with 50% of participants indicating they would like to be contacted about future engagement opportunities.</p> <p>Council receives 1 – 3 applications to council after each information session.</p> <p>Council prepares a post-event summary with responses to questions included, and shares with all participants.</p>
Increase the knowledge, awareness and understanding of services and programs in the council area.	<p>Tour healthcare centres.</p> <p>Presentation by AHS staff at sites and other local programs to</p>	Council Coordinator	March 2019	<p>Council visits three sites.</p> <p>Tours of health facilities are tracked in council meeting</p>

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
	provide local information.			minutes.  Seven presentations were made to council and tracked in meeting minutes.

**Goal #4: Provide input to healthcare programs, services or emerging initiatives.**

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Provide feedback to AHS on emerging or new programs for Tamarack communities.	Provide feedback to presentations at council meetings this year.	Coordinator	March 2019	Council partners with AHS to provide input on emerging initiatives.  Council reaches out to individuals in database for further feedback.  A report is received back and shared with council on how input was used.  The report is shared out with those in the database.