



## Work Plan 2019-2020

### Goal #1: Build awareness of the Council's roles and responsibilities to the public.

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
To continue building the profile of the Health Advisory Council (HAC) within local communities, among public, healthcare professionals, and relevant key stakeholders by making three presentations to service groups by March 31, 2020.	Council to present to service groups such as Indigenous groups, FCSS, rotary, chamber of commerce, municipal governments, Hutterite groups, Southern Alberta Council on Public Affairs (SACPA), et al.	Council Coordinator AHS Communications	March 2020	Council has made presentations about the HAC to a minimum of three service groups, as noted in report-back to Council and/or meeting minutes.
	Share Advisory Council one-pagers in communities <ul style="list-style-type: none"> <li>Develop tracking document</li> </ul>	Council	Ongoing	Tracking document indicates who the HAC's information has been shared with.
	Support development of Council profile articles and HAC information that AHS can share with local media and community newsletters with a goal to support the objective of raising awareness of the Council (Taber Times, Pincher Creek Echo, Prairie Post West, Sunny South News, et al.)	Council Coordinator AHS Communications	March 2020	A minimum of two articles are published in local news outlets that highlight the HAC.

**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
<p>To increase members' awareness of community issues and concerns related to healthcare by connecting with three to five community organizations, gathering their feedback and sharing it with AHS, by March 31, 2020.</p>	<p>"Listening" tours – members to connect with various organizations, gathering input about health services and sharing with AHS</p> <ul style="list-style-type: none"> <li>• Will include Indigenous communities (to partner with and share information)</li> <li>• Participate in Community Engagement 101 education sessions AHS will be offering to Council in 2019.</li> </ul>	<p>Council Coordinator</p>	<p>March 2020</p>	<p>Members connect with and gather feedback from at least three community organizations, as provided in report-back to Council or noted in meeting minutes.</p>
	<p>Partner with AHS community engagement /communications and the South Zone leadership team to develop a survey to disseminate in local communities to ask about top health issues/concerns</p> <ul style="list-style-type: none"> <li>• Plan information sessions according to top issues identified in partnership with South Zone and Advisory Council Relations</li> </ul>	<p>Council Coordinator AHS Communications</p>	<p>March 2020</p>	<p>Council hosted a minimum of one information session with a priority topic presented.</p> <p>Council gathered public feedback as per information session and shared with AHS.</p> <p>Summary document was created and shared with attendees.</p>
	<p>Invite a broad spectrum of stakeholders to local HAC meetings</p>	<p>Council Coordinator</p>	<p>Ongoing</p>	<p>Council provides list of local stakeholders to coordinator one month prior to HAC meeting.</p>

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
	<ul style="list-style-type: none"> <li>• Council identifies local stakeholders as per meeting schedule</li> <li>• Coordinator invites local Mayors, Reeves, FCSS, Foundations, Auxiliaries, et al. to meetings.</li> <li>• Council members reach out to their networks and communities to encourage attendance and participation in HAC meetings and events</li> </ul>			Stakeholder attendees are recorded in meeting minutes.
To establish and maintain lines of communication within communities by generating a list of a minimum 10 stakeholders to invite to future HAC meetings, by March 31, 2020.	Identifying primary stakeholder groups within local communities	Council Coordinator	Ongoing	Council generated a list of stakeholders and sent follow up correspondence to invite to future meetings.  Meeting summaries include names of stakeholders members have connected with.

**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
To increase and maintain knowledge/awareness/understanding about three health service sites and/or programs in the Council area, by March 31, 2020.	Tour of local healthcare centres	Coordinator Council	March 2020	Council has participated in three tours of health centres in the Council area.

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
	Presentations by AHS and external content experts at regular HAC meetings based on local community concerns and priorities of the South Zone Operational Plan.	Coordinator AHS Zone Leads	Ongoing	Council has received a minimum of three presentations on new subject matter, by March 31, 2020.
To increase understanding of 'healthy living and lifestyle' by inviting content experts to present to the HAC, by March 31, 2020.	<p>Invite health promotion staff to present – where they are in the community, scope of their role and services provided. As well:</p> <ul style="list-style-type: none"> <li>• health services available in public schools</li> <li>• resources available and how public can access them</li> </ul> <p>Invite Seniors Health to a meeting to find out more about:</p> <ul style="list-style-type: none"> <li>• AHS actions to promote Green Sleeves (how can HAC support?)</li> </ul>	Council Coordinator AHS Zone/portfolio Leads	March 2020	<p>Council has received a presentation(s) related to health promotion and services available, as documented in meeting minutes.</p> <p>Council learns about Green Sleeves and supports Seniors Health with them within communities and tracks in meeting minutes.</p>
To promote healthy living in member communities by sharing learned information with 10(+) local community members/organizations, etc., by March 31, 2020.	Identify process for disseminating learned information (e.g. email with links, print copies to give in-person or at hosted events, social media, etc.)	Council Coordinator	March 2020	Council shared information about healthy living with 10(+) local community personnel, as documented in tracking document.

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

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
To increase community outreach by hosting one public event in partnership with AHS South Zone by March 31, 2020.	<p>Listen to feedback from public and share it with AHS</p> <p>Share information about healthy living.</p>	<p>Council</p> <p>Coordinator</p> <p>Community Engagement</p>	October 2019	Council hosted a public event and feedback gathered from attendees is recorded in summary document and shared with AHS.
To encourage South Zone leadership to share information early and to engage the Council about emerging or new programs within AHS at regular Council meetings.	<p>Five HAC meeting discussions with AHS Zone leads per year</p> <p>Teleconference consultation, where required</p>	<p>Council</p> <p>AHS Zone leads</p>	March 2020	Council meets with Zone leadership a minimum of five times by March 2020.
	Presentations at HAC meetings about specific topics of importance/relevance.		March 2020	Presentations are recorded as per meeting minutes.