Fairview and area Interagency

Terms of Reference 2022

# Purpose:

To provide a forum for organizations that support community to collaborate, advocate, exchange information and stay informed about programming so that organizations are responsive to the needs of the community.

# Objectives:

The interagency aims to:

* Build the capacity of providers to deliver effective, consumer directed services to the community while avoiding duplication.
* Promote collaboration and partnerships between organizations while respecting each other’s’ mandates
* Support providers to deliver services that focus on wellness and independence outcomes
* Support the development of diverse services within the MD of Fairview, Town of Fairview, Clear Hills County and the Village of Hines Creek.
* Consult with the community on local or regional issues/ opportunities that affect the community and/or the service sector
* Provide an annual forum to discuss issues within the community, and explore opportunities to address such issues locally

# Membership

Any organization that provides services to the above-mentioned communities may attend this interagency.

# Administration

The interagency is to be co-convened by Northwest Peace Community Adult Learning Council (NWPCALC) and Blue Heron.

## Chairperson:

The chairperson shall be rotated between the two above mentioned agencies.

## Interagency Presentations:

Organizations can request to present at interagency meetings provided that the presentation is beneficial to the majority of members. This could include: innovative ideas or service solutions, collaborative opportunities or opportunities for knowledge exchange.

## Information sharing:

Organizations that wish to share information about upcoming events, activities or services that are relevant for the other organizations must submit an information share update (posters, documents) to the administrator, at least one week prior to the meeting, to be included in the agenda package. There will still be opportunities to share information during the meeting, however only detailed information share items provided prior will be included in the agenda package.

## Frequency of meetings:

Four to maximum five general meetings shall be held annually. The meetings will usually fall on the fourth Tuesday on the following months: October, January, March, May. The meetings will be lunch and learn style meetings, and not to exceed 1.5 hr in duration. Each meeting will have an option to join by Zoom. Additional meeting in November or December may be utilised as an opportunity to identify and address issues within the community, such as host a forum or connect with community otherwise.

## Record keeping:

#### Agendas

The agenda will be circulated at least one week prior to the date of the meeting.

#### Minutes

Minute takers will be circulated between the members. Minutes will be forwarded to the administration within two weeks of the meeting. Minutes will be circulated by the administration to the rest of the members within at least three weeks after the date of a meeting. Minutes will include a record of meeting attendance and information share items provided.

#### Distribution list

A consolidated interagency distribution list will be maintained by administration, for the dissemination of agendas, minutes and interagency related business. Each member will maintain a separate information share database to promote agencies’ programs.