

**Dear Community Partners:**

**The results of our recent partnership survey indicated community interest in participating in a Community Advisory Committee. Further to discussions at planning tables, I am seeking community partners interested in forming a committee with the following terms of reference:**

- a. Community Advisory Committee to consist of no more than six community partners (prefer to have representation across our jurisdiction) and three staff members in addition to the Executive Director. Total maximum participation will be ten.**
- b. Committee membership to be for one year and within that year there will be a maximum of two meetings – most likely face to face / in person**
- c. Committee members to:**
  - i. Review community partner survey results**
  - ii. Identify concerns and gaps – receiving clarification or additional information from community partners regarding the concerns and gaps**
  - iii. Provide advice on how to address the concerns and gaps**
  - iv. Provide feedback on proposed Agency high level service planning relating to community partnerships**
- d. Anticipated outcome of the committee: provide advice for the Agency to consider in planning their community partnership strategy for 2014/15.**

**Interested parties can email me directly no later than April 30, 2014. A request for a meeting for those interested in the committee will be sent out shortly after that.**

**Thank you for your consideration.**

**Allan T. Hogan M.S.W., R.S.W. | Executive Director**

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