



COMMUNITY ADVISORY COMMITTEE
DRAFT COMMITTEE TERMS OF REFERENCE

Project: Recover: Edmonton’s Urban Wellness Plan

Project Sponsor: City of Edmonton – Citizen Services Deputy City Manager Rob Smyth

Introduction:

Recover is an urban wellness plan, and as such is positioned to understand and leverage many of the urban efforts (government, community and business organizations, and residents) that are contributing to five urban neighbourhoods (Boyle Street, McCauley, Central McDougall, Queen Mary Park and Downtown). The question this work was originally set up to answer was concerning the appropriate alignment of the social services agencies and the cumulative impacts of work in these five neighbourhoods. The focus has now broadened to include an inquiry into the impacts of the physical (including environment) and economic conditions that also impact the neighbourhoods.

Urban wellness is a complex system of interacting components (actors, strategies, processes) and the collective activity of these parts is not linear. Systems thinking helps us first see how different parts interact to form a whole and how the whole interacts with its wider context. Prototyping parts of a solution are needed to adjust the pattern of activities in a system, and this stage requires well articulated intervention points in order to make desired shifts. Urban wellness is a complex problem because it has the following traits: low level of agreement on the problem definition, low level of certainty on what to do about it, high degree of unpredictability, a number of scales and levels, and high number and diversity of stakeholders.

The Community Advisory Committee is one of three key governance tables established to steer and guide the development of Recover: Edmonton’s Urban Wellness Plan. This Terms of Reference outlines the role and key responsibilities, composition and administrative approaches that will guide the Committee’s work.

Type of Committee: Citizen Advisory Committee

General Purpose:

This Committee will meet monthly to advise and help design a robust public engagement plan and provide community-based feedback, input and expertise to the development of Recover: Edmonton’s Urban Wellness Plan.



Together with the *Integrated Corporate Project Team* and the *External Partners Committee*, the members of the Community Advisory Committee will help develop this plan by mobilizing and bringing extensive knowledge, community networks and expertise to the table.

Key Responsibilities (Scope of Authority):

This Committee is mandated to advise, guide and shape the development and implementation of Recover: Edmonton's Urban Wellness Plan by:

- Reviewing and validating the findings from Phases 1, 2 and 3 of the research
- Participating in gap and opportunity meetings with community stakeholders
- Supporting the design of a robust public engagement plan
- Acting as ambassadors for the wellness plan in the five communities
- Collaborating with other members of the Committee to find collective impact solutions that will improve the well-being of people living in the five core neighbourhoods.

The members of the Community Advisory Committee will also align their work with that of the *External Partners Committee* and the City of Edmonton's *Integrated Corporate Project Team* to co-create and deliver collective impact solutions and enhanced coordination of programs and services in the five neighbourhoods.

Composition and Appointment:

The Community Advisory Committee will be chaired by Rob Smyth, City of Edmonton Project Sponsor and Deputy City Manager, Citizen Services. Rob Smyth reports directly to the City's Executive Leadership Team (ELT) on this project.

The appointment of a Community Co-Chair will be discussed and decided on at the initial meeting.

The Community Advisory Committee is intentionally composed of representative citizen leaders from a diverse cross section of the communities focused on in this initial phase of Recover: Edmonton's Urban Wellness Plan. These include the core neighbourhoods of Boyle Street, McCauley, Downtown, Central McDougall and Queen Mary Park.

Letters of invitation have been sent from Deputy City Manager, Citizen Services, Rob Smyth to Edmontonians bringing the perspectives of the following sectors to this work:

- 5 core Community Leagues
- 3 Business Improvement Associations
- 2 Revitalization Committees
- 4 Representatives from Community Organizations
- 3 Representatives from Social Service Organizations
- (new: 5-7 residents plus lived experience, diverse perspectives)



The Committee numbers approximately 20 people, who were identified as bringing local knowledge, experience and extensive networks to this initiative. Additional members may be identified and invited to join by the Committee.

The role of members is to act as a proactive conduit and liaison with their organization and/or communities throughout this work.

The duration of the appointment to this Committee is September 2017 to September 2018, the time parameters for successful completion.

All members are expected to attend monthly meetings, or to provide notice of regrets if they are unable to do so. If needed, members may be able to link in by telephone to a meeting.

Members may choose to identify their alternate representative at the initial meeting, who will be able to attend in their place should they be unable to attend a meeting. The alternate must have the same authority and ability as the member to provide input, share information and fully take part in complex discussions. Alternates will be expected to come to meetings briefed by the member and to update members following a meeting they attend.

Meetings and Decision-Making Process:

The Community Advisory Committee will meet monthly or as needed, at the call of the Committee Co-Chairs. A consistent day of the week, time of day and location for these meetings will be determined by the committee at its initial meeting.

- Discussion and identification of Committee Co-Chairs will take place at the inaugural meeting in September 2017.
- Decisions will be made by consensus wherever possible. If consensus cannot be reached, a vote may be taken.
- Quorum if required is 50% of the membership plus 1. If there is not quorum, the meeting will proceed with decisions that must be ratified at the next meeting.
- Action items will be recorded and circulated and agendas sent out a week ahead of meetings.
- Joint meetings of the three RECOVER Committees may be called bi-monthly to build connections, share perspectives and ensure all three committees remain coordinated in direction throughout this process.
- Ad hoc Sub Committees or Working Groups may be appointed or formed to support various stages of the initiative as needed.



Citizen Services

City of Edmonton – Citizen Services

Resources:

This Committee will be supported by the Recover Core Project Team of Citizen Services that will oversee project management, meeting and administrative support to all three RECOVER Committees, consultant relations and the development of plan deliverables.

This Core Project Team is comprised of:

- ✓ Susan Coward, Project Navigator
- ✓ Kate Gunn, Alternate Project Navigator
- ✓ Susannah Cameron, Project Manager
- ✓ Oksana Niedzielski, Foresight Analyst.
- ✓ Francis Asuncion, Communications Advisor
- ✓ Savannah Westgarde, Public Engagement Advisor
- ✓ Albert Galiev, Sam Juru, Research Support

Citizen Services will provide needed funds to support Committee meetings and work from existing resources.

Reports:

The Community Advisory Committee will work with the other two committees to deliver the Urban Wellness Plan to Edmonton City Council for approval in September 2018. Interim update reports may be provided to Council.

Date Approved: