



EXTERNAL PARTNERS COMMITTEE 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 is 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 External Partners 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: Advisory Committee for Cross Organizational Participation

General Purpose:

This Committee will meet monthly to provide expert partner input, data and knowledge to the enhanced planning and coordination envisioned as part of Recover: Edmonton’s Urban Wellness Plan, that will support the well-being of our core neighbourhoods.



Together with the *Integrated Corporate Project Team* and the *Community Advisory Committee*, the members of the External Partners Committee will advise and help shape this plan by bringing their systems perspectives to help design Edmonton's Urban Wellness Plan.

Key Responsibilities (Scope of Authority):

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

- Coordinating information gathering in the critical first phase of systems mapping
- Collaborating with other members of the Committee to find collective impact solutions and coordinate programs and services across jurisdictional boundaries to improve the well-being of people living in the five core neighbourhoods
- Taking part in collaborative discussions about social investment infrastructure, which may include investment in expanded outreach services by community organizations
- Endorsing the final urban wellness plan that goes to City Council for approval

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

Composition and Appointment:

The External Partners Committee will be chaired by Rob Smyth, City of Edmonton Project Sponsor. Rob Smyth reports directly to the City's Executive Leadership Team (ELT) on this project.

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

The External Partners Committee is composed of up to 15 key community stakeholder partners who bring critical local systems knowledge, relationships and data related to the five core neighbourhoods of this complex initiative.

Letters of invitation were sent from Deputy City Manager, Citizen Services, Rob Smyth to the following partner agencies and organizations:

- Leadership staff of 4 GOA ministries: Alberta Health, Alberta Community and Social Services, Alberta Seniors and Housing and Alberta Infrastructure
- Edmonton Public Library
- Edmonton Police Services
- EndPovertyEdmonton



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- REACH Edmonton
- Homeward Trust
- Confederacy of Treaty No. 6 First Nations
- The Métis Nation of Alberta
- United Way Alberta Capital Region
- Edmonton Community Foundation
- MacEwan University
- City of Edmonton Mayor's Office

Additional key partners may be identified during the process.

The appointment duration 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 could attend in their place should they be unable to attend a meeting. The alternate must have the same organizational authority as the member to make decisions, 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.

Committee members will bring their systems perspectives to help inform and shape the Urban Wellness Plan, acting as a lead conduit into their system to facilitate initial critical data gathering and mapping, as well as subsequent coordination of strategies, policies, projects and services in these five neighbourhoods.

Meetings and Decision-Making Process:

The External Partners 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 confirmed by the committee at its initial meeting in September 2017.

- Discussion and identification of Committee Co-Chairs will take place at the inaugural meeting in September 2017.
- Meetings will likely be two hours in length, held during the work day in downtown Edmonton.
- Decisions will be made by consensus wherever possible. If consensus cannot be reached, a vote may be taken.



Citizen Services

City of Edmonton – Citizen Services

- Quorum for meetings is 50% of the membership plus 1. If there is not quorum , the meeting will proceed with decisions that must be subsequently 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.

Resources:

This Work Group 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.

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

Reports:

The External Partners 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.

Attachment:

Committee Member Contact List

Date Approved: