

Community Action on Mental Health and Addiction Leaders Forum Terms of Reference

Authority

As directed by Notice of Motion C2018-0956 Community Action on Mental Health and Addiction, Administration will “convene a community-wide mental health, addiction and crime prevention strategy, modeled on the systems approach taken in the Ten-Year Plan to End Homelessness and Enough for All, involving a broad base of community stakeholders and leveraging partnerships with service providers and other orders of government.”

Mandate

The Community Action on Mental Health and Addiction Leaders Forum (Leaders Forum) oversees the development of the Community Action on Mental Health and Addiction Strategy, including principles, priorities and strategic actions, and the engagement of community, key stakeholders and other orders of government as required to develop the strategy.

Responsibilities

The Leaders Forum’s responsibilities include:

- i. Advising on the application of the strategic framework and the creation of principles, priorities and partnerships for the development of a Community Action on Mental Health and Addiction Strategy;
- ii. Advising on the overall engagement and consultation approach to strategy development;
- iii. Advising the Administration Working Group with respect to developments, emerging issues and risks;
- iv. Receiving periodic progress reports from the Administration Working Group, as required; and,
- v. Endorsing of the overall Community Action on Mental Health and Addiction Strategy.

Membership

The Leaders Forum will be composed of members of Council, Administration, and public members. A complete list of recommended members will be presented by Administration for consideration to Council who will appoint the members, by resolution, at the 2019 July 29 Combined Council Meeting.

The Leaders Forum will be composed of up to 13 members, including:

- i. The Mayor, the chair of the Standing Policy Committee on Community and Protective Services, or designate, and one other elected official from Calgary’s City Council;
- ii. The Associate Minister of Mental Health and Addictions from the Government of Alberta, or designate;
- iii. One member of City of Calgary Administration Senior Management Team, or designate; and
- iv. One voting non-binding member representing each of:
 - a. Calgary Police Service
 - b. Alberta Health Services
 - c. Bloomberg Harvard City Leadership Initiative from Calgary’s Cross-Boundary Collaboration program team
 - d. Calgary Council for Addiction and Mental Health

- e. Alberta Family Wellness Initiative
- f. Primary and secondary education
- g. Community Action on Mental Health and Addiction Collaborative Investors Table
- h. The business community with an interest in mental health.

Additional members may be added as required by decision of the Leaders Forum. All members will serve for the duration of the Leaders Forum. The Leaders Forum will conclude by Q4 2020.

Chair

- i. The co-Chairs of the CAMHA Leaders Forum will be the Mayor of The City of Calgary and the Associate Minister of Mental Health and Addiction, Government of Alberta.
- ii. The co-Chairs will serve for the duration of the CAMHA Leaders Forum.

Meetings & Quorum

- i. The Leaders Forum will meet on a schedule as determined appropriate by the co-Chairs to meet timelines for the development of the Community Action on Mental Health and Addiction Strategy.
- ii. Meetings of the Leaders Forum may be called or cancelled at the call of one of the co-Chairs with notice provided via email.
- iii. Quorum is achieved when at least fifty per cent of the members are in attendance including a minimum of one member of Calgary's City Council.
- iv. Members of the Leaders Forum may elect to adopt the rules, procedures, and best practices as required to support a collaborative and cooperative community-based strategy development model.
- v. Agendas, minutes and logistics for the meetings will be prepared by City Administration.

Subcommittees

The Leaders Forum will establish subcommittees to undertake specific work as required. Subcommittees shall draw on members of the community engaged in the work related to mental health, addiction and community safety.

Decision-making

The Leaders Forum will follow a consent-based decision-making model in which "consent" is understood to mean the absence of objections. Accordingly, for any proposal under consideration before the Leaders Forum, all members will be provided the opportunity to express their opinions before a decision is made. If any member objects to the proposal under consideration, then the proposal as it is currently stated fails. The member, in stating his or her objection, accepts the responsibility of making a counter-proposal to the Leaders Forum. If the counter-proposal is not accepted by the Leaders Forum, or if there are additional objections, then the disagreement will be formally documented in the meeting minutes, and the objections and proposal will be tabled for future consideration or revision.

Reporting Requirements

The Leaders Forum will report to Council through the Standing Policy Committee on Community and Protective Services.

Code of Conduct

Citizen members of the Leaders Forum agree to abide by the Council Policy CC045 “Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees”.¹

Not in Scope

The following activities are not within the scope of the Leaders Forum:

- i. The implementation of The City’s commitments for the Community Action on Mental Health and Addiction Strategy including the review and evaluation of initiatives and proposals requesting funding.
- ii. Changes and/or amendments to The City’s or any stakeholder organization’s service delivery activities, operating and/or capital budgets.

¹ <https://www.calgary.ca/CA/city-clerks/Documents/Council-policy-library/CC045-Code-of-Conduct-for-Citizen-Members.pdf>