

Social Wellbeing Advisory Committee Annual Work Plan 2020-2021

June 2020

Focus Area	Task	Metrics	'Responsibility' in Terms of Reference
Stewardship of Social Wellbeing	Provide presentation on Social Wellbeing Advisory Committee (SWAC) to select members of Administration.	Presentations provided to five targeted business units.	Support Administration in stewarding the Social Wellbeing Principles: Advising on the development of processes and mechanisms to advance the Social Wellbeing Policy.
	Provide advice on web-content that will be included on the Social Wellbeing webpage.	Track website traffic.	
Consultation and Advice	Prioritize which City policies and strategies are recommended for review by SWAC and make recommendations to Administration.	Recommendations presented to Council on at least three policies or strategies per year.	Advise Council and Administration on opportunities to advance the Social Wellbeing Principles during the development of or revisions to Administration and Council policies, strategies, or service delivery
	Provide information on community needs and advise Council and Administration on the City's response and recovery programs and services related to COVID-19.	Recommendations are provided based on community insights, as determined by the evolving needs of the community and COVID-19.	
	Investigate implications of public and community submissions to the SWAC.	Public and community insights were applied to determine a potential process and resourcing required	
	Advise on the development of the GBA+ implementation and training throughout the process to ensure alignment with Social Wellbeing Principles.	Provide one or two consultations throughout the development process and a final review to Administration.	
	Recommend GBA+ training for committees and civic partners.	Adopt "GBA+" within SWAC practices and advise on best practices to other committees and civic partners.	
	Identify gaps in data collection, disaggregation and how lived experience can be valued.	Deliver recommendations to Administration on gaps in data collection.	
Process & Committee Coordination	Develop partnership form for joint advice to Administration and Council.	Regular and routine communication with other committees.	Play a coordinating role with Administration committees and Council advisory committees (as outlined in 'composition') when necessary.
	Committee creates key messages from SWAC meetings and communicates to affiliated groups.	Develop template and process for regular monthly communication.	
	Develop criteria to standardize SWAC advice.	Criteria is applied across all SWAC consultation processes.	