



# Social Wellbeing Advisory Committee

## Terms of Reference Proposed Revisions

EC2022-0684 Attachment 3

### 1. Authority

As directed by Council (CPS2018-0362) to “establish an Advisory Committee on social wellbeing and report back to Council through the Standing Policy Committee on Community and Protective Services with Terms of Reference no later than July 2018, with positions to be filled at the October 2018 Organizational Meeting of Council”.

### 2. Mandate

The Social Wellbeing Advisory Committee ~~works with Administration to~~ advises Council and Administration on ~~Council and Administrative City~~ policies, strategies and service delivery in accordance with the Social Wellbeing Principles.

The Social Wellbeing Principles state that The City will:

- Strive to provide equitable services. This includes removing barriers to access and inclusion;
- Advance the active and shared process of Truth and Reconciliation in collaboration with the community;
- Seek opportunities to support and grow culture in Calgary<sup>1</sup>; and
- Aim to stop social problems before they begin using a prevention approach.

The Social Wellbeing Advisory Committee’s main purpose is to provide advice using an intersectional approach (meaning to consider how decisions impact people who are members of multiple, overlapping population groups) by drawing on different perspectives of its membership..

### 3. Specific Responsibilities

The Social Wellbeing Advisory Committee’s responsibilities include:

1. Develop an annual work plan detailing Social Wellbeing Advisory Committee tasks and actions.
2. Support Administration in the stewardship of the Social Wellbeing Principles including:
  - a. Advising on the development of processes and mechanisms to advance the Social Wellbeing Policy;
  - b. Supporting Administration to report progress related to advancing the Social Wellbeing Principles; and
  - c. Providing input into the revisions of the Social Wellbeing Policy in accordance with the Council Policy review schedule.



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3. 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. Mechanisms to have the Social Wellbeing Advisory Committee provide Administration with advice include:
  - a. Council direction for the Social Wellbeing Advisory Committee to provide advice on a given policy, strategy or plan related to service delivery;
  - b. Administration requests support for advice on a given policy, strategy or plan related to service delivery through the chair of the Social Wellbeing Advisory Committee; or
  - c. The Social Wellbeing Advisory Committee and Administration collectively identify policies, strategies or plans related to service delivery that would be enriched from the Social Wellbeing Advisory Committee's advice and as identified in the Social Wellbeing Advisory Committee's annual work plan.
4. Play a coordinating role with Administration committees and Council advisory committees (as outlined in 'composition") when necessary. Activities may include but are not exclusive to:
  - a. Provide coordinated advice, across relevant Administration and Council advisory committees, to Administration and Council regarding how City policies (Council and Administrative), strategies and services can better meet the needs of all Calgarians; and
  - b. Identify when further consultation is required through a participating Administration or Council advisory committee with expertise on the needs of a specific population or issue.
5. Identify emerging social needs and trends that impact City services or may require municipal response.
6. Identify when further community knowledge and perspectives are needed and:
  - a. Seek additional information through connections to existing Administration and Council advisory committees or community networks; and
  - b. Develop subcommittees, if required, that include relevant community stakeholders with expertise on a given subject or lived experience.
7. Advise Administration and Council on changes required to future iterations of the Social Wellbeing Advisory Committee's terms of reference to ensure the Social Wellbeing Advisory Committee has the correct mandate, responsibilities, or membership to be effective. The Social Wellbeing Advisory Committee will review the terms of reference and may make recommendations for modifications to the Community Development Committee with its annual report.



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### 4. Reports to

The Social Wellbeing Advisory Committee will report annually to the Community Development Committee and may provide ongoing communication by memo to Council and the **Administrative-Executive** Leadership Team as deemed necessary by the Chair and Administration.

### 5. Measurable Objectives

The Social Wellbeing Advisory Committee will prioritize short, medium, and long-term actions and outcomes and will be accountable to Council for delivering on stated priorities and outcomes.

### 6. Composition

The Social Wellbeing Advisory Committee seeks to reflect the diversity of Calgarians and will consist of 14 members including:

- Two voting non-binding representatives, or designates, from existing Council advisory committees with:
  - One from the Advisory Committee on Accessibility;
  - One from the Calgary Aboriginal Urban Affairs Committee;
- Five voting non-binding representatives, or designates, from existing Administration committees with:
  - One from Anti-Racism Action Committee;
  - One from Calgary Local Immigration Partnership ~~Council~~ **Immigrant Advisory Table**;
  - One from Cultural Leadership Council;
  - One from Family & Community Support Services Calgary Forum; and
  - One from Older Adult Advisory ~~Committee~~ **Table**.
- Six voting members, appointed by Council at the annual Organizational Meeting of Council with:
  - Three members who have **lived experience and/or in-depth** knowledge of the needs of and connections to ~~networks of a diverse population~~ **communities that have historically experienced exclusion, discrimination and oppression**. Consideration will be given to those qualified applicants that fill gaps in subject matter expertise in relation to other members. **Lived experience is considered an asset**;
  - One member with expertise in advancing gender-equity;
  - One member with expertise in social innovation or social determinants of health; and
  - One member that is a faculty member of a post-secondary institution with experience advancing social equity.
- One non-voting member of Administration: the director of **Calgary Neighbourhoods Community Strategies** or designate.



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Administration will arrange venues, agendas and minutes, distribute required materials, and arrange other logistics that may facilitate increased access and inclusion to Social Wellbeing Advisory Committee membership participation.

### 7. Resources

City Administration representatives for ~~Calgary Neighbourhoods~~ **Community Strategies** will act as a resource to the Social Wellbeing Advisory Committee.

### 8. Sub-committees

The Social Wellbeing Advisory Committee may establish subcommittees to undertake time bound initiatives as required. Subcommittees shall draw on members of the Social Wellbeing Advisory Committee as well as members recruited from outside the Committee. The Chair of a subcommittee shall be a member of the Social Wellbeing Advisory Committee.

### 9. Term

Appointed members may serve two years with a maximum of three consecutive terms. Term expirations will be staggered to ensure an orderly transition of the new members. Partial terms will not be counted towards the term limit. A member may serve more than six consecutive years by a two-thirds vote of Council.

### 10. Quorum

Greater than 50 per cent of voting members, that is, seven members

### 11. Chair

Chair and Vice-Chair are nominated and elected by the Social Wellbeing Advisory Committee and may serve up to two consecutive years in each position

### 12. Meetings

The Social Wellbeing Advisory Committee will meet monthly or as determined appropriate to meet a timeline for a given initiative. A meeting may be called or cancelled at the call of the Chair and notice provided via email.

### 13. Procedures

The Social Wellbeing Advisory Committee will follow the Procedure Bylaw and may establish its own procedures. The Social Wellbeing Advisory Committee must pass a resolution to establish its own procedures and the resolution must be documented in the minutes.



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#### 14. Code of Conduct

Citizen members of the Social Wellbeing Advisory Committee members must abide by the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committee* (CC045) in keeping with the Council Policy.

*Adopted by Council on 2018 July 30 (CPS2018-0870)*

*Amended by Council on 2020 October 26 (C2020-1018)*

*Amended on 2021 September 13 (C2021-1201)*