

**TERMS OF REFERENCE**

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**Authority**

As directed by Notice of Motion C2018-0956 – Community Action on Mental Health and Addiction (CAMHA) - 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-Based Action on Mental Health and Addiction Stewardship Group (the “Stewardship Group”) provides a people-centered systems-view to the development of the CAMHA Strategy modeled on the approach of the Ten-Year Plan to End Homelessness, Enough for All, and the Community Housing Affordability Collective, including principles, priorities and the engagement of: community, medical experts, concerned citizens, key stakeholders and other orders of government, as required to develop the strategy.

**Responsibilities**

The Stewardship Group’s responsibilities include:

- i. Advising on the strategic framework, principles, priorities and partnerships of the CAMHA Strategy;
- ii. Advising on the overall engagement and consultation approach to strategy development;
- iii. Endorsement of the overall CAMHA Strategy;
- iv. Liaising with the collaboration circles to achieve alignment on strategic directions.
- v. Provide an initial review of fast pilot proposals.
- vi. Liaising with the Strategy Development/Operations Collaboration Circle

**Chair**

- i. The inaugural Co-Chairs of the Stewardship Group will be Karen Gosbee and Dr. Chris Eagle
- ii. The Co-Chairs will appoint the other members of the Stewardship Group in accordance with these Terms of Reference
- iii. The Stewardship Group may rotate the position of Chair by simple majority
- iv. The Stewardship Group may appoint a co-Chair or Vice Chair by simple majority
- v. Additional members may be added to the Stewardship group as required by the Chair(s)

**Membership**

The Stewardship Group will be composed of members of Council, Administration, the Province and the public.

The Composition of the inaugural Stewardship Group includes:

- i. Karen Gosbee, as a community advocate with lived experience
- ii. Dr. Chris Eagle, Retired Health Professional, community advocate with lived experience
- iii. One Member of the Legislative Assembly
- iv. The Mayor
- v. One other elected official from Calgary’s City Council

## Community-Based Action on Mental Health and Addiction Stewardship Group

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- vi. One member of City of Calgary Administration Senior Management Team, or designate
- vii. Members who are nominated according to their internal governance practices by:
  - a. Alberta Health Services with Public Health expertise  
Alberta Health Services, Chief of Psychiatry, or designate
  - b. Calgary Police Service
  - c. Calgary Council for Addiction and Mental Health
  - d. Alberta Family Wellness Initiative (Palix Foundation)
  - e. United Way of Calgary and Area
- viii. Public members
  - a. A Member representing the education sector
  - b. A Member of the business community with an interest in mental health
- ix. Research Institutes
  - a. A Member nominated by the Mathison Centre for Mental Health Research & Education
  - b. A Member nominated by the Hotchkiss Brain Institute
  - c. A Member nominated by the O'Brien Institute for Public Health
- x. Community Investment Table
  - a. A Member representing the Community Investment Table.

All members of the Stewardship Group will serve on a voluntary basis. The Chair(s) shall regularly review the membership with a bias towards participation and action.

#### **Collaboration Circles**

The Stewardship Group will establish Collaboration Circles to undertake specific work as required. Collaboration circles shall draw on members of the community engaged in the work related to mental health, addiction and community safety. Collaboration Circles are self-selected groups consisting of peers who share similar goals, and through constructive dialogue, negotiate a common vision that guides their work on their subject area. City of Calgary administration will be engaged directly in Collaboration Circles City of Calgary administration will be engaged directly in Collaboration Circles as required and will provide support where appropriate and where existing resources allow. Other participating organizations will be encouraged to support Collaboration Circles where appropriate.

A Strategy Development/Operations Collaboration Circle shall support the work of the Stewardship Group. Additional Collaboration Circles may include: Prevention, Treatment, Early Intervention, Mental Health Promotion, Service Navigation, Age-Specific Mental Health Interventions, Personal and Community Safety, Recovery, Emergency Overdose Response, and Enforcement.

#### **Strategy Development/Operations Collaboration Circle**

The Strategy Development/Operations Collaboration Circle shall be a separate multi-disciplinary team, led and constituted by members from the City of Calgary. The Strategy Development/Operations Collaboration Circle shall seek the input of the other Collaboration Circles, people with lived experience of using the current system, and people with design expertise. The Strategy Development/Operations Collaboration Circle will report to the Stewardship Group.

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**Meetings & Quorum**

- i. The Stewardship Group will meet on a schedule as determined appropriate by the Chair to meet timelines for the development of the Community Action on Mental Health and Addiction Strategy.
- ii. Meetings of the Stewardship Group will be called or cancelled at the call the Chair(s) with notice provided via email.
- iii. Quorum is achieved when at least fifty percent of the members are in attendance including a minimum of one member of Calgary's City Council.
- iv. Members of the Stewardship Group may, by two thirds majority vote, 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.

**Decision-making**

The Stewardship Group will follow a democratic decision-making model in which consent will be a goal and all members have the opportunity to express their opinions. For any decision, all attempts will be made to reach agreement among all members. Should the Stewardship Group reach a decision that an individual member is unable to support, their disagreement may be formally documented in the meeting minutes at the Member's request.

**Implementation**

Organizations who choose to be involved in the work will authorize the Strategy at the Stewardship Group and seek authorization in their respective organizations. Each member and organization will be accountable to the communities and citizens they serve. The expectation is that a community-based action plan will necessitate coordinated cross-sector strategies separately embedded in each authorizing organization.

**Reporting Requirements**

The Stewardship Group shall report on their work to the Priorities and Finance Committee.