

Terms of Reference

Community Wellbeing Advisory Committee

1. Name

The name shall be the Community Wellbeing Advisory Committee (CWAC).

2. Definitions

"Council" means the elected Council of the City of Cambridge.

"Safety" means is about feeling safe, whether at home, in the street or at work. It relates to quality of life and being able to pursue and obtain the fullest benefits from your domestic, social and economic lives without fear or hindrance from crime and disorder.

"Inclusion" means appreciating and valuing human differences by creating an atmosphere that promotes a sense of belonging; where everyone feels respected and valued for their uniqueness. Inclusion protects equal access and opportunity, and removes barriers and discrimination, so everyone is free to share their abilities, gifts, and talents, and everyone can participate and thrive.

"Wellbeing" means the presence of the highest possible quality of life in its full breadth of expression focused on but not necessarily exclusive to: good living standards, robust health, a sustainable environment, vital communities, an educated populace, balanced time use, high levels of democratic participation, and access to and participation in leisure and culture.

"Community Capacity" means the interaction of human capital, organizational resources, and social capital existing within a community that can be leveraged to solve collective problems to improve or maintain the wellbeing of the community.

"Lived Experience" means the experiences and choices a person has through direct, first-hand involvement in everyday events, and the knowledge that they gained from those experiences and choices. For example, someone who is or has previously experienced homelessness has lived experience of homelessness.

3. Purpose

As directed by Council (19-144 (CRE)) to “explore the establishment of an Advisory Committee to advise Council on future directions with respect to community wellbeing in the City of Cambridge”.

4. Mandate

The mandate of the CWAC shall be to advise and assist the City in promoting and facilitating the safety, inclusion, belonging, and wellbeing of Cambridge residents, through the guiding principles of Engage, Empower, and Educate.

The CWAC will provide advice on complex social issues impacting City policies, programs, services, and strategies, and provide actionable advice to Council on the development of integrated community programs and strategies to address those issues.

5. Responsibilities and Opportunities

- Develop an annual work plan detailing the CWAC tasks and actions.
- To help Cambridge City Council be aware of, and create an integrated response to social issues and current situations, through facts, data, collaborations, and engagement activities.
- To work in partnership with the Council and staff of the City of Cambridge to identify community strengths, capacities and needs of Cambridge residents.
- To gain an in-depth understanding of roles and responsibilities needed to address social issues and current situations, the capacities for organizations to meet those needs, and provide a forum for problem-solving any gaps that may exist in supporting Cambridge residents affected by these issues.
- To engage with the community, those with lived experience or who are otherwise affected personally, to listen, learn and inform future actions.
- To identify opportunities for innovative and locally driven solutions/approaches over the short, medium and long term.
- Communicate with the public and advocate with Regional, Provincial and Federal levels of Government to raise awareness, identify resource needs; where necessary promote legislative and regulatory changes; and
- Advise Council about the implementation of relevant City actions, programs, or services, and the preparation of any reports or strategies related to the Committee’s mandate and other matters for which the Council may seek its advice.

6. Composition

a) Voting Members

The CWAC shall be composed of up to 17 voting members, representing the following:

- 14 citizen appointees, who must live, work, or receive social services in Cambridge.
- 2 Council representatives
- The Mayor of the City of Cambridge

Citizen appointees will be selected based on their knowledge and lived experience of priority issues for the committee, including but not limited to poverty, homelessness, mental health, addiction, and public safety. Appointments will be made with regard to ensuring the diversity of members with respect to geographic location – including downtown areas - age, gender, ability, ethnicity and Indigeneity, and other aspects of diversity.

The members of the CWAC shall serve in a volunteer capacity, with no remuneration.

b) Non-Voting Members

Non-binding representatives from the following services or organizations shall serve on the CWAC in a non-voting capacity:

- 1 Representative from the Waterloo Regional Police Services
- 1 Representative from the Waterloo Region Crime Prevention Council
- 1 Representative from Waterloo Region Public Health
- 1 Representative from Waterloo Region Community Services
- 1 Member of Senior City Staff

Non-voting members shall serve as subject-matter experts and resources for the committee, and will participate in fulfilling the mandate and responsibilities of the committee.

7. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the CWAC, will be provided by the Staff of Accessibility and Diversity Services.

8. Term of Office

Unless otherwise legislated, membership on CWAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

c) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

d) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on the CWAC.

9. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the *Municipal Act, 2001*, and only members of the CWAC may attend the closed session of the committee.

Date and time of meetings will be determined by the CWAC members.

10. Chair and Vice-Chair

One (1) Council representative serving on the CWAC shall serve as Chair for the Committee, selected by Striking Committee prior to the first meeting of each calendar year.

Voting members of the CWAC will elect a Committee Vice-Chair from among the Citizen Appointees annually at the first meeting of the CWAC in each calendar year.

The Chair will preside over meetings and committee business. The Vice-Chair will serve as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

11. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair and Vice-Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the CWAC.

Agendas will be posted on the City's website.

12. Minutes

Minutes of each meeting will be recorded and distributed to the CWAC members electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the CWAC will be reported out to Council.

Approved minutes will be posted on the City's website.

13. Delegations

Delegations are welcome to attend meetings of the CWAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

14. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the CWAC voting members (50% + 1), in accordance with the City's Procedural By-Law. If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes which simply reflects Members' attendance and absence.

b) Voting

Voting shall be conducted in accordance with the City's Procedural By-Law, whereby members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all voting members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representatives and the Mayor will have voting privileges on the CWAC. Non-voting members and members of City staff will not have voting privileges on the CWAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the *Municipal Conflict of Interest Act* and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any

decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

15. Sub-Committees

In accordance with City By-Law 133-18, sub-committees may be formed should a majority of voting members approve a recommendation to do so. Included in the recommendation to establish a sub-committee there shall be information regarding the mandate of the proposed sub-committee, the beginning and the ending date, the composition and the recruitment of Members, and the reporting structure. Sub-committee membership may be expanded to include people who are not advisory committee members, to seek specific areas of expertise on a particular topic or issue.

16. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct, or who are disruptive to the committee process, may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

17. Review

The Terms of Reference will be reviewed, revised (if necessary) by CWAC and recommended for Council once per term or as needed.

18. Approval

Approved: June 19, 2019