

SOCIAL POLICY FRAMEWORK LEADERSHIP TEAM TERMS OF REFERENCE

1. PURPOSE:

- 1.1.** The purpose of the Social Policy Framework Leadership Team (Team) is to bring together a cross-section of “community interest” committees, business stakeholders and individuals to work together to coordinate implementation and execution of the Social Policy Framework (SPF) and address the needs of community. The SPF is intended to serve as the impetus and catalyst for collective action on community issues identified through community engagement and the Social Needs Assessment.

2. VALUES, PRINCIPLES & STRATEGIES:

The Values, Principles & Strategies that the Team will be guided by are taken directly from the Social Policy Framework approved by Council on December 12, 2022.

2.1. Values

- 2.1.1. Equity - being fair and just, and the recognition that as people, we do not all start from the same place and must acknowledge and adjust to rectify imbalances.
- 2.1.2. Interdependence - recognizing that social issues do not happen in silos and exist across jurisdictions and borders.
- 2.1.3. Innovation - activities and services will use innovation to meet social need.

2.2. Principles

- 2.2.1. Evidence Based
- 2.2.2. Inclusive
- 2.2.3. Collaborative
- 2.2.4. Resident-Centric
- 2.2.5. Accessible
- 2.2.6. Intersectional

2.3. Strategies

- 2.3.1. Service Delivery
- 2.3.2. Monitoring and Evaluation
- 2.3.3. Roles
- 2.3.4. Implementation Model

3. STRUCTURE:

3.1. Team

- 3.1.1. The Team shall be comprised of eight to twelve (8-12) volunteers, one (1) of which is a City representative.

3.1.2. The Team convenes quarterly (or as needed).

3.2. Duties

- 3.2.1. The Team champions the implementation of a Social Needs Assessment every five (5) years.
- 3.2.2. The Team sets community priorities and targets as identified in the Social Needs Assessment.
- 3.2.3. The Team addresses priorities through the SPF by convening Working Groups or supporting selected existing Working Groups that align with the community priorities identified by the Team.
- 3.2.4. The Team connects the Working Groups through collective impact to ensure the cohesive delivery of services.
- 3.2.5. The Team maintains a broad awareness of the various mechanisms, voices and processes impacting the SPF priorities.
- 3.2.6. The Team puts forth requests to the City Manager to convene the Task Force.
- 3.2.7. The Team provides an annual report to the Task Force.
- 3.2.8. The Team establishes a framework for Working Groups Terms of Reference and approves developed or amended Terms of Reference.

3.3. Decision Making

- 3.3.1. Approval shall be made by Consensus. The process is outlined as follows:
 - 3.3.1.1. All members have the right to be heard and participate in decision-making.
 - 3.3.1.2. A decision shall not be made until all members of the group have had a chance to participate in the discussion.
 - 3.3.1.3. Decisions do not require unanimous approval, however, the parties that are not in favour of the decision can agree to "live with" the decision.
 - 3.3.1.4. Once a decision has been made, the Team shall determine the next steps in implementing the decision.
- 3.3.2. If Consensus cannot be reached, a majority vote will be implemented.

3.4. Conflict of Interest

- 3.4.1. Team Members shall disclose any perceived or actual conflicts of interest relative to any matters under discussion, prior to the discussion occurring.

3.5. Remuneration

- 3.5.1. Team Members are volunteers and shall not be remunerated for their participation on the Team. However, all expenses related to travel outside of

Lloydminster, accommodations, and registrations for required conferences, training, and events will be covered by the City of Lloydminster.

3.6. Governance

3.6.1. The Team shall establish policies and procedures for items including but not limited to:

3.6.1.1. Code of Conduct

3.6.1.2. Working Group records

3.6.1.3. Request to SPF Task Force protocol and forms

4. ROLES:

4.1. Chair

4.1.1. The Chair acts as spokesperson for the Team.

4.1.2. The Chair facilitates meetings and set agendas.

4.1.3. The Chair may designate another Team Member to perform duties outlined in 3.2.1 and 3.2.2 as needed.

4.1.4. The Chair is not required to participate in Working Groups.

4.2. Vice Chair

4.2.1. The Vice Chair facilitates meetings and set agendas in absence of the Chair.

4.2.2. The Vice Chair is not required to participate in Working Groups.

4.3. Administrator

4.3.1. The Administrator shall be provided by the City to the Team for coordination purposes.

4.3.2. The Administrator organizes Team meetings including location and set up.

4.3.3. The Administrator schedules meetings, compiles agenda packages which are distributed four (4) working days prior to meetings, and takes minutes during meetings.

4.3.4. The Administrator gathers documentation from Working Groups, completes research, compiles data, and creates reports for Team.

4.3.5. The Administrator liaises with other City departments for support (ex: Communications department for press releases).

4.4. Team Member

4.4.1. Team Members are appointed by Council for a two (2) year term. May be reappointed for successive terms.

4.4.2. Team Members participate in a minimum of one (1) Working Group, notwithstanding 4.2.2 and 4.1.4.

- 4.4.3. Team Members collect information from the Working Groups to bring back to the Team.
- 4.4.4. Team Members attend Working Group meetings.
- 4.4.5. Team Members bring requests from Working Groups back to the Team for review.
- 4.4.6. Team Members relay information from the Team to the Working Group.
- 4.4.7. Team Members act as a link to the other Working Groups via the Team.

5. WORKING GROUPS

- 5.1.** Working Groups will be convened by the Team. If an existing Working Group is already established in the community and aligns with the SPF, the Team may support it as an SPF Working Group.
- 5.2.** Working Groups set the objectives to address the priorities identified by the Team. This may include the development and implementation of a strategy.
- 5.3.** Working Groups shall establish a Terms of Reference, and meeting schedule.
- 5.4.** Working Groups shall align with the criteria framework within the SPF.

6. SOCIAL POLICY FRAMEWORK TASK FORCE

- 6.1.** The Team shall submit requests for support to the SPF Task Force.
- 6.2.** The City Manager convenes the SPF Task Force to discuss submitted requests.
- 6.3.** The SPF Task Force shall be responsible for escalating matters of policy/regulation/legislation or barriers experienced by the Working Groups and Team to higher levels of government.
- 6.4.** The SPF Task Force shall be composed of high level administrative officials including but not limited to: school board superintendents, Assistant Deputy Ministers, Chief Executive Officers, Directors of provincial health authorities.
- 6.5.** The SPF Task Force shall meet once annually as per the SPF to receive updates from the Team.