

Guiding Coalition Terms of Reference

Edmonton

Mandate

The Guiding Coalition for Public Engagement will fulfill the mandate of the Council Initiative on Public Engagement by:

- Monitoring the City's progress on delivering on its public engagement Action Plan through reports and performance measures,
- Ensuring the perspectives of the Administration, our public and City Council remain forefront throughout the implementation, and
- Providing advice, feedback, and recommendations to City Administration as it plans and delivers public engagement processes and activities.

Principles

- A Shared Responsibility
- Relationship Building and Perspective Seeking
- Proactive, Timely and Transparent
- Inclusive and Accessible
- Innovative and Continuously Improving
- Successful Implementation and Transition

Membership

The membership of the Guiding Coalition for Public Engagement consists of representation from City Administration and the public plus ex-officio members as follows:

- An Administrative Co-Chair and a Public Co-Chair.
- Maximum 10 City of Edmonton staff with involvement or interest in the implementation of the Council Initiative on Public Engagement and/or public engagement processes and activities.
- Minimum 10 members of the public who represent the diversity of the City of Edmonton.
- Adjunct Members representing the Engagement Branch, Director level or higher.
- Select Council Members who will not be members of the Coalition but who will act as liaisons with City Council.
- A Coalition Coordinator representing the Engagement Branch, Manager level or higher.
- A maximum of 20 members in total. Including the two co-chairs but not including adjunct members, the Coalition Coordinator or Council liaisons.

Member Requirements

Members must be:

- A resident of the City of Edmonton or a City of Edmonton employee and
- A minimum of fifteen years of age

Roles and Responsibilities

All Guiding Coalition Members

- Participate in the implementation of the mandate
- Share and respect diverse views
- Participate in the best interest of ALL Edmontonians, not individual interests
- Attend and come prepared to meetings
- Complete any required training
- Maintain confidentiality as required
- Participate in City of Edmonton public engagement activities as individuals, not as members of the Coalition
- Do not speak on behalf of the Coalition unless designated by the Coalition to do so
- Disclose any matters that may affect their membership, including potential conflicts of interest, on an on-going basis (e.g. becoming a City of Edmonton employee)

In addition, the following roles have additional responsibilities and restrictions:

Co-Chairs

- Develop agendas in conjunction with the Coalition Coordinator
- Facilitate meetings and process
- Assist with recruitment as required

Adjunct Members

- Act as an executive sponsor
- Provide access to information and support as required
- Liaise with Administration (e.g. Department and Executive Leadership Team)
- Assist with recruitment as required
- Do not direct or dictate conversation
- Participate as required, but are not part of the consensus/decision making process

Councillors

- Liaise between the Guiding Coalition and Council
- Bring a Councillors perspective to Guiding Coalition
- Bring Guiding Coalition perspective to Council
- Highlight important considerations and context as required
- Do not direct or dictate conversation
- Do not participate in recruitment other than during attraction and onboarding as requested
- Participate as required, but are not part of the consensus/decision making process

Coalition Coordinator

- Develop agendas in conjunction with the Co-Chairs
- Provide logistical and administrative support to the Coalition
- Provide information, support and context to the Coalition as required
- Create, coordinate and publish monthly reports as required
- Assist with recruitment as required
- Do not direct or dictate conversation
- Participate as required, but are not part of the consensus/decision making process

Recruitment and Selection of Members

Recruitment of Members is done by Members, in accordance with the *Guiding Coalition Recruitment Process* which includes, but is not limited to, an application, interview and vetting process.

Administrative and Public Co-Chair Selection

Are selected from the current, respective, Coalition Members, through consensus annually.

Adjunct Member Selection

Adjunct Members will be City of Edmonton employees, Director level or higher, selected by the Engagement Branch as required.

Coalition Coordinator

The Coalition Coordinator can be any administrative staff person from the Engagement Branch, Manager level or higher, and may vary as required. Their work is supported by other administrative staff as required.

Council Liaisons

Council Liaisons are assigned by Council.

Sub Committee Member Recruitment

The need for Sub Committee Members will be determined at the discretion of the Co-Chairs in consultation with the Members for the purposes of carrying out the Coalition's mandate, implementing the work plan, and completing deliverables. Sub-Committee Members may be drawn from:

- Members of the Coalition,
- Edmonton City staff, and/or
- Members of the general public.

Tenure and Terms of Members

Terms are two years in length, and begin in September. If a position is vacated prior to the end of a term the position can be filled, and the replacement member will serve out the remainder of the term. Individuals can serve on the Coalition for a maximum of six years.

Resignation and Removal of Members

- Any member who wishes to resign from the Guiding Coalition is to submit their notice of resignation in writing, with at least one month notice, to the Co-Chairs.
- A Guiding Coalition member may be asked to resign, at the direction of the membership, if:
 - There is consensus that a member is being obstructive to the process of working collaboratively for the realization of the Coalition's mandate, or
 - They have missed more than three consecutive meetings.
- If a Public Member becomes a City of Edmonton employee they automatically forfeit their public membership on the Coalition, but may reapply as a City Administration Member.
- If a City Administration Member of the Coalition ceases their employment with the City of Edmonton they automatically forfeit their city administration membership on the Coalition, but may reapply as a Public Member.
- The Coalition will recruit a replacement for vacated positions as required.

Meetings

Meetings will be held at least nine times annually as determined by the Co-Chairs in consultation with the members. Additional meetings may be called at the discretion of the Co-Chairs as required.

Quorum

At any one meeting, quorum will be achieved by having at least one of the Co-Chairs, five Public Members and five City of Edmonton Members present. Attendance of adjunct members, the Coalition Coordinator or Council liaisons is not required for quorum.

Decision Making

The Guiding Coalition is an advisory group to City of Edmonton Administration and Council, not a decision making body. It does, however, make decisions about its own governance and operations and the recommendations it makes to Council and Administration.

The Coalition strives to achieve consensus however, if the Members are unable to achieve consensus, the Coalition agrees to rest and report on its decision, with dissenting views and rationale reported accordingly.

Members are asked at the start of new business if they have any conflicts of interest to declare. Should one be declared, the Member in question will recuse themselves from all discussion and decision making related to the potential conflict of interest, this will be reflected in all relevant meeting minutes.

Sub Committees

Sub-committees of the Coalition may be created at the discretion of the Co-chairs in consultation with the members for the purposes of carrying out the Coalition's mandate, implementing the work plan, and completing deliverables. Sub-committee members may be drawn from the membership of the Coalition, other City staff members or members of the general public. Co-chairs are ex-officio members of any Sub-committee.

Work Plan

An annual work plan will be created by the Members each fall, to outline the Coalition's annual activities and outcomes. The Coalition will undertake regular reviews of their progress to ensure delivery of the Coalition's Mandate.

Administrative Support

Administrative support will be provided by the Engagement Branch and will include:

- Provision of the Coalition Coordinator
- Covering costs associated with recruitment and meetings
- Working with Administration to access and provide information as required

Reporting and Communication

- The work, documents and activities of the Coalition will be made public by default.
- Other information can be kept confidential if deemed necessary by the Coalition.
- The Coalition will report to Administration regularly, and to City Council twice a year.
- The Coalition will communicate with "one voice" and in accordance with agreed upon key messages but will communicate dissenting views as appropriate.

Remuneration

Coalition members serve in a voluntary capacity, however, in order to facilitate participation reasonable expenses incurred by Public Members to attend meetings, including parking, transportation, and child care, are eligible for reimbursement with the submission of receipts.