

1. General Information

Advisory Committee name:	Healthy City Advisory Committee
Date of formation:	TBD
Meeting frequency:	Minimum of 2 times per year; maximum 4 times per year
Co-Chairs:	<ul style="list-style-type: none">• City of St. John's Mayor Danny Breen• NL Health Services Medical Officer of Health Dr. Nazlee Ogunyemi
Logistical Leads (Mobilization Team):	<ul style="list-style-type: none">• City of St. John's Healthy City Development Coordinator• City of St. John's Manager – Healthy City and Inclusion• Newfoundland and Labrador Health Services Healthy Communities Consultant• Newfoundland and Labrador Health Services Regional Manager Health Promotion

2. Vision

St. John's is a progressive, inclusive, and connected city with active, healthy citizens, living in affordable, accessible, complete neighbourhoods where citizens can move about freely, connect with our natural environment and feel a sense of belonging. St. John's is a city where healthy citizens want to live. A city where people thrive!

3. Mission

Healthy City St. John's is about making changes in our systems and neighbourhoods that promote mental and physical health, strengthen capacity, and create a sustainable healthy future for all.

4. Partnership Principles

This Advisory Committee takes a 'Collective Impact' approach involving leaders from various disciplines, sectors and levels of Government working together to use evidence-based decision-making, research, and evaluations to improve the social, economic, and environmental conditions that affect health and quality of life.

The principles of 'Collective Impact' are:

- A Common Agenda
- Shared Measurement Outcomes
- Reinforcing Activities
- Backbone Organization(s)
- Continuous Communication

5. Purpose of Advisory Committee

The role of the Advisory Committee is to discuss community health and quality of life issues; promote collective action across sectors and disciplines; and provide leadership, guidance, and support for evidence-based decision-making on the actions of the [Healthy City Strategy](#). The purpose of the Advisory Committee is to provide oversight and high-level facilitation of Healthy City St. John's and focus on policy development and decision-making, advocacy, knowledge mobilization and the acquisition of funding.

6. Focus Areas for the Healthy City Strategy

Through the process of this agreement, the Advisory Committee members agree to focus on taking collaborative efforts on the identified focus areas (Healthy City Pillars & Assets) listed below, while acknowledging the systemic interconnection of these priority areas as 'determinants of health'.

- Housing: Affordable and Accessible Housing
- Urban Design: Mixed-use; Getting Around and Accessibility
- Transportation: Active Transportation; Accessible Public Transportation
- Environment: Environmental Benefits; Parks and Open Space; Interaction & Connectivity
- Healthy Neighbourhoods and People: Neighbourhood Services, Identity and Place-Making; Safety; Access to Food; Mental and Physical Health; Early Childhood Development and Lifelong Learning; Poverty Reduction and Economic Wellness; Arts and Culture
- Inclusion: Social and Community Connections; Diversity

The Advisory Committee members acknowledge that these focus areas will continue to evolve based on the unique socio-economic needs of neighbourhoods.

7. The Implementation Strategy

The City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health, will act as logistical leads (hereby known as, The Mobilization Team) to facilitate the 'Implementation Strategy'. The Mobilization Team will focus on knowledge translation and mobilization with the Advisory Committee and will develop a Healthy City Strategy Workplan. Each member of the Advisory Committee will be responsible for furthering workplan actions and initiatives for which they are best suited to lead. The Mobilization Team will work with the Advisory Committee to collectively engage local organizations and experts to establish working groups, expert panels, or task forces, as required. The working groups, expert panels, or task forces will work toward the respective implementation

strategies and related action items that support the focus areas and larger goals of the larger Healthy City Strategy.

8. Membership and Composition

The Healthy City Advisory Committee will be governed by a group of volunteers comprised of a minimum of 10 and a maximum of 15 members who hold positions in a decision-making role within their own organizations representing any one of the disciplines from the identified 'Healthy City Assets'. The Committee will be comprised of no more than 3 members from the same discipline. They will receive no compensation for participation.

The Advisory Committee will be Co-Chaired by the City of St. John's and Newfoundland and Labrador Health Services – Eastern Urban Zone 1.

Committee Co-Chair(s): City of St. John's Mayor Danny Breen & Newfoundland and Labrador Health Services Eastern Urban Zone 1 Medical Officer of Health, Dr. Nazlee Ogunyemi

Logistical facilitation: City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health (the Mobilization Team) and City Clerk will work with the Advisory Committee to plan meetings, circulate meeting agendas and accompanying materials electronically one month prior to all meetings/Assisting the Co-Chair(s) as required.

9. Roles and Responsibilities

Shared Member Responsibilities:

- The Advisory Committee focuses on the process of supporting healthy city initiatives as outlined in the Healthy City Strategy workplan, particularly with regards to policy change; informing localized policy and evidence-based decision making; and resource/funding allocation.
- Uphold work processes through the Mobilization Team and the Implementation Strategy, which includes striking working groups/expert panels/task forces for each of the respective focus areas of the Healthy City Strategy. The Advisory Committee will work with the Mobilization Team to aid in the maintenance of working group/expert panel/task force productivity, focus, and overcoming obstacles/barriers related to the implementation strategies and action items of their respective workplans.
- Assist in the development of content for Notice of Vacancy documents (see Section 11).
- Review Terms of Reference for the Advisory Committee with the Mobilization Team at the end of each year and be prepared to make needed amendments.

- Build capacity to launch the Healthy Communities Northeast Avalon Alliance to build healthy communities across the region and through a public domain.
- Submit agenda items and accompanying materials where appropriate. Agendas will be finalized one month prior to the meeting date to allow members to confer with their organizations on what they may be able to contribute to a particular initiative.
- Members are to be conduits to/from their respective organizations. As such, they are expected to provide insight on behalf of organizational stakeholders and update their members on the committee's work.

Role of the Mobilization Team:

The City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health will act as 'the Mobilization Team' by:

- Providing dedicated staff capacity and expertise to guide vision, mission, and Healthy City Strategy Workplan.
- Facilitate dialogue between the Advisory Committee and the stakeholders participating on working groups/expert panels/task forces as part of the Healthy City Strategy.
- Support action and mobilize the work of partners through one collective Healthy City Strategy workplan.

City Clerk

- To be responsible for legislative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the Terms of Reference, the Office of City Clerk and Mobilization Team will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with the Mobilization Team to ensure new members receive orientation.

Voting

The Mobilization Team and City Clerk are ex-officio and therefore non-voting.

10. Length of Term

Term of Appointment: Unless otherwise indicated, the term of appointment is three years. Recognizing the value of experience and the need for continuity, membership during the founding year will be split into two- and three-year terms. Incumbents who

are willing to seek reappointment may signify their intent to serve an additional year, for a total of four years. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy), the partial term (i.e. less than one year) shall not count towards the maximum length of service or number of terms on the committee for the appointee.

Note: Exceptions to the above terms are as follows:

- When an insufficient number of applications have been received.
- If a particular area of expertise is indispensable and there are no other suitable replacements.
- If the Advisory Committee would suffer from lack of continuity (i.e. more than half of all members are replaced at once).
- Advisory Committee members that miss 3 consecutive meetings without sending regrets are considered to have forfeited their membership.

Quorum for meetings is 50% of the current membership of the Advisory Committee plus one.

11. Recruitment, Vacancies, and Applications

When new members are required, a "Notice of Vacancy" will be prepared by the Advisory Committee (with support from the Mobilization Team and City Clerk) and distributed through appropriate channels by the Mobilization Team. The "Notice of Vacancy" will include general information regarding committee purpose, the terms of reference and include an invitation for interested persons to write a letter of interest to the Advisory Committee.

A vacancy on the Committee occurs when a member resigns, vacates a position or when their resignation is requested by the Co-Chairs. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Co-Chairs declare the position vacant due to lack of attendance or incapacitation.

12. Meetings

The signing members commit to two to four meetings annually of the 'Healthy City Advisory Committee'. At the meetings, the partnering members of the 'Healthy City Advisory Committee' agree to:

- Use the principles of Collective Impact to guide collaboration.
- Identify additional areas of focus and priorities based on the needs of neighbourhoods.

- Identify measurable outcomes and indicators for ongoing evaluation.
- Identify the reporting process for outcomes at the neighbourhood level.

Meeting agendas will be distributed one month prior to the meeting date to allow members to confer with their organizations on what they may be able to contribute to a particular initiative.

The Mobilization Team will organize yearly public meetings which include all stakeholders associated with the work of the Healthy City Strategy, as well as members of the general public to highlight the ongoing Healthy City framework, indicators of success, and share collaborative initiatives arising from the Healthy City Strategy.

13. Decision-Making

The Advisory Committee will offer expert guidance, support and oversight to the Healthy City Strategy. For the purposes of governance, the Advisory Committee will hold authority over the decision-making process which will take place at the minimum two meetings per year – which includes providing participating stakeholders with the opportunity to provide feedback prior to any decisions relating to the Healthy City Strategy as a whole.

Decisions will be tabled at Advisory Committee meetings and voted on by Advisory Committee Members. When a decision is not unanimous the Committee will operate using a consensus decision making model and in the case of matters requiring a vote, a 50% plus one voting system will be used.

14. Reporting

Advisory Committee members commit to the sharing of non-personal aggregate data in support of priority collaborative initiatives and the formalization of a data sharing agreements. Members also agree to sharing measurable outcomes, indicators for evaluation, and regular reports to create clear and consistent lines of communication between all partners on health impacts at the community level. Sharing data will help the Advisory Committee inform decision-makers of the socio-economic, environmental and health impacts that result from the work of the Healthy City Strategy.

15. Resource Commitment and Compensation

Each of the signing members/organizations on this Terms of Reference agree to assign staff to participate and contribute to the work of the Healthy City Strategy and the focus areas as previously identified. The City of St. John's and Newfoundland and Labrador Health Services, as the Mobilization Team, agree to cover the costs of hosting two annual meetings, as well as the open public meetings or other public

engagement events to showcase the work and accomplishments of the City of St. John's Healthy City Strategy.

Advisory Committee members are volunteers and will not receive any monetary compensation for their work on the Healthy City Strategy.

16. Conflicts of Interest and Confidentiality

Conflict of Interest

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of interest may occur when a Committee member participates in discussion or decision-making about a matter which may benefit the private interests, financial or otherwise, of that Member or a member of their family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of size of benefit.

In some cases where the Committee agenda or committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the committee.

Confidentiality

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Healthy City Advisory Committee.