



Community Partnerships Table

Terms of Reference

Background & Context

In early May 2016, a massive wildfire impacted the Regional Municipality of Wood Buffalo, forcing a mandatory evacuation of the entire region. This was an unprecedented evacuation of over 80,000 people who were temporarily displaced for approximately one month. Voluntary re-entry began on June 1, 2016.

Canadian Red Cross response

In response to the wildfires, the Canadian Red Cross (CRC) launched an appeal for public donations to assist those affected. Through the generosity of Canadians and matching funds provided by the Government of Canada and the Government of Alberta, the Canadian Red Cross has received \$299 million to date. Of that, the Red Cross has allocated \$50 million to support community groups through the Community Partnerships Program.

United Way of Fort McMurray response

While the United Way of Fort McMurray (UWFM) urged Canadians to donate to the Canadian Red Cross, they also received approximately \$3 million in donations.

Both agencies will accept applications from eligible community organizations (non-profits, charities, municipality, schools, Indigenous groups, etc.) as the community identifies needs throughout the recovery process. It is also recognized that groups may apply to both agencies for funding for the same initiative, so these will be reviewed by both agencies. Eligibility criteria for their respective programs are defined by each agency.

Note: As part of its program, the CRC is also accepting requests for emergency funding (retroactive costing) for costs associated with the evacuation and immediate needs of impacted residents. It is anticipated that this funding will taper off as the community returns and organizations get back to their normal business.

Community Partnerships Table

Mandate

The mandate of the Community Partnerships Table (the “Table”) is to evaluate pre-qualified funding applications which have been submitted to the Canadian Red Cross and/or United Way of Fort McMurray and make strategic recommendations regarding those applications in a collaborative, transparent manner. Through this evaluation, Table members may also note trends in gaps, vulnerabilities and needs of the community. The Table may make recommendations to action these trends to the Wood Buffalo Recovery Committee as representatives of community stakeholders.

Purpose of the Terms of Reference

The purpose of this document is to inform the Table and other interested stakeholders on each of the following points:

1. objectives
2. membership
3. term of individual members
4. application cycles
5. meetings
6. record of meetings
7. roles of CRC and UWFM
8. role of the co-chairs
9. roles of individual members
10. role of support staff
11. managing confidentiality and conflict of interest
12. review and evaluation

Objectives

The Community Partnerships Table will:

1. Review and evaluate all applications received by CRC and UWFM where \$100,000¹ or over is being requested of one or both agencies.
*All applications received by CRC and UWFM which are under \$100,000 will be reviewed within each organization as per their own internal processes. The review and evaluation process for applications under \$100,000 still requires time to ensure compliance and eligibility. Applications deemed urgent by either agency will be expedited as required.
2. Provide transparent and unbiased recommendations to the CRC and UWFM on each application. It should be noted that the final decision rests with the CRC and UWFM respectively as to approval or rejection of an application.

¹ The Table reserves the right to raise or lower this financial threshold as they deem necessary based on applications received.

3. Work collaboratively to share information and identify emerging trends as the community works to recover from the disaster, both as individual members and through the Social Recovery Task Force findings.
4. As part of the review and evaluation process, provide recommendations about these needs and trends to the Wood Buffalo Recovery Committee.

Membership

Membership of the Table will be representative of the stakeholder groups within the Regional Municipality of Wood Buffalo. There will be a maximum of 12 members, including a CRC and UWFM representative.

Representatives will be selected from the following stakeholder groups:

- Canadian Red Cross (1 place, co-chair)
- United Way of Fort McMurray (1 place, co-chair)
- Indigenous Leadership (2 places)
- Regional Municipality of Wood Buffalo Administration (1 place)
- Government of Alberta (1 place)
- Industry Recovery Working Group (1 place)
- Social Recovery Task Force (2 places)
- Community Wellness and Resiliency Committee (1 place)

Term of individual members

Each individual(s) representing these stakeholder groups, including the co-chairs, will be asked to commit to the Table for a 12 month period. To ensure continuity, the inaugural members of the Table will commit for one of the three periods: 12 months, 15 months or 18 months. Once new individuals are selected to replace those outgoing members, they will be on the Table for 12 months.

Application Cycles

There will be at least five scheduled application cycles per year. During the first year, the Table will implement two expedited funding cycles in the fall of 2016 to ensure any immediate needs in the community are addressed. The application cycles and schedule will be adjusted, if necessary, based on the amount of applications and needs of the community.

Table Meetings

The Community Partnerships Table will meet at least five times per year, coinciding with the application cycles. The meeting schedule will be adjusted, if necessary, based on the amount of applications and needs of the community. The location of meetings will be in Fort McMurray. The length of meetings will be 1 to 2 days, based on the number of applications received in each prior period.

An agenda with relevant supporting material will be forwarded to members at least 14 days prior to the meeting. Table members will be required to score each application on their own prior to the meeting. If they have concerns or questions as they review, they should raise them to the Coordinator and the co-chairs for consideration and inclusion on the agenda.

Record of meetings

All scheduled Community Partnership Table meetings will be documented in Minutes by the Coordinator. In addition to the Minutes, a summary of the meeting outcomes and key actions will be distributed to all Table members within one week of each meeting. The status of key actions will be tabled at the subsequent meeting of the group for consideration or further action as appropriate.

Role of Canadian Red Cross & United Way of Fort McMurray

1. Co-chairs: The CRC and the UWFM will each have one representative on the Table. These representatives will act as co-chairs of the Table.
2. Preparation of applications: Both the CRC and the UWFM will review all applications as per their internal processes. The applications will be provided to the Table members prior to each meeting with the CRC or UWFM's own internal review and approvals, with an initial recommendation (or in some cases a joint recommendation from both).

Role of the co-chairs

The co-chairs will be one representative from the Canadian Red Cross and one representative from the United Way of Fort McMurray. The broad responsibilities of the co-chairs will be to:

- Manage the Table meetings in accordance with the agenda
- Ensure discussion items come to a majority recommendation and outcomes are documented and assigned for further action
- Review and approve meeting minutes before distribution
- Advise the Table members of any urgent issues that may require decision between scheduled meetings

Role of individual members

Table members are expected to:

- Have the support of, and ability to represent, their industry/sector/group on the Table
- Have a thorough knowledge of the issues facing stakeholders of the industry/sector/group they are representing
- Act as a conduit for information between their industry/sector/group stakeholders, including the information flow to and from the Community Partnerships Table

- If the designated individual of an organization at the Table is unable to attend, they must ensure that a representative partner, possessing an equal or greater authority level, is able to attend. Quorum is 50% + 1 and is required at each meeting.
- Contribute to building a cooperative, collaborative and effective Community Partnerships Table
- Develop background knowledge on relevant emerging issues and communicate this to the broader Community Partnerships Table
- Sign and adhere to the terms in key membership documents, such as Confidentiality agreement, Conflict of Interest agreement, and Commitment Letter

Role of the Table support staff

The support staff will be responsible for the following tasks:

- Ensuring that all meeting dates are set at least 12 months in advance for the upcoming calendar year
- Track availability of each Table member and ensure quorum will be present for each meeting
- Compile all applications for review from both the CRC and the UWFM in order to send to Table members
- Act as the main point of contact for the co-chairs, Table members and CRC/UWFM Program leadership
- Maintain an awareness of other funders and provide referrals where appropriate to facilitate investments by others into community recovery. Work with both agencies to ensure all applications are ready with internal approvals and sent to all Table members within a minimum 14 days before scheduled meetings.
- Develop meeting agendas with Co-chairs and ensure any action items arising both from meetings and times in between meetings are included
- Take meeting minutes and distribute them in a time-efficient manner
- Arrange logistics for meetings (room, hotels, food, travel) and/or conference calls as required
- Ensure that eligible expenses incurred by Table members are reimbursed

This position is supported by both the CRC and the UWFM.

Managing confidentiality and conflict of interest

All application information that Table members are provided with, as well as discussions on specific applications, must be treated as confidential. This information is not for general circulation in the broader community. Members must be prepared to maintain this confidentiality until either the Canadian Red Cross or the United Way of Fort McMurray has made their final decision on the applications and informed the applicant organization.

Participation on the Table may result in individuals being provided with information that could provide a commercial or intellectual benefit to the individual or stakeholder groups they represent. Similarly individuals may be participating in decision-making that provides a benefit to the individual or stakeholder group. In all cases the individual must declare a conflict of interest and remove themselves from the meeting during discussion of that issue.

Review of Terms of Reference

All components contained within the Terms of Reference will be reviewed and evaluated on an annual basis. Within the first year of the Table, the Terms of Reference will be reviewed every six months.