

## TERMS OF REFERENCE

### ROLE/PURPOSE

The role of the Health City Steering Committee is to provide strategic direction and leadership to drive the future of health innovation in Edmonton.

The Steering Committee sets out to:

- Develop the strategic direction to create and enhance the ecosystem, namely through the value chain;
- Create local pride in the health innovation industry; to increase participation by students, professors & entrepreneurs;
- Drive entrepreneurship & innovation in Edmonton and increase access to capital;
- Market Edmonton's health innovation assets to target markets;
- Strengthen local collaboration with the health system;
- Develop Edmonton's brand as Canada's Health City;
- Attract health sector industries to the Edmonton market place
- Address Alberta access for Alberta SME's;
- Improve access to and the use of clinical data and analytics;
- Grow strong local companies; and
- Create more sustainability in regards to job creation.

### TERM OF MEMBERS

- 2 year term?
- Overlap to ensure knowledge transfer and consistency
- Staggered term

### ROLES AND RESPONSIBILITIES

The Steering Committee is responsible for:

- Fostering collaboration amongst members;
- May be asked to chair a sub-committee if required;
- Maintaining at all times the focus of the vision of Canada's Health City;
- Managing and monitoring the factors outside of the Committee's control that are essential to its success; and
- Following through with action items.

The Steering Committee will commit to:

- Attending all scheduled bi-monthly meetings for the Leadership Committee

- Attending all scheduled monthly meetings for the Steering Committee
- Share all communication and information across the committees
- Make timely decision and actions to ensure the efficiency of the project
- Notify all committee members if any matter arises that may be deemed to affect the development of the initiative
- Creating, actioning, implementing, and monitoring

Members of the Steering Committee will expect:

- To be given reasonable time to make key decisions;
- To act in the best interests of the health innovation system in Edmonton (and not promote one's own organization above system interests)
- Open and honest discussions;

## GOVERNANCE

- Decision is reached by consensus
- If conflict arises you may recuse yourself from conversation where there is direct conflict or direct benefit

## MEETINGS

- All meetings will be chaired by either/both Dr. Jodi Abbott and Dr. Bob Westbury
- Meeting agenda minutes will be provided by Rosanne McDonnell (TBD)
- If required, sub-group meetings will be held outside of Leadership and Steering Committee meetings
- Send delegate or substitute
- Set dates for meetings 1 year in advance
- Members may participate via conference calls
- Meetings will be hosted in Telus 31<sup>st</sup> floor

## RESOURCES AND BUDGET

- For further discussion