

# Collaborative Learning College (CLC) Research

## Subcommittee Terms of Reference

### **Mission**

We are committed to strengthening recovery- and equity-focused mental health research to ensure growth of the Recovery College (RC) movement through **co-production, curiosity, creativity, and science.**

### **Purpose**

- Conduct research and knowledge translation activities related to recovery and equity-focused mental health and addictions research by engaging with local, regional, national, and international RC communities, mental health literature, and members' lived and learned expertise regarding mental health
- Establish and advance the science of co-production through the integration of learned and lived expertise in RC research
- Advise mental health community organizations on matters related to RC research and cross-cutting issues of interest to the subcommittee.

### **Objectives**

- Implement our co-produced CLC research agenda in ways that reflect the diverse needs and priorities of the communities RCs engage with.
- Review CAMH research applications and outputs related to the CLC and RCs as requested
- Consult on the alignment of CLC research and proposed research activities with the CLC research agenda
- Mobilize mental health research that emphasizes recovery and equity through inclusive, participatory approaches to knowledge translation, ensuring that our findings reach diverse audiences in accessible and engaging ways
- Build transformative communities rooted in the principles of co-production that seek to challenge stigma, disrupt misconceptions, and chart paths toward more just and equitable futures.

### **Values/Comfort Agreement**

- Accessibility and flexibility
- People over products
- Mutual respect, shared safety, and shared power
- Compassionate connection and community
- Coproduction and multi-directional learning

### **Principles**

- We co-create flexible and responsive spaces that honour diverse ways of knowing and actively remove barriers to participation, enabling engagement in multiple and accessible forms.
- We take a relationship-centred approach that prioritizes wellbeing, care, and mutual respect, recognizing that meaningful and impactful outcomes emerge from healthy and supported relationships.
- We remain accountable for how power is exercised in our work, regularly reflecting on whose voices are amplified, whose are absent, and how decisions are made.
- We practice mindful and trauma-informed engagement, encouraging compassionate sharing while respecting boundaries and members' control over what and how they participate.
- We navigate conflicts and/or disagreements with humility.
- We advocate for and create equitable spaces and openly discuss the barriers and challenges of collaborative work within hierarchical systems through the application of a health equity lens.
- We apply a health equity lens across all activities to ensure power differences are identified and mitigated, supporting more restorative and just approaches than traditional scientific/professional/academic ways of working.
- We embrace a variety of perspectives, recognizing that innovation often occurs at the intersection of different viewpoints.

### **Practices**

- Shared authorship
- Check-ins and check-outs
- Debriefs
- Reading circles
- Voting
- Ad hoc meetings
- Synchronous and asynchronous work on shared documents
- Reviewing comfort agreement
- Updating comfort agreement and terms of reference
- Option to co-produce and/or add agenda items
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### **Membership**

The Research Sub-Committee consists of individuals with various expertise who can provide guidance on strategic directions for CLC research. Membership of the Research Subcommittee consists of:

- Four people with experience accessing the CLC
- One Researcher

- One Research Staff
- One CLC Program Coordinator
- One CLC Evaluation Coordinator
- One CLC Program Engagement Co-facilitator
- One member of the CIHR SPOR Project Team
- One CLC Research Coordinator (co-chair)
- Senior Scientist, Education/CLC Research Chair (co-chair)

Adhoc membership of the Research Sub-Committee consists of:

- Vice President, Education
- Manager, Education Evaluation
- Manager, Patient and Family Education & CAMH Publications
- Project Manager, Executive Project Management Office

The Research Subcommittee will be co-chaired by the CLC Research Chair and the CLC Research Coordinator (PWLE). The selection of the co-chairs is consistent with the purpose of facilitating meaningful partnerships between those with learned and lived/living expertise.

## **Structure**

The Research Subcommittee will have two-hour bi-weekly meetings. There is a standing agenda which outlines three main sections to each meeting:

- Review of CLC research activities
- Working session
- New opportunities and strategic directions

All members are invited to share their expertise and any documents or other resources they have which they think will be useful to all members. Every member's voice is valuable and welcome.

The co-chairs are responsible for:

- Facilitating group discussion to ensure that communication is appropriate and respectful
- Coordinating the agenda and/or objectives for the subsequent meeting
- Sending out regular messages to all Subcommittee members about the next meeting/activity

## **Mutual Expectations**

- Our work will be guided by the mutually agreed upon guidelines, as set out in the comfort agreement (Appendix A) and the values as identified above.
- Actively participate and attend meetings. Should a member miss more than three consecutive meetings in a row, the Chair will reach out to them to ask about capacity and interest in participating

- o The Chair will support the member in achieving their desired level of engagement
- Send and respond to meeting requests in a timely manner to ensure quorum (50% + 1) is met and to allow for re-scheduling of meetings, if required
- Send, respond and provide feedback to materials, requests, questions, etc. in a timely manner
- Members will have the space to share and ask questions to their personal level of self-defined comfort (which can vary among individuals and could change depending on the topic or day) as we build trust over time..
- Members are invited to use any of the following to their comfort level: screens, mics, and chat.
- Members are expected to be respectful of others' thoughts, feelings, and opinions.

### **Decision Making Processes**

- Wherever possible the Subcommittee will strive for consensus in decision making.
- Decisions should be made collaboratively through deliberation/discussion at meetings with time for consideration of potential modifications and/or alternative courses of action.
- If unanimity cannot be achieved within two meetings (or fewer if the matter is time-sensitive), the co-chairs may call for a vote, whereby a majority (50% +1) may approve a course of action or to determine if additional time is needed.
- If a member feels the decision-making process was unjust or inequitable, they can request an appeal from the co-chairs to have the decision reconsidered by the larger committee.

### **Accountability**

TBD

### **Terms of Reference Review**

Consistent with the aims and values of the CLC, and aligned with the CLC's commitments to co-creation, this terms of reference will be regarded as being a living document that will be revised and updated based on input from the Research Subcommittee in order to remain responsive to the needs and priorities of the CLC community. The Terms of Reference will be reviewed on an annual basis, at minimum.

## Appendix A. Comfort Agreement

- Make decisions together
- Create shared goals
- Share accountability
- Create space for everyone to contribute
- Respect and honour that everyone comes from different perspectives, identities, that have shaped them as an individual
- Communicate energy levels if needed to ensure everyone feels available and respected
- Offer alternative ways to contribute other than speaking (e.g. chat, document comments, etc.)
- Participate in ways that are comfortable for you
- Communicate your needs
- If someone says you've upset them, believe them
- Accept genuine and thoughtful feedback
- Give constructive feedback
- Be forgiving as we all make mistakes
- Call people in rather than calling people out
- Be kind
- Laugh at ourselves, not others
- Bring our personhood first
- Be supportive
- Validate one another's thoughts, feelings, and experiences when discussing, even when not in agreement.
- Headlines, not details: When sharing, please don't go into great detail as it could trigger other folks
- Listen well
- Create a safe space
- Don't interrupt
- Make space for others, and be mindful of when you're taking up a lot of space
- What's said here, stays here; what's learned here, leaves here
- Personal accountability
- Mutual respect
- Stick to any principles we decide on (e.g. around using the raise hand function)
- Support people's stories and experiences
- No side conversations
- Use "I" statements
- Respect each other
- Be curious