

Community Solutions Accelerator Charter

1.0 What is the Community Solutions Accelerator (CSA)?

The Community Solutions Accelerator is our responsive community hub and mechanism of bringing people together, with different mindsets, to start to generate potential solutions to complex challenges in ways that impact community safety and well being and mitigate factors that contribute to harm, victimization, crime and disorder.

It acts as a “problem-solving/opportunity seeking” collective that leverages skills, data, knowledge and expertise from multiple sources, agencies and individuals to work collectively to generate solutions to challenges that have been collectively identified by the community, social agencies, healthcare and law-enforcement.

To be most effective, all partners will strive to comply with all points of the charter. Where that is not possible, for whatever reason, we will commit to open and honest discussions to seek alternative agreements. For greater clarity, this Charter sets out the best intentions of the parties, but is not intended to create any legal obligations.

The below figure shows an operating structure with three distinct components to carry out business within the Community Solutions Accelerator environment: Community Solutions Advisory Committee, Innovation Competitions, and Research and Development.



Six Pillars of the Partnership

Behaviour

Founded on knowledge and expertise, we share these skills to champion change in a professional, accountable and trustworthy manner.

Each partner's team will treat each other with the same respect as they do their own employees.

We will ensure that each partner is informed promptly if a material change to a project could have a material impact on them.

We appreciate that meaningful evaluation will be essential to finding effective solutions to complex problems, and we must commit to this.

Common Purpose / Teamwork

- We will articulate the partnership's common purpose by setting joint goals and ways of working as one team.
- We will agree upon multilateral working processes (sign offs, reporting, progress meetings, reviews etc.) and stick to them.
- We will commit to evidence supported results and sharing learnings with partners and clients when relevant and appropriate and in a manner consistent with.
- By sharing insight and knowledge in our work of facilitating innovation and positive change, we will strive to improve community safety and wellbeing for our communities.

Governance / Advisory Committee

The CSA will be governed by the Community Solutions Advisory Committee, chaired by the Edmonton Police Foundation (EPF). The Advisory Committee is a collaboration of parties with no legal authority to direct the activities of any one party, and has the following responsibilities:

- Develop policies and implement practices to ensure the CSA is operating within its guiding principles and shared values
- Support as appropriate innovation managed by the EPF, and Research and Development initiatives co-led by the Edmonton Police Service (EPS) and the University of Alberta;
- Establish a standing Ethics and Conflict of Interest sub-committee to ensure that ideas or initiatives intended for an EPF Challenge do not pose ethical issues or conflicts of interest
- Ensure that research and innovation projects are reviewed by appropriate partner institutions (e.g, UofA, etc) to confirm adherence with institutional research, innovation and ethics policies.
- Ensure written materials involved with a review, and documented decision(s) of the Ethics and Conflict of Interest Committee, except for information with a security classification of Level B or higher, will be available to the public;
- Ensure that members of the Ethics and Conflict of Interest Committee will have professional training and experience regarding matters of ethics and conflict of interest;

For further information about the responsibilities of the EPS and the EPF, please see attached **Appendix 2**.

Research

Community solution initiatives will involve medium to long-term time frames and may be advanced through collaboration between different partners.

- R&D initiatives may include field trials involving service delivery for improved outcomes.
- A separate written project agreement (a “Project Agreement”) will be entered into between the parties involved.
- The Project Agreement will address all significant issues relevant to the formation of the project, including:
 - issues relating to funding or financial arrangement,
 - warranty and liability,
 - ownership and licensing of intellectual property,
 - confidentiality,
 - publication rights/academic freedom,
 - Ethics review and approval, as advised and required by the University of Alberta
- A work plan and a schedule of performance outcomes (the “Work Plan”) will be developed and approved by authorized representatives of each party and the lead project investigators. The Work Plan will address all significant issues relevant to the conduct of the project, including:
 - a brief background of the project, its origin, and its objectives;
 - a description of the technical and methodological content of the project;
 - the estimated timeline of the project;
 - provisions regarding the division of labour and budgetary allocations, if required
 - data requirements and associated privacy and security requirements; and
 - such other matters as may be identified by the parties.
- The parties to the Work Plan will assign a “lead project investigator” for each project, who will be responsible for working within the assigned parameters and meeting the project goals. Furthermore, each party shall designate a “principal investigator” for each project, and that principal investigator shall direct that party’s scientific and technical contributions to the project.

Innovation

- The EPF will lead, manage and provide financial support for the competitive Innovation challenges.
- The EPF will take what measures it considers appropriate to solicit investment from the community.
- Innovation competitions seeking CSA support must first receive approval from the Ethics and Conflict of Interest sub-committee of the CSA. The CSA will support approved innovation competitions by undertaking the following activities:
 - Define in measurable terms how the winner of the competition will be determined;
 - Develop, conduct and manage competitive and contract award processes;
 - Where the competitive process and contract award is a joint process with the EPS, work collaboratively with the EPS Materials Management to develop and conduct a

competitive and contract award process in accordance with applicable City of Edmonton competitive procurement requirements.

Communication

Processes and principles will be agreed and accepted to promote openness and an environment of cooperation, with a willingness to compromise.

- Each partner will provide clear, frank and timely feedback on proposals, and recommendations on ongoing projects
- Each partner will help communicate the joint activities to an external audience.

Our Guiding Values and Drivers:

Make a Difference: As measured by meaningful outcomes.

Curiosity, Humility and Patience: Partners are working together to transform social issues in a reliable and sustainable way.

Diversity, Equity & Inclusion: All individuals and perspectives have value and the interests of stakeholders are included and encouraged.

Harm Reduction and Well-Being: Respecting the rights of individuals to make their own decisions, while aiming to create the conditions that will allow everyone to be fully informed and best supported, for themselves, their families and their community.

Information Management: We manage information in a secure, accessible, systematic, and organized way while prioritizing the safety of the citizens in our community. This includes practical business processes and effective integration of our technical systems to make sure we use our information effectively and securely.

Transparency: Ideas, information and data are shared openly with all members and the community and practices and solutions are transparent in design. We respect our responsibilities as stewards of the public trust and, with that in mind, all possible solutions are designed with proper ethics and accountabilities.

Safety & Security of Information: Data and information are treated with guiding principles of ethics, and all information is used responsible and with respect to governing legislation and regulation. Privacy and confidentiality are pillars of every project and process.

Usability: Solutions and recommendations are tested for reliability, validity and practical application options that show value and impact, and support the overall mission.

Founding Partners:

The initial founding partners and their proposed contributions are:

ATB:

Contributions: Space and Other Resources

Governance Committee Membership: Yes (one representative)

TELUS:

Contributions: Space, Technical Resources, Other Resources, Funding (including venture possibility), Cloud usage, hardware (e.g. IOT, etc.), Data

Governance Committee Membership: Yes (one representative)

Motorola Solutions:

Contributions: Technical and Design Resources, Data, Hardware, Funding (through the Motorola Solutions Foundation)

Governance Committee Membership: Yes (one representative)

University of Alberta:

Contributions: Research experts in diverse areas, Space, ability to seek joint research funding for projects, ability to jointly market initiatives, access to Data pulls for specific projects, Access to Ethics/consent/research contract (legal) capabilities with regard to data, expertise on data stewardship, MBA resources to help the ventures, access to Computing Infrastructure, access to technology transfer expertise, access to UAlberta's innovation ecosystem and commercial ventures to fill the CSA pipeline

Governance Committee Membership: Yes (one representative)

AMII:

Contributions: AI Resources, AI/ML Models and pertinent Data: Governance Committee Membership: No

Edmonton Police Foundation:

Contributions: Resources, overall stewardship, and ownership, Funding

Governance Committee Membership: Yes (one representative – chair of the governance committee)

Edmonton Police Service:

Contributions: Resources, Data, IT Infrastructure; Oversight and responsibility for all data, including data transferred to EPS from contributing agencies.

Governance Committee Membership: Yes (one representative)

Government of Alberta:

Contributions: Resources, Data, Enabling data sharing, legislative changes

Governance Committee Membership: No

Citizens / Companies of Alberta / Non Profit Agencies (non founding):

Contributions: Mentors (for mentoring ventures), Funding (donation and/or investment in the Venture Fund) and for the Not For Profit agencies, they will contribute domain expertise, data and resources.

Governance Committee Membership: (TBD)

Appendix 1 Additional Operating Principles

A) To run the Innovation function, the CSA will develop the following components:

- An EPS Secure Data Lab that promotes community safety;
- Dedicated project teams, comprising of police officers, police analysts, Edmonton Police Service experts, statisticians, predictive modelling experts, experts in any area of research from post-secondary institutions, and experts from all levels of government, corporations;
- A research agenda that advances community safety; and
- Supervised postdocs, internships, and practicum opportunities for university students, police officers, and analysts.

B) In developing a framework for the CSA, the following are important and relevant considerations in decision making:

- **Conflict of Interest:** The CSA has an obligation to ensure the ethical conduct of R&D initiatives, and EPF sponsored Challenges are not compromised by real, potential or perceived conflicts of interest. The CSA Advisory Committee will develop policies and practices to ensure the CSA partners and individuals do not place themselves in a conflict of interest.
- **Formal Ethical Reviews:** All *Research and Development* projects involving CSA partners and collaborators governed by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)*, will submit the initiative to their respective Ethics Review Committee. For example, challenges sponsored by the EPF will identify ethical requirements the competitors must address with their submission.
- **Confidentiality and Data Security:** A Privacy and Impact Assessment will occur for each initiative conducted under the R&D stream of the CSA. The EPS will be solely responsible for operating a Secure Data Lab pertaining to R&D initiatives. Information transferred to this secure environment will include personally identifiable information. All data transferred to this secure environment will comply with all privacy and regulatory legislation governing the data, and where applicable processes such as Data Sharing Agreements. EPS will be responsible for all matters relating to the security of the data, and access thereto.
- **Data and EPF Challenges:** The EPF is responsible for providing Challenge contestants with the data required for a Challenge. EPS data transferred to the EPF will be restricted to non-identifiable information.
- **Relationship:** the CSA does not establish an agency, partnership, joint venture, or employment relationship between the parties to the CSA and will not bind a party to any contract, arrangement, undertaking, or understanding except as specifically stated herein or within joint project agreements. No party will have any authority to act for or to assume any obligations or responsibility on behalf of the other party.
- **Funding and Financial Arrangements:** The EPF is responsible for all financial and legal aspects of the challenges. This involves, but is not limited to, procurement and tracking of funds, and awarding of prizes. No partner has the authority to bind the other parties to financial commitments without the official written agreement in advance from the other party.

Appendix 2

Additional Roles and Responsibilities

Edmonton Police Foundation

All components of EPF-funded Challenges including:

- Funding of individual Challenges
- Creation of all documents pertaining to the Challenge
- Defining all legal components that may apply to a Challenge e.g. intellectual property rights, licensing, royalties
- Defining ethical and/or due diligence standards for Challenges. This may include standard boiler plate requirements as well as standards specific to the uniqueness of a Challenge.
- Leading the CSA's efforts to determine how each Challenge will be evaluated
- Leading the CSA's efforts to evaluate the Challenge
- Determining a prize winner(s)
- All operational requirements pertaining to the release of data to contestants.

Edmonton Police Service

- Prioritize EPS initiatives.
- Work collaboratively with the University of Alberta in creating Research and Development Projects which may include other post-secondary institutions, and private corporations to develop interdisciplinary teams to address complex social and public safety issues. These teams can comprise members within the Province of Alberta, across Canada, across North America, and across the globe.
- Collaborate with partners to address, or obtain funding for Research and Development initiatives i.e. joint research grant submissions, joint contract submissions.
- Collaborate with the University of Alberta and other partners in publishing research associated with initiatives.
- Collaborate with partners in hosting conferences on innovation and public safety. Obtain external funding for these events.