



Canadian Alcohol Policy Evaluation (CAPE) Community of Practice (CoP)

TERMS OF REFERENCE

Last updated: February 2, 2024

What is the CAPE CoP about?

The Canadian Alcohol Policy Evaluation (CAPE) Community of Practice (CoP) is hosted by the [Canadian Institute for Substance Use Research](#) (CISUR) at the [University of Victoria](#) in British Columbia. The CAPE CoP forms part of the [CAPE project](#), which evaluates evidence-based alcohol policies across provincial, territorial, and federal governments in Canada. The CAPE CoP aims to establish a national alcohol policy community that builds and sustains long-term connections, collaborations, and professional development between individuals from a variety of government and non-government sectors with the shared goal of promoting healthy public policy. It also aims to increase both awareness and knowledge of emerging alcohol-related research and policies through a range of different mobilization events and activities. By incorporating diverse perspectives in the development of guiding principles to ensure that population-level policies and individual harm reduction strategies are aligned, the CAPE CoP aims to better address the impact of alcohol and reduce alcohol-caused harms in the Canadian population.

Territorial acknowledgment

As hosts of the CAPE CoP based at the University of Victoria in BC, we acknowledge and respect the ləkʷəŋən peoples on whose traditional territory CISUR and the University of Victoria stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day. This is especially important in relation to alcohol and other drug policies, which have disproportionately impacted Indigenous peoples in BC and across Canada. We also acknowledge that the CAPE CoP membership represents individuals and organizations located in traditional territories and treaty groups from across the country.

Statement of intent

The aim of the CAPE CoP is to bring together a diverse group of individuals including experts in the field of alcohol policy from all jurisdictions in Canada, who have a desire to network and work collaboratively in order to learn from one another, expand their shared interest and knowledge of effective evidence-based alcohol policies in Canada, and build the capacity of its members to advance policy progress in this area.

Objectives

- Build, activate and sustain professional connections among federal, provincial, territorial, and local government officials from all government sectors, and organizations and individuals from different fields with an interest or assignment in alcohol policy to promote prevention and harm reduction strategies.
- Promote exchange of dialogue and incorporate diverse perspectives in the development of solution-oriented strategies and recommendations for alcohol policies across Canada.
- Incorporate ideas and feedback from individuals representing diverse groups to continually refine and improve the efficacy of the CAPE project.
- Increase engagement with government and non-government groups who have been underrepresented in prior iterations of the CAPE project.



Goal

The overall goal of the CAPE project is to increase awareness, uptake and implementation of alcohol policies proven to reduce the substantial levels of alcohol-caused harms in Canada. The CAPE CoP will support this goal by helping build alcohol policy networks, where alcohol policy information will be disseminated, policy experiences shared, and a wide range individuals engaged to increase policy knowledge and promote interest in alcohol policy advocacy, adoption and implementation.

Membership and Eligibility

Member contact information is collected and used by the CAPE CoP Coordinators for the purpose of communicating with members and to allow us to better understand the jurisdictions and affiliations of our membership. Members' personal information is not shared with other members unless your informed and prior consent is obtained. Members may choose to share their information with other members upon request.

All individuals, groups and organizations demonstrating an interest in Canadian alcohol policy, and representing a range of different government and non-government perspectives, are welcome to register as members of the CAPE CoP. Each membership registration form is reviewed for eligibility upon submission. In accordance with CISUR's guiding principles of ensuring independent research activities to further promotion of public health, protection from vested interests is essential.

Therefore, those who are:

representatives of, paid by, affiliated with, or have within the past five years received research funding from the alcohol, gambling, cannabis, or tobacco industries or their foundations, lobby groups, trade associations, or third-party alcohol industry-supported social aspects/public relations organizations 'SAPROs' are NOT eligible for membership in the CAPE CoP.

Government representatives involved in the regulation, financial oversight, retail or wholesale sale and distribution of alcohol, or those who have received research funding from government entities involved in the sale of alcohol, **ARE eligible** for membership in the CAPE CoP.

Eligibility for those with potential conflicts of interest related to the pharmaceutical industry (e.g., treatment, clinical trials etc.), will be reviewed by the CAPE Project Leads on a **case-by-case basis**.

The CAPE CoP Coordinators and Project Leads reserve the right to deny or terminate membership in instances where participation does not support the underlying spirit and intention of the group. This may include, but is not limited to, conflicts of interest and solicitation.

Equity, diversity, and inclusion

Consistent with the [University of Victoria's values](#), we are committed to upholding the values of equity, diversity, inclusion, and human rights within all activities of the CAPE CoP. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse, and inclusive community that encourages and supports people to show up as their authentic self and experience a sense of belonging. In pursuit of these values, we welcome members who will work respectfully and constructively with differences and across levels of power. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community. We welcome and encourage feedback for ways to expand our inclusion of different voices and perspectives around alcohol policy and related issues within the CAPE CoP.



People with Lived and Living Experience (PWLLE)

"Lived Experience" or "Living Experience" are terms used to describe people with "personal knowledge about the world gained through direct, first-hand involvement in everyday events". These terms are often referenced when we talk about people who use or have used substances, including alcohol. In the context of the CAPE Community of Practice (CAPE CoP), we use the term "People with Lived and Living Experience" (PWLLE) to describe people who have experienced harms from alcohol use.

There is no strict definition; it is up to the individual to decide whether they identify as someone with lived and/or living experience. People who identify as PWLLE may have experiences that include, but are not limited to: current or previous alcohol use disorder (AUD), dependence and/or recovery, financial harm, alcohol-impaired driving, alcohol-involved interpersonal violence, or alcohol-caused health impacts. Harms may be from their own and/or other people's use of alcohol. Harm may also be caused by policies and enforcement, such as laws about public alcohol consumption. Family members and those close to people who have experienced harms from alcohol may also identify as PWLLE given the significant impact on interpersonal relationships.

PWLLE honorariums

CAPE offers honorariums for people who identify as PWLLE for their attendance at CAPE CoP meetings and webinar events. This is to recognize the knowledge and experience they bring to discussions, and hopes to help to reduce the barriers to their participation. When completing your membership form, please indicate whether you would like to receive attendance honorariums (applies to members residing in Canada only). Payment is currently calculated at \$35 CAD per hour for each event/meeting attended. The CAPE CoP Coordinator records event and meeting attendance and distributes honorariums every 2-3 months. Honorariums are paid via mailed cheque. We will reach out to you directly for your mailing address. The current limitations of our administrative system do not allow for other payment methods at this time.

Method and frequency of activities

- A format of virtual meetings and technologies will be utilized to facilitate CAPE CoP activities; meetings and events will be scheduled at different times throughout the year to cater for a variety of participant availabilities and time zone considerations.
- An interactive email listserv platform comprised of all CAPE CoP membership will be active to sustain ongoing network connections and provide an easily accessible method to share policy information across Canada and between various levels of government, academic disciplines, and community organizations both within and across jurisdictions.
- Virtual meetings will include a variety of public and member-only events including alcohol policy forums, roundtable discussions, research presentations, and capacity-building sessions. Event format may evolve based on input and priorities identified by CAPE CoP members. Speaker presentations will be recorded when possible; member discussions will not be recorded but anonymized high-level summary notes will be circulated. Event Summaries and CAPE materials will be available in both English and French. Simultaneous French interpretation will be available for speaker presentations in English when possible.



Roles and responsibilities

Role in CAPE CoP	Responsibilities
Project Leads*	<ul style="list-style-type: none"> Oversees and ensures the CAPE CoP achieves its stated goals and objectives Participates in CoP activities and encourages discussion and critical thinking
Advisory Committee	<ul style="list-style-type: none"> Conducts regular meetings to ensure the goals of the CAPE CoP are being met Provides ongoing feedback, recommendations, and insight on how to improve CoP events and increase engagement Conducts review of Terms of Reference each year
CoP Coordinators	<ul style="list-style-type: none"> Supports the project leads and performs administrative duties for CAPE CoP in pursuit of its purpose and objectives Manages the CAPE CoP membership and listserv; updates CAPE project website Provides existing and prospective members with information about CAPE CoP activities and events and circulates relevant resources within the membership Organizes CAPE CoP activities and produces meeting and event summaries
CoP Membership	<ul style="list-style-type: none"> Shares a common area of practice related to alcohol policy at the local, regional, provincial, territorial or federal level, and represents a diverse range of government and non-government perspectives Participates in CAPE CoP activities and circulates event information among their networks Promotes respectful exchange of dialogue and incorporates diverse perspectives and sharing of alcohol policy experiences to support the development of action-oriented policy recommendations and strategies across Canadian jurisdictions Provides additional comments and suggestions via polls, feedback surveys, or direct communication to further strengthen the CAPE CoP and its activities

*Project Leads are the individuals named as Co-Principal Investigators for the CAPE project, listed on the [CAPE website](#).

Engagement and Review

The Terms of Reference will be reviewed periodically by the CAPE CoP Advisory Committee and circulated to members for feedback and approval. Effectiveness of the CAPE CoP's engagement with members will be assessed through regular meeting polls, feedback surveys and other evaluation activities. The coordinators will ensure that feedback from members informs future CoP events and activities. Feedback will be invited regularly and can be submitted at any time to the CAPE CoP coordinators via email: capecopcoord@uvic.ca.

To ensure the CAPE CoP is meeting its stated goal and objectives, the coordinators will regularly review the:

- number and diversity of members by jurisdictions and affiliations
- level of attendance and participation at CAPE CoP events
- level of activity in the listserv
- feedback provided by members about CAPE CoP activities and events
- popular themes and topics of discussion at CAPE CoP events and in the listserv

