

Terms of Reference

Working Toward Wellness (WTW) Committee

WHO WE ARE

Established in 2002, the Working Toward Wellness (WTW) Committee is a voluntary, collective membership represented by local organizations with a keen interest in the development, promotion, and supporting of health and wellness initiatives for the people and workplaces of Windsor and Essex County. Each member contributes to the planning, implementation, and evaluation of **comprehensive workplace wellness (CWW)** programs by providing input, insight, and resources.

A CWW program is “a series of strategies and related activities, initiatives and policies developed by the employer, in consultation with employees, to continually improve or maintain the quality of working life, health, and the well-being of the workforce. These activities are developed as part of a continual improvement process to improve the work environment (i.e., physical, psychosocial, organizational, economic), and to increase personal empowerment and personal growth.” ([Canadian Centre for Occupational Health and Safety, 2017](#)).

MANDATE (MISSION & VISION)

Mission: To establish relationships with Windsor-Essex County workplaces by providing a forum for education, knowledge exchange, and resources to build local capacity for workplace wellness initiatives.

Vision: To encourage, support, and recognize local employers working towards creating work environments that promote positive health and well-being in their employees and families, while incorporating an anti-oppressive and inclusivity framework.

KEY OBJECTIVES & INITIATIVES

To facilitate the integration of a workplace wellness culture by using comprehensive health promotion strategies that include:

- **Awareness Raising:** Information about the many benefits of making healthy lifestyle choices.

- **Education/Skill Building:** Help employees develop the knowledge and skills to support healthy living.
- **Environmental Support:** Create a physical and cultural workplace environment that encourages and supports employees in making healthier choices. Supportive environments help make the healthier choice the easier choice in the workplace and beyond.
- **Supportive Policies:** Ensure policies are in place to help create a culture that embraces and models wellness promotion and supports healthy practices.

Some examples of workplace wellness initiatives currently promoted and supported include, but are not limited to the following:

- Healthy at Work Webinar Series
- Gord Smith Healthy Workplace Awards/Bike Friendly Workplace Awards
- Luncheon Series (Alternatively: Lunch & Learn Series)
- Supporting local workplace mental health promotion initiatives, which may include the potential adoption of a 'psychologically safe' workplace

MEMBERSHIP

As a member of the committee, you will have the opportunity to support local employers and employees build healthier work environments and safer workplaces that promote positive well-being.

All members are expected to:

- Attend scheduled meetings, and respond to meeting invitations indicating their intention to attend or not
- Be involved in the planning, execution, and evaluation of key initiatives
- Provide ongoing feedback to the chairperson and leads of the sub-committees on matters relating to the team and future capacity building opportunities

The chairperson is expected to:

- Attend and chair all meetings
- Ensure that meetings are scheduled and all members are invited
- Ensure that meeting agenda and previous meeting minutes are distributed to members
- Ensure that resources are appropriately managed in consultation with the committee
- Ensure that the Terms of Reference is reviewed and revised annually or as necessary in consultation with the committee

- Speak on behalf of or represent the committee in consultation with the membership
- Perform other duties as identified and agreed to by the chairperson and the committee

Sub-Committees:

- Comprised of a small team of members who are appropriately positioned to support a particular key initiative
- Provide focus to consolidate efforts and resources to drive the mandate of the broader committee
- Selected and reviewed on an annual basis, or as needs dictate
- Some key areas include: branding and marketing (e.g., promotions), communications (e.g., social media), award planning, webinars
- See end of document for listing of sub-committees and members

Other Roles:

The following supportive roles will be filled by current members in accordance with the election process outlined below:

- Vice-chairperson (e.g., support governance, leadership)
- Treasurer (e.g., finances, procurement, fundraising)
- Secretary/Administrator (e.g., schedule meetings, agenda/minutes, elections, document control and updates, and other administrative support)
- IT/Technical Support – Philip Klimski (CMHA)

Election Process

- Members will submit nominations for the above noted roles and chairperson in confidence to the Secretary/Administrator via email (notification to be provided)
- Member's interest in a particular role will be verified by the Secretary/Administrator prior to the election
- A member cannot hold multiple roles at the same time, but may nominate themselves for a particular role
- The above positions ideally will take effect in January for a period of up to two (2) years

New Membership: Persons interested in becoming a committee member must notify the Chairperson or Secretary/Administrator in writing (e.g., email) of their intentions. Alternatively, each committee member may nominate someone for consideration and submit to the membership sub-committee at the next meeting or by email. Potential candidates will be

identified from a broad representation across all workplace sectors, and before a decision is made (e.g., appointment or deferral), the membership sub-committee will use a predetermined criteria to assess the fit of the candidate. These criteria will consider the candidate's ability or capacity to provide appropriate and necessary inputs, insights, and resources in support of the committee's key initiatives. The broader committee will approve to appoint/defer, and the candidate will then be informed of the decision in writing.

Note: the current membership list has been included as an appendix at the end of this document.

Onboarding: A meeting will be scheduled with the membership sub-committee and applicant to verify fit, after which it will be discussed in the next committee meeting. The new member will be provided with an overview of the committee's previous work, contact list of all current members, and any other resources required for a smooth transition.

Resignation: All resignations from the committee shall be submitted in writing (e.g., email) to the Secretary/Administrator and Chairperson. In the event that the Chairperson decides to resign, they shall submit their intentions to resign in writing to the Secretary/Administrator and notify the committee at the next meeting.

MEETINGS

Frequency: Meetings will be scheduled on a monthly basis, unless the committee decides that an alternative frequency is warranted due to special circumstances; there will be an effort to accommodate the majority of members at each meeting.

Duration: Meeting lengths will generally vary from 1 hour to 1.5 hours depending on the number of agenda items requiring attention.

Decision-making: The committee will strive for consensus and will use a voting process when there is no clear agreement on a key matter or decision.

Quorum: At least 50% + 1 of the voting members must be present for a vote to take place.

Voting: All members of the committee will have equal voting rights on issues arising at meetings requiring key decisions. Each member will vote by showing their hands to make a motion or support a motion. Consensus will be assumed if there are no objections.

Format/Platform: Virtual meetings will continue to be used until it is safe to return to in-person meetings, at which time when in-person meetings are the primary method of meeting, virtual and teleconferencing options will remain available for those who are not able to be present physically.

Minutes/Agenda: Within one (1) week of each meeting, minutes will be distributed and/or made available to all committee members; an agenda will be distributed within one (1) week of the next scheduled meeting.

REVIEW

The Terms of Reference will be reviewed annually by the current membership and will be updated as necessary. Revisions will be approved by consensus or by majority vote.

Last Reviewed: July 2021

Last Updated: July 2021

2021 MEMBERSHIP

Member	Organization
Kim Willis Katie Dusmet Carrie Davis	Canadian Mental Health Association
Debbie Newcombe	Erie Shores Healthcare
Beth Anne Ternovan	Family Services Windsor-Essex (FSWE) Family Services Employee Assistance Program (FSEAP)
Renu Khosla	Greater-Essex County District School Board Joint Employee Assistance Program (JEAP)
Sonya Skillings	Green Shield Canada
Sara Tapak/Ashley Pierce	Hotel-Dieu Grace Healthcare (HDGH)
Mark Parent Melissa Statham (<i>Sec-Admin</i>)	Occupational Health Clinics for Ontario Workers
Jeff McEwan	St. Clair College
Courtney Williston Amanda Ryall Wendy Curtis (<i>Awards</i>)	Windsor-Essex County Health Unit (WECHU)
Jon Beveridge (<i>Chairperson</i>)	Windsor Regional Hospital (WRH)
Michelle Suchiu	Workforce WindsorEssex/Windsor-Essex Local Immigration Partnership
Sarah Fram	Workforce WindsorEssex/ Owner of Fin Designs and Partner of Whiskeyjack Boutique

2021 SUB-COMMITTEES

Role / Sub-Committee	Member Names
Chairperson Vice-Chairperson Secretary/Administrator Treasurer	J. Beveridge TBD M. Statham TBD
Strategic Leadership (membership, recruitment, leadership development, strategic direction setting)	J. Beveridge, K. Willis, R. Khosla, B. Ternovan
Knowledge Dissemination & Education (webinar planning, educational material, videos, curating relevant resources and other tools)	B. Ternovan, C. Williston, C. Davis
Communications (graphic design, social media, develop strategies to support ongoing initiatives)	K. Willis, S. Fram
Events (Healthy Workplace Awards, luncheons, other?)	J. Beveridge, W. Curtis, M. Statham, S. Skillings, K. Willis, K. Dusmet, J. McEwan