

Terms of Reference

Working Toward Wellness (WTW) Committee

LAND ACKNOWLEDGMENT

With recognition and respect for the *Truth and Reconciliation Commission Agreement*, the following 'Land Acknowledgment' statement shall be presented at all webinars, events, and ceremonies offered to the public:

I acknowledge that the land on which we gather today is comprised of the traditional territories of the Three Fires Confederacy made up of the Ojibway, Odawa, and the Potawatomi Nations and the ancestral and unceded territory and waters of Caldwell First Nation whose people are the original people of Pelee Island and Point Pelee. The Ojibway, Odawa, and Potawatomi Nations agreed to share this territory with the British Crown by way of the 1790 Treaty referred to as the McKee Purchase/Treaty of Detroit. This territory is the home of the Anishinaabeg who are represented by the Walpole Island First Nation and the Lunaapeew who are represented by the Delaware Nation.

I, and the Working Toward Wellness Committee recognize the historical and present impacts of colonial violence on the Indigenous Peoples of Canada. I identify as a settler on this land and I acknowledge my commitment to the calls to action from the Truth and Reconciliation Commission of Canada. We are privileged to gather here today on these lands and affirm a commitment to continue to learn from indigenous knowledges and practices.

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](#)).

No member shall utilize WTW Committee events or its resources for personal/private financial gain or to promote private enterprise. All promotional activity must be approved by the Committee.

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:** Share 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:** Encourage workplaces to implement policies that 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
- 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 available and/or distributed to members in a timely manner
- 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 team of members who are appropriately positioned to support a key functional aspect of the committee's work; a 'lead' role shall be established to organize meetings and report on activities to the broader committee
- 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: leadership/strategic planning, membership, branding and marketing (e.g., promotions), communications (e.g., website, social media), events/awards planning, webinars

Other Roles:

The following supportive roles will be filled by current members as needed and 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., meeting minutes, elections, and other administrative support)
- IT/Technical Support (e.g., website support, monitor email/applications, meeting invitations)

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: Organizations interested in being represented on the committee may 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 Strategic Leadership 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 sub-committee will use a predetermined criteria (application process) 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. The *Application for Membership* will be reviewed on an *annual* basis, or as otherwise required.

Onboarding: A meeting will be scheduled with the Strategic Leadership 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, access to pertinent historical documents, invitations to upcoming meetings, and any other resources required for a smooth transition.

Resignation/Leave: All resignations or extended leave from the committee shall be submitted in writing (e.g., email) to the Secretary/Administrator and Chairperson. If 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.

NOTE: *should a member organization wish to appoint a new/different representative, notification (preferably in writing) shall be provided to the Secretary/Administrator and Chairperson.*

MEETINGS

Frequency: General meetings will be scheduled on a bi-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. Sub-committee meetings will be scheduled as needed, at the discretion of the lead.

Duration: General Meetings will be scheduled for one (1) hour, unless special circumstances dictate longer. The length of Sub-committee meetings will be determined by the needs of the group discussion.

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: Should meeting attendance represent less than half of the membership, the Chairperson may choose to reschedule the meeting, however at least 50% + 1 of 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 deemed reasonable 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. Non-virtual meeting spaces must provide ergonomically appropriate equipment/furniture and adequate free parking for members.

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/Updated: February 2025