

# THE CORPORATION OF THE CITY OF WINDSOR

## WELLNESS PROGRAM

### TERMS OF REFERENCE

#### **GOAL**

The goal of the Wellness program is to improve the overall health and well-being of the Corporation of the City of Windsor's employees, retirees and family members. The program will encourage and support increased levels of personal wellness, and be consistent with our Corporate Vision: *"Windsor is a quality city full of history and potential, with a diverse culture, a durable economy, and a healthy environment where citizens share a strong sense of belonging and a collective pride of place."*

#### **OBJECTIVES**

The Wellness program will:

- Develop and maintain both a Steering Committee and Working Committee (specific roles outlined below);
- Oversee and guide program development and implementation in accordance with the Corporation of the City of Windsor annual program
- Act as Wellness Champions;
- Promote, encourage and offer wellness activities across all employee groups and retirees;
- Generate wellness initiatives that will be appropriate for all departments within the Corporation of the City of Windsor;
- Keep City Council apprised with respect to wellness initiatives;
- Oversee the evaluation component of the program.

#### **SCOPE**

The Wellness Terms of Reference will remain in place and active for the duration of the program. The Terms of Reference will be reviewed annually to ensure that it is current and applicable. Any changes identified will be made as required.

#### **COMMITTEE STRUCTURE**

The Wellness program will be managed via a structure comprised of a Steering Committee and a Working Committee. Members of both committees will have responsibility for planning and implementing components of the Wellness program, consistent with the identified objectives.

#### **Steering Committee**

The Steering Committee chair will be comprised of co-chairs which include the Executive Director of Human Resources and a designated Steering Committee member. Each co-chair will take turns chairing meetings and in their respective absence a designate will be assigned.

The Steering Committee is comprised of Union and Non-Union representatives from various City Departments, as well as external agencies and individuals from the identified roles listed below:

- Executive Director of Human Resources (Co-Chair)
- ONA (Co-Chair)
- Green Shield Canada – City of Windsor Health Benefit Program Administrator
- Shepell-fgi - EFAP Provider
- City of Windsor EFAP Committee
- City of Windsor S.T.A.R. Committee
- City of Windsor, Communications
- City of Windsor, Recreation & Culture
- Retiree Representative

## **Working Committee**

The Working Committee will be chaired by Ergonomist & Wellness Specialist from Human Resources. The Working Committee is comprised of identified union and non-union representatives from various City Departments interested in the Wellness Program, as well as the following representation:

- Ergonomist & Wellness Specialist (Chair)
- Financial Planning Administrator for Human Resources
- City of Windsor EFAP Committee
- City of Windsor S.T.A.R. Committee
- Environmental, Sustainability and Climate Change Division
- Windsor Bicycling Committee

*Note: The Working Committee will consult with additional persons, as required, in order to support the planning and implementation of wellness activities/events.*

## **COLLABORATION**

In addition to representation as noted above, the Steering Committee and Working Committee commit to working in partnership with other corporate or departmental initiatives, programs and events as appropriate to promote employee wellness across the corporation.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

The Working Committee is accountable to the Steering Committee. The Working Committee is accountable to the Ergonomist & Wellness Specialist, and the Executive Director of Human Resources who are the Project Lead, along with the Manager of Health, Safety and Wellness, who is overseeing the program. The Executive Director of Human Resources is accountable to the Corporate Leader for Public Engagement & Human Services-City Clerk Licence Commissioner.

All members of the Wellness program have a shared responsibility for ensuring that they work together to achieve the Wellness goal and objectives.

## **Steering Committee**

The Steering Committee will meet quarterly, or as needed, in order to:

- Provide leadership and oversee planning and implementation of the annual work plan;
- Identify challenges and opportunities, and develop strategies to address them;
- Provide guidance in communications to ensure efficient and effective dissemination of information.
- Help ensure participation on Wellness Committees by employee, union and management representatives;
- Help promote and sustain the Wellness program identity by branding all health and wellness initiatives with the Wellness branding;
- Provide information, files, etc. to help ensure timely and efficient coordination of all Wellness related printings and distributions;
- Help ensure access to all data necessary to develop and undertake a future evaluation of the Wellness program.
- Oversee budget and expenses of the overall program
- Liaise with the Windsor Essex County Health Unit as it relates to best practices

## **Working Committee**

The Working Committee will meet monthly, or as needs dictate, in order to:

- Develop and maintain a descriptive overview of the Corporation of the City of Windsor's "workplace" including physical locations, numbers of employees by location and ideal venues - "wellness kiosks" - in order to best reach the Corporation of the City of Windsor employees with wellness programming;

- Aid in the distribution and spread of Wellness information and materials, and to promote participation in Wellness events and activities;
- Identify existing programs, services and human resources within the Corporation of the City of Windsor that can be accessed to augment or assist in the delivery of Wellness;
- Provide feedback and suggestions on the development and maintenance of a Wellness website;
- Create and distribute Wellness newsletters and health guides to each employee/retiree, three times each year;
- Create and distribute wellness materials (e.g. e-bulletins, contests, wellness centres and displays, educational presentations);
- Plan and implement interactive activities (e.g. kick-off events, lunch and learn sessions, special events, health fairs, contests, etc.);
- Identify/create/implement environmental supports (e.g. bike racks, healthy vending machine food choices, green events, etc.);
- Promote and model Healthy Eating At Work Guideline;
- Recommend and oversee the implementation of an evaluation framework for the wellness program.

### **GUIDING PRINCIPLES**

1. We value each other's input and commit to respecting each other's perspectives;
2. Meetings will be conducted with integrity and all key decisions will be made at the table. If a committee member is unable to be present when a decision is to be made, it is our practice to canvass their input through e-mail;
3. The goal relative to decision-making is to achieve consensus among the membership. However, in cases where consensus is not achievable, the will of the majority will prevail;
4. We are committed to being creative and flexible in the development of our plans.

### **QUORUM**

- The Steering Committee will be comprised of representation from management, the unions, and other various stakeholder groups.
- Quorum will be deemed to exist provided that half (50%) plus one of the Steering Committee members is present at a meeting. In addition to this, there must be at least one member from one of the employee groups (management and union) present at the meeting for quorum to exist. In this instance, the union representation means one representative from any of the employee groups (ONA, CUPE, CANUE, etc.)