

Raymond Wellness Coalition
Terms of Reference 1.28.20 - DRAFT

1. Raymond Wellness Coalition

In 2019, the Town of Raymond joined other communities within the province to create a healthier community through the Alberta Healthy Communities Initiative (AHCI). Our community has a long-standing history of leadership, excellence and independence. Our community members pride themselves on family, safe communities and volunteerism. The Alberta Healthy Communities Initiative nurtures the strengths of a community to enhance the quality of life of residents by creating healthier environments through innovation and collaboration. The Town of Raymond accepted the challenge of enhancing local community environments to support the health of children, families and residents by participating in the Alberta Healthy Communities Initiative.

2. Statements

- Vision - Vision: All community members thriving to be physically, socially and emotionally healthy.
 - Mission – The Raymond Wellness Coalition creates opportunities for wellness by enhancing community through knowledge, capacity building and collaboration.

3. Anticipated Outcomes

- Physical and social environments have increased healthy choices across focus areas (ex. UV, inclusion, gathering spaces, physical activity, and nutrition).
- Raised awareness regarding activities, initiatives and opportunities within our community.
- Increased opportunities for families to make healthy choices.

4. Resources

- AHCI Funding will be used according to the submitted budget.
- In-kind contributions will be recognized in an appropriate manner as decided by the group.
- No monetary compensation will be provided to members
- Coalition members bring resources from their agency/sphere of influence to support the group and the community.

5. Membership

Membership is open to all individuals who work or live within the Town of Raymond, and who support the vision, mission, goals and objectives of the team and are willing to be compliant with the Terms of Reference.

Membership:

Membership is determined and voted on by the Coalition.

There are two categories:

- a) Active Members

- Attend and actively participate in as many meetings as they are able, with a minimum of 50% of regular meetings.
 - Have read, agreed to the Terms of Reference and signed the Active Members code of conduct (Attachment #1).
 - Have voting privileges.
 - Term for Active Members is two years.
- b) Connected Members
- Participate at arm's length; some examples may include keeping up with the activities of our community by receiving and reading the minutes; or contributing towards a specific task or goal.
 - Do not have voting privileges.
 - Should a Connected Member choose to become an Active Member, they would notify the Chair and complete the Active Member Commitment form (Attachment #1). The Chair presents all new membership to the Coalition for vote and approval.

Coalition Roles:

- Vacant - Chair – Responsible for calling meetings, developing agendas in consultation with members, communicating with members as needed.
- Myrna Sopal- Vice-chair – Responsible to act on behalf of the Chair in their absence.
- Vacant - Secretary – Responsible for the recording and distribution of minutes. Responsible for documentation as deemed necessary by the group.
- Town of Raymond - Fiscal agent – will be identified by the group as per grant/funding.
- Members at large – all other team members

Roles and responsibilities:

- To share the vision, mission, and goals of the Raymond Wellness Coalition with our community
- To participate in coalition meetings by presenting information and diverse points of view that could improve life in our community
- To provide our community with support and information as needed
- To promote and bring awareness of the Raymond Wellness Coalition and its' mandate through networking, partnerships, and activities.

Code of conduct:

Our Coalition is committed to creating an atmosphere which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Each coalition member has an equal voice. We strive to ensure that we have a safe environment for members to carry out community building. Our Coalition's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

Members are expected to:

- Work towards the goals of our group as opposed to one's personal/agency agenda.
- Keep all confidential information strictly confidential.
- Not engage in behaviour which is known, or ought to be known, to be offensive or harassing.
- Conduct the affairs of our group in a lawful and ethical manner.

Active Membership:

Abe Tinney - Town of Raymond Legislative Services

Joan Harker- Town Councillor

Zakk Morrison – FCSS Director

Myrna Sopal – FCSS, Parent Link

Faye Geddes – Library

Marlin Hogg- Principal

Shannon Stacey – Peace Officer

Karen Wilde – Town of Raymond, Recreation Programming

Connected Membership:

Rich Bohne – Town of Raymond Community Services Director

Hugh Simpson – Town Recreation Director

6. Decision-making process

- A quorum (2/3 of membership) is required to make decisions regarding Terms of Reference, allocation of funds, and long-range action plans.
- Decisions preferably made by consensus, defined as 'what the individuals can live with'. If needed a decision may be resolved by vote.
- Decisions will be made by favour of the majority vote (2/3 majority):
- Voting will be done by those in attendance
- The chair declares a motion carried or defeated
- All decisions will be recorded in the meeting minutes.
- At the Chair's discretion a vote may be conducted via email for decisions that are time sensitive.

7. Meetings

General meetings will be held once a month, with the exception of July and August, and at the call of the Chair, as required.

8. Conflict resolution process

Decision to Suspend: made on a case by case basis.

Our team may suspend a Member's membership, for one or more of the following reasons:

- if the Member has failed to abide by the Terms of Reference;
- if the Member has disrupted meetings or functions of the community; or

- if the if the Member has done or failed to do anything judged to be harmful to the community

Notice to the Member

- The affected member will receive written and verbal-notice of the intention to suspend
- The notice will state the reasons for the proposed suspension

Decision of the Community Team

- The community team may suspend a Member's membership by vote.
- The community team will have an opportunity to discuss the issue.
- The community team will determine how the matter will be dealt with, and may limit the time given the Member to address the issue.
- The community team may exclude the Member from its discussion of the matter, including the deciding vote.
- The decision of community team is final.

9. Liability

- Members of Raymond Wellness Coalition are considered volunteers with the Town of Raymond notwithstanding the members' other volunteer affiliations. Therefore, members will be included under the Town of Raymond's liability insurance.

10. *Approval of Terms of Reference

TOR Review process (e.g., frequency, how, responsible)

Terms of reference will be reviewed on an annual basis and revised as necessary.

This Terms of Reference was last reviewed on: March 4, 2020

Attachment #1

Raymond Wellness Coalition - Active Member commitment

I _____ recognize the important responsibility I am undertaking in serving as an Active Member of the Raymond Wellness Coalition, and I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as an Active Member.

My Role: I acknowledge that my primary roles as an Active Member are to contribute to planning and implementation, participate and contribute at all meetings and to follow through on assigned tasks.

My Commitment: I will exercise the duties and responsibilities of an Active Member with integrity, collegiality, and care.

I Pledge:

- ❖ to establish, as a high priority, my attendance at all meetings of Raymond Wellness Coalition and any sub committees on which I serve
- ❖ to be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand
- ❖ to work with and respect the opinions of my peers who serve on Raymond Wellness Coalition and to leave my personal prejudices/agenda out of all discussions
- ❖ to always act for the good of the community
- ❖ to represent the Raymond Wellness Coalition in a positive and supportive manner at all times and in all places
- ❖ to avoid conflicts of interest between my role with Raymond Wellness Coalition from my personal and professional life. If such conflict does arise, I will declare that conflict and refrain from voting on or participating in initiatives in which I have a conflict
- ❖ to support in a positive manner all actions taken by Raymond Wellness Coalition, even when I am in a minority position on such actions

I have read and understood the Raymond Wellness Coalition Terms of Reference and the imbedded Code of Conduct and agree to the terms laid out. If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as an Active Member.

Active Member name (printed) _____

Date _____

Active Member signature _____