

Wellness Collaborative Advisory Committee

Terms of Reference

Purpose

By signing the Okanagan Charter and the Healthy Workplace Statement, University of Waterloo has committed to take action in embedding wellbeing into everyday operations, business practices and academic mandates. The Wellness Collaborative will transform the health and sustainability of our current and future societies, strengthen our community and contribute to the well-being of our people, places and the planet. This supports University of Waterloo's long-term aspiration of Building Waterloo's Community (Strategic Plan 2020).

The Wellness collaborative will communicate, coordinate and collaborate with all campus stakeholders to build on existing strengths and implement new evidence-based actions. This includes the following principles:

- Holistic – addresses physical health, mental health and resilience, social inclusion and belonging, spiritual health; and
- Comprehensive – addresses personal development, the learning and working environment, the built and natural environment, and supportive policies.
- Inclusive – values the wellness of the entire campus community including students, faculty, staff and other campus stakeholders.

Mandate

1. Identify priority areas for action for University of Waterloo by reviewing the best available evidence about the wellness needs of University of Waterloo, guided by the Okanagan Charter and Healthy Workplace Statement.
2. Identify and engage necessary stakeholders and resources to establish action groups based on priority areas.
 - a. Provide guidance to action groups (e.g., recommending evidence, best practices, or activities).
 - b. Assist action groups to obtain necessary resources and funds to carry out identified priorities.
3. Develop an accountability framework to monitor population and performance indicators.
4. Increase awareness of the Wellness Collaborative progress through the development and implementation of a comprehensive communications strategy.
5. Ensure health and wellness is a priority by aligning with other university-wide initiatives and advocating for integration of health and wellness within business operations, policies and procedures, and academic mandates.
6. Establish UWaterloo as leader in health promotion and wellness through knowledge exchange with internal stakeholders, the broader community and other post-secondary institutions.

Committee Composition

The Advisory Committee is made up of 19 stakeholders from UWaterloo. The following stakeholders will have representation as appointed by their respective stakeholder group:

- Waterloo Undergraduate Student Association (WUSA)
- Graduate Students Association (GSA)

- Graduate student
- Undergraduate student
- Faculty Association of University of Waterloo
- University of Waterloo Staff Association
- Human Resources
- Organizational and Human Development
- Campus Wellness
- Students Services (Associate Provost, Students)
- Faculties (1 from each of the six faculties)
- Affiliated Colleges
- Co-op Education
- Occupational Health
- Chair, Wellness Collaborative (ex-officio)
- Coordinator, Wellness Collaborative (ex-officio)

Alternates to Meetings

One alternate representative to the Advisory Committee will be permitted for each member. Alternates must be able to effectively represent their respective stakeholder group, as identified in the Committee Composition. Where possible, members who are unable to attend a meeting will notify the Coordinator that the alternate will be attending at least 72 hours in advance. It is the responsibility of the Advisory Committee members to ensure their alternate has the necessary background, context and communications to effectively participate in the Advisory Committee meeting.

Meetings

The Committee will meet monthly, or as needed.

Terms

The term of membership will be a minimum of one year, with possibility of renewal, up to a maximum of three years.

Accountability & Administration

The Advisory Committee will communicate wellness related priorities and recommendations to the Associate Provost of Students and the Associate Provost of Human Resources. The Associate Provosts will provide support and direction on how to move wellness related issues forward among Executive Council and champion and advocate for commitment and resources. In addition, when Executive Council identifies wellness issues, the Associate Provosts will bring these to the Wellness Collaborative for feedback and exploration.

Coordination

Campus Wellness will assume responsibility of administration such as setting meetings, following-up on action items, ensuring on-going communication, and maintaining action and evaluation plans. These tasks will be carried out by the Chair (Associate Director, Health Promotion) and Coordinator (Health Promotion and Evaluation Specialist).

Advisory Support Team

The Advisory Support Team will provide planning guidance to the Chair and will meet with the Associate Provost of Human Resources and Associate Provost of Students once per term to communicate progress and receive feedback. This group is comprised of:

- Campus Wellness, Director
- Organizational & Human Development, Director
- Occupational Health, Manager
- Wellness Collaborative, Chair
- Wellness Collaborative, Coordinator

Decision-making

Quorum of the Advisory Committee for the purposes of decision-making will be more than 50% of the voting members (n=11). Where appropriate, the Advisory Committee will consult with other health and wellness groups/individuals and equity-seeking groups to ensure decisions are inclusive.

Links

Purposeful links will be made with the following stakeholders who have a specific mandate of health, wellness and equity.

- Committee on Student Mental Health
- Provost's Advisory Committee on Equity
- University of Waterloo Sustainability Initiative
- Healthy Workplace Committee
- Relevant external community agencies

Next Review Date

September 2020