



## WalkABLE Wetaskiwin Committee Terms of Reference

### Strategy

Building a safe and healthy, efficient, sustainable community, where people in Wetaskiwin choose to have a more active lifestyle. (Adapted from the International Charter for Walking)

### Purpose

Promote and continue to build an active lifestyle culture, including the use of active transportation (any human-powered travels such as walking, cycling, running, non-mechanical wheel chair, or skateboarding<sup>1</sup>) so people can feel supported to make safe and healthy choices in Wetaskiwin. (1) What is Active Transportation? 2014: <http://www.phac-aspc.gc.ca/hp-ps/himvs/pa-ap/at-ta-eng.php>

### Membership

- Membership is open. Members are encouraged to attend the main committee and subcommittee meetings and to also invite new people to come and hear what we are doing. If unable to attend, members are updated through minutes and /or connected with personally. WalkABLE Wetaskiwin recognizes the need to support flexibility in schedules.
- The Wetaskiwin WalkABLE Committee (WWC) appreciates all members' contributions, assisting when needs are identified and staying involved. Having a broad range of community partners strengthens and sustains the committee for the long term.
- Some membership examples are: Horizons Center, Day Home Operator; City of Wetaskiwin - Mayor; Community Support Services; Communication; Engineering and Family and Community Support Services; Alberta Health Services - Health Promotion; Wetaskiwin residents and Parent Link.

### Member Responsibilities

- Meet together, discuss and move forward the ideas collectively generated in WalkABLE Wetaskiwin Work Plans:
  - Priority Area One- Accessibility and Safety of Walking Trails in Wetaskiwin.
  - Priority Area Two - Build awareness and community capacity through developing an active lifestyle culture in Wetaskiwin.
- Attend the Wetaskiwin WalkABLE Main Committee and or Sub Committee meetings.
- Volunteer for community activities and events.
- Keep notes at meetings of individual action items, minutes may not be distributed immediately.
- Call or email chairperson with any questions, concerns or ideas.
- Be the WalkABLE voice when requests come from the community.



## WalkABLE Wetaskiwin Committee Terms of Reference

### Member Communication

- Meeting minutes and work plan updates will be sent to all those members who have provided an Email address before the next meeting.
- Day to day issues and information can be communicated via texting or phoning between members.
- Members can utilize City of Wetaskiwin - WalkABLE Direct web link, Facebook, Twitter and other website connections.

### Meetings

- **How Often:** The Wetaskiwin WalkABLE Main Committee meets every 2 months or at the call of the chair. Sub Committee meetings maybe monthly or as needed to move action items from the work plan forward.
- **Type:** Informal meetings
- **Location:** Meetings are held at the Wetaskiwin Community Health Center, at By the Lake Park, or alternative site if needed.
- **Time:** Noon - 2:00 p.m. or if in evenings 6:30 - 8:00 p.m. Maximum 2 hour meetings.
- **Chairperson:** Annually elected, prepares agenda, leads meetings, reviews minutes, updates work plans and connects with Minute recorder as needed. If unable to make meetings, will contact a Designate to chair in their place. Sends out meeting reminder 1- 2 weeks before next meeting with minutes attached.
- **Minute Recorder:** Minutes will be taken at the meetings by the Minute Recorder or if unable attend the meeting will find a designate. Prepares electronic minutes for distribution.

### Decision Making

Consensus can be made by the group attending the meeting or via sending an email to committee members for feedback. A motion can also be made by email if required to move a WalkABLE action step forward.

### Glossary of Terms

Terms of Reference- Will tell the story of how the WalkABLE Wetaskiwin Committee works together.

#### Acronyms

WWC - WalkABLE Wetaskiwin Committee

BTLP - By the Lake Park

WHF- Wetaskiwin Health Foundation

### Appendices

WalkABLE Wetaskiwin Report, 2015, [www.wetaskiwin.ca/walkABLE](http://www.wetaskiwin.ca/walkABLE)

International Charter for Walking - [www.walk21.com](http://www.walk21.com)