



TERMS OF REFERENCE

Vision

All people of Cowichan communities enjoy good health and wellbeing.

Mission

We are a collaborative network of organizations and individuals who facilitate dialogue, learn, share information and generate action on the 12 determinants of health.

Considering the whole picture, we lead change to improve health and wellness outcomes.

Values and Principles

Compassion and nonjudgement – We think about privilege. We invite people to present at our meetings. We learn about each other, and practice empathy.

Knowledge and learning – Through respectful curiosity, we learn about individuals, organizations and issues - coming through all the people, through data and evidence. We share strategies, advocacy and action. We challenge assumptions. Partnerships emerge. We celebrate the work of our organizations and communities; our culture.

Communication – We gather and disseminate accurate information. We communicate successes. Weekly newsletters include all information submitted and get shared throughout the network and beyond.

Collaboration – We focus on the way we do things together. We work together to set agendas and hold space for meetings. We share meals and allow time for networking. We explore opportunities to work together; encourage collaboration in the wider community. We share and leverage resources among partners. We focus on collaborative partnerships and relationship building rather than lobbying or special interest groups.

Inclusion – We invite diverse perspectives; make sure we have a diverse mix at the table; affirm that everyone has a voice. We are aware of barriers to inclusion and address this challenge where possible.

Respect – We listen, respond to need, stay open, and make space for other ways of understanding and frameworks - differences in our cultures and viewpoints. Well organized, structured meetings respect people’s time.

Reconciliation – We are thoughtful and bring an awareness of the dominant power structures and privilege (where we with respect to of personal history, cultural backgrounds and dis/advantages that come with these). We respect people as they are and ensure they feel heard. We co-create solutions and support ongoing learning.

Trust – We assume the best of each other; have relationships of friendship and collegiality; nobody is afraid to speak at the table, clearly and honestly. We show up – we’re in it together. We learn we can trust each other in working on big initiatives.

Flexibility and resilience - We adapt and respond to challenges, address emerging issues and mobilize resources. We learn and grow continuously – an ongoing, purposeful process. We work together and create something that will work for all. We recognize what does and doesn’t work; bring more of the positive into our work. We function under pressure while remaining celebratory.

Innovation and leadership – We respond to complex needs, change to meet the needs, and step up. We exist because of the need to innovate. We take on big challenges. We evaluate how things are going and address whether something needs to be brought to everyone’s attention.

Membership

Membership of Our Cowichan is open, and will include representatives from a cross-section of Cowichan health and human service agencies and the general public. A concerted effort will be made to ensure diversity at the CCHN table, including:

- First Nations/Métis
- Municipalities
- CVRD
- Island Health
- Aboriginal Health
- Social Service Agencies
- Non-Profit Agencies (Youth/Senior/Elder)
- Provincial and Federal Government
- Health Professionals
- Education
- and you

Term of Office

Membership applications are vetted via the Administration Committee to ensure diversity and equitable representation across sectors and regions within the Cowichan Valley. All terms may be renewable. Organizations are encouraged to have a designated alternate representative should one member not be able to attend meetings.

Operating Procedures

- a. Meetings of Our Cowichan will be held regularly, except in the month of August,
- b. OCCHN seeks to find sustainable and diversified funding sources
- c. An operating budget will be developed and reviewed by Our Cowichan,
- d. The quorum for voting is one half plus one of the number of members in attendance when the decision is to be voted on,
- e. Decision-making is by consensus as much as possible,
- f. Where agreement cannot be reached by consensus, the majority will decide,
- g. In consensus decision-making, a proposal, support, and, as required, discussion will take place before calls for a response on the proposal,
- h. In consensus decision-making, a position of “I can live with that” can contribute consensus.

Co-Chairs

Our Cowichan will be facilitated by co-chairs, who shall be elected by the membership on alternating two-year terms.

- a. Members will be invited to make nominations for the co-chair,
- b. Voting for nominees will be conducted by secret ballot with majority rule,
- c. Co-chairs are eligible to be re-elected, and
- d. In the event of absence of the co-chairs, Our Cowichan would appoint an interim chair for that meeting.

Co-Chair Key Responsibilities

- a. Chair meetings of Our Cowichan,
- b. Represent Our Cowichan to the public and media,
- c. Coordinate communications about Our Cowichan functions to the public,
- d. Facilitate the business of Our Cowichan when necessary, and
- e. Participate as standing members of Our Cowichan Administration Committee.

Committees

OCCHN sub-committees and ad hoc committees will be established as required to assess and report on specific issues.

Given the open membership of Our Cowichan and the focus on dialogue, Our Cowichan requires an Administration Committee whose functions include planning, communications, and logistics on behalf of Our Cowichan. The OCCHN Administration Committee is responsible for:

- a. Reporting to Our Cowichan on finance and communications, and for creating Our Cowichan agendas, and dealing with matters referred to it by the Our Cowichan members,
- b. Reviewing related issues to be brought to Our Cowichan when requested,
- c. Following through with actions as recommended by Our Cowichan,
- d. Serving as a liaison among organizations that have a responsibility for health-related services and activities when requested,
- e. Communicating with the broad Our Cowichan membership as appropriate,
- f. Developing, implementing and monitoring Cowichan communities' plans and activities identified by Our Cowichan for achieving our goals,
- g. Identifying, acquiring and managing resources provided to Our Cowichan to carry out its mandate, and
- h. Undertaking related duties as recommended by Our Cowichan.

Committee Guidelines

- a. Quorum of such sub-committees will consist of 50% +1 of appointed members who are in attendance at the meeting where a decision is to be made,
- b. Sub-committee activities shall be authorized and endorsed by Our Cowichan, and their recommendations/findings will be implemented only if confirmed by Our Cowichan,
- c. Regular meeting dates will be established when the sub-committee is formed,
- d. Members may choose to provide written input prior to a meeting, and
- e. Public notice will occur at least one week prior to public forums.
- f. The terms of reference for any ad hoc or sub committees will be established by the Administration Committee

From time to time Our Cowichan will welcome or appoint Liaisons to other committees which currently include:

- a. The Small Grant Committee,
- b. Research and Evaluation Project Committee (Cowichan Communities Health Profile)
- c. Community Action Team
- d. Cowichan Airshed Roundtable
- e. Physical Literacy
- f. EPIC (Eldercare Project in Cowichan)
- g. Cowichan Housing and Homelessness Coalition
- h. Equity and Inclusion Task Force
- i. The Cowichan Valley Collaborative Services Committee, and
- j. Others as required.