

Mission

- The Wainwright Welcoming & Inclusive Community (WWIC) Advisory Committee works collaboratively to create a culture of connectedness and inclusiveness.

Vision Statement

- An inclusive, active, and engaged community.

Objectives

- Reduce barriers and create healthy opportunities throughout the community.
- Promote and educate community on available resources and services.
- Increase the engagement of newcomers into the workplace and community.
- Facilitate, link and connect newcomers to potential employers and community organizations.
- Develop tools and resources to assist in the transition of newcomers to the community.
- Increase awareness of community events, services, and employment.
- Promote and support local and existing programs.
- Build community capacity to address the challenges that newcomers experience.
- Identify gaps in services/programs for newcomers.
- Build awareness, recruit and engage the community to be involved with newcomers.

Membership

- The membership of the committee is flexible and will be responsive to the changing needs of the community. Recruitment of members will be targeted at agencies and community members that have an interest in creating a welcoming community.
- It is the member's responsibility to regularly attend committee meetings.
- Advisory committee:
 - Develops resources, organizes events and training opportunities to help increase awareness and connect newcomers to the broader community.
 - Will work towards meeting the requirements of the overall action plan.
- **Advisory Committee:**

<ul style="list-style-type: none"> ○ Wainwright on Wellness ○ Alberta Health Services ○ Town of Wainwright ○ Chamber of Commerce ○ Wainwright Military Family Resource Centre ○ Alberta Human Services/Alberta Works ○ Catholic Social Services ○ Family & Community Services ○ Wainwright RCMP ○ CFB Wainwright Personnel Support Program (PSP) 	<ul style="list-style-type: none"> ○ Wainwright Public Library ○ Evangelical Free Church ○ Church of the Nazarene ○ Wainwright Pentecostal Assembly ○ Ministerial Associations ○ Wainwright Association for Community Living ○ Wainwright Adult Learning ○ Child & Family Services ○ Wainwright & District Parent Link Centre
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Administrations

- **Terms of Reference:**
 - Ongoing.
 - Reviewed annually in April.
 - Membership duties and roles will be rotated and voted upon at time of renewal.
- **Frequency of Meetings:**
 - The second Thursday of January, May, and September or as need.
 - Dates, times and location of meetings will be reviewed to meet the needs of the committee membership.
- **Chair: Carley Herbert**
 - Two year term.
 - Responsible for the creation and distribution of the agenda one week prior to the meeting.
 - Lead and facilitate meetings.
 - Chair is exempt from having to take meeting minutes.
- **Vice-Chair: Fallon Stafford**
 - Ongoing support to the chair.
 - In the event that the chair is unable to attend a meeting, the Vice-Chair will take on the responsibilities of the chair.
 - The Vice-Chair will take the position of chair following the Chair's two year term.
- **Secretary: Jodi Dahlgren**
 - One year term.
 - Record meeting minutes and distribute to the group within one week after the meeting.
- **Sub-committees:**
 - Sub-committees will be form as needed.
- **Agenda/Minutes:**
 - A standing agenda and consistent minute format will be used.
 - Distributed via email
- **Treasurer:**
 - Carley Herbert
 - Town of Wainwright
 - Will provide updates at each meeting.

Decision Making

- The committee will work toward consensus decisions. In the event consensus cannot be reached a vote will be taken and votes will be recorded in the minutes.
- Voters must be in attendance for discussion in order to vote (via phone, video conference or in-person).
- Decision will be made by the majority of membership present with a quorum of 51%.
- Where a count of votes is required, each member shall have one vote.
- Ties are considered a defeated motion.
- If a decision needs to be made prior to the next meeting motions can be made using a continuous e-mail thread to all committee members