



Terms of Reference



Background:

The City of Ottawa is one of over 50 municipalities in Canada designated as a “Safe Community” by the National Safe Communities Foundation.

Founded in December 2003, Safe Communities Ottawa (SCO) is a registered not-for-profit charity that is dedicated to promoting health and safety awareness in the city of Ottawa.

SCO believes that all injuries are predictable and preventable. Our organization works with partners to make programs and resources available to reduce workplace injuries and illness in Ottawa in order to improve the quality of life for the citizens of Ottawa.

Vision:

A leading community of healthy and safe workplaces free from serious injury and illness.

Mission:

To make Ottawa a leading community of safe workplaces through collaboration with our health and safety partners and delivery of health and safety information and education to employers and workers.

Goals:

Our goal is to contribute to the reduction of injuries with the long term aim of eliminating predictable and preventable injuries in the community and workplace.

Statistics show that young workers have unique vulnerabilities when it come to safety in the workplace. As a result, SCO provides some of its programming specifically for young people.

SCO provides a forum for people and organizations, committed to improving health and safety in our community, to work through networks and partnerships at the grass roots level.

The purpose of the Board of Directors is to provide community leadership and guidance in fostering partnerships between community, business and governments in order to develop, facilitate and evaluate the programs, services and education that are utilized to facilitate our combined vision.



In summary, Safe Community Ottawa's goals are to:

1. Increase awareness and commitment for workplace health and safety in Ottawa
2. Prevent serious workplace injuries and illness in Ottawa, especially injuries to young workers
3. Ensure the long term growth and sustainability of SCO

Values:

SCO recognizes that Ottawa is made up of a number of unique and distinct communities, defined by geography, culture, language and history.

SCO also values the commitment and work carried out by existing agencies and groups who presently address the issues of workplace and community safety.

We want to draw on the strength of our partners, as a community, to make Ottawa injury free.

We will therefore encourage and challenge these communities, businesses, agencies, governments and groups to work together to meet the vision and goals of reducing and eliminating injuries.

Accountability:

SCO is governed and guided by a Board of Directors which is responsible for setting strategic direction, assuring sound financial management and working with an Executive Director.

The Board of Directors will work together with its network partners to ensure that SCO maintains its designation in good standing with Safe Communities Canada.. This Board will provide to the SCF community progress reports by way of a National Report Card Survey. The Board can from time to time provide interim reports based on the need as defined by the Board of Directors or the funding partner.

Board of Directors:

The purpose of the Board of Directors is to provide community leadership and guidance.

The property and business of the corporation shall be managed by a board of directors, comprised of maximum of 12 directors. The number of directors shall be determined from time to time by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two thirds



(2/3) of the members at a meeting duly called for the purpose of determining the number of directors to be elected to the board of directors. Directors must be individuals, 18 years of age, with power under law to contract.

The Board of Directors is representative of the community and of institutions which contribute to workplace safety in our community.

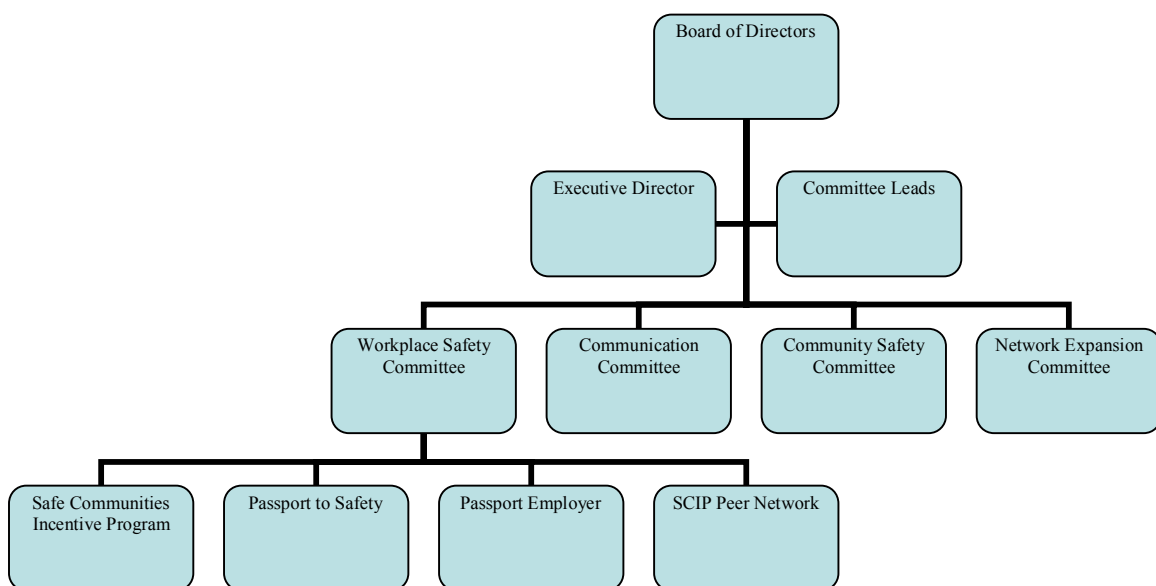
The SCO Board of Directors has developed by-laws and principles that will guide SCO in fulfilling our mandate and vision. The Board will provide leadership and direction to the Executive Director and the various committees that will be created to facilitate the goal of reducing injuries in the city of Ottawa.

The board members shall be personally committed to the mission of the organization, willing to volunteer sufficient time and resources to help achieve the mission of SCO, and understand and fulfill their responsibilities.

The Board of Directors will create committees (allowing subcommittees to be formed where needed) in order to carry out the business of SCO with respect to our vision and goals. Such committees may include:

- Workplace Safety
- Communications
- Community Safety
- Network Expansion

A term of reference shall be developed for all committees.





Executive Director:

Reporting to the chair of SCO and the volunteer board of directors the Executive Director will advise the board on strategic direction and opportunities and oversee, plan, manage and coordinate the day to day operations of SCO.

Committee Leads:

Current committees include:

- Workplace Safety
- Community Safety
- Communication
- Network Expansion

The leads provide regular updates to the Board on current and upcoming projects or activities from the various committees. Committees may be created as the need arises with the approval of the Board.

Duties of Officers:

The Chair shall preside at all meetings of the corporation and of the board of directors. He/she shall have the general and active management of the affairs of the corporation. He/she shall see that all orders and resolutions of the board of directors are carried into effect

An alternate as designated by the Chair, shall, in the absence or disability of the chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as shall from time to time be imposed upon him or her by the board of directors

The treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time.

The secretary will act as a clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose.

Term of Office:

Directors shall be elected for a term of one (1) year minimum by the members at an annual meeting. This term may be extended for no more than 2 or 3 consecutive years.



Removal of Directors:

The Board of Directors reserves the right, by a vote of a simple majority, to remove members for non-attendance at meetings and other exceptional circumstances.

Meetings:

The annual or any other general meeting of the Board of Directors shall be held within 30 days after the end of the corporation's fiscal year, December 31st.

Each voting member present at a meeting shall have the right to exercise one vote. A member may, by means of a written proxy, appoint a proxy holder to attend and act at specific meeting of members, in the manner and to the extent authorized by the proxy. A proxy holder must be a member of the corporation.

SCO Board of Directors will meet from time to time (as deemed necessary by the majority of Board Members) in order to carry out the business of the SCO executive. Time commitments for the Board members will vary based on the number of projects, committees and subcommittees, as well as the current need. The current meeting schedule is once per month on every third Tuesday of every month from 1200-1330. Locations of meetings may vary.

Minutes:

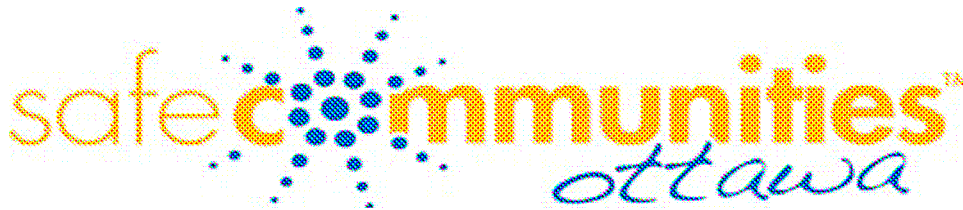
The minutes of the board of directors (or the minutes of any committee) shall be available to the board of directors, each of whom shall receive a copy of such minutes.

The Board of Directors will seek out new and innovative sources of funding in order to carry out the vision of SCO. The Board (and individual members of the Board) will provide direction from time to time in developing these sources and coordinate the expansion of the network through partnerships, donors and sponsors.

Committees:

Workplace Safety Committee:

The Workplace Safety Committee will advise the Board on programs and initiatives that will educate people on safety in the workplace and reduce injuries specifically to youth. This Committee will develop strategic partnerships with groups, government and the business community that fulfill SCO goals and vision. The programs currently being offered by the



Workplace Safety Committee are the Passport to Safety Program and the Safe Community Incentive Program.

1. **Passport to Safety** is a national awareness program that supports and encourages the training of young people with the required skills to eliminate needless workplace injuries and deaths among your people. Young workers become Passport holders by taking and completing an on-line workplace safety orientation training. They receive credit for this accomplishment through a Passport resume (downloaded) that can be attached to job applications. Employers can benefit through a safe work environment and a safety conscious work force.
2. **Passport to Safety Employer** are those employers who support Passport to Safety and will only hire young workers who have successfully completed the Passport to Safety Program.
3. **Safe Community Incentive Program (SCIP)** Is a safety education program for small and medium sized businesses, sponsored by the Workplace Safety and Insurance Board. By joining SCIP, participating firms are eligible to receive a fixed 5% rebate on their WSIB premiums upon completion of the safe workplace awareness program; a self evaluation of the workplace's health and safety management systems; a workplace health and safety policy; and the development of the health and safety roles and responsibilities of employers and employees.
4. **SCIP Peer Network (SPN)** is made up of employers who have completed SCIP training. Meetings are held quarterly and give employers opportunities to network and gain additional workplace health and safety education/training opportunities. Expert resources are retained to deliver a variety of topics.

Communication Committee:

The Communication Committee will develop a marketing and media plan, which will increase the awareness of SCO within the community. The Communication Committee will report and make recommendations to the Board of Directors on communication strategies.



Community Safety Committee:

The Community Safety Committee will work with injury prevention partners in the community to improve the safety of the citizens of Ottawa. This may involve leading/conducting a community based environmental scan to identify service gaps and community needs with respect to injury prevention and safety awareness education. The Community Safety Committee will report and make recommendations to the Board of Directors of strategies.

Network Expansion Committee:

The Network Expansion Committee will develop a viable strategy to allow SCO to expand its network in the business and non-profit communities. The goal is to bring on board strategic partners that will provide leadership and financial support. The Network Expansion Committee will report and make recommendations to the Board of Directors of strategies.

In Conclusion:

SCO will work actively to promote a zero tolerance for injuries in the community (at home, school, playground and workplace). We will also act as a resource and point of distribution for existing injury prevention groups and governments within our community. SCO will act as an advocate to influence positive and productive decisions that will support the work of our partners in injury prevention, and help us achieve our goals.