



Terms of Reference

1. Purpose

The Partners in Planning for Healthy Living (PPHL) purpose is to support the use of evidence in planning for healthy living in Manitoba. We practice humility, behave in a respectful manner, and work in a climate of reciprocity.

PPHL works together in a collegial manner and is guided by 3 values and 3 principles.

Our Values:

We are inclusive and flexible

We are non-judgmental

We are community friendly

Our Principles:

We focus on evidence

We support the development of knowledge and skills

We support an integrated community planning for healthy living

2. Definitions

- 2.1. Communities of Practice - are groups of people in organizations that form to share what they know and to learn from one another regarding some aspects of their work to provide a social context for work.
- 2.2. Evidence – the available body of facts or information indicating whether a belief or proposition is true or valid.
- 2.3. Tasks Groups – committees of PPHL members directed by the Executive Committee to work on PPHL objectives.
- 2.4. Host Organization – an incorporated, PPHL member organization elected to the role of Chair for the PPHL.
- 2.5. Annual General Meeting (AGM) – a once-yearly PPHL meeting where all PPHL members attend to approve annual plans and take stock of the past year’s actions.
- 2.6. Capacity – the participatory leadership, skills, resources, knowledge, and tools of individuals in communities and organizations, that enable them to address and have greater control over, conditions and factors that affect health.

3. Role

- 3.1. PPHL serves as a Community of Practice, working and learning together to build community, regional, and organizational capacity, to use evidence in planning for healthy living.
- 3.2. PPHL will disseminate evidence from local, national, and international, sources related to planning for healthy living.
- 3.3. PPHL will share information and coordinate the development of resources and tools where appropriate.
- 3.4. Member organizations will assume responsibility for their own expenses related to PPHL meetings.

4.Membership

- 4.1. PPHL membership is open to any organization that is actively building capacity in organizations and communities to use evidence to develop programs and policies for healthy living and is committed to the purpose, values and principles of PPHL.
- 4.2. Rights and responsibilities of PPHL members:
 - 4.2.1. A letter of understanding, signed by senior managers.
 - 4.2.2. Designate a representative to attend PPHL member meetings two times a year in addition to the AGM.
 - 4.2.3. Participate as members of Task Groups when necessary.
 - 4.2.4. Receive one vote per organization.

5.Structure

5.1. Host Organization

- 5.1.1. A Host Organization will take on the role of Chair for a period of 2 years.
- 5.1.2. The Host Organization may be elected to serve additional terms.
- 5.1.3. The Host Organization will provide coordination and administrative support.
- 5.1.4. The Host Organization will provide PPHL with in-kind resources required for meetings such as photocopying, or office supplies.
- 5.1.5. The Host Organization must be an incorporated body.
- 5.1.6. An organization must have served at least two years on the Executive Committee prior to being nominated as the Host Organization.

5.2. Executive Committee

- 5.2.1. The Executive Committee serves as the coordinating body to steward the overall implementation of the PPHL Action Plan.
- 5.2.2. The Executive Committee will consist of the Chair, Past Chair or Incoming Chair and representatives from up to 6 member organizations.
- 5.2.3. A Nominating Committee will be formed to call for nominations for vacant positions on the Executive Committee prior to the Annual General Meeting. The Nominating committee will consist of two PPHL members appointed by the Executive Committee.
- 5.2.4. Terms of appointment on the Executive Committee are for a period of 2 years, but a Member may serve beyond this period if needed.
- 5.2.5. The Executive Committee will call for nominations from PPHL members for the next Host Organization 12 months into the current Host Organization's 2 year term. The incoming Host Organization will assume the incoming Host position 6 months prior to assuming the Host Organization role. The Executive Committee will call for nominations at the annual general meeting.
- 5.2.6. The Executive Committee may strike Task Groups consisting of member organizations as required.
- 5.2.7. For Executive Committee meetings, all decisions will be made by consensus.
- 5.2.8. The Executive Committee will meet a minimum of 6 times per year in addition to the three annual meetings of the whole membership.

6. Member Meetings

- 6.1. There will be 2 meetings per year of all PPHL members, in addition to the AGM.
- 6.2. The quorum for conducting business at any meeting of PPHL membership shall be 60% of the total PPHL membership including those being represented by proxy, electronic vote, or via teleconference.
- 6.3. Each member organization will hold one vote, including the Host Organization at all meetings of the total membership.
- 6.4. The Chair of PPHL will vote at the same time as the other members.
- 6.5. All motions at meetings of the PPHL membership will be considered passed with the agreement of 60% of the membership.
- 6.6. In the absence of the Chair, the Past or Incoming Chair will assume the Chair responsibilities. If neither the past or incoming chair is available, the Chair will delegate a member of the Executive Committee to chair the meeting.

7. Expectations

- 7.1. The Partners in Planning for Healthy Living expect that all member representatives participate fully in Members Meetings (as noted in 5.2.8 and 6.1), and other activities as they arise. As such, the Executive Committee reserves the right to request the appointment of new member representatives if they are found to be remiss in their responsibilities.
- 7.2. With regards to meeting attendance, a member may be considered remiss if they miss 2 or more consecutive meetings without approved notice, or if they miss 50% or more of the total scheduled meetings (as noted in 5.2.8 and 6.1).
- 7.3. In the event that a member of the Executive Committee withdraws for any reason, or is removed by the Executive Committee, the vacancy will be filled with a volunteer from the Membership Committee as voted and agreed upon by the Executive Committee.