



**Committee:** Workplace Wellness Committee  
**Committee Sponsor:** Mount Royal Faculty Association  
**Date Created:** December 19, 2025

### **Mandate**

The Workplace Wellness Committee is tasked with supporting the wellness of MRFA Members by enacting the Association's duty in receiving, reviewing, and responding to Member concerns related to workplace wellness, providing accompaniment to Members in meetings related to accommodations and other workplace wellness matters, and developing resources, such as guidelines or best practices, to assist Members in managing workplace wellness. The Committee will work in alignment with the Association's role of protecting Members' rights and interests.

Wellness is a dynamic process of maintaining and enhancing the physical, mental, emotional, and social well-being of individuals. In the context of the MRFA, wellness is impacted by a supportive and equitable work environment that fosters health, resilience, and professional fulfillment. It involves addressing workplace conditions, promoting work-life balance, and advocating for access to resources and accommodations that empower Members to thrive personally and professionally.

### **Definition of Wellness**

For the purposes of this Committee, *wellness* is understood as a dynamic process of maintaining and enhancing the physical, mental, emotional, and social well-being of Members. Wellness is supported by a work environment that fosters health, dignity, inclusion, resilience, and professional fulfillment. This includes accessible accommodations, safe and healthy workplaces, equitable conditions, and structures that enable Members to thrive personally and professionally.

### **Authority and Reporting**

The Workplace Wellness Committee operates under the authority of the MRFA Executive Board. It shall report regularly to the Board and provide an annual report for the inclusion in the Annual General Meeting Package. The annual report may summarize the committee's activities, identify themes emerging from Member concerns, or recommend advocacy priorities or resource needs.

### **Membership**

The Committee shall consist of:

- up to six (6) Members of the Association, with at least one representative from each Faculty, two (2) appointed annually by the Executive Board to serve staggered three year terms, at least one of whom shall be contract, and
- the Senior Grievance and Workplace Wellness Officer (who shall chair the Committee),
- the MRFA Labour Relations Officer (non-voting).

Members shall normally be appointed for two-year staggered terms to ensure continuity.

### **Meetings**

- The Workplace Wellness Committee shall normally meet monthly and additional meetings shall be called as required by the Chair.
- Quorum shall be 50% of current Committee membership + 1, including either the Chair or Vice Chair.

- Minutes shall be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information-

### **Expected Activities**

The Workplace Wellness Committee will:

- Support the MRFA's Labour Relations Officer in receiving, reviewing, and responding to Member concerns related to workplace wellness.
- Provide accompaniment to Members in meetings related to accommodations and other workplace matters: accompaniment may be undertaken only by committee members who have received appropriate training.
- Develop resources, such as guidelines or best practices, to assist Members in managing workplace wellness.
- Solicit Member input and conduct analysis with the aim to make recommendations to the Collective Bargaining Caucus regarding best-practices and systemic issues and organizational contributors to workplace wellness and burnout.
- Liaise with MRFA representatives on JOHSC as needed within the scope of the committee's mandate.

### **Limitations and Scope**

The Workplace Wellness Committee does not:

- Replace the formal roles of the Grievance Committee, Collective Bargaining Committee, or Executive Board,
- Directly negotiate with the Employer on behalf of the Association, nor
- Provide medical, psychological, or legal advice.

The Committee functions as a support body, resource developer, advocate for structural improvements, and connector between Member experiences and appropriate MRFA processes.

### **Resources**

Support for the Workplace Wellness Committee will be provided by the MRFA Labour Relations Officer, including administrative assistance and access to relevant data and resources.