

## AWCBC Board of Directors

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### AWCBC Executive Committee

#### AWCBC Chair

Kurt Dieckmann  
Workers' Safety and Compensation  
Board Yukon

#### 1st Vice Chair

Grant Walsh  
Workplace Safety & Insurance Board  
Ontario

#### 2nd Vice Chair

Saeed El-Darahali  
Workers' Compensation Board  
Nova Scotia



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### Workers' Compensation Board of Alberta

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# AWCBC Strategic Plan: 2023-2026

**Vision:**  
 AWCBC is the trusted, centralized information source for workers' compensation data, trends, and issues in Canada.

**Mission:**  
 Through excellent data collection and analysis, shared knowledge, education, and networking, AWCBC supports its members in sustaining strong and viable workers' compensation systems throughout Canada.

## Values: What Drives Us

**Results-oriented**

Our activities are aligned with our strategic direction and produce measurable and tangible results.

**Diverse and Inclusive**

We welcome and value the contributions of members of all different backgrounds and abilities, and strive for inclusion of a wide range of perspectives in all AWCBC offerings.

**Ethical**

We conduct all aspects of the Association's activities in accordance with the highest ethical standards.

**Collaborative**

We facilitate and support members to work together to achieve shared goals and positive outcomes.

**Innovative**

Our approaches, structures and methods are creative and future-oriented.

**Member-driven**

We continually solicit input from our members and tailor all programs/services to their interests and needs.

## Operating Guidelines: The Business Context In Which We Operate

**Accountable**

We institute transparent reporting mechanisms, provide multi-channel opportunities for participation, and share broadly the progress and results of collaborative initiatives.

**Credible**

We use reliable and recognized approaches and methods that are in accordance with Canadian business standards.

**Realistic**

We carry out our mission within the fiscal and political environment of the work being performed.

## Our Strategic Priorities

**Strategic Priority 1:**

**Data Collection & Analytics**

Investigate expansion of the collection and analysis of national workplace injury data to improve consistency, track emerging issues and pave the way for AI and predictive analytics capability on a national scale.

- Harmonize statistical standards across the country to improve data consistency and accuracy
- Expand statistics collected to allow for more robust analytics to help the prevention of accidents/illnesses in Canadian workplaces
- Provide targeted statistical analysis to AWCBC governors and senior leaders to enhance their decision-making

- Increase accessibility and understanding of national workplace injuries and disease statistics through timely releases and clear public and member communications

**Strategic Priority 2:**

**Business Intelligence Hub**

Enhance the proactive identification of emerging issues, innovation, and benchmarking with national and international workers' compensation agencies.

- Create a national operations centre pooling information on common concerns such as cyber security
- Become an innovation hub where AWCBC facilitates the sharing of member initiatives across the country
- Maintain a business intelligence function to track trending workers' compensation issues in Canada and beyond, and alert members on an ongoing basis

- Liaise with non-AWCBC inter-jurisdictional groups to increase awareness of national discussions in disciplines not captured through AWCBC committees
- Strengthen communications with system partners and international counterparts to expand information network and to track new research and trends



# AWCBC Strategic Plan: 2023-2026

## Vision:

AWCBC is the trusted, centralized information source for workers' compensation data, trends, and issues in Canada.

## Mission:

Through excellent data collection and analysis, shared knowledge, education, and networking, AWCBC supports its members in sustaining strong and viable workers' compensation systems throughout Canada.

Our Strategic Priorities	Our Strategic Goals	
<p><b>Strategic Priority 3:</b>  <b>AWCBC Committees</b>            Increase the functionality and contribution of AWCBC Committees in supporting AWCBC's strategic goals.</p>	<ul style="list-style-type: none"> <li>■ Realign the number, nature and mandate of AWCBC formal committees to ensure proper alignment with AWCBC strategic goals</li> <li>■ Provide direction from AWCBC Board to committees on key initiatives to be undertaken</li> <li>■ Increase accountability of committees for tangible outcomes and improve communication to the AWCBC Board</li> </ul>	<ul style="list-style-type: none"> <li>■ Expand opportunities for more members to be involved in committee work</li> <li>■ Develop a committee network that obtains input from other national groups to create a holistic view of common concerns</li> <li>■ Task AWCBC to oversee committee work plan progress and provide support as required</li> </ul>
<p><b>Strategic Priority 4:</b>  <b>Centralized Source of Canadian Workers' Compensation Information</b>            Raise the profile of AWCBC as the central source for information related to the Canadian workers' compensation system and the cross-country voice where member-approved.</p>	<ul style="list-style-type: none"> <li>■ Make the AWCBC the one-stop shop for the vast array of information and statistics related to workers' compensation in Canada</li> <li>■ Track and share national media coverage of workers' compensation and member press releases</li> <li>■ Facilitate opportunities for shared national awareness campaigns</li> </ul>	<ul style="list-style-type: none"> <li>■ Develop and publically share national guidelines/ standards in matters of health and safety, and return-to-work</li> <li>■ Seek opportunities to lobby for shared concerns</li> </ul>
<p><b>Strategic Priority 5:</b>  <b>Education, Networking, Communication</b>            Connect members, centralize shared information and foster cross-Canada relationships and networking.</p>	<ul style="list-style-type: none"> <li>■ Offer annual events through various channels to allow for the broadest member participation</li> <li>■ Facilitate training, networking and webinars for staff, management and governors</li> <li>■ Facilitate an ongoing national conversation on jurisdictional efforts to harmonize policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>■ Eliminate duplication of effort and break down silos by enhancing and promoting the sharing of communication/prevention/RTW products and services across the country</li> <li>■ Target offerings to specific audiences</li> </ul>
<p><b>Strategic Priority 6:</b>  <b>Staffing and Succession Planning</b>            Ensure AWCBC attracts and retains skilled human resources to carry out its strategic priorities long-term.</p>	<ul style="list-style-type: none"> <li>■ Right-size the organization to ensure that it has the human resources capable of successfully carrying out the strategic plan</li> <li>■ Formalize a succession/recruitment plan to attract and retain a skilled workforce</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure that compensation and benefits are aligned with industry standards</li> <li>■ Embed equity, diversity and inclusion in all practices</li> </ul>

**AWCBC BOARD OF DIRECTORS HYBRID MEETING**  
**June 12, 2024**  
**9:15 a.m. - 1:00 p.m. Eastern Time**  
**(Directly follows the Annual Business Meeting)**

The in-person location is the Intercontinental Hotel, Conquest Board Room, 225 Front St. West, Toronto, Ontario M5V 2X3.

**Breakfast and Lunch included.**

For virtual participants: The Zoom link is: <https://neole-ca.zoom.us/j/89542608069>

**AGENDA**

- |         |   |                                 |
|---------|---|---------------------------------|
| (5m) *  | 1. Opening Remarks and Review of Agenda<br><b>a) Draft Resolutions</b>  | Kurt Dieckmann                  |
| (5m) *  | 2. Review of Previous Minutes – November 15, 2023,<br><b>Summary Sheet</b><br><b>a) November 15, 2023, Minutes</b>  | Kurt Dieckmann                  |
| (5m) *  | 3. Business Arising out of Previous Minutes<br><b>Summary Sheet:</b><br><b>a) New Budgeted Surplus Formula</b><br><b>b) AWCBC Committees – Going Forward</b>                    | Kurt Dieckmann                  |
| (15m)   | 4. AWCBC Chief Executive Officer Update<br><b>a) Presentation</b><br><b>b) New Website Demo</b><br><b>c) AWCBC Governance Summit Hosting – 2025 and Beyond</b>                  | Cheryl Tucker<br>Mark Zarak     |
| (30m) * | 5. AWCBC Core Services Plus<br><b>Summary Sheet</b>   | AWCBC Executive                 |
| (45m)   | 6. AWCBC Committees Update – Standing Item<br><b>Summary Sheet</b><br><b>a) Committees Fact Sheet</b><br><b>b) Committee 2024 Work Plans</b><br><b>c) Options Going Forward</b> | Cheryl Tucker<br>Kurt Dieckmann |
| (10m)   | 7. Update on CEO Recruitment  | In Camera                       |
| (15m)   | 8. Innovation Updates – Standing Item<br><b>Summary Sheet</b>   | Roundtable                      |
| (15m)   | 9. International Association of Industrial Accident Boards and Commissions (IAIABC) 110 <sup>th</sup> Convention<br>September 23-26, 2024<br><b>Summary Sheet</b>               | Heather Lore                    |
| (5 m)   | 10. Other Business  | Kurt Dieckmann                  |
| (5 m)   | 11. Next Meeting Date   | Cheryl Tucker                   |



# AWCBC BOARD OF DIRECTORS MEETING

## June 12, 2024 - DRAFT RESOLUTIONS

Board of Directors Meeting  
June 12, 2024  
Agenda Item #1a

Agenda Item	Draft Resolution
1. Opening Remarks and Review of Agenda	<b>BE IT RESOLVED THAT</b> “the June 12, 2024, meeting agenda is approved as presented/amended.”
2. Review of Previous Minutes	<b>BE IT RESOLVED THAT</b> “the Board of Directors approves the minutes of its meeting held November 15, 2023, as presented/amended.”
3. Business Arising out of Previous Minutes	<b>BE IT RESOLVED THAT</b> “any budgeted surplus be automatically rolled over to the following year unless the reserves are at a level required to meet all budget obligations and operating costs for a full year (12 months) ahead. Only after then, will there be any rebate to members.”
5. AWCBC Core Services Plus	Resolution to be determined pending roundtable discussion.
6. AWCBC Committees Update c) Options Going Forward	Resolution to be determined pending roundtable discussion.





Connecting members, advancing knowledge Relier les membres, développer les connaissances

## Summary Sheet

### Review of Previous Minutes

### Motion Required

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#### Agenda Item #2

#### Review of Previous Minutes – November 15, 2023

This agenda item will review previous minutes from the meeting of November 15, 2023.

#### Draft Resolution

**BE IT RESOLVED THAT** “the AWCBC Board of Directors approves the minutes of its meeting held November 15, 2023, as presented/amended.”



## DRAFT MINUTES

### AWCBC Board of Directors Hybrid Meeting

November 15, 2023

10:00 a.m. – 2:00 p.m. Eastern Time

The in-person location of the meeting was the WSIB Board Room, 200 Front St. West, Toronto, Ontario. Virtual participants joined via Zoom.

#### Attendees

John Peddle, Newfoundland and Labrador  
Ann Martin, Newfoundland and Labrador  
Saeed El-Darahali, Nova Scotia  
Karen Adams, Nova Scotia  
James MacPhee, Prince Edward Island  
Dan Campbell, Prince Edward Island  
Mel Norton, New Brunswick  
Tim Petersen, New Brunswick  
Manuelle Oudar, Québec  
Sophie Genest, Québec  
Grant Walsh, Ontario  
Jeffery Lang, Ontario  
Michael Werier, Manitoba  
Richard Deacon, Manitoba  
Gord Dobrowolsky, Saskatchewan  
Phil Germain, Saskatchewan  
Ray Block, Alberta  
Trevor Alexander, Alberta  
Baltej Dhillon, British Columbia  
Anne Naser, British Columbia  
Mark Pike, Yukon  
Kurt Dieckmann, Yukon  
Jenni Bruce, Northwest Territories and Nunavut  
Rick Hunt, Northwest Territories and Nunavut  
Cheryl Tucker, AWCBC

#### Guests

Farida Hasin, Ontario  
Ginny Santos, Neolé Inc.  
Teresa Gerner, Neolé Inc.  
Jamie Wallace, Supply Ontario  
Rehnuma Islam, Minutes Solutions Inc.

## 1. Opening Remarks and Review of Agenda

Chair Kurt Dieckmann called the meeting to order at 10:02 a.m. Eastern Time and noted that voting at this meeting would be done in contra-vote fashion. He requested any revisions or additions to the meeting agenda. There were none.

**IT WAS MOVED:** Sophie Genest/John Peddle **“THAT** the November 15, 2023 meeting agenda is approved as presented.” **CARRIED**

### 1a. Guest Speaker, Jamie Wallace

Chair Dieckmann called upon Grant Walsh to introduce the guest speaker, Jamie Wallace, CEO of Supply Ontario. Mr. Walsh began by sharing the Ontario Premier’s note to WSIB highlighting the importance of the organization in the lives of injured workers and their families. Mr. Walsh then welcomed Mr. Wallace who proceeded to present the procurement modernization efforts of the Ontario government.

Jamie Wallace noted that the Ontario government spends billions of dollars annually on goods and services purchased by 6,000 public sector entities. In many sectors, there is little to no co-ordination in procurement and supply change management. COVID-19 highlighted the risks to the global supply chain caused by reduced competition, increased prices and lack of goods. Ontario’s growing and aging population also continues to place increased pressure. To address the situation, the government created “Supply Ontario” with a mandate to bring cohesion to the public sector supply chain by embracing innovation and leveraging diverse partnerships and relationships with suppliers. To date, procurement collaborations have been made with companies in multiple sectors such as computing, nutrition, diagnostic, pharma, hospitals, schools and universities.

The 2023-24 Supply Ontario’s strategic operational plan calls for a digital procurement tender portal that centralizes more procurement activity, bolsters supply chain resiliency and strengthens cyber security. The Building Ontario Businesses Initiative will give Ontario businesses preference in public sector procurement, support sustainability and innovation.

Karen Adams inquired about the development of a common platform for medical data storage and transfer to reduce inefficiencies with medical service providers. Jamie Wallace responded that each hospital independently operates its own system. Supply Ontario can collaborate to implement newer centralized systems for hospitals as their systems expire. To modernize the procurement process, procurement restrictions, liabilities and indemnifications must be revised to avoid life sciences companies from moving their operations abroad.

Saeed El-Darahali noted that the goal of the National Research Council was also to increase the locally grown capacity to supply businesses and was in line with the goals of Supply Ontario. Opportunities exist within global trade agreements that can bring business into the procurement process. Jamie Wallace confirmed that a national effort is required, including the sharing of regional data, and working with other provinces and territories.

Ann Martin inquired about the existence of a compliance mandate. Supply Ontario will seek agreeable partners that will compel others to comply. The agency has demonstrated value with savings of \$50 million this calendar year.

Jeffery Lang shared that Supply Ontario has been able to collaborate with other boards, including hospitals and schools, highlighting opportunities to also collaborate with WSIB.

## **1b. WSIB Address, Jeffery Lang**

Grant Walsh introduced Jeffery Lang, CEO of WSIB. Mr. Lang shared his experience coming from a background of entrepreneurship to leading one of the largest insurance organizations in North America which delivers services to more than five million people and 290,000 businesses across Ontario. WSIB's focus is to support people who have suffered a work-related injury or illness. The motto "We're here to help" says exactly what the organization aims to do – help injured workers as they recover and safely return to work. Mr. Lang noted that spirit of co-operation and help can be extended to all workers' compensation Boards/Commissions of the AWCBC. Together, jurisdictions can find ways to support each other on a wide variety of fronts including shared procurement and resources, policy development and business intelligence. In so doing, the benefits reaped will be passed along to all Canadian stakeholders. Mr. Lang issued a call for action to all members and pledged WSIB's full support of joint national initiatives.

## **2. Review of Previous Meeting Minutes – June 16, 2023**

There were no revisions to the previous meeting minutes.

**IT WAS MOVED:** Grant Walsh/Saaed El-Darahali **"THAT** the minutes of the AWCBC Board of Directors meeting held June 16, 2023, are approved as presented." **CARRIED**

## **3. Business Arising out of Previous Minutes**

At the June 16, 2023, AWCBC Board meeting, the need to update an antiquated budget surplus formula was discussed. Executive Committee has since reviewed the matter and recommends that going forward, any budget surplus be automatically rolled over to the following year unless the reserves are at the level required to meet all budget obligations for the next year.

Grant Walsh suggested that rolling over the small amount of distributed surplus would reduce the need for regional contributions to the reserve fund in subsequent years. Saeed El-Darahali noted the best practice for nonprofit organizations is to minimize the reserve fund increases of an organization while operating within the minimum reserve fund available. The suggestion was to consult the CRA due to its requirement that the reserve fund have a maximum amount before it is considered revenue.

**ACTION POINT:** Cheryl Tucker will consult with CRA and other external experts to draft a new formula for the annual budget surplus and present a recommendation at the next AWCBC Board Meeting.

## **4. Election of New Directors**

The Corporation (AWCBC) has twelve (12) Members, each of which is the authority responsible for administering workers' compensation legislation in a province or territory of Canada. Each Member is entitled to nominate two (2) representatives for election as director of the AWCBC. At each annual meeting of Members at which an election of directors is required, the Members are to elect directors to hold office for a term of up to three (3) years. If directors are elected by the Board (in between the annual meeting of Members) to fill a vacancy, then they complete the term of the director whose vacancy is being filled. The following individuals were nominated for the position of director filling vacancies left by the departure of their predecessors.

- Ann Martin, WorkplaceNL, term ending June 2024
- Dan Campbell, Workers Compensation Board of PEI, term ending June 2025
- Karen Adams, Workers' Compensation Board of Nova Scotia, term ending June 2024
- Baltej Dhillon, WorkSafeBC, term ending June 2026
- Rick Hunt, Workers' Safety & Compensation Commission NWT/NU, term ending June 2025

**IT WAS MOVED:** Grant Walsh/Tim Petersen “**THAT** the individuals listed above are hereby elected to the AWCBC Board of Directors to serve until the annual meeting of Members in the year of their term completion or until their respective successor is elected or until the individual otherwise ceases to be a Director.” **CARRIED**

## **5. AWCBC Committees – Going Forward**

Kurt Dieckmann called upon Cheryl Tucker and Ginny Santos to provide background on the AWCBC committee program, and the concerns raised during last year’s strategic planning discussions around the need for improvement. Cheryl Tucker explained that during the November 2022 strategic planning session and Board Meeting, there was discussion concerning the need to increase the functionality and contribution of the eight formal committees to support AWCBC’s new strategic goals. There was also discussion around the need to capture intelligence from a host of other informal national groups not connected to AWCBC, such as the policy analyst and lawyer networks. There has since been discussion at Executive Committee to think beyond the current structure to garner financial gain through shared procurement and policy development at a national committee level. Ms. Tucker and Ms. Santos called upon Saeed El-Darahali to share his thoughts on an innovative approach to national collaboration.

Saeed El-Darahali noted that most committees are operationally based and are helpful for individual representatives but not necessarily beyond that scope. He suggested that there could be a greater focus on national initiatives that are beneficial at an organizational level. One suggestion is the formation of a national procurement committee that would work on behalf of all member jurisdictions in securing reduced costs for common goods and aiding data collection that could be used for multiple purposes. The working committees could continue to meet and focus on three to five areas of impact. Mr. El-Darahali proposed a test run of a national procurement process. Grant Walsh commented that a national procurement department could generate a list of items that are important for procurement across regions, the volumes required and pricing.

Ray Block asked whether WSIB Ontario was collaborating with Supply Ontario, which could impact procurement budgets. Grant Walsh confirmed there was no commitment. Jeffery Lang commented that Supply Ontario could work with AWCBC to benefit different regions within Canada.

Trevor Alexander commented that a move toward centralized product creation and procurement agreements across regional jurisdictions would be difficult due to the requirement of universal agreements. Anne Naser explained that WorkSafeBC is closely tied to the government of British Columbia in procurement protocol so it would be difficult to switch to a national procurement model. Tim Peterson highlighted the option of jurisdictions being able to opt in and out of this and other national initiatives.

Karen Adams explained that WCB Nova Scotia is about to issue an RFP to conduct a customer satisfaction survey. She solicited interest from other members in joining her organization and adopting a survey that can be benchmarked across the country. After roundtable discussion, Ann Martin, Kurt Dieckmann and Karen Adams volunteered to form a committee tasked with the creation of a national customer satisfaction survey. Karen Adams volunteered to create a committee plan and proposal for discussion. Karen Adams asked members to provide their regional survey service provider for inclusion in the RFP. Saeed El-Darahali noted that Jeffery Lang pledged for WSIB to fund the national survey initiative provided that all members participate.

To ensure all members had the opportunity to express their opinions regarding the value and composition of AWCBC committees and other national initiatives such as centralized procurement, Ms. Santos called upon each participant for comment, alternating between those on Zoom and those in person. Their feedback will be reviewed by Neole and AWCBC and a recommendation for the future of AWCBC BCCommittees created for consideration by Executive Committee.

**IT WAS MOVED:** Karen Adams/Phil Germain “**THAT** the Board of Directors approves the creation of a national customer survey committee for the adoption of a national survey and identification of a customer service provider accessible by all interested jurisdictions.” **CARRIED**

**ACTION POINT:** Based on Board Member feedback, AWCBC and Neole will draft a recommendation for the future composition of AWCBC Committees and networks and present this to Executive Committee in 1<sup>st</sup> quarter 2024 for determination of next steps.

## **6. AWCBC Chief Executive Officer Update**

Cheryl Tucker provided an update on AWCBC operations. Much effort is focused on IT modernization including the migration of all physical servers to hosting on Microsoft Azure, the development of a new website and a rebuild of the NWISP data system. The new website is targeted to launch in the first quarter 2024. A vendor for the NWISP rebuild has been chosen. The rebuild will be a huge undertaking that will commence in early 2024 and take over two years to fully implement.

AWCBC has continued its successful Governance Discovery Series with just recently hosting the eighth webinar since 2022. In October 2023, AWCBC virtually hosted the annual Staff Learning Symposium. The conference theme “Full Steam Ahead” included sessions on the implications of artificial intelligence on workers’ compensation, personal and professional resiliency, and the state of mental health in Canada as indicated by up-to-date research. The event attracted over 300 participants and received a 100% delegate satisfaction rate.

AWCBC continues to produce the bilingual monthly eNews covering media coverage on workers’ compensation issues across Canada as well as member news and press releases over the past month. Board Member eBlasts also continue to be issued when there is news warranting immediate attention. The Association continues to track X (previously Twitter) and LinkedIn daily and re-tweets member news. The AWCBC YouTube channel showcases the latest member videos and campaigns.

Core services such as responding to member and public information requests, supporting AWCBC formal committees and collecting, performing quality control, and disseminating NWISP and KSM data are ongoing.

In 2023, the Association oriented two new employees and two IT business consultants. In 2024, performance pay criteria will be implemented along with job banding for the permanent staff. AWCBC will also host the virtual All Committees Meeting in May 2024 and the first ever hybrid Governance Summit in June 2024.

Grant Walsh inquired about an AWCBC pension plan. Cheryl Tucker advised that there currently is no pension and that when discussed with past Executive Committee, it was determined that the organization was too small to support a plan. However, with Board support, Ms. Tucker will revisit the matter. Phil Germain noted that the AWCBC could introduce RSP matching as an alternative.

## **7. Hybrid Governance Summit 2024**

Cheryl Tucker reiterated the Board decision to hold a hybrid Governance Summit in 2024. AWCBC would host the event independent of member jurisdictions. Except for delegate travel and hotel accommodation, all other expenses would be covered in the 2024 AWCBC operating budget as proposed in Agenda Item #8. Ms. Tucker gave thanks to Farida Hasin, Executive Assistant to Grant Walsh, for her help/influence in AWCBC securing space for the Summit at the Intercontinental Hotel Toronto Centre, June 11-13, 2024.

Ms. Tucker brought forward discussion on plans for the 2025 Governance Summit and the opportunity to return to the pre-pandemic practice of event host rotation by jurisdiction and the creation of a cross-country hosting schedule for several years into the future. After roundtable discussion, it was agreed that the

rotation would resume in 2025 with the hosting jurisdiction taking care of the local logistics and AWCBC maintaining its responsibility for the program content, website and promotion. Kurt Dieckmann asked for a volunteer jurisdiction for 2025 and beyond. WCB Nova Scotia is interested in hosting in 2025 and will confirm with AWCBC in the coming days. Other jurisdictions are also interested in hosting beyond 2025 but will need to first confer internally.

**IT WAS MOVED:** Rick Hunt/Ann Martin **“THAT** the AWCBC return to the previous practice of Governance Summit rotation by jurisdiction and the creation of a cross-county hosting schedule for several years into the future. The host jurisdiction will assume responsibility for the local logistics. The AWCBC will retain responsibility for program development, registration website and promotion.” **CARRIED.**

## **8. Proposed 2024 Operational Budget**

Cheryl Tucker provided an overview of the proposed budget which increased by \$45,000 over last year. In addition to the continuation of core business, the focus for 2024 is the modernization of the NWISP data system, the launch of a new website and the introduction of a hybrid Governance Summit in 2024 as all previously approved by the Board.

Ms. Tucker reviewed where requested funds were more, less or the same as requested last year and explained the rationale. Of note, the \$450,000 projected cost of the data system upgrade was approved in November 2022 but given that the project would not begin until later in 2023, only \$50,000 was requested for the 2023-member pro rata share. It was agreed that the remaining \$400,000 be charged to members as the rebuild unfolded. The rebuild planning started in 2023 but the actual IT work will not begin until 2024. Now that AOC rebuild functional requirements have been identified, the vendor has provided an updated estimate of the total project. It is estimated that the project will take two years to complete with possible spill over into year three. Keeping in mind that AWCBC still has the \$50,000 collected in 2023, the AOC budget ask for 2024 is \$400,000.

James MacPhee asked for clarification on the cost of the AOC upgrade. Cheryl Tucker noted that the project timeline chart provided in the Board briefing materials estimated that it will cost approximately \$1.5 million over the course of up to three years. Kurt Dieckmann clarified that the initial projection of \$450,000 was a low estimate and after further discovery, the chosen vendor revised the cost estimate to \$1.5 million.

James MacPhee questioned which year’s budget included the website redesign cost. Cheryl Tucker clarified that last year’s budget surplus of \$119,000 would cover the cost of the new website, requiring no additional funds.

**IT WAS MOVED:** Tim Peterson/James MacPhee **“THAT** the Board of Directors approves the 2024 operating budget as presented.” **CARRIED**

## **9. Review of Delegation of Authority – Chief Executive Officer**

The Delegation of Authority for the AWCBC Chief Executive Officer is to be reviewed every two years. It was last revisited in November 2021 at which time no change was made to the increased authority granted in 2019. The updated authority has been sufficient to smoothly conduct business.

**IT WAS MOVED:** Phil Germain/Sophie Genest **“THAT** the Board of Directors upholds the delegation of authority for the Chief Executive Officer as currently exists. The delegation is to be reviewed again in 24 months.” **CARRIED**

## **10. Innovation Updates – Standing Item**

Phil Germain asked for elaboration on Alberta's AI initiatives. Trevor Alexander shared that despite improvements in claim durations, 5% - 15% of Canadian workers are unable to recover and return to work after physiotherapy and medical treatment. AI is being implemented for earlier identification of those workers going through the workers' compensation system who may not succeed and to create a different path toward recovery and return to work. The path to recovery is individually determined based on parameters such as return-to-work barriers, personalities, and skills.

Saeed El-Darahali noted that the journey mapping implemented in Nova Scotia has identified bottlenecks within the claims process and is aiding implementation of changes. A three-year strategic plan has been expanded to a seven-year strategic plan with a key performance indicator for each objective, which will be reviewed quarterly and updated in an annual report for stakeholders.

Phil Germain commented that Saskatchewan's digital transformation is going well and on track. KPMG and Sapiens have been working well together and are transparent. Management, the Board, and external partners are consistent on the vision and perspective.

## **11. Other Business**

Grant Walsh recommended that the Executive Committee perform a review of the governance of the AWCBC. He volunteered to lead the initiative.

Saeed El-Darahali commented that the AWCBC is on the path to having shared member values which are reflected in striving for better governance, implementing the new strategic plan and improving the technology front toward modernization.

## **12. Next Meeting Date**

The next meeting of the Board of Directors will be held during the Governance Summit in hybrid format on Wednesday, June 12, 2024. There is a possibility that a virtual meeting will be called beforehand in early spring 2024 pending recommendations for the AWCBC Committees program.

## **Meeting Adjourned**

The Chair declared the meeting adjourned at 2:11 p.m. Eastern Time.



**AWCBC BOARD OF DIRECTORS MEETING, NOVEMBER 15, 2023**

**PASSED RESOLUTIONS AND ACTION POINTS**



Agenda Item	Passed Resolutions	Action Points
1. Opening Remarks and Review of Agenda	<b>IT WAS MOVED:</b> Sophie Genest/John Peddle <b>“THAT</b> the November 15, 2023 meeting agenda is approved as presented.” <b>CARRIED</b>	
2. Review of Previous Minutes – June 16, 2023	<b>IT WAS MOVED:</b> Grant Walsh/Saaed El-Darahali <b>“THAT</b> the minutes of the AWCBC Board of Directors Meeting held June 16, 2023, are approved as presented.” <b>CARRIED</b>	
3. Business Arising out of Previous Minutes – Annual Budget Surplus Formula		Cheryl Tucker will consult with CRA and other external experts to draft a new formula for the annual budget surplus and present a recommendation at the next AWCBC Board Meeting.
4. Election of New Directors	<p><b>IT WAS MOVED:</b> Grant Walsh/Tim Petersen <b>“THAT</b> the individuals listed below are hereby elected to the AWCBC Board of Directors to serve until the annual meeting of Members in the year of their term completion or until their respective successor is elected or until the individual otherwise ceases to be a Director.” <b>CARRIED</b></p> <p>Ann Martin, WorkplaceNL, term ending June 2024</p> <p>Dan Campbell, Workers Compensation Board of PEI, term ending June 2025</p>	

**AWCBC BOARD OF DIRECTORS MEETING, NOVEMBER 15, 2023**

**PASSED RESOLUTIONS AND ACTION POINTS**



Agenda Item	Passed Resolutions	Action Points
	<p>Karen Adams, Workers' Compensation Board of Nova Scotia, term ending June 2024</p> <p>Baltej Dhillon, WorkSafeBC, term ending June 2026</p> <p>Rick Hunt, Workers' Safety &amp; Compensation Commission NWT/NU, term ending June 2025</p>	
<p>5. AWCBC Committees – Going Forward</p>	<p><b>IT WAS MOVED:</b> Karen Adams/Phil Germain <b>“THAT</b> the Board of Directors approves the creation of a national customer survey committee for the adoption of a national survey and identification of a customer service provider accessible by all interested jurisdictions.” <b>CARRIED</b></p>	<p>Based on Board Member feedback, AWCBC and Neole will draft a recommendation for the future composition of AWCBC Committees and networks and present this to Executive Committee in 1<sup>st</sup> quarter 2024 for determination of next steps.</p>
<p>7. 2024 Governance Summit</p>	<p><b>IT WAS MOVED:</b> Rick Hunt/Ann Martin <b>“THAT</b> the AWCBC return to the previous practice of Governance Summit rotation by jurisdiction and the creation of a cross-county hosting schedule for several years into the future. The host jurisdiction will assume responsibility for the local logistics. The AWCBC will retain responsibility for program development, registration website and promotion.” <b>CARRIED</b></p>	

AWCBC BOARD OF DIRECTORS MEETING, NOVEMBER 15, 2023

PASSED RESOLUTIONS AND ACTION POINTS



Agenda Item	Passed Resolutions	Action Points
8. Proposed 2024 Operational Budget	<b>IT WAS MOVED:</b> Tim Peterson/James MacPhee “ <b>THAT</b> the Board of Directors approves the 2024 operating budget as presented.” <b>CARRIED</b>	
9. Review of Delegation of Authority – Chief Executive Officer	<b>IT WAS MOVED:</b> Phil Germain/Sophie Genest “ <b>THAT</b> the Board of Directors upholds the delegation of authority for the Chief Executive Officer as currently exists. The delegation is to be reviewed again in 24 months.” <b>CARRIED</b>	



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## Summary Sheet

### Business Arising out of Previous Minutes

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#### Agenda Item #3

#### Business Arising out of Previous Minutes – November 15, 2023

##### a) New Budgeted Surplus Formula

Since 2006, any annual surplus budget defined as net current assets, less two months of operating costs, less an allowance of 15% would be offered as a rebate to members. At the June 16, 2023, AWCBC Board meeting, the need to update the antiquated budget surplus formula was discussed. Executive Committee subsequently reviewed the matter and at the November 15, 2023, Board Meeting recommended that going forward, any budget surplus be automatically rolled over to the following year unless the reserves are at the level required to meet all budget obligations for the next year.

AWCBC was tasked to consult with external experts and draft a new formula reflecting that decision for formal adoption.

##### Draft Resolution:

**BE IT RESOLVED THAT** “any budgeted surplus be automatically rolled over to the following year unless the reserves are at a level required to meet all budget obligations and operating costs for a full year (12 months) ahead. Only after then, will there be any rebate to members.”

##### b) AWCBC Committees – Going Forward

The AWCBC new strategic plan calls for a realignment of the number, nature and mandate of the committees as well as increasing their accountability for tangible outcomes. After considerable roundtable discussion concerning possible committee restructuring, AWCBC and its external strategic partner, Neole, were tasked to draft options for the future role and composition of AWCBC committees. Their options are put forth for discussion in Agenda Item #6c.



## Summary Sheet

### AWCBC Core Services Plus

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#### Agenda Item #5

#### Core Services

The Association continues to facilitate the exchange of information between Workers' Compensation Boards and Commissions. Over the years, AWCBC has amassed a group of core services to meet member needs. Detailed in the AWCBC Member Brochure [About Us -Brochure | AWCBC / ACATC](#), those services include:

- Collection and maintenance of national workplace injury, disease, and fatality statistics
- Collection of Key Statistical Measures
- Dissemination of quarterly Quick Stats and Investment Returns
- National information sharing and collaboration through formal committees, meetings, and annual events
- Inventory of national WCB research
- Housing of Interjurisdictional Agreement
- Information Request Service
- Media tracking of both member and public news
- Centralized hub for national social media

In addition to serving members, as the sole provider of national workplace injury statistics and creator of Key Statistical Measures, the Association also serves the Canadian public.

#### Opportunity for Core Services “Plus”

The new strategic plan, AWCBC modernization and brainstorming at the Board, have combined to identify opportunities for possible new core services – “core services plus” that can help member jurisdictions save funds, increase stakeholder value, and ensure quality governance.

Discussion surrounding the creation of a voluntary buyer/purchasing group was initiated at the November 15, 2023 AWCBC Board Meeting. A centralized procurement service could source items of mutual interest and through the buying power of a larger group, obtain sizable cost reductions for all participants. Participation would be voluntary. The focus could start with a straightforward product such as the provision of hearing aids.



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The concept of shared services or pooling resources is not new for members of the AWCBC. There is a history of member jurisdictions working together voluntarily albeit independent of the Association. An example is the Atlantic Heads of Delegation working on shared social media campaigns, IT projects and even shared investments over many years.

**For Discussion:**

Is there interest in changing the historic voluntary partnerships to be more specifically linked in procurement practices and under the auspices of AWCBC?

**Option 1**

Retain voluntary partnerships as per historic practice.

**Option 2**

Approve a pilot project to scope out a voluntary pooled procurement service under the auspices of AWCBC. This would involve:

- Creating a Terms of Reference.
- Determining a list of products that might fall under the service including the current costs of these services in each jurisdiction.
- Determining projected implementation and operating costs.
- AWCBC reporting back to the Board at the fall 2024 meeting with pilot project results and recommendations.



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## Summary Sheet

### AWCBC Committees Update – Standing Item

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#### Agenda Item #6

#### AWCBC Committees Update

The Association has eight (8) formal committees, each discipline specific and consisting of staff experts from across the country. Every committee has a Committee Chair and/or Co-Chair as well as an Executive Sponsor from the AWCBC Board of Directors. A standing item at each Board Meeting is an update from each Executive Sponsor. Generally, the Sponsor's update is intended to provide a brief verbal highlight of any current or emerging issues and to identify opportunities to cross pollinate work between groups. The Sponsor may wish to bring specific issues or requests to the Board for feedback/budget approval.

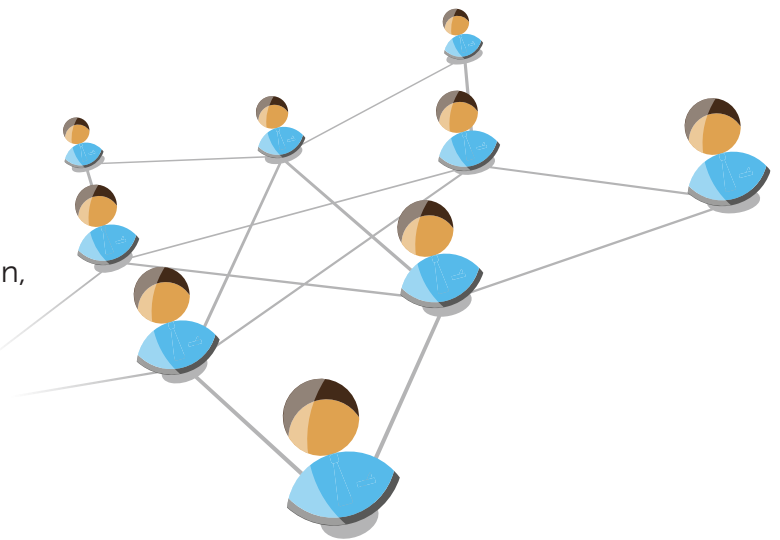
For further reference, the AWCBC All Committees Fact Sheet is attached as **Agenda Item #6a**.

Every spring, the committees meet in one location over two days to fine tune their work plans for the coming year and share these with each other to identify any cross-over issues and opportunities for collaboration. The 2024 annual all committees meeting was held May 15 and 16, over Zoom. Considering AWCBC Board discussions around the future of the committees and how they align with and support the Association's strategic goals, this year the committees were given a new work plan template to complete that asked them to outline how the committee goals support AWCBC in achieving its strategic plans. The updated plans are found in **Agenda Item #6b**.

# AWCBC Committees

The AWCBC provides a framework for community building and knowledge sharing amongst our many members. Central to this are cross-jurisdictional committees which, through ongoing activity and discussion, assist the national Executive Committee and Board in setting goals, implementing work plans and identifying new concepts for exploration.

Committee operations are extensively supported by the AWCBC, which liaises throughout the year with multiple representatives from member jurisdictions. We identify any duplication of effort, note opportunities for cross-committee cooperation, maintain an online collaborative forum and post regular updates on our member website and through e-News. In addition, we plan and present the annual All Committees Meeting.



## Committee Structure

As befits a not-for-profit organization, the AWCBC's eight committees are staffed by dedicated volunteers who communicate

regularly throughout the year. Representatives come from all 12 Workers' Compensation Boards and Commissions across Canada. Chairs for each committee are also volunteers. They are tasked with creating agendas, coordinating meetings, delegating responsibilities, and preparing reports and recommendations. As well, they liaise with other AWCBC committees and work closely with the AWCBC's Chief Executive Officer to align ongoing initiatives.

Each committee also has an Executive Sponsor, whose role is to provide leadership, support and advice, and report on committee activities to the AWCBC Board.





**Annual All Committees Meeting (ACM)**

Every spring, the AWCBC hosts an All Committees Meeting. The committees come together for several days to finalize and formally report on their activities to each other and through their Executive Sponsors, to the AWCBC Board. Committee ACM responsibilities include:

- Update work plans for the coming year
- Identify ongoing or emerging issues and offer possible responses
- Explore crossover issues as well as areas of common interest with other committees
- Suggest likely topics for the Learning Symposium and Governance Summit
- Highlight potential budgetary considerations
- Address any issues referred by the AWCBC Board or Executive Committee

This annual occasion to meet and mingle with other committee members from all over the country also helps build an informal networking community that greatly assists the AWCBC’s organizational goal of collective collaboration.

**Current AWCBC Committees**

COMMITTEE	EXECUTIVE SPONSOR	CHAIR/CO-CHAIRS
<b>Communications</b>	Cheryl Tucker, <i>AWCBC</i>	Rebecca Seath, <i>AB</i> Carla Riggs, <i>NL</i>
<b>Compensation &amp; Benefits</b>	TBD	Suzanne Wirth, <i>YK</i> Nancy Harley, <i>MB</i>
<b>Financial &amp; Statistical Data Comparability</b>	Tim Petersen, <i>NB</i>	Maureen Boyd, <i>NS</i>
<b>Information Technology Committee</b>	TBD	Greg Lane, <i>YK</i> Greg Morreale, <i>ON</i>
<b>Interjurisdictional Agreement</b>	Sophie Genest, <i>QC</i>	Rachel Silver, <i>PE</i>
<b>National Work Injury Statistics</b>	Kurt Dieckmann, <i>YK</i>	Pieter Lambooy, <i>AB</i> Tanya Vanier, <i>NB</i>
<b>Safety &amp; Prevention</b>	Anne Naser, <i>BC</i>	Jonathan Sherman, <i>SK</i>
<b>Security &amp; Emergency Management</b>	Ann Martin, <i>NL</i>	Eleese Scott, <i>NWT/NU</i> Élodie Bérubé-Roy, <i>QC</i>

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

### AWCBC Committee Work Plan - Communications

<b>Executive Sponsor:</b> Cheryl Tucker		<b>Committee Co-Chair(s):</b> Carla Riggs (WorkplaceNL)		<b>Date:</b> May 27, 2024	
<b>Mandate</b>		<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>			
To improve workers' compensation organizations and the effectiveness of the programs they deliver through better communications garnered through collective experience and information sharing.					
<b>Goals</b>		Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.			
<b>Goal #1</b>		A strong communications network to leverage shared expertise, professional development, knowledge and resources.			
<b>Measures #1</b>		<ul style="list-style-type: none"> <li>- Active participation in Committee activities</li> <li>- Members sharing knowledge and resources – either formally or informally</li> </ul>			
<b>Alignment with AWCBC Strategic Plan</b>		Outline how the committee goals support AWCBC in achieving its strategic plan.			
<b>Strategic Priority 5 - Education, Networking, Communication</b>		<ul style="list-style-type: none"> <li>- Connecting members</li> <li>- Foster cross-Canada relationships and networking</li> <li>- Eliminate duplication of effort and break down silos by enhancing and promoting the sharing of communication/prevention/return-to-work products and services across the country</li> </ul>			
<b>Objectives</b>		<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>			

<b>Activities</b>		<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities		Member and other resources required	Target Date(s)	Status
Annual All Committees Meeting <ul style="list-style-type: none"> <li>- Establish priorities</li> <li>- Discuss needed committee business</li> <li>- Consider external professional development</li> <li>- Sharing round table ‘show and tell’</li> <li>- Continue open networking with other committees</li> </ul>		All members (AWCBC organizes)	Spring	
In-person Meeting <ul style="list-style-type: none"> <li>- Shared perspectives and learnings on shared topics</li> <li>- Possible professional development / presentation on topic of interest</li> <li>- Round table</li> </ul>		All members	Fall, at least once per year	
Call to Collaborate / Share <ul style="list-style-type: none"> <li>- Throughout the year, members reach out to the network on specific, likely time sensitive, topics</li> <li>- Members share resources and expertise</li> </ul>		All members  Resources or materials from jurisdictions, as relevant	As needed	
<b>Opportunities for Cross-Collaboration with other Committees</b>		<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities		Member and other resources required	Target Date(s)	Status
<b>AWCBC Support Required</b>		<i>What support/assistance can AWCB provide to help ensure your committee work is productive and successful?</i>		
		<ul style="list-style-type: none"> <li>- Offer annual events through various channels to allow for the broadest member participation</li> <li>- Convenient and user-friendly central repository / space to share ideas, resources and conversation</li> <li>- Organize nation-wide professional development / presentations on topics of interest for WCBs (ie/ DEIB, psychological health and safety, return to work)</li> </ul>		

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

### AWCBC Committee Work Plan - Compensation & Benefits

<b>Executive Sponsor:</b> Vacant	<b>Committee Co-Chair(s):</b> Susanne Wirth; Trish Livingstone	<b>Date:</b> May 15/16, 2024
<b>Mandate</b>	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>	
The mandate of this committee is to work collaboratively to share experiences, identify and improve claim-related outcomes and identify and action opportunities around operational, research and policy development initiatives		
<ul style="list-style-type: none"> <li>• Share jurisdictional experience and knowledge.</li> <li>• Identify emerging issues that are deemed high priority for consideration of planning.</li> <li>• To identify, plan and carry out specific projects for the benefit of the committee members and their respective jurisdiction.</li> <li>• Cross Jurisdictional committee collaboration and partner when necessary.</li> <li>• Provide feedback to AWCBC Executive when required or requested.</li> <li>• Present work plan updates in the spring/fall of each year.</li> </ul>		
<b>Goals</b>	<i>Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.</i>	
<b>Goal #1</b>	<p><b>The creation of national meeting agendas that include jurisdictional sharing of current priorities and emerging issues. Including legislative changes and approaches to medical management and RTW approaches.</b></p> <p><b>The development of an online depository of return-to-work approaches across the country.</b></p>	
<b>Measures #1</b>	Co-creating agenda for bi-annual committee meetings to share and learn from all jurisdictions. Sharing of already developed resources for certain issues or topics.	
	Offer in person and virtual attendance with low barrier access for all participants	
	Each jurisdiction to provide their jurisdictional update in writing prior to the meeting	

Alignment with AWCBC Strategic Plan	<i>Outline how the committee goals support AWCBC in achieving its strategic plan.</i>		
	Strategic Priority #3 in supporting AWCBC Board on key initiatives and improve communication.		
	Strategic Priority #5 Education, Networking and communication by connecting members of the Compensation and Benefit Committee through sharing information and foster cross Canada relationships and networking.		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Psychological injury claims are concerns for increasing claims cost and claims duration for all jurisdictions. Sharing approaches and initiatives for adjudicating and managing psychological injury claims from a staffing, process and service perspective.		
	Recruitment and retention of staff, mainly case manager/adjudication. Sharing of Case management competency profiles and innovative approaches to recruit and retain staff, including organizational structure of Claimant Services.		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
Have management of psychological injuries as topic of discussion at the Fall 2024 meeting		Fall 2024	Have management of psychological injuries as topic of discussion at the Fall 2024 meeting
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		

<b>Goals</b>	<i>Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.</i>		
<b>Goal #2</b>	<b>Proactively addressing recruitment and Retention Challenges in changing work environments</b>		
<b>Measures #2</b>	Continue to have this topic as a standing item on the agenda for spring and fall committee meetings		
	Sharing best practices to lead hybrid teams as this seems to be our new reality		
	Develop competency profile for adjudication and case management		
Alignment with AWCBC Strategic Plan	<i>Outline how the committee goals support AWCBC in achieving its strategic plan.</i>		
	Priority #2 Business Intelligence hub with the focus on maintaining business intelligence to track trending workers' compensation issues In Canada		
	Priority #5 Education, Networking, Communication by connecting members of the Compensation and Benefit Committee to facilitate ongoing National conversation on jurisdictional efforts and sharing of successes on the topic of recruitment and retention		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Sharing ideas and strategies for staff retention and recruitment		
	Sharing ideas to increase staff engagement and providing a healthy workplace		
	Sharing successes on organizational transformation that include restructuring workloads and organizational structure for claims management.		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
Activities	Member and other resources required	Target Date(s)	Status
Establishing cross-jurisdictional competency profiles for Case Managers to match current increasingly complex job demands.		End 2024	
Best practices for training new staff encompassing skills and core competencies		End 2025	
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		

Opportunities	Member and other resources required	Target Date(s)	Status
Collaboration with HR			
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
<b>Goals</b>	<i>Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.</i>		
<b>Goal #3</b>	<b>Changing and emerging legislation</b>		
<b>Measures #3</b>	Legislation for gradual onset mental health injuries are introduced in some jurisdictions		
Alignment with AWCBC Strategic Plan	<i>Outline how the committee goals support AWCBC in achieving its strategic plan.</i>		
	Strategic priority #5; Education, Networking and communication to facilitate an ongoing national conversation of jurisdictional efforts to harmonize policies and procedures		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Share approaches and experiences when introducing new legislation, including stakeholder engagement and communication		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
Activities	Member and other resources required	Target Date(s)	Status
<i>Provide updates on existing and new initiatives</i>		Fall 2024	
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status

<b>AWCBC Support Required</b>	<i>What support/assistance can AWBCB provide to help ensure your committee work is productive and successful?</i>		
<b>Goals</b>	<i>Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.</i>		
<b>Goal #4</b>	<b>Cross Jurisdictional committee collaboration and partner when necessary.</b>		
<b>Measures #4</b>	Support the efforts of other committees in finding ways to share and compare KPI's across jurisdiction or harmonize standards across the country to improve data consistency and accuracy		
Alignment with AWBCB Strategic Plan	Outline how the committee goals support AWBCB in achieving its strategic plan.		
	Strategic Priority #1, Data Collection and Analytics. Supporting the harmonizing statistical standards across the country to improve data consistency and accuracy through collaboration with other committees.		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Engage Financial and Statistical Data Comparability Committee to understand differences in assessing and documenting KPI's from each jurisdiction		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
Activities	Member and other resources required	Target Date(s)	Status
Reach out to Committee chair before fall meeting		September 2024	Reach out to Committee chair before fall meeting
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
The Compensation and Benefits Committee will need business intelligence from the analytics and coding committee to understand how KPI's are determined and recorded in each jurisdiction before it can be compared across country		Spring 2025	The Compensation and Benefits Committee will need business intelligence from the analytics and coding committee to understand how



			KPI's are determined and recorded in each jurisdiction before it can be compared across country
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<b>AWCBC Support Required</b>	<i>What support/assistance can AWBCB provide to help ensure your committee work is productive and successful?</i>		
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2024 ACM Report out to all participants:

*What work is your committee focused on in 2024?*

*Is there opportunity or requirement for collaboration with other committees?*

*Outline how this committee work supports AWBCB in achieving its new strategic plan.*



Connecting members, advancing knowledge. Relier les membres, développer les connaissances

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

### Financial and Statistical Data Comparability Committee “CFO” - AWCBC Work Plan

<b>Executive Sponsor:</b> Tim Peterson	<b>Committee Chair:</b> Maureen Boyd and Carolyn MacDonald	<b>Date to be Updated:</b> May 2024
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<b>Mandate</b>	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
	<ol style="list-style-type: none"> <li>1) Manage, support and promote activities related to the development and maintenance of statistical and financial indicators and data comparators.</li> <li>2) Monitor national and international financial trends that may impact Canadian WCBs.</li> <li>3) Investigate items of national financial importance, as required or requested by AWCBC Executive Committee.</li> </ol>

<b>Goals</b>	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
	1. Produce and maintain a comprehensive, comparable set of statistical and financial data and reporting allowing stakeholders to make valid cross jurisdictional and national comparisons of Workers’ Compensation system performance.
	2. Contribute to the identification, analysis and development of data and indicators for AWCBC Members to promote more focused prioritization of issues for education/training, information sharing of best practices and opportunities for evidence-based discussions.
	3. Foster an understanding of the Key Statistical Measures and their value to AWCBC Members.
	4. Foster an understanding of key financial items of national importance.

Objectives	<i>Set objectives that define the results/outcomes expected. Objectives must be focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
1. Committee Members agree	annually (generally in May; and with IFRS 17 – September 2024 for approximately 5 financial measures) on a set of key financial and statistical indicators which, on the basis of a high degree of comparability, will foster a greater knowledge and understanding of WCB operations, (in conjunction with the substantial uniformity in financial statements).
2. Committee Members agree annually in May that the data and indicators are completed on a timely basis and promote more focused prioritization of issues for education/training, information sharing of best practices and opportunities for evidence-based discussions.	
3. Committee Members agree that fostering an understanding of the Key Statistical Measures is important – semi – annual; May and November.	
4. Committee Members agree that keeping the workers’ compensation community informed of key financial items of national interest is important.	

Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
<p><b>The working group (WG) discussed the AWCBC strategic plan and identified in the debrief of All Committees that AWCBC:</b></p> <ol style="list-style-type: none"> <li>1) Needs to set targets and measures by year in order for sub working groups to understand contributions.</li> <li>2) Resources may be required to support working groups and or AWCBC.</li> </ol> <p>At a broad level, the WG sees linkages to the strategic goals as noted below.</p>	
Strategic Priority 1: Data Collection & Analytics	Tracking emerging issues: WG considering how the implementation of IFRS 17 Insurance Contract Standard impacts Benefits and financial Reporting to AWCBC / published website.
Strategic Priorities 3: AWCBC Committees	WG adds value by collaborating on issues and information common to all jurisdictions – recently IFRS 17. Ability to reach to National Accounting and Actuarial firms and standards organizations as a collective group.
Strategic Priorities 4: Centralized Information	Promoting information sharing, problem resolution, providing outcomes and communication available at one stop AWCBC for certain statistical information.
Strategic Priority 5: Communication	Contribute/participate in National / AWCBC conversation.

Activities	Target Date	Resources / New issues	Budget	Status
1. Publish annual key statistics and performance indicators externally, ensuring definitions and methods used result in consistent and comparable data.	Fall (annual)	<ul style="list-style-type: none"> <li>(KSM) Working Group (a representative from each jurisdiction who provides data)</li> <li>Quality Assurance Group</li> <li>AWCBC Staff</li> </ul>	None	<p>Most recent year published - 2022.</p> <p>May 2024: With many new members to the group – reviewed and reaffirmed goals and objectives of the group.</p>
2. Study/analyze potential measures, suggest deletions, and make recommendations regarding steps to improve uniformity. - Assess implications IFRS 17.	July 2024	IFRS 17 (see 3b)		With IFRS 17 financial statements completed – Spring 2024, confirmed no change to benefits KSMs; 5 financial KSMs require further review.
2.(a) Respond to requests for new KSMs from other Committees	Sept. 2024	IFRS 17 (see 3b)	None	KSMs impacted by IFRS 17 reporting; assigned to sub-working group.
3. Ongoing review and maintenance of KSM measures	Annually			
3.(a) Optimize current list of KSMs. Explore potential for reduction of published KSMs. Review website presentation format of KSMs. Review KSMs and usage annually.	Ongoing	Committee Members	None	<p>Discussion and review of published KSMs at Spring 2024. Area of focus 2025.</p> <p>Agreement that there are a lot of KSMs to submit and published.</p> <ul style="list-style-type: none"> <li>Look to AWCBC as an action item to determine who / how many accesses to these stats on AWCBC website.</li> </ul>

Activities	Target Date	Resources / New issues	Budget	Status
3.(b) Evolve KSM to enhance its usefulness and comparability: IFRS 17 audited versus unaudited information.	May 2024;	Sub-committee  Presentation of KSMs highlighted comparability and usefulness of the KSMs impacted by IFRS 17. Presentation was circulated for discussion.	None	IFRS 17 impacts 5 published financial KSMs.  Decision required – what basis to report KSMs under - audited versus unaudited financial statements. Most impactful is funded ratio – under IFRS 17 – comparable; or under funding (rate setting); less comparable and extensive foot notes required.  <ul style="list-style-type: none"> <li>Each Board to assess impacts and ready assign individuals to participate in a subgroup to work on recommendations – by September 30<sup>th</sup>.</li> </ul>
3.(c) Explore opportunities to improve timeliness of publishing KSMs	November 2024	Discussed many boards do not publicly release information until 6 – 9 months post year end.	None	Encouraged boards to update and to submit aligned KPIs parameters for 2023.
4. QuikStats Collect and distribute QuikStats to Presidents/CEOs.	Ongoing	Jurisdictional QuikStats Working Group members (provide data as necessary) AWCBC Staff	None	Ongoing, produced quarterly.

Activities	Target Date	Resources / New issues	Budget	Status
5. Monitor accounting and actuarial developments to discover potential items of national interest.	Ongoing	Working Group Members	None	Ongoing
5(a) Monitor developments related to IFRS 17 <i>Insurance Contracts</i> accounting standard	2024	Working Group Members	None	Most Boards have completed the year end audits under IFRS 17. Continue to monitor any developments; in particular meeting of the Big 6 accounting firms July 2024.
5(b) Survey the jurisdictions on the IFRS 17 accounting choices made to determine the level of consistency in interpretation and application of the new standards. Communications subgroup set up and objective to have message on AWCBC website noting the change in reporting standard. Subgroup and full group have met several times to share strategies and presentations and resulting key messaging themes.	January 2024  January - June 2024	Working Group Members  Sub CFO AWCBC Communications Group AWCBC (Communications)	None	<ul style="list-style-type: none"> <li>• Directors working group to completed final Nov 2023 survey led by Manitoba.</li> </ul> CFO Collaboration <ul style="list-style-type: none"> <li>• Messaging distributed for comments from CFOs January 2024.</li> <li>• AWCBC communications co-chairs for messaging April 2024.</li> <li>• AWCBC website target June 2024.</li> </ul>
6. Terms of Reference	Nov. 2024	To Be Updated	None	Preliminary review in May indicated more time required – CFO Meeting Nov 2024.

<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
1) See 5 (b) above. 2) AWCBC – collaboration / conversation on how WG can connect on the strategic plan when targets and measures established.			
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
7. <i>Linkage to International IAIABC information ( and provide Canadian data) and opportunities.</i>	Jilal ( AWCBC)	On-going	As applicable – links to IAIABC.

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### AWCBC Committee Work Plan - Information Technology

<b>Executive Sponsor:</b> TBD	<b>Committee Co-Chair(s):</b> Greg Morreale (ON), Cory Robbins (AB)	<b>Date:</b> May 31, 2024
<b>Mandate</b>	The AWCBC CIO/IT Directors Committee works collaboratively to improve IT investments in workers' compensation organizations through shared best practices and common solutions where possible.	
<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
<b>Goal #1</b>	To build a network of technology leaders who share expertise, best practice, knowledge, and resource materials.	
<b>Goal #2</b>	To seek out opportunities to leverage common tools or solutions in order to provide leverage, information sharing, and interoperability.	
<b>Goal #3</b>	To identify emergent technology trends, risks, and issues to support IT strategic planning across jurisdictions.	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.	
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>	
<b>Goal #1</b>	To establish quarterly meetings to share best practices and knowledge sharing.	
<b>Goal #2</b>	To identify areas of interest to establish leading/best practice to be shared across jurisdictions.	



Goal #3	To identify areas of interest for guest speakers to attend Fall and Winter sessions.		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
Establish quarterly meeting cadence for best practices, emerging, trends, issues, and risks. Topics for consideration in 2024/5 include: <ul style="list-style-type: none"> <li>- Cybersecurity and Cybersecurity Insurance</li> <li>- Artificial Intelligence and Machine Based Learning</li> <li>- Agile Development Approaches</li> <li>- Business Transformation</li> </ul>	Cory & Greg	June 30, 2024	
Identify areas of interest for guest speakers for Winter Meeting.	Cory & Greg	September 30, 2024	
To identify areas of interest to establish best practices.	Cory & Greg	February 28, 2025	
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<i>Opportunities to discuss AI best practices with privacy</i>			
<b>AWCBC Support Required</b>	<i>What support/assistance can AWBCB provide to help ensure your committee work is productive and successful?</i>		

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### AWCBC Committee Work Plan - Interjurisdictional Agreement (IJA)

<b>Executive Sponsor:</b> Sophie Genest QC	<b>Committee Co-Chair(s):</b> 2024 Rachel Silver (PE) 2024/2025 Shawn Rodgerson and Stephen Carpenter (PE)	<b>Date:</b> May 16, 2024
<b>Mandate</b>	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>	
To support Interjurisdictional co-operation and awareness on Workers' Compensation matters through monitoring evaluating, upholding and improving the IJA and its application		
<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
<b>Goal #1</b>	Facilitate consistent understanding and application of IJA.	
<b>Measures #1</b>	Succession planning is a large part of the committees planning going forward. It is imperative to the success of this committee that members have a good understanding of the IJA (which can be complex). This will require education, good communication as well as the current, ongoing review (sub-committee) of the Agreement to ensure we are fulfilling the purpose of the agreement (ie. equity for workers and employers).	
<b>Goal #2</b>	Administer the Alternative Assessment Procedure (AAP) effectively.	
<b>Measures #2</b>	The committee members are agreeing to a schedule (3 year mailouts) which will be consistent across all jurisdictions (to streamline the process for employers). The committee is also having discussions around situations such as AAP & Personal Coverage to ensure consistent coverage across all Boards, while keeping in mind the differing legislations and policies. The AAP will be reviewed during the overall review.	
<b>Goal #3</b>	Improve election process for IJA claims.	

<b>Measures #3</b>	This will continue to be measured by each jurisdiction ensuring that staff are well educated on the election process and making workers aware of their rights to file in more than one jurisdiction.
<b>Goal #4</b>	Monitor national/international issues to determine whether they fall within the IJA mandate.
<b>Measures #4</b>	Specific issues will be brought to the annual committee meetings as they arise.
<b>Goal #5</b>	Evaluate the effectiveness of general cost reimbursement guidelines of the IJA
<b>Measures #5</b>	Each jurisdiction monitors the effectiveness of the reimbursement process. Situations that require discussions between Boards will happen individually, and some may be brought to the committee meetings for discussion and input.  Jurisdictions will also ensure that Employers are only being charged for claims in one jurisdiction.
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
	<p>The Committee discussed the importance of staffing and succession planning for the future of the IJA Committee. This would include educating the successors in our own jurisdictions and passing along the knowledge that would ultimately be lost with retiring knowledgeable members. Keeping this knowledge will be crucial to the success of the IJA Committee.</p> <p>The Committee also continues to work closely with other committees like the National Assessment Committee on topics that overlap our agendas (such as AAP and Personal Coverage, AAP Centralized Database, etc).</p> <p>The Committee continues to look into new ways of working (ie. flying workers in from other provinces) and how this impacts our process when trying to implement the IJA/AAP consistently across all jurisdictions.</p>
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>
#1	<ol style="list-style-type: none"> <li>1. ● Develop standardized IJA training materials/best practices guide. <ul style="list-style-type: none"> <li>● Regularly review and communicate protocols, processes and procedures for IJA Representatives and front line staff handling IJA claims.</li> <li>● Review and enhance jurisdictional and national communication vehicles, e.g. website materials, written materials and hyperlinks.</li> <li>● Identify information sharing measures between jurisdictions to facilitate administration of IJA claims.</li> </ul> </li> </ol>
#2	<ul style="list-style-type: none"> <li>● Review/revise as required, the application, registration and notification process for applicable interjurisdictional trucking &amp; transport employers.</li> <li>● Consider employer requests for expansion of the AAP.</li> </ul>
#3	<ul style="list-style-type: none"> <li>● Identify triggers that will assist front-line staff in recognizing potential IJA claims.</li> </ul>

	<ul style="list-style-type: none"> <li>Encourage use and distribution of election forms so workers are appropriately informed of their rights of election and double compensation for the same injury is avoided.</li> </ul>		
#4	<ul style="list-style-type: none"> <li>Examine the benefits/drawbacks of current general cost reimbursement guidelines and as required, amend to improve administrative efficiency.</li> </ul>		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
Activities	Target Date(s)	Status	Member and other resources required
1) Translation Services for Benefits in Kind	June 31, 2024	i. Sophie Genest (QC) to provide note to IJA Committee Chairs to Shawn Rogerson (PE) and Stephen Carpenter (PE)	Sophie Genest (QC)
	July 1, 2024	ii. Incoming Chairs, Shawn Rogerson (PE) and Stephen Carpenter (PE) to circulate to IJA Coordinators for feedback.	Shawn Rodgerson and Stephen Carpenter (PE)
	July 30, 2024	iii. IJA coordinators to provide feedback if necessary.	IJA Coordinators
	August 31, 2024	iv. Sophie (QC) to submit note to the AWCBC Executive Committee for their fall meeting	Sophie Genest (QC)

2) AAP Central Repository	July 15, 2024  May 2025	i Assessment Committee to take this item to their meeting in June meeting and provide update to Shawn Rogerson (PE) and Stephen Carpenter (PE)  ii Assessment Committee will also update IJA Committee annually on progress on this project	Sophie Genest (QC) and National Assessment Committee  National Assessment Committee
3) AAP Effective Dates following 3-year Review	December 31, 2024	i. Luisa (AB) and Theresa (NWT) to confirm with National Assessment Committee that all boards have completed review in 2024	Luisa Leonardo (AB) and Theresa Wolfe (NWT)
4) File Transfer Protocol Sites for File Exchange	September 1, 2024  December 31, 2024	i. Sophie will notify Rhonda Dean (AB) and Shawn Rogerson (PE) and Stephen Carpenter (PE) once Sharepoint is up and running  ii. Rhonda will update PPP with Sharepoint site once confirmed by Sophie (QC)	Sophie Genest (QC)  Rhonda Dean (AB)
5) Shortfalls in Reimbursement Requests and Impact to Employer Experience Rating	June 1, 2024  December 31, 2024	i. Lori Williams (NL) to let Shawn Rogerson (PE) and Stephen Carpenter (PE) and Rhonda (AB) how they will handle shortfalls  ii. Rhonda Dean (AB) to update the PPP and BPG.	Lori Willimas (NL)  Rhonda Dean (AB)

6) AAP & PC – Coverage and Limitations	<p>May 31, 2024</p> <p>May 31, 2024</p> <p>June 3, 2024</p>	<p>i) Report to Rachel/Shawn/Stephen (PE) the numbers (%) of AAP/Personal Coverage holders</p> <p>ii) Rhonda (AB) and Jan (AB) will provide scenarios to Rachel (PE) for the National Assessment Committee meeting in June</p> <p>iii) Shawn (PE) and Stephen (PE) to forward scenarios and number of these AAP/PC holders onto Kim Karunaratne (BC) for National Assessment Meeting</p>	<p>All committee members</p> <p>Rhonda Dean (AB) and Jan Glemba (AB)</p> <p>Shawn Rodgerson and Stephen Carpenter (PE)</p>
7) Sub-committee re: Amending IJA	May 2025	i. Standing item: Sub-Committee to provide annual update	Bill Ostapek (AB), Glenn Jones (MB), Kathleen Avery (YK), Sophie Genest (QC) and designated Assessment representatives
8) Dollar for Dollar Agreements	May 2025	i. Standing item: Update at annual meetings, any new Dollar for Dollar agreements so that PPP can be updated	All Committee Members
9) Shortfalls on Medical Aid/Health Care Payments	September 1, 2024	i. Rhonda (AB) to add conclusion to the PPP	Rhonda Dean (AB)
10) Terms of Reference Review	<p>May 22, 2024</p> <p>May 27, 2024</p>	<p>i. IJA Coordinators to report back to Rachel (PE) with any feedback on Terms of Reference</p> <p>ii. Rachel (PE) to report back to Cheryl AWCBC</p>	<p>IJA Coordinators</p> <p>Rachel (PE)</p>

11) Update and Circulate BPG and PPP	May 30 <sup>th</sup> , 2024	i. Rhonda Dean (AB) to send clean BPG (as discussed in 2023 and approved in 2024) to Shawn (PE and Stephen (PE)	Rhonda Dean (AB)
	June 1 <sup>st</sup> , 2024	ii. Shawn Rodgerson (PE) & Stephen Carpenter (PE) to send clean PPP to AWCBC for their website.	Shawn Rodgerson and Stephen Carpenter (PE)
	September 1, 2024	iii. Rhonda Dean (AB) to forward updated BPG as discussed in 2024 (and to be approved at the 2025 meeting) to IJA Committee members.	Rhonda Dean (AB)
12) 2023 AWCBC All Committee Meeting Minutes	May 28 <sup>th</sup> , 2024	i. Rachel (PE) to send approved 2023 meeting Minutes and 2024 Workplan to AWCBC and IJA Committee	Rachel Silver (PE)
	May 31 <sup>st</sup> , 2024	ii. Rachel Silver (PEI) to circulate draft 2024 Minutes to the IJA Committee members	Rachel Silver (PE)
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		

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### AWCBC Committee Work Plan-NWISP

<b>Executive Sponsor:</b>		<b>Committee Co-Chair(s):</b>		<b>Date:</b>
<b>Mandate</b>	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>			
<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.			
<b>Goal #1</b>	<b><i>Enhance Understanding of Psychological Injuries</i></b>			
<b>Measures #1</b>				
<b>Alignment with AWCBC Strategic Plan</b>	Outline how the committee goals support AWCBC in achieving its strategic plan.			
	Increase accessibility and understanding of national workplace injuries and disease statistics through timely releases and clear public and member communications by Aligning on when and how psychological claims are coded and how to report the injuries to stakeholders			
<b>Objectives</b>				
	Fully understand what each jurisdiction is currently doing, why, and any limitations (e.g., system or resources) they may have.			



	Ensuring coders in every jurisdictions understand how and when to code these injuries.		
	Align on a consistent definition of psychological injuries reported throughout the life of a claim		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
<b>Activities</b>	<b>Member and other resources required</b>	<b>Target Date(s)</b>	<b>Status</b>
A thorough scan of each jurisdiction to better understand how each jurisdiction defines, flags, and summarizes psychological injuries for their jurisdiction compared to how it is tabulated for AWCBC. This will include questions about coding such as the timing and what happens when additional information is received.	Jilal, CTC, DSAC		
Discuss options for how to consistently report psychological injuries throughout the life of a claim as not always identified when coding, for example adding a flag when identified.	DSAC		
Continue to administer Psychological specific coding test annually	CTC		
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
<b>Opportunities</b>	<b>Member and other resources required</b>	<b>Target Date(s)</b>	<b>Status</b>
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		

<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
<b>Goal #2</b>	<b><i>Continuously improve coding of claims</i></b>		
<b>Measures #2</b>			
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
	Harmonize statistical standards across the country to improve data consistency and accuracy by reviewing the current approach to coding claims and looking for ways to better align the jurisdictions. And by expand opportunities for more individuals to be involved in committee work.		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Promoting alignments of when (Time) a claim is coded		
	Understanding best practices of similar organizations (CIHI) to glean lessons learned		
	Improving executive support for harmonization		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
<b>Activities</b>	<b>Member and other resources required</b>	<b>Target Date(s)</b>	<b>Status</b>
A thorough scan of each jurisdiction to better understand how each jurisdiction is currently coding claims, specifically the timing, how claims evolve and to better understand the opportunities and limitations for each jurisdiction.	CTC		
Researching and meeting with CIHI to explore lessons learned, challenges and successes of implementing a nationwide coding system.	Jilal, Chair, Ontario member		

Evaluate the effectiveness of the NWISP committee in executing change across the jurisdictions	Sponsor, Chair		
Engaging Executive Management and Board of Directors as to these challenges, recommendations for improving alignments, and what that may mean.	Sponsor, Chair		
Jurisdictional scan of NAICS and occupational codes currently used, challenges and opportunities for bringing these to something more recent	DSAC, Jilal		
Recommendations to the board of directors for the NAICS and occupational coding improvements	Sponsor, Chair		
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		

<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
<b>Goal #3</b>	<b><i>Continue to support AOC transition</i></b>		
<b>Measures #3</b>			
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
	Helping AWCBC become an information hub by facilitates the sharing of member initiatives across the country and liaison with AWCBC consultants to help facilitate an understanding of needs and desires to improve the AOC.		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Making members available to AWCBC and consultants as needed		
	Tapping into community functions available from an enhanced system		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
Setting up a communication channel for members to connect on ideas and issues throughout the year	DSAC		
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status

**AWCBC Support  
Required**

*What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?*

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<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
<b>Goal #4</b>	<b><i>Learning and development of NWISP members</i></b>		
<b>Measures #4</b>			
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
	By connecting members, identifying centralized coding resources and fostering cross-Canada relationships and networking		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
	Leveraging online courses for coders		
	Promoting the use AWCBC's Committee Forum and online materials		
	Succession planning for changing members		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
<b>Activities</b>	<b>Member and other resources required</b>	<b>Target Date(s)</b>	<b>Status</b>
Add the AWCBC online training as part of onboarding plan for new coders	Diane to work with CTC members		
Maintain a current list of members of the NWISP and Sub committees, this will be added to the Website. Each jurisdiction to identify an alternate member as a replacement for their position on the committee and provide to Jilal.	Jilal, all members		
Ensure every new members participates in a knowledge transfer session including introduction of the committee, it's mandate, workplan, and available online resources	Chair, Jilal		

Onboarding Carrie Sonier as the Chair of the NWISP CTC subcommittee	Carrie, Diane, Veronica		
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<b>AWCBC Support Required</b>	<i>What support/assistance can AWBCB provide to help ensure your committee work is productive and successful?</i>		

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

### AWCBC Committee Work Plan - Safety & Prevention

<b>Executive Sponsor:</b> Anne Naser	<b>Committee Co-Chair(s):</b> Jonathan Sherman	<b>Date:</b> May 28, 2024
<b>Mandate</b>	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>	
To support and assist each other in developing and implementing workplace health, safety and prevention strategies.		
<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
<b>Goal #1 - Healthcare Sector</b>	<p><b>Goal #1 - Healthcare Sector</b></p> <p>Establish a sub-committee of the AWCBC Prevention Committee to determine the critical elements for the prevention of psychological harm in workplace. Through a partnership with National Alliance for Safety and Health in Healthcare (NASHH) and the sub-group of AWCBC, knowledge and experience will be leveraged to identify supports, and understand the current landscape of workplace psychological health and safety in the healthcare industry sector.</p>	
<b>Measures #1</b>	<b>Completed report and recommendations, Spring 2025</b>	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.	
1. Data Collection & Analysis	A jurisdictional scan was required to complete this goal which included the gathering of data from across the AWCBC network	
5. Education, networking, and communication	This information will support a more aligned approach to at-risk workers in each jurisdiction	
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>	



Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
Complete an information request for data and information through AWCBC. <b>Completed</b>	Manitoba (lead)  Participating jurisdictions: Manitoba, Nova Scotia, Saskatchewan, BC.	Spring 2024	Completed
Conduct a jurisdictional scan of data specific to mental health and psychological injury/harm including research, best practices and guidelines (nationally and internationally).	Manitoba (lead)	Spring 2024	Completed
Synthesize and summarize the data including a review of general guidelines, best practices, tools, resources, or training.	Manitoba (lead)	Spring 2025	In progress
Identify trends, opportunities and recommendations for healthcare settings based on the jurisdictional scan and synthesis.	Manitoba (lead)	Spring 2025	In progress
Prepare a report to be shared with the AWCBC Prevention Committee	Manitoba (lead)	Spring 2025	Not started
Provide guidance and recommendations for jurisdictions including current availability of organizational or systems tools and resources and mental health supports within the health care industry.	Manitoba (lead)	Spring 2025	Not started
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<i>Deliverables will be shared with Prevention AWCBC members. There is a potential for a white paper, but that will not be determined until 2025</i>	All	Spring 2025	In progress

<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>
Administrative support for deliverable circulation if a white paper is developed	

<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
<b>Goal #2 -</b>	<b>Goal #2</b> Collect the current practices in each jurisdiction for related initiatives and develop appropriate reference material to support these activities in each provincial organization		
<b>Measures #2</b>	3 or more resource summaries or new resources developed for use by committee boards		
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
3. AWCBC Committees	Collaborative work on resources supports this goal by providing alignment and reducing waste due to duplication regarding resource development		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
Data gathering	Collection and distribution of summarized material		
Co-development	Co-development of shared resources for PHS, MSI and potentially other areas as permitted		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
<i>Internal staff development and training practices for PHS consultation and support</i>	Saskatchewan (lead)	October 2024	In progress
<i>Current practices for PHS CSA standard (13 factors) integration into existing safety management systems</i>	Saskatchewan (lead)	October 2024	In progress
<i>MSI foundational resources shared with Prevention committee</i>	Alberta (lead)	Spring 2025	In progress
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		

Opportunities	Member and other resources required	Target Date(s)	Status
None			
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
None			

<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
<b>Goal #3</b>	<b>Goal #3 Changing Workplaces</b>		
	Complete the 2024 report on at risk (vulnerable) workers being completed by WSIB and distribute to provincial jurisdictions for development of their own processes		
<b>Measures #3</b>	Completed report from WSIB sent to all jurisdictions		
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
1. Data Collection & Analysis	A jurisdictional scan was required to complete this goal which included the gathering of data from across the AWCBC network		
5. Education, networking, and communication	Resource sharing and co-development will increase alignment between AWCBC groups		
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
Report revision	Final revisions completed by WSIB and report finalized		
Distribution	Either as a white paper or via the AWCBC network, paper distributed for us among the AWCBC		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
<i>Completed at risk worker (vulnerable) report</i>	WSIB (Ontario)	September 2024	In progress

<i>Distribute report via AWCBC network</i>		Saskatchewan (lead)	December 2024	Not started
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>			
Opportunities	Member and other resources required	Target Date(s)	Status	
<i>Information Technology – may be an opportunity to engage then inter-jurisdictional data if required by project</i>	Greg Lane/Greg Morreale	Spring 2024	Not started	
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>			
May require support to post the final report on the AWCBC website and distribute to within the AWCBC community. Would also be a good presentation opportunity for October AWCBC Forum.				

<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.
<b>Goal #4</b>	<b>Goal #4 Strengthen engagement with other regulatory bodies in Canada</b> Engage various federal organizations and bring them to future committee meetings, including: CCOHS, Health Canada, Callosh, and Federal OHS
<b>Measures #4</b>	At least 4 engagements with these types of groups in the next year (Spring 2025)
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
5. Education, networking, communication	This goal increases the collaboration between AWCBC and its federal partners
<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>
Material sharing and co-branding	Opportunity for AWCBC members to use or co-brand the material distributed in order to reduce waste and duplication of effort
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>

Activities	Member and other resources required	Target Date(s)	Status
<i>Invite CSA to present to Prevention committee</i>	Saskatchewan (lead)	May 15 & 16 2024	Completed
<i>Include CCOHS in at least one Prevention committee meeting to share current projects and initiatives and build relationship.</i>	Saskatchewan (lead)	December 2024	In progress
<i>Invite Health Canada to discuss fire fighter cancer</i>	Alberta (lead)	December 2024	In progress
<i>Include a standing agenda item for Callosh updates from Prevention committee members that also sit on Callosh</i>	Quebec, Yukon, NWTN	Spring 2025	In progress
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<i>External as per Activities</i>	None	None	None
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
None			

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

### AWCBC Committee Work Plan - Security & Emergency Management (SEMC)

<b>Executive Sponsor:</b> Ann Martin	<b>Committee Co-Chair(s):</b> Eleese Scott & Elodie Roy	<b>Date:</b> May 2024
<b>Mandate</b>	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>	
To improve the safety, security and resiliency of WCB staff, stakeholders and assets through a collaborative approach of sharing information and best practices, in the areas of corporate security, emergency management and business continuity.		
<b>Goals</b>	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
<b>Goal #1</b>	<b>The creation of a strong inter-jurisdictional network by leveraging shared experience, professional development, industry knowledge and resources in order to streamline efforts.</b>	
<b>Measures #1</b>	TBD	
<b>Goal #2</b>	<b>A successful AWCBC SEMC which benefits from information sharing and mitigates security, safety and business continuity/resiliency risks within each jurisdiction.</b>	
<b>Measure #2</b>	TBD	
<b>Goal #3</b>	<b>To provide insight and expert knowledge utilizing AWCBC resources in order to assist other boards in responding to internal program needs and enquiries.</b>	
<b>Measure #3</b>	<b>A minimum of two (2) harmonized guidelines uploaded to the AWCBC website by end of 2024</b>	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.	
1.	To review and develop best practice, tactics and framework for Corporate Security	
2.	To review and develop best practice, tactics and framework for Emergency Management	

<b>Objectives</b>	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
3.	To review and develop best practice, tactics and a framework for Business Continuity and Operational Resiliency		
4.	To identify emerging trends on corporate security, emergency management and business continuity/resiliency.		
<b>Activities</b>	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
<p><i>To meet quarterly for ongoing information sharing group updates and discussions</i></p> <ul style="list-style-type: none"> <li>- <i>A survey will be conducted through the committee to identify priority topics which will then form the main discussion at each meeting</i></li> <li>- <i>The committee will also commit to one (1) annual educational session of a chosen area of focus. TBD</i></li> </ul>	SEMC	August 2024	Survey is currently being drafted.
<p><i>To create an inventory of relevant documents from each jurisdiction. This will include which standards each jurisdiction follows for security, emergency management and business continuity.</i></p>	SEMC	December 2024	Inventory format and submission process is currently being drafted
<p><i>Emerging Issue – Technological Risks</i></p> <p><i>To support the development of identifying the different types of technological risk to the WSBs. This will include but is not limited to AI and cybersecurity.</i></p>	SEMC	April 2025	Not started
<p><i>Emerging Issue – Unreasonable Clients</i></p> <p><i>To support the development of best practices for handling unreasonable clients. This will include reviewing the number of harassment issues and disruptive/threatening clients. The committee will identify the root causes, potential mitigations and prevention and response tactics.</i></p>	SEMC	February 2025	Not started
<p><i>The creation of an onboarding checklist for future Chairs/Co-Chairs outlining roles and responsibilities.</i></p>	Chari/Co-Chair	April 2025	Not started
<b>Opportunities for Cross-Collaboration with other Committees</b>	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		

Opportunities	Member and other resources required	Target Date(s)	Status
<i>Cyber Security – collaboration on best practices</i>	IT Committee	TBD	n/a
<i>Communications – Social Media Threats</i>	Communications Committee	TBD	n/a
<b>AWCBC Support Required</b>	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
May require a budget item for a guest speaker to attend one meeting annually on topic specific to corporate security, emergency management and business continuity/resiliency.			



## AWCBC Committees

### Options Going Forward

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#### Agenda Item #6c

#### Background

At the November 15, 2023, meeting, there was continued discussion concerning the structure and effectiveness of the eight formal AWCBC Committees. The AWCBC new strategic plan calls for a realignment of the number, nature and mandate of the committees as well as increasing their accountability for tangible outcomes. After considerable roundtable discussion, AWCBC and its external strategic partner, Neole, were tasked with devising options to redefine the future structure and governance of AWCBC Committees and networks.

The committee structure described in the provided Fact Sheet has been in place for almost 20 years. Committee members are subject matter experts, usually long-term employees and dedicated to their field. They find tremendous value and help from working with colleagues across Canada grappling with similar issues. The professional network serves them now and well into their future careers.

The questions being examined include which of these committees meets the criteria of a Board Committee and which is best aligned with and in support of AWCBC achieving its new strategic goals. Is there an opportunity to maintain the current staff-valued committee network but streamline the reporting structure?

#### Existing Challenges

##### Alignment with Strategic Goals

Although the 2024 updated work plan template was recently redesigned to clarify the relationship of the committees to the Association, there is an underlying challenge in aligning committee activities with the broader strategic goals set out in the 2023-2026 Strategic Plan. Committees likely need clearer guidance and objectives that directly contribute to the organizational vision.

##### Committee Contributions

Although on an operational level, the value derived from committee work is widely appreciated by member jurisdictions, assessing the real impact and value of each committee's work to the AWCBC is not directly linked other than they contribute greatly to networking and information sharing. Ensuring that the contributions of the committees are substantial, measurable, and aligned with desired outcomes is a priority.

##### Communication and Accountability

Challenges in maintaining effective communication channels between various committees and their Executive Sponsors can impede streamlined operations and coordinated efforts. Additionally, there may be issues with accountability mechanisms, where committees must report and justify their activities and expenditures.



## Leadership and Support

Committees are volunteer-staffed, and there can be challenges related to the consistent provision of leadership and support as well as maintaining motivation and commitment among volunteer chairs and members.

## Cross-jurisdictional Collaboration

While there is an emphasis on cross-jurisdictional committees for goal setting and work plan development, there can be challenges ensuring that all representatives from different jurisdictions are equally engaged and that their contributions are balanced and inclusive.

## Options Going Forward

The following options are designed to address the existing challenges by modernizing the committee structure and aligning with our strategic direction while still acknowledging the ongoing value of the networks to jurisdictional core business.

### **Option 1: Maintain but Modernize the Current Program**

Maintain the current committee program with the adoption of the new workplan template that calls for clear alignment of committee work and deliverables in support of AWCBC strategic goals. Elevate the role of the Committee Chair by eliminating the Executive Sponsor and having the Chair report annually to Executive Committee on significant current and emerging issues. Where indicated, Executive Committee could report status of initiatives to the Board. Increase AWCBC administrative support of committee work. AWCBC to monitor changes to track ongoing program effectiveness.

### **Option 2: Delineate AWCBC Formal vs. Informal Committees/Networks**

Establish clear distinctions and definitions for 'formal committees' and 'informal committees/networks' to ensure alignment with strategic objectives and to reinforce the value and role of informal committees.

In general, the definition of a formal Board Committee can be described as follows:

*A formal Board Committee is a permanent or semi-permanent organizational body, normally appointed by the governance charter or bylaws of an organization or by its board of directors. This committee operates with defined roles and responsibilities, and its purpose is to deliberate on specific strategic matters within its purview and provide recommendations directly to the board. Membership often consists of board members, and its actions and decisions are typically recorded and reported to the full board.*

The definition of an Informal Committee (or Network) can be described as:

*An Informal Committee or Network, in contrast, is a more flexible group that may not be established by the governance body. It is often formed for operational purposes, to collaborate on projects, share best practices, or address temporary issues. These networks can include members from various departments or even outside the organization and typically are not accountable to the board. Instead, they work more autonomously and may report to a board committee or executive team as needed.*

Given these definitions (which can be fine tuned to the AWCBC context), an option is to reduce the number of current formal committees from eight to three. Instead of working through an Executive Sponsor, the three Committees Chair would report directly to the Board at each meeting.

- Financial & Statistical Data Comparability (CFO)
- Interjurisdictional Agreement (IJA)
- National Workplace Injury Statistics (NWISP) with a new higher tiered structure

The remaining five committees could continue under the auspices of an AWCBC Informal Committee Network and be provided with new Terms of Reference. A formal work plan would not be required but meeting agendas, minutes and deliverables would continue to be required and centrally stored in the online AWCBC committee forum for ease of access by existing and new committee members as well as for AWCBC business intelligence.

- Communications
- Compensation and Benefits
- Information Technology
- Safety and Prevention
- Security and Emergency Management (SEMC)
- Human Resources (consideration to adding this discipline)

There would be no need for an Executive Sponsor from the AWCBC Board. The AWCBC CEO could provide oversight with the assistance of a Member Liaison. (See job function in next paragraph) An annual AWCBC Network Meeting could continue to be held virtually to foster information sharing across disciplines and provide AWCBC with enhanced business intelligence.

Creation of a new Member Liaison Position:

As part of this option, a member liaison role at AWCBC could support both the formal and informal committees thereby relieving some burden of volunteer work, facilitating the identification of emerging issues, information sharing amongst groups, and contributing to the timely completion of tasks. This work would be in direct support of AWCBC's strategic priorities #3 and #5.

The Member Liaison would continually funnel the acquired business intelligence to the CEO who in turn would report any information of note to Executive Committee or AWCBC Board. Where indicated, Network Chairs could be invited to report to the AWCBC Board on key initiatives of national interest.

Recognition Programs for Committee Chairs:

To further enhance this option, recognition programs for Committee Chairs could be introduced to ensure their efforts are rewarded and acknowledged. Ideas such as performance review recognition and even national awards for contributions could incentivize participation. This task would fall under the responsibility of the Member Liaison position described above.

Implementation Timeline

Develop a phased timeline that outlines the key actions and milestones for transitioning to the proposed new committee structure, allowing for adaptation and feedback at each stage.



## Review and Monitoring

Establish a review process to monitor the effectiveness and impact of the new structure on both organizational performance and board engagement.

### **Option 3**

Following roundtable discussion at the Board Meeting, there could be variations on the above options explored or completely new suggestions brought forward.



## Summary Sheet

### Innovation Updates – Standing Item

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#### Agenda Item #8

#### Innovation Updates

Since 2019, “Innovation Updates” have been a standing agenda item at every AWCBC Board Meeting. Members have the opportunity for roundtable discussion on the broad spectrum of topics related to innovation in the field of workers’ compensation.

Jurisdictions may share their latest innovative work or present new initiatives including the progress of work undertaken in their innovation labs.



Connecting members, advancing knowledge Relier les membres, développer les connaissances

## Summary Sheet

### International Association of Industrial Accident Boards and Commissions (IAIABC) 110<sup>th</sup> Convention, September 23-26, 2024

Toronto, ON Canada

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#### Agenda Item #9

The International Association of Industrial Accident Boards and Commissions (IAIABC) is an association of workers' compensation jurisdictional agencies from around the world, as well as private organizations involved in the delivery of workers' compensation benefits and services. The IAIABC works to identify best practices, develop, and implement standards, and provide education and information sharing.

Since it was founded in 1914, the IAIABC has been providing information and education on workers' compensation policy, regulation, and administration. Today, the IAIABC is the largest trade association of workers' compensation jurisdictional agencies in North America. Along with these government entities, various private organizations involved in the delivery of workers' compensation coverage, benefits, and services participate in the IAIABC.

The IAIABC has 10 committees that meet to discuss issues and work on important resources for IAIABC members and the workers' compensation industry. Each committee focuses on specific areas of expertise including:

- Dispute Resolution
- EDI Claims
- EDI Medical/Medical Provider to Payer (ProPay)
- EDI Proof of Coverage
- EDI Systems
- International
- Medical Issues
- Regulation
- Research and Standards
- Work Disability Prevention and Return to Work

While committees meet throughout the year, they get together at the annual IAIABC Convention in the fall and The Forum in the spring. The 110<sup>th</sup> Convention is being held in downtown Toronto, September 23- 26, 2024.



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AWCBC has a long-standing relationship with IAIABC and the two have often attended each other's events. Cheryl Tucker, CEO, AWCBC has been a member of the IAIABC International Committee for several years. Kurt Dieckmann, CEO, Yukon is the current Chair of that committee. Phil Germain, CEO, WCB Saskatchewan currently sits as Vice Chair on the IAIABC Board of Directors and Terrence D'souza, WSIB, is IAIABC's Secretary-Treasurer.

Four Canadian jurisdictions are paid members including:

- WorkSafeBC
- WCB Manitoba
- WorkSafeNB
- WCB Nova Scotia
- WSIB Ontario
- WCB Prince Edward Island
- Saskatchewan WCB
- Yukon WSCB

AWCBC has invited Heather Lore, IAIABC Executive Director, to share information about the 110<sup>th</sup> Convention, encourage staff of Canadian jurisdictions to attend and to consider the value offered your organization by full IAIABC membership.