

Interjurisdictional Agreement Committee

Terms of Reference

1.0 Definitions

- 1.1 "AWCBC" means the Association of Workers' Compensation Boards of Canada;
- 1.2 "Committee" means the Interjurisdictional Agreement Committee to whom these Terms of Reference apply;
- 1.3 "Committee Member" means the IJA Coordinator appointed by a jurisdiction under the IJA;
- 1.4 "Executive Committee" means the Executive Committee of the AWCBC
- 1.5 "Executive Director" means the Executive Director of the AWCBC;
- 1.6 "Executive Sponsor" means the person selected to be the Executive Sponsor of the Committee under section 5.0;
- 1.7 "IJA" means the Interjurisdictional Agreement on Workers' Compensation as entered into from time to time by AWCBC member organizations;
- 1.8 "Head of Delegation" has the same meaning as in the AWCBC Constitution:
"Head of Delegation" means Chairperson, Chief Executive Officer or equivalent person of a Full Member;
- 1.9 "IJA Coordinator" means the person appointed by each jurisdiction for the purposes of serving on the Committee;
- 1.10 "Jurisdiction" means one of the Board/Commission party to the IJA.

2.0 Mission Statement

- 2.1 To ensure that the IJA continues to meet its objectives by monitoring, evaluating and improving its implementation and effectiveness.

3.0 Appointment of Members

- 3.1 Each jurisdiction shall appoint one of its employees to be the IJA Coordinator for that jurisdiction. The IJA Coordinators, so appointed, shall collectively comprise the Committee.

4.0 Appointment of Chair

- 4.1 From time to time, but at least every three years, the Committee Members shall select from among themselves one Committee Member who shall serve as Chair.

5.0 Role of Executive Sponsor

The Executive Sponsor will:

- 5.1 be chosen by the Executive Committee from among themselves;
- 5.2 promote the role of the committee as defined by the Executive Committee, including relevant AWCBC strategic goals and actions;
- 5.3 review the annual committee workplan and semi annual status reports with the Committee Chair;
- 5.4 review Committee recommendations prior to presentation to the Executive Committee or the Heads of Delegations;
- 5.5 act as the Executive Committee and Heads of Delegations liaison; and
- 5.6 provide support, advice and guidance.

6.0 Role of Chair

The Chair will:

- 6.1 approve the content of Committee meeting agendas;
- 6.2 coordinate the development and maintenance of an annual workplan with Committee Members, which include clear objectives, responsibilities, actions and target dates;

- 6.3 coordinate the preparation of semi annual workplan status reports and review these reports with the Executive Sponsor;
- 6.4 coordinate the preparation of reports and/or recommendations to the Executive Committee and Heads of Delegations;
- 6.5 confirm jurisdictional representation on the Committee and recruit and orientate replacements; and
- 6.6 liaise with the Executive Director.

7.0 Role of the Executive Director

The Executive Director will:

- 7.1 coordinate meetings and prepare and issue the agenda, agenda materials and minutes for the Committee;
- 7.2 update the IJA Reference Manual and key contact information;
- 7.3 compile, maintain and disseminate statistical data/summary reports concerning the IJA;
- 7.4 provide administrative support to the Chair, including the taking of minutes;
- 7.5 facilitate the presentation of Committee business at meetings of the Heads of Delegation and Executive Committee; and
- 7.6 facilitate information sharing among jurisdictions and act as a central information resource for jurisdictions and Committee Members.

8.0 Role of the Committee

The Committee will:

- 8.1 annually review the relevance and viability of the IJA to ensure that it is meeting its objectives and the needs of the jurisdictions;
- 8.2 recommend and facilitate the amendment of the IJA when considered appropriate by the Committee;
- 8.3 raise, review and resolve operational, implementation, legal and interpretive issues concerning the IJA;
- 8.4 identify, develop and disseminate standards of practice, procedures and best practices in the interpretation and implementation of the IJA;
- 8.5 raise, discuss and resolve issues and disputes between jurisdictions prior to invoking the dispute resolution mechanism in the IJA or any other remedy;
- 8.6 develop and facilitate training in IJA practice;
- 8.7 facilitate awareness of the IJA within jurisdictions and among stakeholders;
- 8.8 review, at least every three years, these Terms of Reference and the effectiveness of the Committee;
- 8.9 participate in preparation of the annual workplan and semi annual status reports;
- 8.10 report, either through the Chair or the Executive Director, to the Heads of Delegation after every Committee meeting; and
- 8.11 respond to issues referred to the Committee from the Heads of Delegation.

9.0 Role and Accountability of Individual Committee Members

Individual Committee Members will:

- 9.1 attend Committee meetings and represent their respective jurisdictions or send a substitute Committee member to meetings where possible if unable to attend meetings;
- 9.2 at Committee meetings, raise and seek resolution to IJA issues arising in their jurisdictions;
- 9.3 facilitate the implementation of the decisions of the Committee within their own jurisdictions;
- 9.4 facilitate education and training within their own jurisdictions;
- 9.5 be responsible for gathering and transmitting to the Executive Director the statistical and other information required by the Committee;

- 9.6 be responsible for attempting to resolve issues involving their own jurisdiction prior to any other form of dispute resolution being invoked, including, where feasible, discussion at a Committee meeting;
- 9.7 report to and take instruction from the CEO of the jurisdiction; and
- 9.8 fulfill the functions of the IJA Coordinator as set out in the IJA.

It is expected that individual Committee Members will be accountable to the Committee and their respective jurisdictions by:

- 9.9 being knowledgeable about the IJA, its interpretation and implementation;
- 9.10 reading all agenda material before the Committee meeting and being prepared to meaningfully participate in discussions;
- 9.11 using best efforts to have the authority to bind their respective jurisdictions regarding administrative decisions required to be made at Committee meetings;
- 9.12 following through with implementing within their own jurisdiction the decisions made at Committee meetings;
- 9.13 following through with any personal undertakings given at Committee meetings;
- 9.14 responding promptly to information requests or requests for assistance from the Executive Director or any other Committee Member;
- 9.15 acting as a resource within their own jurisdiction for all matters pertaining to the IJA; and
- 9.16 keeping their respective CEOs and senior management groups informed of all necessary IJA issues or developments.

10.0 Meeting Protocol

The Committee Members agree to be bound by these rules in the conduct of Committee meetings:

- 10.1 All agenda items, with supporting material, should be submitted to the Executive Director at least 60 days prior to the meeting date.
- 10.2 The Executive Director will distribute the agenda and all agenda material to meeting participants at least 30 days prior to the meeting date.
- 10.3 Representatives from jurisdictions, other than the IJA Coordinator, are encouraged to attend meetings but will signify their intention to do so at least 60 days prior to the meeting date.
- 10.4 Any participant may submit an agenda item to the Executive Director but the Chair will have final say OR subject to discussion/approval of Chair with regard to the agenda content.
- 10.5 The basis for decision-making at the Committee meetings is informed consensus.
- 10.6 Where consensus is not achievable, the Chair may put the issue to a vote. There will be one vote per jurisdiction, to be exercised by the IJA Coordinator (or that person's delegate) for each jurisdiction. The Chair is eligible to vote if the Chair is an IJA Coordinator (or delegate). The Executive Director is not eligible to vote. A simple majority carries the motion.
- 10.7 The Chair will make all other rulings regarding procedure when required.
- 10.8 The draft minutes of the meeting will be distributed to participants within 90 days.

11.0 Meetings

- 11.1 The meetings will be held annually, or otherwise at the call of the Chair, and may be conducted either in person, by teleconference, videoconference or other electronic means. The annual meeting date will be established at the preceding year's meeting, but, at the discretion of the Chair, the annual meeting may be postponed or cancelled as circumstances dictate.