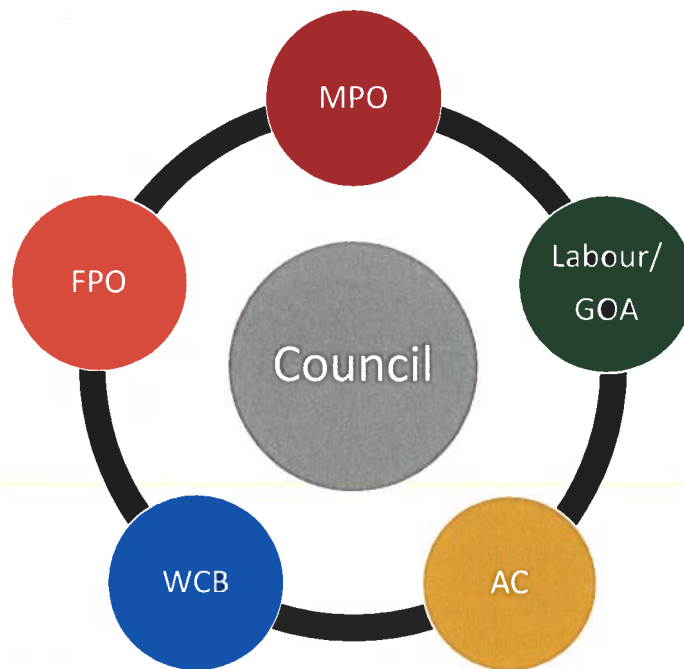


Council of the Workers' Compensation System Partners

Terms of Reference

August 6, 2019



PREAMBLE

These terms of reference establish the *Council of the Workers' Compensation System Partners* (the Council), which answers the call for a transparent structure and processes for system partners to move matters forward.

The Council will respect the independence of each system partner while promoting dialogue, ideas and initiatives that build on the fundamentals essential to the workers' compensation system: transparency, honesty, openness, good communication and fairness¹.

*The Council is **not** a legal entity and **cannot** make binding decisions.*² However, it provides a necessary platform for focused dialogue and cooperation. It will anticipate needs and opportunities and act quickly to make the workers' compensation system work better for injured workers, their dependents, and for employers.

CREATION OF THE COUNCIL/MEMBERS

1. The System Partners hereby establish the *Council of the Workers' Compensation System Partners* ("the Council"), whose common objectives, mandate, operations and organization are described in these terms of reference.
2. The following representatives are **members** of the Council:
 - i. President and CEO, Workers Compensation Board
 - ii. Chief Appeals Commissioner and CEO, Appeals Commission for Alberta Workers' Compensation
 - iii. Commissioner, Medical Panels Office
 - iv. Commissioner, Fair Practices Office
 - v. Deputy Minister, Department of Labour

OBJECTIVES

3. The Council is being established to address present and future challenges facing the workers' compensation system in order to better meet the needs of injured workers, their dependents, and employers by:
 - i. Shifting the service culture through collaborative initiatives and best practices that strengthen trust in the workers' compensation system and ensure its sustainability;
 - ii. Exercising leadership in evolving the workers' compensation system and communicating with stakeholders; and
 - iii. Working with the greatest respect for the independence, mandate and knowledge of each system partner.

¹ The Minister of Labour and Immigration is responsible for the workers' compensation system.

² Sub-committees of the Council are not legal entities either. Nor can they make binding decisions.

MANDATE OF THE COUNCIL

4. In pursuit of these Objectives, the Council will:
 - i. Serve as a forum where members can respectfully share and exchange viewpoints, information, knowledge and experiences.
 - ii. Provide an integrated and coordinated approach to shifting the workers' compensation service culture through the development of shared common analysis and positions, where appropriate.
 - iii. Develop a common vision of how the Council's communications with stakeholders should be conducted in keeping with the fundamental values and principles of independence and transparency.
 - iv. Address any issue of priority which, in the opinion of the Members, requires the pooling of expertise, a greater dialogue between them or the coordination of their actions.

ORGANIZATION OF THE COUNCIL

Representation on the Council

5. As the case may be, the Members shall be represented on the Council by their President/CEO, Commissioner, and by the Deputy Minister of Labour. In exceptional circumstances a Member may designate their head of operations as a substitute representative for a meeting of the Council.
6. Notwithstanding the foregoing, no meeting of the Council can take place if the majority of the Members are not represented by their respective leaders.

Chair

7. The Fair Practices Commissioner will chair the Council.

Meetings

8. At minimum, there will be an Annual Meeting of the Council each fall in a location to be determined by the Council.
9. The decisions of the Council will be reached by consensus.
10. The Council may decide from time to time to invite the Minister to a Council meeting.

Committees

11. A Steering Committee will be established, composed of the directors responsible for a Member's operations. For reasons of consistency and efficiency, the Steering Committee will be chaired by the Executive Director of the Fair Practices Office. The Fair Practices Office will also provide secretarial support to the Steering Committee and to the Council.

12. The Steering Committee shall report to the Council and assist in the preparation for meetings of the Council and shall perform any task that the Council assigns to it.
13. From time to time, the Council may also establish and assign special projects to ad hoc committees composed of delegates designated by the Members.

FUNDING

14. Meeting costs will be borne by the Member who is chairing/hosting the meeting.
15. The duration and costs of any special projects will be forecasted and the Members will determine through consensus how to cover the anticipated costs.

REVIEW

16. Members shall review the objectives, mandate and organization of the Council no later than 3 years after these Terms of Reference come into effect.

INDEPENDENCE

17. Nothing in these terms of reference alters the legislative or other authority of the Members or the rights of any of them with respect to the exercise of their legislative or other authorities under the *Workers Compensation Act* and attendant regulations.

TERMS OF REFERENCE IN EFFECT

18. These Terms of Reference are effective as of August 6th, 2019. Signed in Edmonton, Alberta by the Members of the Council.

