

Terms of Reference

Workers' Safety and Compensation Commission Stakeholder Engagement Committee

Objective

The Stakeholder Engagement Committee (SEC) provides timely input to the WSSCC to facilitate policy creation, decision-making, and program delivery.

Membership

The SEC consists of:

- Members external to the WSSCC representing the interests of workers, employers, and the general public; and
- One Chair from within the WSSCC.

The SEC contains a maximum of 20 members. There is no minimum and Committee terms are two years.

Roles and Functions

A Chair governs the SEC. The Chair is internal to the WSSCC. The Chair:

- Administers SEC member selection;
- Coordinates with WSSCC internal stakeholders to prepare and deliver engagement requests to members;
- Maintains contact with members during the engagement process (answering questions, confirming participation, addressing potential conflicts);
- Collects member feedback and consolidates it into summary reports;
- Advises members how their input was incorporated into WSSCC policies, decision making, and program delivery; and
- Administers payment of quarterly honorariums.

SEC committee members:

- Maintain communication with the Chair, as necessary;
- Uphold the highest levels of professionalism and confidentiality, and offer feedback free from discrimination;
- Thoroughly review the questions or matter presented to them, and all supporting documentation, and ask for clarification if necessary;
- Provide responses by the deadline; and
- Inform the Chair of any potential conflicts or other reason(s) preventing them from participating in any engagement project. Failure to participate in a project, without contacting the Chair to advise of a valid reason, will result in a deduction from the individual's quarterly honorarium.

Meetings

- SEC members do not meet as a committee. Participation is on an individual basis.
- All new members will have a one-on-one orientation meeting with the Chair, via telephone. Members residing or visiting Yellowknife may meet in person at the WSCC Head Office.

Committee Resources

- Members must have telephone and email access.
- Members receive information electronically via email or the WSCC website.
- Members submit their input electronically via email.
- The WSCC does not provide or reimburse for the cost of general office supplies, telephone or internet service, or any other tool or recourse necessary for members to participate in the SEC. The WSCC does not assume responsibility for input received past the due date.

Payment of Honorarium

SEC members receive a quarterly honorarium of \$275.

- The WSCC prorates member payments to reflect their individual level of participation during the quarter.
- Members do not receive payment for projects they do not participate in, unless they provide the Chairperson with a valid reason in advance of the project deadline.
- Members do not receive payment for projects received by the WSCC after the deadline.
- Members receive the full amount of the honorarium if the WSCC does not request any engagement project reviews during the quarter.
- Canada Revenue Agency considers honorariums to be taxable income.

Housekeeping

- SEC members must treat all documents and information received as part of their commitment to the committee in the utmost confidence and sign a member agreement at the start of their term that includes confidentiality.
- Members sign a legal contract with the WSCC (*Stakeholder Engagement Committee Member Agreement*).
- The Chair periodically consults with the members about the terms of reference, and makes amendments as necessary.
- The WSCC is responsible for payment of workers' compensation assessments paid to the WSCC for coverage related to the work performed by committee members while on the SEC.