

TERMS OF REFERENCE FOR THE SECTOR ADVISORY COMMITTEES

PURPOSE

The Sector Advisory Committees (the “Committees”) are established to strengthen collaboration between Workplace Safety North/Ontario Mine Rescue (“WSN”) and industry sectors across Ontario. The Committees provide sector-specific advice in support of WSN’s prevention mandate and strategic priorities to reduce workplace injuries, illnesses, and loss.

MANDATE

The Committees have two core functions:

1. Provide sector-specific insight and advice to WSN on emerging occupational health and safety priorities, risks, and opportunities.
2. Contribute to the development, implementation, and evaluation of programs, services, and initiatives that promote safe and healthy workplaces across WSN-served industries.

AUTHORITY AND ACCOUNTABILITY

The Committees serve in an advisory capacity only, decision-making authority and accountability rest with Workplace Safety North.

SCOPE OF DUTIES

The Committees shall:

1. Identify and discuss emerging sector-specific occupational health and safety risks, trends, and regulatory developments.
2. Provide feedback on the suitability, effectiveness, and sector relevance of WSN programs, services, tools, and training.
3. Advise WSN on sector priorities to inform strategic, educational, and outreach initiatives.
4. Support two-way information exchange between WSN and industry stakeholders.
5. Help strengthen relationships among labour, employers, workers, and health and safety system partners.
6. Advocate for WSN by promoting and participating in their activities, programs, and events.

COMPOSITION, MEMBERSHIP, AND TERM

5.1 Composition & Membership

WSN shall have a minimum of three Sector Advisory Committees, one for each of the primary sectors served by WSN and one representing OMR:

1. Mining (representing the broader mining sector)
2. Forestry, Paper, Printing and Converting (representing firms throughout the forestry, logging, and paper, printing and converting sectors) and
3. Ontario Mine Rescue

Additional committees may be established as required, either standing or ad hoc, depending on advisory needs.

Each Committee shall consist of 4 to 12 voting members who:

1. Are committed to improving workplace health and safety.
2. Work in the sector they represent
 - a. Representation must consider
 - i. Employer and worker perspectives.

- ii. Geographic and organizational diversity reflective of the sector's classification units/rate group (e.g., business size, union/non-union).
3. Are credible health and safety champions

5.2 Recruitment & Representation

WSN will conduct an open recruitment process through public posting and stakeholder outreach. Submissions will be assessed using established selection criteria to ensure balance and inclusive sector representation. The Committee Chair and WSN designate will jointly recommend new or replacement members for Committee approval.

The Committees shall have representation from the following groups to ensure a well-rounded perspective is provided to WSN. Sector Advisory composition for the Mining, Forestry, Paper, Printing, Converting, and Mine Rescue sectors can be found in Appendix 1. Meeting processes for these three advisory committees can be found in Appendix 2.

5.3 Orientation

The WSN Designate, in collaboration with the Committee Chair, shall provide an orientation to all new members, including the most recent meeting minutes, upcoming agenda, legislative context, and this Terms of Reference.

5.4 Term Length

5.4.1 Committee Members

Committee Members serve three-year terms and may serve up to three terms. The maximum term that can be served by one Committee Member is 9 years regardless of role on the committee.

5.4.2 Chair and Vice-Chair

Within the parameters of the membership terms above, the Vice-Chair serves a 2-year term, progressing automatically to the 3-year term as Chair, or earlier if the Chair vacates the position.

5.5 Attendance Requirements

Each committee shall host a minimum of three meetings per fiscal year. Members are expected to attend all meetings and should not miss more than one meeting per fiscal year without reasonable cause.

If a member misses two consecutive meetings without providing advance regrets to the WSN Designate and/or the Chair, their membership will be reviewed to assess their ability to meet committee expectations, and membership may be revoked for cause.

5.6 Substitution and Proxies

Members may designate an alternate to attend a meeting in their place, with advance notice to the Chair and WSN designate. The alternate must represent the same interested party the Committee Member represents.

ROLES AND RESPONSIBILITIES

6.1 Committee Members

1. Prepare for meetings in advance to ensure quality discussions
2. Attend meetings and activities of the Committee.
3. Participate in discussion in a respectful manner.
4. Provide sector perspectives rather than solely organizational viewpoints.
5. Maintain confidentiality.
6. Act with integrity, respect, and in alignment with WSN's *Respectful Workplace Policy*.

6.2 Chair

1. Collaborate with the WSN designate to develop agendas 2 to 4 weeks prior to the meeting, and ensure materials are distributed.
2. Preside over meetings to ensure orderly, balanced, and productive discussion.
 - a. Motion to approve agenda (or adjust)
 - b. Motion to approve previous meeting minutes (or adjust)
 - c. Facilitate meeting per meeting agenda
3. Represent the Committee in communications with the WSN leadership and the Board of Directors.
4. Present the annual Committee report to the WSN Board of Directors at the Annual General Meeting (AGM).
5. Review membership annually with the WSN designate; support any action required.

6.3 Vice-Chair

1. Support and act in the place of the Chair when required.
2. Assist in preparing the annual report with the Chair and attend the AGM.

6.4 WSN Designate

1. Work with Chair and Vice-Chair
2. Provide administrative and logistical support to Committee.
3. Prepare and distribute meeting materials and minutes.
4. Maintain official records and coordinate follow-up actions.

MEETINGS

Committees shall meet quarterly, in person or virtually. Meeting agenda will be distributed at least two weeks in advance; meeting material will be distributed at least one week in advance.

7.1 Quorum

A simple majority (>50%) of current voting members constitutes quorum.

7.2 Decision-Making

Consensus is the preferred model. If consensus cannot be achieved, a majority vote will determine the outcome. Minority opinions will be recorded in the minutes.

If consensus fails or a decision is unresolved, the matter will be escalated to WSN management for a final decision. The Chair will be consulted and informed of the decision and will communicate this to the Advisory Committee.

7.3 Guests

Other staff and external guests may be invited to attend meetings at the discretion of the Chair and the WSN Designate.

7.4 Sub-committees

Sub-committees may be established with approval of the Committee and the WSN Designate. A defined scope of work, objectives and timelines must be formalized and approved by the Advisory committee chair. Progress of the sub-committee(s) will be provided by the sub-committee Chair at the Advisory Committee quarterly meeting.

RECORDS AND DOCUMENTATION

WSN shall maintain Committee agendas, minutes, membership lists, and recommendations.

Minutes shall be made publicly available upon request, recognizing that:

1. Confidential, proprietary, or personal information will be redacted prior to release, subject to approval by WSN management.

2. Committee discussions supporting pre-decisional program development may be summarized rather than fully disclosed.

Committee recommendations shall be documented through a *Standard Recommendation Form*, recorded in the minutes, and submitted to the appropriate WSN authority for consideration. WSN will track and report back on recommendation status and actions at the Advisory Committee quarterly meetings.

CONFLICT OF INTEREST AND CONFIDENTIALITY

Members shall declare real or potential conflicts at the outset of discussion. Members shall refrain from participating in deliberation or recommendations where a conflict exists. All declared conflicts will be recorded in the meeting minutes.

Committee discussions and materials identified as confidential shall not be disclosed outside the Committee, including draft materials, reports, and internal discussions. All WSN training and Consulting materials is under copyright protection and may not be duplicated in whole or in part.

WSN collects, uses, and discloses personal information in accordance with the *Freedom of Information and Protection of Privacy Act (Ontario)* and only for the purposes consistent with mandate or as otherwise permitted by law.

No Member of the WSN Board of Directors may concurrently serve on any WSN Advisory Committee. Should a Committee member be appointed or elected to the Board, the resulting vacancy shall be filled as soon as possible.

EVALUATION AND REVIEW

Committees shall assess their effectiveness annually, including member satisfaction, achievement of advisory objectives, and alignment with WSN priorities. The Terms of Reference will be reviewed annually or as required.

EXPENSES

Committee members do not receive payment for their participation, but they may claim approved travel and related expenses consistent with WSN's expense policy. Members may make their own travel arrangements but are expected to follow WSN's expense policy and coordinate with the WSN designate where possible. WSN will provide at least three (3) weeks' notice of meeting dates to support cost-effective travel planning.

All expense claims must be submitted within four (4) weeks of the meeting on the WSN Expense Form and submitted to the WSN designate. Reimbursements will be processed within three (3) weeks of receipt of the completed form.

APPROVALS

Mining Advisory Committee Review Date:	
Mining Advisory Committee Chair Acknowledgement:	
Forestry Advisory Committee Review Date:	
Forestry Advisory Committee Chair Acknowledgement:	
Ontario Mine Rescue Advisory Committee Review Date:	
Ontario Mine Rescue Advisory Committee Chair Acknowledgement:	
Board Review/Approval Date:	January 22, 2026

**APPENDIX 1: MINING/FORESTRY, PAPER, PRINTING, AND CONVERTING/ONTARIO MINE RESCUE
ADVISORY COMMITTEE REPRESENTATION**

Mining Advisory Committee Representation	Forestry, Paper, Printing, and Converting Advisory Committee Representation	Ontario Mine Rescue Advisory Committee Representation
Ontario Mining Association	Ontario Forest Industries Association: (OFIA)	Ontario Mine Rescue Management Representative
Labour	Labour	MLITSD, MOL inspector
Ontario Mine Contractors Safety Association	Logging/Harvesting: Mechanical harvesting contractors (feller-buncher, processor, forwarder, skidder fleets)	Ontario Mine Contractors Safety Association
Prospectors & Developers	Logging/Harvesting: Manual fallers / chainsaw-based operations	Red Lake District Industry Representative
Softrock	Silviculture - tree planting	Thunder Bay District Industry Representative
Hardrock	Silviculture - nursery	Algoma District Industry Representative
Diamond Drilling	Forest Management (SFL)	Timmins District Industry Representative
Underground Drilling	Transportation & Logistics (Forestry-Specific): Log haulage companies, Chip truck operators, Biomass transporters	Kirkland Lake District Industry Representative
Open Pit/Surface	Wood Manufacturing & Mills: Sawmills (large integrated mills + small regional mills)	Sudbury District Industry Representative
Aggregates	Wood Manufacturing & Mills: Veneer/plywood mills	Onaping District Industry Representative
Mining Equipment Manufacturing	Wood Manufacturing & Mills: Secondary wood manufacturers (value-added)	Southern District Industry Representative (Softrock)

APPENDIX 2: WSN ADVISORY MEETING PROCESS

1. PRE-MEETING PREPARATION (4-6 WEEKS BEFORE MEETING)

1.1 Environmental Scan & Input Gathering

Purpose: Ensure meetings are grounded in real data and sector realities

Committee Members and WSN Designate prepare for meeting by collecting and being prepared to talk about:

- a. Sector trend data
- b. MLITSD enforcement updates
- c. WSIB insights
- d. WSN training/consulting program/tools feedback
- e. Ongoing project status
- f. Feedback or issues from previous quarters

1.2 Agenda Development (2–4 Weeks Before)

Chair and WSN designate collaborate to:

- a. Identify discussion topics
- b. Include standing items (see “Meeting Agenda Structure” below)
- c. Review outstanding recommendations
- d. Identify items requiring decisions or feedback
- e. Confirm presenters or guests

1.3 Agenda & Pre-Read Distribution (2 Weeks Before)

WSN Designate sends members:

- a. Draft agenda
- b. Previous minutes
- c. Any relevant trend data
- d. Materials requiring review

Standard Quarterly Agenda Template (WSN-Branded)

1. Welcome, Quorum Check & Approvals
2. Declaration of Conflicts
3. Technical Advisory Committee and Sub-committee Updates
4. Strategic Discussion Agenda Items: Sector Trends Roundtable
5. WSN Program & Service Update
6. Review & Approval of Recommendations
7. Action Items & Next Steps & Emerging Issues & Future Agenda Topics
8. Adjournment

2. MEETING EXECUTION

The Chair of the Committee facilitates the meetings.

2.1 Opening & Administrative Items

1. Confirm quorum (>50%)
2. Approve agenda
3. Approve previous meeting minutes
4. Declare conflicts of interest

2.2 Technical Advisory Committee and Sub-Committee/Working Group Reports

As applicable:

1. Updates from sub-committees
2. Review progress vs. scope, objectives, timeline
3. Overview of next steps
4. Approvals from Sector Advisory Committee if applicable

2.3 Strategic Discussion: Sector Insights & Trends Roundtable

Each member shares:

1. Industry incidents, emerging risks and sector-specific OHS trends
2. Sector priority setting and high-risk hazard review
3. Operational changes (equipment, processes)
4. Workforce concerns
5. Regulatory pressures and new regulatory expectations
6. Industry events the group should be aware of

2.4 WSN Program & Service Updates

WSN presents:

Current state:

1. Training activities (delivery modes, evaluations, etc.)
2. Consulting activities and client feedback

Upcoming projects

1. Updates/new training programs, consulting services, MLITSD campaigns, information, events and tools/resources

Committee provides structured feedback on

1. Suitability, relevance, and sector fit.
2. New product development opportunities
3. Innovation, pilots, etc. (volunteers)
4. Project groups to help support development efforts

2.5 Capture Recommendations for WSN (Formal Process)

WSN designate records recommendations in the minutes, and logs it in the recommendation's tracker, including:

1. Issue or opportunity
2. Recommended action
3. Rationale
4. Impact on sector
5. Resource considerations

2.6 Closing

1. Capture action items, deadlines, owners
2. Confirm next meeting date
3. Gather immediate feedback on meeting effectiveness
4. Gather topics for next meeting if applicable

3. POST-MEETING ACTIONS (1-3 WEEKS AFTER MEETING)

3.1 Draft Minutes & Action Summary (Within 1 Week)

WSN designate:

1. Drafts minutes
2. Includes decisions, recommendations, action assignments
3. Redacts confidential items if necessary

3.2 Member Review & Approval (Within 2 Weeks)

1. Chair reviews
2. Committee approves at next meeting or virtually if needed

3.3 Recommendation Tracking & Feedback Loop (Within 2 Weeks)

WSN Designate:

1. Updates recommendation status
2. Assigns internal owners
3. Reports back quarterly on actions and decisions

3.4 Chair & Vice-Chair Touchpoint:

Evaluate meeting effectiveness and adjust direction for next quarter. (Within 4 Weeks)

Brief meeting between:

1. Chair
2. Vice-Chair
3. WSN designate

4. ANNUAL PROCESS

4.1 Annual Advisory Committee Self-Assessment (February - March)

Committee evaluates:

1. Effectiveness and participation
2. Achievements against mandate
3. Member satisfaction
4. Representation gaps
5. Alignment with WSN priorities

4.2 Annual Report (September – October)

Chair (Vice-chair and WSN Designate helps prepare) provides an annual report to the WSN Board at the AGM, including:

1. Summary of sector trends
2. Key recommendations and outcomes
3. Emerging priorities for the next year
4. Member attendance and engagement

4.3 Membership Review (October and March)

Chair and WSN designate:

1. Review attendance
2. Identify vacancies
3. Ensure representation diversity
4. Recommend member reappointments or new recruitment