

TERMS OF REFERENCE

ADVISORY COMMITTEES

WORKPLACE SAFETY NORTH (WSN)

MANDATE:

Advisory Committees shall serve as a forum providing sector-specific expertise to assist WSN in the achievement of its mission which is to enable the workplaces of its Members to be the healthiest and safest in the world.

REQUIREMENT FOR ADVISORY COMMITTEES:

Workplace Safety North (WSN) shall have a minimum of two Advisory Committees, one for each of the primary sectors served by WSN: Mining, and, Industrial, representing the forestry, paper, printing and converting sectors. Additional Advisory Committees may be formed from time to time as either standing or ad hoc committees depending on the nature and scope of the advisory function.

STATUS:

Advisory Committees shall be advisory only and shall have no administrative authority. The ultimate decision-making authority and accountability rests with WSN.

QUORUM:

The quorum of any meeting shall be at least 51% of the currently-filled positions.

RESPONSIBILITIES:

The Advisory Committees shall perform the following functions:

1. Serve as a formal mechanism to exchange ideas and concerns related to the programs, services and products provided by WSN.
2. Provide sector advice to WSN on its programs, services and products.
3. Provide feedback to WSN on the quality and effectiveness of programs and products designed to support in the education of the workforce and the reduction of injuries, illness and loss in the workplace.
4. Identify existing and emerging occupational health and safety issues and trends to support the strategic development of new initiatives.
5. Provide a forum for the exchange of health and safety information between WSN, members of the Advisory Committee and selected guests.
6. Act as advocates of WSN by supporting and promoting the activities and initiatives of WSN and participating in association events and programs as appropriate.

REPORTING:

The Advisory Committee reports regularly to the CEO or his/her designate through the Chair of the Advisory Committee. At a minimum, the Chair meets annually with the Board of Directors of WSN to update the Board on the Committee's activities and effectiveness.

ADVISORY COMMITTEE MEMBERSHIP:

1. Membership of an Advisory Committee will be between four (4) and twelve (12) members.
2. The Committee shall be composed of a broad base of knowledgeable individuals who have demonstrated leadership in health and safety at an operational level, and who are committed to the improvement of the health and safety of workers.
3. Membership shall strive to be representative of the sub-sector's rate group classification units, business size and type, geographic distribution, union and non-union workers, union and non-union employers and the diversity of the Province of Ontario.
4. The term of office for a committee member shall be three years. A member may be reappointed and serve a maximum of three consecutive terms.
5. To the extent possible, a rotational, three-year term of service that allows for continuity and change shall be implemented.
6. Membership shall be reviewed annually to ensure broad-based representation.
7. Committee members may delegate a substitute to attend a meeting. Notice of the substitution is to be made at least one week in advance, if possible, to the Chair of the Committee.
8. Committee members shall send regrets in advance to the WSN staff lead if they or their designated substitute are unable to attend a meeting. If the WSN staff lead does not receive advance regrets from a member for two consecutive meetings, the member's membership shall be reviewed.
9. To maintain membership, members must attend at least two of the four scheduled meetings per calendar year, barring any extenuating circumstances.
10. The Chair of the Committee, and the CEO or his/her designate shall be responsible for the recruitment and recommendation of new or replacement members who are knowledgeable about the occupations represented and who have good communication skills. Specifically, individuals shall be able to express their ideas clearly and work respectfully with others. The recommendation(s) shall be brought to the Committee for approval.
11. No Member of the Board of Directors of WSN may be a member on any Committee directly associated with WSN. Should a Committee member be appointed/elected to the WSN Board of Directors, the vacancy on the Committee shall be filled as soon as possible, based on the requirements of item 10 above.

ELECTIONS:

1. The Vice-Chair shall be nominated and elected (if more than one candidate is nominated) from amongst the Advisory Committee members and shall serve a one year term as Vice-Chair and will progress automatically to a second year term as Chair.
2. Voting for officers shall be by secret ballot if required.

DUTIES OF MEMBERS:

Committee members have the following duties:

1. Attend and participate in all meetings and activities of the committee; and
2. Contribute to discussions in a thoughtful, courteous and respectful manner.

DUTIES OF THE CHAIR:

The Chair has the responsibility for the following:

1. Review meeting and agenda preparations;
2. Chair meetings to maintain orderly, timely, productive efforts;
3. Represent the committee as required;
4. When directed by the Committee, send written recommendations to the CEO for response;
5. Encourage active participation from members;
6. Maintain effective communication links with the CEO of WSN;
7. Attend WSN's Annual General Meeting; and
8. Annually meet and provide a report to the WSN Board of Directors.

DUTIES OF THE VICE-CHAIR:

The Vice-Chair has responsibility for the following:

1. Assume the role of the Chair in absence of the Chair; and
2. Attend WSN's Annual General Meeting.

FUNCTIONAL SUPPORT:

WSN shall appoint a lead staff member and provide functional administrative support to the Committee.

The WSN lead staff member has responsibility for the following:

1. Develop the meeting agenda in consultation with the Chair and the CEO or his/her designate;
2. Ensure accurate minutes are taken at each meeting and distributed to each member as part of the pre-meeting package at least two weeks prior to the next meeting;

3. Oversee the preparation and distribution of all Committee communiqués and the coordination of all Committee meeting; and
4. Recommend volunteer recognition activities and arrange for presentations as appropriate.

COMMITTEE MEETINGS:

1. Meetings are to be held quarterly in person, by conference call or webinar as required, at an agreed location.
2. In order to promote open communications and support the Committee’s advisory capacity, business shall normally be conducted on the basis of consensus rather than by votes.
3. Meeting topics shall include the following, but are not limited to:
 - a. Reports to the Committee on the status of suggestions and recommendations from previous meetings;
 - b. Information items which update members on WSN’s progress, development and plans;
 - c. Consultation items which pose questions or present problems that need the candid and constructive feedback of Committee members; and
 - d. Recommendations for specific action; for example, recommending specific programs and services that would help meet the needs of the sector. Recommendations are typically put in writing and forwarded to the CEO or designate.
4. Background materials should be in print or accessible electronically two weeks prior to meetings. Handouts at meetings should be by exception.
5. Minutes of meetings are recorded and copies distributed to all Committee members and to the CEO.
6. Other staff and external guests may be invited to attend Committee meetings.

ORIENTATION:

1. The WSN lead staff member shall arrange for the Chair and the CEO or his/her designate to meet with new members to provide an orientation meeting.
2. The WSN lead staff member shall prepare an orientation package for new members.

COMMITTEE EFFECTIVENESS:

Advisory Committees shall self-evaluate the effectiveness of its efforts and the satisfaction of its committee members at least once per year and report the results to the CEO.

REIMBURSABLE EXPENSES:

1. No one shall receive remuneration for their efforts, other than reimbursement for approved travel expenses.
2. It is expected that no person be financially burdened as a result of being a Committee member. Committee members shall be reimbursed for reasonable, direct expenses (with original receipts attached) which are consistent with the Corporation's staff policies on Reimbursable Expenses.
3. Committee members are not required to make travel arrangements through WSN; however, members are requested to be financially prudent when making their own arrangements and are encouraged to make arrangements in conjunction with the WSN staff lead who will coordinate with internal staff where beneficial. WSN shall endeavour to ensure meetings are held on pre-arranged dates with at least three (3) weeks' notice to facilitate discount travel arrangements for those involved.
4. Expenses are to be reported within four (4) weeks of each meeting on WSN Expenses Statement Form with original receipts attached and submitted to WSN staff lead for processing. Reimbursement cheques shall be processed by WSN within three weeks of receipt.

APPROVALS:

Board Approval Date: November 28, 2016

C. Ballanger-Michaud
Board Secretary

Revision Date: October 25, 2016

Board Secretary: *Candice Ballanger-Michaud*

