

### What is the Interjurisdictional Agreement?

- The Interjurisdictional Agreement (IJA) is an agreement between all Canadian provincial and territorial workers' compensation boards, which pertains to circumstances where an employer's workforce operates in more than one Canadian jurisdiction.
- One of the purposes of the IJA is to help ensure that employers do not have to pay duplicate premiums for workers who perform work in more than one Canadian jurisdiction. Under the IJA, employers usually pro-rate their insurable earnings so that each Board receives premiums for the work performed in that Board's jurisdiction. There is an exception to this practice that applies to interjurisdictional trucking and transport employers who participate in the Alternative Assessment Procedure (AAP).

### What is the AAP?

- The AAP is part of the IJA. It is an optional procedure for interjurisdictional trucking and transport employers to pay premiums, for workers who work in multiple Canadian jurisdictions, to one province or territory. For the purpose of the AAP, trucking and transport includes employers in the following industries:
  - Bulk Liquids Trucking
  - Couriers, Messengers and Delivery
  - Dry Bulk Materials Trucking
  - Forest Products Trucking
  - General Freight Trucking
  - Specialized Freight Trucking
  - Used Household and Office Goods Moving
  - Interurban and Rural Bus Transportation
  - Charter Bus Industry
  - Land Scenic and Sightseeing Transportation and
  - Pilot Cars
- Interjurisdictional trucking/transport employers who choose not to participate in the AAP are required to pro-rate the earnings of their workers who work in multiple Canadian jurisdictions, and may be required to pay premiums to each province and/or territory that they work in.

### What are the benefits of the AAP?

- Employers who participate in the AAP pay all premiums for an eligible worker(s) to the jurisdiction where the worker(s) live, rather than pro-rating each worker's insurable earnings based on where the work is performed.
- The Board that receives the premiums for the worker(s) is known as the "Assessing Board".

### What provinces and/or territories are participating in the AAP?

- All Canadian provinces and territories are participating in the AAP.

Contact [accessibility@wsib.on.ca](mailto:accessibility@wsib.on.ca) if you require this communication in an alternative format.

### **Who can Ontario be an Assessing Board for under the AAP?**

The Ontario Workplace Safety and Insurance Board (WSIB) can be the Assessing Board under the AAP for:

- Ontario resident workers (including workers with optional insurance) in the trucking/transport industry included in the AAP who work in Ontario and another Canadian jurisdiction.

### **Who can Ontario not be an Assessing Board for under the AAP?**

The Ontario WSIB cannot be the Assessing Board under the AAP for:

- Workers who only work in Ontario; for example, depot, garage, and administrative workers are generally not included in the AAP. The earnings of these workers would be reported to the Ontario WSIB, but not under the AAP.
- A non-resident worker
- Individuals without a reporting obligation (e.g. independent operators who have not elected to obtain Optional Insurance).

### **How do employers apply?**

- To participate in the AAP in Ontario, interjurisdictional trucking/transport employers whose workers live in Ontario must submit a completed “Application for Alternative Assessment Procedure for Interjurisdictional Trucking and Transport” form to the Ontario WSIB.
- The effective date of AAP participation depends on when the application is received. Applications received by February 28, of a particular year generally take effect January 1 of the year in which the application is received. For applications received after February 28, participation in the AAP generally starts January 1 of the following year.
- The February 28, deadline does not apply where an employer only becomes eligible to participate in the AAP during the calendar year either because they opened their business during the year or expanded their business during the year to include interjurisdictional trucking/transport. In such a case, participation in the AAP would take effect on the date the employer was eligible for the AAP as long as the application is made within 60 days of eligibility (and the application accepted by the WSIB).
- On the application form the employer must identify the provinces and/or territories their workers travel through, the provinces/territories where their workers live and the provinces/territories the employer has a place of business.
- The employer can send the completed application to the Ontario WSIB’s Employer Services Centre by email to [employeraccounts@wsib.on.ca](mailto:employeraccounts@wsib.on.ca), by mail to 200 Front Street West, Toronto, M5V 3J1, or by fax to (416) 344-4684 or 1-888-313-7373.
- When the Ontario WSIB approves an AAP application and becomes the Assessing Board for an employer, the Employer Services Centre notifies all of the compensation boards in the jurisdiction listed on the application form that premiums for the Ontario resident workers working in their province or territory are being paid to the Ontario WSIB.

- Under the AAP each Board can only be an Assessing Board for workers who reside in that Board's jurisdiction. This means that employers seeking to participate in the AAP for workers in the interjurisdictional trucking/transport industry who are resident in another Canadian jurisdiction, should contact the workers' compensation board where the worker lives to apply for AAP participation in that jurisdiction.

**How can employers withdraw from the AAP?**

- An employer must provide the Ontario WSIB with a written notice by December 31 to withdraw from the AAP for the upcoming calendar year.
- An employer may not withdraw from the AAP part way through the calendar year, unless the employer is no longer eligible to participate in the AAP.

**How can I obtain more information?**

- If you need additional information, please contact the Employer Services Centre by email at [employeraccounts@wsib.on.ca](mailto:employeraccounts@wsib.on.ca) or by telephone at 1-800-387-0750. Monday to Friday between 7:30 am to 5:00 pm where the first available representative will be happy to assist you.



## Application for Alternative Assessment Procedure (AAP) for Interjurisdictional Trucking and Transport

The employer must send the completed application to the Ontario WSIB's Employer Services Centre by mail to 200 Front Street West, Toronto, Ontario, M5V 3J1, or by fax to (416) 344-4684 or 1-888-313-7373.

Ontario WSIB account number		Start date of interjurisdictional operations (yyyy-mm-dd)		
Legal name		Trade name		
Contact person		Position title		
Phone number (include area code)		Fax number (include area code)		
Mailing address		City	Province	Postal code
<b>Please check as applicable</b>	<b>Workers travel in or through</b>	<b>Workers live in</b>	<b>The firm has a place of business in</b>	<b>Account number (if you are registered in another jurisdiction)</b>
Alberta				
British Columbia				
Manitoba				
New Brunswick				
Newfoundland and Labrador				
Northwest Territories and Nunavut				
Nova Scotia				
Ontario				
Prince Edward Island				
Quebec				
Saskatchewan				
Yukon				

### Eligible industries

Please indicate the industry in which your firm is operating (check all that apply)

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| General Freight Trucking               | Couriers, Messengers and Delivery  |
| Specialized Freight Trucking           | Interurban and Rural Bus Transportation  |
| Used Household and Office Goods Moving | Charter Bus Industry   |
| Forest Products Trucking               | Land Scenic and Sightseeing Transportation   |
| Dry Bulk Materials Trucking            | Pilot Cars (NAICS Code 484239 – Other specialized freight (except used goods) trucking, long distance) |
| Bulk Liquids Trucking                  | Other (please specify)   |

### Declaration

- I am the applicant or its authorized agent. By submitting this application, I confirm that the applicant is seeking to elect the Alternative Assessment Procedure (AAP); is agreeing to assume obligations under the *Workplace Safety and Insurance Act 1997*; and has read or otherwise fully understands the content, requirements, and declaration of this application. Further, I confirm that the information provided is complete and accurate.
- The applicant firm grants authority to the Assessing Board to provide information, including personal information, to Participating Boards which, at the sole discretion of the Assessing Board, is considered necessary for the effective administration of the AAP.

Name of authorized signing authority (please print)	Position title
Signature of authorized signing authority	Date (yyyy-mm-dd)

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## Summary of terms and conditions

1. Once this application is accepted by the Ontario Workplace Safety & Insurance Board (the Assessing Board), the terms and conditions form part of a legally binding contract.
2. These terms and conditions incorporate by reference the *Interjurisdictional Agreement on Workers' Compensation* (the IJA) and carry the same force and effect as that document.
3. The IJA may be revised from time to time without notice. Once published, those revisions are incorporated into these terms and conditions.
4. If this application is accepted, the firm will pay assessments for each impacted worker to the Assessing Board in accordance with the Alternative Assessment Procedure (AAP). The Assessing Board will notify the appropriate Registering Board(s) of its acceptance of the firm for the AAP.
5. If the firm employs workers living in any jurisdiction other than Ontario, the firm must contact the workers' compensation authority in that jurisdiction to ascertain whether registration is required and to secure compensation coverage for all eligible workers.
6. A worker's right to claim benefits from the jurisdiction of residence or the jurisdiction of injury is not affected by this procedure.

## General information

The AAP forms part of the Interjurisdictional Agreement on Workers' Compensation (the IJA), an agreement between all Canadian workers' compensation authorities. Changes to the IJA are made public on the Association of Workers' Compensation Boards of Canada website, [www.awcbc.org](http://www.awcbc.org), where you can also obtain a copy of the IJA.

Each workers' compensation authority in Canada generally requires an out-of-province firm to pay premiums for every worker who travels in or through the province or territory; however, a firm that elects the AAP will pay premiums to the workers' compensation authority in the jurisdiction where a worker lives, provided the worker is eligible for compensation coverage from that jurisdiction for work undertaken anywhere in Canada. Once an application for the AAP has been approved, the Assessing Board will notify Registering Boards of the application, and a registration will generally be established in each applicable jurisdiction.

## Payment and reporting

A firm engaged in an eligible interjurisdictional industry may elect one of the following options:

1. Report earnings and pay premiums to each workers' compensation authority for work performed in that jurisdiction. In trucking and transportation industries, earnings and premiums are based on a percentage of kilometres driven in each province or territory.
2. Elect the AAP, which allows the firm to report interjurisdictional earnings and pay premiums for a worker to the workers' compensation authority in the jurisdiction where the worker lives.

An employer who elects the AAP may only use this method of paying assessment premiums for a worker performing work in an included industry and working in more than one jurisdiction. An employer must continue to pay assessments for all other workers in the province or territory where they work.

Participants in the AAP is for a full calendar year and mid-year changes will not be permitted. To withdraw from the AAP, a firm must provide written notice to the Assessing Board and each Registering Board prior to the commencement of the applicable calendar year. The firm will then be withdrawn from the AAP effective January 1 of the next calendar year.