

DEATH NOTIFICATION WORKING GROUP

Terms of Reference

The Joint Councils established the Death Notification Working Group (DNWG) to improve death registration and notification across Canada.

Mandate

The DNWG identifies options to:

- increase efficiencies and service times in the registration of death notices;
- facilitate rapid national access to death notifications for eligible F/P/T organizations; and
- improve client service experience for the reporting of deaths.

Key Priorities

1. Enable all provincial and territorial jurisdictions to register death information in a timely and consistent manner:
 - Conduct research and analysis to identify opportunities for improvements in the death reporting and registration process.
 - Develop a communication strategy to communicate Vital Statistics Agencies across Canada as the first point of contact for death registration.
 - Establish registration performance standards.
2. Enable all provincial and territorial jurisdictions to share death notifications with receiving partners in a timely and consistent manner:
 - Identify solutions allowing for interoperability in information exchange.
 - Conduct research and analysis to identify strategies that will optimize the identity data matching process, including resolution of errors, between VSAs and receiving partners.
3. Enable the efficient development and management of new and established partnerships for death notification exchanges:
 - Develop a toolkit to support the development of information sharing agreements, privacy assessments, service level agreements and memoranda of understanding, to facilitate the establishment of partnerships.
 - Conduct research and analysis to identify opportunities for new partnerships to further enhance identity management.

Outcomes

- All levels of government receive timely notifications of death, which allows for termination of identities and related services, maintaining program integrity.
- Improved client service is another benefit.

Membership

Co-Chairs:

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|-----------------|--|
| Alena Lukes | Chief Operating Officer and Director of Vital Statistics, Manitoba |
| Jack Shewchuk | Executive Registrar General, British Columbia |
| Natalie Tarkpea | Director, Immigration, Refugees and Citizenship Canada |

Members:

| Name | Organization |
|--|---|
| Peter Murphy Hussain Mushtag | Canada Revenue Agency |
| Bill Danielsen René-Pierre Charron | Service Canada |
| Valérie Gaston | Statistics Canada |
| Ken Mullaly Christine Martin | Vital Statistics, Newfoundland |
| Adam Peters Jo-Anne Larsen | Vital Statistics, Prince Edward Island |
| Krista Dewey | Vital Statistics, Service Nova Scotia |
| Robert Breau | Vital Statistics, New Brunswick |
| Jonathan Boisvert Hugues Doré | Vital Statistics, Québec |
| Alexandra Schmidt | Vital Statistics, Ontario |
| Charlene Kozak Karen Schmidt Jennifer Lindenbach | Vital Statistics, Saskatchewan |
| Eileen Joly | Vital Statistics, Alberta |
| Anna-Marie Headley | Vital Statistics, Nunavut |
| Jenetta Day | Vital Statistics, Northwest Territories |
| Karen Carriere | Vital Statistics, Yukon |

Meeting Frequency

The DNWG will meet monthly via teleconference, once a year in person, and when deemed necessary by the co-chairs. If there is not a sufficient number of agenda items for a particular meeting, it will be cancelled.

Secretariat

Duties will rotate between co-chairs every 6 months.

Updated 2020/02/26