POLICY NUMBER: POL-105

Chapter:
BOARD OF DIRECTORS

Subject:
GOVERNANCE PROCESS, AGENDA PLANNING

Effective Date:
January 23, 2003

Last Update:
April 4, 2024

PURPOSE:

The purpose of this policy is to set out expectations for planning the Board of Directors annual agenda.

REFERENCE:

Workers Compensation Act, R.S.P.E.I. 1988, Cap. W-7.1, Section(s) 30(2)(b)
Occupational Health and Safety Act, R.S.P.E.I. 1988, Cap. O-1.01, Section 4

DEFINITION:

POLICY:

1. To accomplish its mandate with a governance style consistent with Workers Compensation Board (WCB) policies, the Board of Directors will establish and follow an annual agenda planning cycle that:

   (1) Monitors and reviews Ends policies annually, and

   (2) Continually improves Board member performance through Board member education.

Accordingly,

A. The planning cycle will be based on the calendar year so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board of Directors' most recent statement of long-term Ends.

B. The annual agenda will be established by activities associated with:

(i) The Board of Directors' approval of:

- WCB strategic plans
- Governance and program policies and work plans
- Board committees' terms of reference and work plans
- Schedules for governance policy monitoring reports and other regular Board report schedules

(ii) The Board of Directors' legislated governance and oversight responsibilities, and delegation of authority to the Chief Executive Officer (CEO), as set out in WCB governance policies.

(iii) Governance education and education related to Ends determination as recommended by Governance Committee and approved by the Board of Directors.

(iv) Priorities identified by the Board of Directors through linkages and input from stakeholders, including:

- Board member representation of employers and workers
- Informal feedback from the community
- Formal stakeholder events, including the Annual General Meeting
- Legislative and policy consultation, and other mechanisms for stakeholder involvement, under the delegated authority of the CEO

C. Monitoring of CEO performance, in accordance with the annual monitoring schedule as set out in WCB policy, POL-112, Board - CEO Relationship, Monitoring CEO Performance will be included on the agenda.

HISTORY:

April 4, 2024 – Changes made to reflect the current practice for how the board establishes its annual agenda.

May 9, 2019 – Added purpose statement.

March 31, 2016 – Policy was reviewed by Board of Directors. No changes required.

March 13, 2006 – Editorial changes made to the policy as a result of a review by the Board of Directors.

Board of Directors Approval Date: January 23, 2003