POLICY NUMBER: POL-108

Chapter:
BOARD OF DIRECTORS

Subject:
GOVERNANCE PROCESS, COMMITTEE PRINCIPLES

Effective Date:
January 23, 2003

Last Update:
December 7, 2023

PURPOSE:

The purpose of this policy is to set out guidelines for committees of the Workers Compensation Board (WCB) Board of Directors.

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. 0-1.01, Section 4

DEFINITION:

In this policy:

"Committee" means a Board of Directors' committee or subcommittee that is mandated by legislation, or whose existence and charge comes from the Board of Directors regardless of whether Board members sit on the committee.

POLICY:

1. Committees, when used, will be assigned so as to reinforce the wholeness of the Board members' job and so as never to interfere with delegation from the Board of Directors to the Chief Executive Officer (CEO).

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2. The Board of Directors may establish standing committees or other committees to be used sparingly and ordinarily in an *ad hoc* capacity. An ad hoc committee ceases to exist as soon as its task is complete.

3. Committees are to help the Board members fulfil their mandate, not to help or advise the staff. Committees ordinarily will assist the Board of Directors by preparing policy alternatives and implications for Board members' deliberation. In keeping with the Board of Directors' broader focus, these committees will normally not have direct dealings with current staff operations.

4. Committees may not speak or act for the WCB except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the CEO.

5. Committees cannot exercise authority over staff. Because the CEO works for the full Board of Directors, they will not be required to obtain approval of a committee before an executive action.

6. A committee which has helped the Board of Directors create policy on some topic will not be used to monitor organizational performance on the same subject.

7. This policy applies only to committees which are formed by the Board of Directors, whether or not the committees include non-Board members, and Board committees mandated by legislation. It does not apply to committees formed under the authority of the CEO.

8. Where a committee requests information, that in the opinion of the CEO, requires a material amount of staff time or funds or is disruptive, the CEO may refuse the request and shall report that decision with the reasons for refusal to the Board of Directors.

HISTORY:

December 7, 2023 – Addition of reasons for a refusal of a Committee information request, and non-substantive editorial changes.

May 13, 2021 – Non-substantive editorial changes for clarification.

May 9, 2019 – Added a purpose statement and removed the reference to a previously

rescinded policy.

October 24, 2013 – Policy reviewed by Board of Directors. No changes made.

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