POLICY NUMBER: POL-109

Chapter:
BOARD OF DIRECTORS

Subject:
GOVERNANCE PROCESS, COMMITTEE STRUCTURE

Effective Date:
January 23, 2003

Last Update:
December 7, 2023

PURPOSE:

The purpose of this policy is to set out responsibilities for standing and ad hoc committees of the Workers Compensation Board (WCB) Board of Directors.

REFERENCE:

Workers Compensation Act, R.S.P.E.I. 1988 Cap. W-7.1, Sections 29(1), 30(1)(a) and 30(2)(b)
Occupational Health and Safety Act R.S.P.E.I. 1988, Cap. 0-1.01, Sections 4, 22(10)
Workers Compensation Board Policy, POL-108, Governance Process, Committee Principles

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DEFINITION:

In this policy:

"Committee" means a Board of Directors' committee or sub-committee 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. The Board of Directors' committees are those which are set forth in this policy.

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2. Standing committees include:

A. The Occupational Health and Safety Advisory Council, which advises the WCB on:

(i) The administration of the *Occupational Health and Safety Act* and regulations.

(ii) Occupational health and safety, including recommendations, and monitoring and reporting on occupational health and safety throughout the Province.

(iii) The exclusion of a constructor, contractor, project, worker, workplace, self-employed person, or an employer, owner, occupation, or industry from all or part of the application of the *Occupational Health and Safety Act* or regulations.

(iv) Any other matter relating to occupational health and safety, including amendments to the Act and regulations.

B. The Audit Committee, which assists the Board of Directors in fulfilling oversight responsibilities and develops work plans for the Board's approval in the areas of:

(i) External audit activities and annual audited financial statements.

(ii) Internal audit activities.

(iii) Other oversight activities as determined by the Board of Directors.

C. The Governance Committee, which provides oversight and develops work plans for the Board's approval in the areas of:

(i) Director orientation and onboarding.

(ii) Director Skills and Competencies core competencies.

(iii) Continuing education and development of Board members.

(iv) Revisions to Board governance policies and procedures in the categories of Executive Limitations, Board – CEO Relationship and Governance Processes.

(v) Procedures for evaluating the performance of the Board.

(vi) Reporting compliance with Treasury Board policy, 10.03 Reporting Entities - Good Governance.

(vii) Annual review of Governance Committee activities.

(viii) Other governance activities as determined by the Board.

3. The Board of Directors may form ad hoc committees as required to support Board initiatives. An ad hoc committee ceases to exist as soon as its task is complete.

4. Unless mandated in legislation, the Board is responsible for approving Committee Terms of Reference.

HISTORY:

December 7, 2023 – Addition of the Governance Committee role with respect to Treasury Board compliance, and non-substantive editorial changes.

May 13, 2021 – Amended to reflect the new Audit Committee (formerly the Audit and Finance Committee) and Governance Committee.

May 9, 2019 – Added purpose statement and clarified section with respect to ad hoc committees/sub-committees.

March 31, 2016 – Removed reference to Workers Compensation Act Advisory Committee as per amendments to the *Workers Compensation Act*, Section 85.1 (repealed).

November 25, 2010 - Amended to add information on the Audit and Finance Committee.

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