

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.
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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.

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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