

WCB POLICY, PLANNING, GOVERNANCE AND SERVICE COMMITTEE

Terms of Reference

1. PURPOSE:

The Policy, Planning, Governance and Service Committee is established to assist the Board of Directors in fulfilling its oversight responsibilities with respect to the WCB's policies, strategic planning, and governance as well as the policies and practices regarding the human resources of the WCB and the services the WCB provides to stakeholders.

The Workers Compensation Act requires that the committee:

- a) Develop policy for the consideration of the Board of Directors; and
- b) Review and evaluate strategic plans and make recommendations to the Board of Directors.

2. COMPOSITION

2.1 The Policy, Planning, Governance and Service Committee will be composed of the Chairperson of the Board of Directors; the Chief Executive Officer (non-voting) and an equal number of members of the Board of Directors representative of workers, employers and the public interest.

2.3 Appointments to the Policy, Planning, Governance and Service Committee will be reviewed annually.

3. CHAIRPERSON OF THE POLICY, PLANNING, GOVERNANCE AND SERVICE COMMITTEE

3.1 The Chairperson of the Committee is selected from one of the members representing workers, employers or the public interest and is appointed by the Board of Directors.

- 3.2 The appointment of the Chairperson will be reviewed annually.
- 3.3 In the absence of the Chairperson of the Committee, the members will appoint an acting Chairperson.
- 3.4 The Chairperson of the Audit Committee may not chair this Committee except as an acting Chairperson.

4. RESPONSIBILITIES

4.1 Policy

The Policy, Planning, Governance and Service Committee will, from time to time:

- (a) Receive from the Board direction for consideration of policy;
- (b) Review the procedures, programs and policies of the Board in connection with the Board's administration of the Act, other than investment and finance policy matters;
- (c) Initiate and recommend new policies and changes in policy to the Board;
- (d) Receive and consider policy recommendations from the WCB administration;
- (e) Ensure that the Research and Workplace Innovation Program operates according to established policy; and
- (f) Direct consultation with representatives of workers, employers and other stakeholders on proposed policy matters.

4.2 Strategic Planning

The Policy, Planning, Governance and Service Committee will, from time to time:

- (a) Ensure a clear division of responsibilities, with the Board of Directors providing strategic direction and vision, and the administration translating that vision into operational planning, decision-making and implementation;
- (b) Review the strategic plan (*Our Futures*) and recommend its approval to the Board of Directors; and

- (c) Review and recommend the Five Year Plan for the approval of the Board of Directors, in conjunction with the Investment and Finance Committee, which reviews and approves the financial projections in the Plan.

4.3 Governance

The Policy, Planning, Governance and Service Committee will, from time to time:

- (a) Consider developments and emerging best practices in corporate governance;
- (b) Consider and make recommendations to the Board of Directors' regarding its governance philosophies and practices to ensure that they are in accordance with current leading governance practices and are accurately reflected in its By-Laws, Terms of Reference, and other governance policies and statements;
- (c) Prepare and regularly update a Board manual containing all documents relevant to the Board of Directors' governance structure;
- (d) Articulate roles and responsibilities for the Board of Directors, its committees, the Chairperson and individual directors and recommend to the Board of Directors any needed changes;
- (e) Review and recommend to the Board, for advice to the Minister responsible for Workers Compensation, the skills and experience required in members of the Board of Directors;
- (f) Manage evaluations of the Board of Directors and its committees; and,
- (g) Ensure appropriate orientation and ongoing professional development of the Board of Directors.

4.4 Services

The Policy, Planning, Governance and Service Committee will:

- (a) Consider the quality of services provided by the WCB to its stakeholders and advise the Board of Directors with respect to the effectiveness of current service strategies;
- (b) Direct consultation with stakeholders including workers, employers, representatives of client groups and other

service organizations about the quality of services provided by the WCB;

- (c) Ensure that the administration has in place the policies and philosophies necessary to ensure the continued provision of excellent service to the stakeholders of the WCB.

4.5 Human Resources

The Policy, Planning, Governance and Service Committee will:

- (a) Make certain that the administration has in place appropriate human resources, strategic plans, practices and policies to ensure that:
 - (b) good labour relations practices are applied;
 - (c) employees are fairly and equitably compensated for services rendered;
 - (d) employees are fairly and equitably treated; and,
 - (e) WCB maintains a safe and healthy workplace; and
 - (f) diversity is valued and supported by the WCB's culture and human resource practices;
- (d) Review management's initial recommendations respecting collective bargaining mandates and forward for the Board of Directors' consideration the final agreement arising from the collective bargaining process relating to compensation, benefits and major changes to working conditions;
- (e) Ensure that the administration has in place a sound plan for the succession of senior management;
- (f) Have oversight over the WCB employee pension plan, other than the pension plan's investment fund, and forward for the Board of Directors' consideration any proposed changes to the pension plan.

4.6 Prevention

The Policy, Planning, Governance and Service Committee will:

- (a) Review and monitor the WCB's prevention activities, including oversight over the WCB's public awareness campaign;
- (b) Review and monitor the annual workplace injury and disease prevention plan prepared in co-operation with Workplace Safety and Health Division.

4.4 Other

- (a) Periodically perform a self-assessment of its performance as a committee.
- (b) Review its terms of reference annually, and make recommendations to the Board of Directors for amendments as the Committee deems necessary.

History:

1. The Terms of Reference : the Policy, Planning and Governance Committee and the Service and Human Resources Committee were combined effective April 1, 2009 by Board Order 06/09 on February 26, 2009.. The Terms of Reference were approved on August 24, 2009 by Board Order 18/09.
2. Terms of Reference confirmed on December 17, 2009 by Board Order No. 40/09.