

**POLICY NUMBER: POL-109**

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**Chapter:**  
**BOARD OF DIRECTORS**

**Subject:**  
**GOVERNANCE PROCESS, COMMITTEE STRUCTURE**

**Effective Date: January**  
**23, 2003**

**Last Update:**  
**March 31, 2016**

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**REFERENCE:**

Workers Compensation Act, R.S.P.E.I.1988 Cap. W-7.1, Sections 29(1), 30.  
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, Committee Principles.

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**DEFINITION:**

In this policy:

“Committee” means a Board of Directors’ committee, whose existence and charge comes from the Board of Directors, regardless of whether Board members sit on the committee.

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**POLICY:**

1. The only Board of Directors’ committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete. Committees include:
    - A. Occupational Health and Safety Advisory Council
      - (i) Product: Advise the Workers Compensation Board on:
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- (a) the administration of the Occupational Health and Safety Act and regulations;
  - (b) occupational health and safety, including recommendations, and monitoring and reporting on occupational health and safety throughout the Province;
  - (c) 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;
  - (d) any other matter relating to occupational health and safety, including amendments to the Act and regulations.
- (ii) Authority: Occupational Health and Safety Act R.S.P.E.I.1988, Cap. O-1.01, Section 22(10).

**B. Audit and Finance Committee**

- (iii) Product: Provide advice to the Board of Directors in fulfilling oversight responsibilities with respect to:
- a) the integrity of the Workers Compensation Board's financial statements;
  - b) the systems of internal control and risk management;
  - c) the performance, independence, and qualifications of the internal and external auditing functions;
  - d) compliance with laws, regulations, and policies that apply to the Workers Compensation Board.
- (iv) Authority: Workers Compensation Act R.S.P.E.I.1988, Cap. W-7.1, Section 30(1)(a) and 30(2)(b).

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**HISTORY:**

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