

POLICY NUMBER: POL-105

**Chapter:
BOARD OF DIRECTORS**

**Subject:
GOVERNANCE PROCESS, AGENDA PLANNING**

**Effective Date:
January 23, 2003**

**Last Update:
May 9, 2019**

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. 0-1.01, Section 4

DEFINITION:

POLICY:

1. To accomplish its mandate with a governance style consistent with Workers Compensation Board policies, the Board of Directors will follow an annual agenda that:
 - (1) Completes re-exploration of Ends policies annually; and
 - (2) Continually improves Board member performance through Board member education.
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Accordingly,

- A. The cycle will conclude each year on the last day of September 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 cycle will start with the Board of Directors' development of its agenda for the next year:
 - (i) Consultations with selected groups in the ownership or other methods of gaining ownership input will be determined and arranged in the first quarter, to be held during the balance of the year.
 - (ii) Governance education and education related to Ends determination will be arranged in the first quarter, to be held during the balance of the year.
- C. Monitoring of Chief Executive Officer performance, as defined by that policy and schedule, will be included on the agenda.

HISTORY:

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