

**THE WORKERS' COMPENSATION BOARD
MEETING OF THE BOARD OF DIRECTORS
MINUTES OF EMAIL VOTE**

DATE FOR REFERENCE: February 28, 2019

BOARD MEMBERS PARTICIPATING IN THE VOTE

Grace Thostenson, Chair
Erna Ference, Member
William Hnydyk, Member
Philip Hughes, Member
Ivana Niblett, Member
Mary Phillips-Rickey, Member
Dave Rebbitt, Member
Keith Serre, Member
Jane Sustrik, Member

EXECUTIVE

William P. Ostapek, Secretary & General Counsel

Mandate and Roles Document

In compliance with *Alberta Public Agencies Governance Act (APAGA)*, the Board of Directors has an existing Mandate and Roles Document from 2014, which was signed by the Minister responsible for the *Workers' Compensation Act (WCA)* and the Board Chair at that time. *APAGA* requires that Mandate and Roles Documents must be reviewed and renewed, amended or replaced every three years.

During 2018 and early 2019, the Mandate and Roles Document for the WCB was redrafted in conjunction with the Government of Alberta, not only to address the requirements of *APAGA*, but also to address Item #3 of the Review Panel Report, which recommended that a robust Mandate and Roles Document be developed to establish expectations for the Board of Directors.

The updated Mandate and Roles Document includes a number of administrative updates to reflect current legislation, updated government processes, strategic priorities and Corporate Governance Policy references and has received the approval of the Department of Labour.

MOTION

2019/03/07

It was moved that,

"The Board of Directors approve the updated Mandate and Roles Document and that the Chair be authorized to sign that document for submission to the Minister of Labour."

CARRIED
