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**Board of Directors**

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

**DATE FOR REFERENCE:** January 19, 2024

**BOARD MEMBERS**

Ray Block, Chair  
Mike Boyle, Member  
Brian Frank, Member  
Brian McConkey, Member  
Shawna Miller, Member  
Mary Phillips-Rickey, Member

**EXECUTIVE**

Roxy Shulha-McKay, Vice President, Organizational Effectiveness and Governance\*

**Contract Extension – President and Chief Executive Officer**

Mr. Alexander was appointed President & CEO (CEO) effective March 18, 2019, in accordance with the *Reform of Agencies, Boards and Commissions Compensation Act* (RABCCA) and the associated regulations. The Board of Directors wishes to extend the contract of the CEO for two additional years to February 28, 2027. Mr. Alexander agrees with that extension.

**MOTION**

2023/01/01     It was moved that,

The Board of Directors approve the contract extension of Trevor Alexander, President and CEO, to February 28, 2027.

**CARRIED**

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**Board of Directors**

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

**DATE:** February 13, 2024

**TIME:** 8:30 a.m. to 12:48 p.m.

**PLACE:** 12<sup>th</sup> Floor WCB Board Room, 9925 - 107 Street, Edmonton, Alberta

**BOARD MEMBERS**

Ray Block, Chair  
Brian Frank, Member  
Brian McConkey, Member  
Shawna Miller, Member  
Mary Phillips-Rickey, Member

**Excused**

Mike Boyle, Member

**EXECUTIVE**

Trevor Alexander, President and Chief Executive Officer \*\*  
Tarick Ahmad, Chief Technology Officer ♦\*  
Ron Helmhold, Chief Financial Officer ♦\*  
Wendy King, Senior Vice President, Operations and Innovation ♦\*  
Marcela Matthew, Vice President, Millard Health and Special Care Services ♦\*  
William P. Ostapek, Secretary and General Counsel ♦\*  
Roxy Shulha-McKay, Vice President, Organizational Effectiveness and Governance\*  
Dayna Therien, Vice President, Employee and Corporate Services \*

**ALSO PRESENT**

Laurent Charron, Associate Vice President, Finance ♦\*  
Adrianne Lozinski, Associate Vice President, Operations ♦\*  
Kara Fuhr, Board Liaison ♦\*

**GUESTS**

Marj Langkamp, Director, Operations & Innovation (item 12)  
Cory Robbins, Director, Architecture, Data & Cyber Security (items 1 to 7.3)  
Victor Olobatuyi, Team Lead, Machine Learning & Analysis (item 12)

♦ excused for items 11.3 and 11.4

\* excused for items 15.2 and 15.3

\*\* excused for item 15.3

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**Board of Directors**

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The Chair called the meeting to order at 8:30 a.m.

1. **Agenda**

The agenda as distributed was approved.

2. **Proposed Motions**

The list of proposed motions was received for information.

3.1 **Minutes of the Meeting of November 28, 2023**

**MOTION**

2023/02/02 It was moved that,

The Board of Directors approve the minutes of the meeting of November 28, 2023.

CARRIED

3.2 **Minutes of the Meeting of January 19, 2024**

**MOTION**

2023/02/03 It was moved that,

The Board of Directors approve the minutes of the meeting of January 19, 2024. CARRIED

4.1 **Business Arising from the Minutes of the November 28, 2023 Meeting**

There was no business arising from the minutes of the November 28, 2023 meeting.

4.2 **Business Arising from the Minutes of the January 19, 2024 Email Vote**

There was no business arising from the minutes of the January 19, 2024 meeting.

5. **2024 Meetings and Activities Schedule**

The meetings and activities schedule was received for information.

6. **Report of the Chair**

The Chair reported on:

- appointment of additional members to the Board of Directors,
- recent Labour Coalition meeting,
- presentations by the Institute of Corporate Directors,
- new chair of the board of directors of AIMCo, and
- extension of the President and CEO's contract.

7.1 **Report of the President**

The President reported on the following:

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**Board of Directors**

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- financial results,
- operations results and updates,
- technology and operations innovation,
- engagement and legislative relations,
- Secretary and General Counsel update, and
- risk profile.

**7.2 WCB Technology Review**

The presentation by the Chief Technology Officer was received for information.

**7.2 Cybersecurity Overview**

The presentation by the Director, Architecture, Data and Cyber Security was received for information.

**COMMITTEE REPORTS****8. Policy Committee**

The committee chair provided a report on the committee's recent meeting.

**8.1 Policy 04-04, Permanent Disability – Definition of Permanent Total Disability**

The *Workers' Compensation Act* (WCA) makes a special compensation provision for certain cases of disablement, deemed to be permanent total disability (PTD). The WCA refers to PTD but does not define it, although s.43(2) of the WCA states six conditions which are conclusively presumed to result in permanent total disability. The WCA does not limit PTD status to these six conditions, but it ensures they are always conclusively presumed (this means the presumption cannot be rebutted). It also does not provide guidance to determine when a catastrophic injury or illness outside these conditions might be considered to result in PTD. A clear and transparent definition of PTD is essential to ensuring the workers who need lifetime support from the workers' compensation system receive it consistently.

WCB proposes adding the following definition of PTD into policy:

*A worker is determined to have a permanent total disability when:*

- 1) *the worker suffers a compensable injury listed in s.43(2) of the Act, or*
- 2) *the worker has a 100% permanent clinical impairment, or both of the following criteria are met:*
  - a) *the worker has a compensable injury or combination of injuries with a permanent clinical impairment equal to or greater than 75% and less than 100%, AND*
  - b) *as a direct result of the compensable injury(ies), the worker is not capable of participating in employment.*

The draft policy revisions to Policy 04-04, Parts I and II, Applications 2 and 3, will be posted for online consultation for a period of 90 days.

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**Board of Directors**

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**8.2 2024-2026 Policy Project Plan Update**

The February 2024 update was received for information.

**9. Audit Committee**

The committee had nothing to report.

**10. Finance Committee**

The committee chair provided a report on the committee's recent meeting.

**10.1 Monthly Financial Results**

The monthly financial results were received for information.

**11. Human Resource and Governance Committee**

The committee chair provided a report on the committee's recent meeting.

**11.1 2023 Strategy Map and Objectives – Results**

Overall, 2023 was a modestly positive year for the Alberta economy despite the headwinds of high borrowing costs and elevated inflation. Employment growth increased the overall risk of workplace injury, leading to an increase in lost-time claims. Despite those challenges, WCB achieved great return-to-work results, implemented innovative projects designed to advance the business, and maintained its status as an employer of choice.

WCB had another successful year delivering on the commitments in the strategy map. WCB-Alberta's clients and partners remain well served by their workers' compensation system. Guided by the new five-year strategic plan, WCB is well situated to achieve its objectives in 2024.

**MOTION**

2023/02/04 It was moved that,

The Board of Directors approve the 2023 strategy map results as confirmation of the organization's achievement of annual corporate objectives.

**CARRIED**

**11.2 2024 Strategy Map and Objectives – Targets**

In November 2023, the Board of Directors approved the 2024-2028 Strategic Plan and the accompanying 2024 Strategy Map and Objectives. After finalizing year-end results and evaluating the projects that were identified, management has updated the individual measures and targets and is seeking approval of the final objectives for the year.

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**Board of Directors**

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The risks identified in November remain current, and the organization is confident in the goals it has set. Management is prepared to revisit the scope of projects if core business service delivery is put at risk, or if there is a significant unexpected development that requires a response.

Because the CEO is ultimately responsible for corporate objectives, the CEO's objectives and strategy map objectives are synonymous. Therefore, approval of the 2024 Strategy Map and Objectives also serves as approval of the CEO's 2024 objectives, as required in the Human Resource and Governance Committee Terms of Reference.

**MOTION**

2023/02/05

It was moved that,

The Board of Directors approve the targets in the 2024 Strategy Map and Objectives.

**CARRIED**

The Chair excused senior management from the meeting for items 11.3 and 11.4, with the exception of the President & CEO; Vice President, Employee & Corporate Services; and Vice President, Organizational Effectiveness and Governance.

**11.3 2023 Annual Board Assessment Results**

The 2023 annual board assessment results were received for information.

**11.4 2023 President and CEO Assessment**

The 2023 President and CEO assessment and summary report was received as information.

**11.5 2023 Employer of Choice Report**

The 2023 employer of choice report was received for information.

**12. Innovation at Work: Machine Learning**

The presentation by the Director, Operations and Innovation, and Team Lead, Machine Learning and Analysis, was received for information.

**13. New Business**

There was no new business.

**14. Meeting Evaluation**

The members were asked to complete the meeting effectiveness self-assessment in Diligent.

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**Board of Directors**

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**15.1 In Camera with the Executive**

The Board of Directors held an *in camera* session with the executive, associate vice presidents and board liaison.

**15.2 In Camera with the President and CEO**

The Board of Directors held an *in camera* session with the President and CEO.

**15.3 In Camera without the President and CEO**

The Board of Directors held an *in camera* session without the President and CEO.

There being no further business, the meeting ended at 12:48 p.m.

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**Board of Directors**

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

**DATE:** April 30, 2024

**TIME:** 8:30 a.m. to 11:50 a.m.

**PLACE:** 12<sup>th</sup> Floor WCB Board Room, 9925 - 107 Street, Edmonton, Alberta

**BOARD MEMBERS**

Ray Block, Chair  
Mike Boyle, Member  
Brian Frank, Member  
Brian McConkey, Member  
Shawna Miller, Member  
Mary Phillips-Rickey, Member

**EXECUTIVE**

Trevor Alexander, President and Chief Executive Officer \*\*  
Tarick Ahmad, Chief Technology Officer \*  
Ron Helmhold, Chief Financial Officer \*  
Marcela Matthew, Vice President, Millard Health and Special Care Services \*  
William P. Ostapek, Secretary and General Counsel \*  
Roxy Shulha-McKay, Vice President, Organizational Effectiveness and Governance\*  
Dayna Therien, Vice President, Employee and Corporate Services \*

**Excused:**

Wendy King, Senior Vice President, Operations and Innovation \*

**ALSO PRESENT**

Laurent Charron, Associate Vice President, Finance \*  
Kara Fuhr, Board Liaison \*  
Adrianne Lozinski, Associate Vice President, Operations \*

**GUESTS**

Nadia Mursky, Director, Finance (item 9)

\* excused for items 14.2 and 14.3

\*\* excused for item 14.3

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**Board of Directors**

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The Chair called the meeting to order at 8:30 a.m.

1. **Agenda**

The agenda as distributed was approved.

2. **Proposed Motions**

The list of proposed motions was received for information.

3. **Minutes of the Meeting of February 13, 2024**

**MOTION**

2024/03/06 It was moved that,

Board of Directors approve the minutes of the meeting of February 13, 2024. **CARRIED**

4. **Business Arising from the Minutes of February 13, 2024**

There was no business arising from the minutes of the February 13, 2024 meeting.

5. **2024 Meetings and Activities Schedule**

The meetings and activities schedule was received for information.

6. **Report of the Chair**

The Chair reported on:

- additional appointments to the Board of Directors,
- ongoing impact of artificial intelligence in the world, and
- Bill S-211 (An Act to enact the Fighting Against Forced Labour and Child Labour in Supply Chains Act and to amend the Customs Tariff) does not apply to WCB.

7.1 **Report of the President**

The President reported on the following:

- financial results,
- operations results,
- technology and operations innovation,
- engagement and legislative relations,
- Secretary and General Counsel results, and
- risk profile.

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**Board of Directors**

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**7.2 Strategy Map and Objectives Update**

The Board of Directors received the Strategy Map and Objectives update.

**COMMITTEE REPORTS****8. Policy Committee**

The committee chair provided a report on the committee's recent meeting.

**8.1 Policy 07-02, Part II, Application 7 – Industry  
Custom Pricing Automatic Re-polling**

Policy 07-02, Part II, Application 7, was updated to add a provision for automatic re-polling of an industry's participation in the Industry Custom Pricing (ICP) program. Discussions with the Industry Task Force (ITF) identified opportunities to enhance awareness and communication of the ICP voting process. However, under the current wording of Question 6, a policy change is required to implement automatic re-polling. An effective date of June 1, 2024, allows for the first round of automatic re-polling to begin in 2024, so that any changes in industry participation can be introduced for the 2025 rate year. Program materials will be updated to coincide with the June effective date.

**MOTION**

2024/03/07 It was moved that,

The Board of Directors approve the proposed revisions to Policy 07-02, Part II, Application 7, with an effective date of June 1, 2024.

**CARRIED****8.2 Policy 01-08, Parts I and II, Applications 1, 2,  
3 and 4 (Reconsiderations, Review and Appeals)**

The Policy Project Plan includes a review of Policy 01-08 "to ensure the intent is clear - to allow reconsiderations of previous decisions when there is valid new evidence that may change the outcome of the original decision." Without changing the underlying concept of what new evidence is, Policy 01-08 was reorganized into a more transparent and user-friendly layout, including a framework outlining the process for reconsiderations (including new evidence), reviews, and appeals. Language was also updated to provide additional clarity and policy direction where appropriate.

Following consultation, wording was updated throughout the policy to address the consultation feedback and also to provide additional clarity, avoid confusion, and allow for more consistent interpretation (both internally and externally). One significant content change was made to Application 4 to speak to interest.

**MOTION**

2024/03/08 It was moved that,

The Board of Directors approve the proposed revisions to Policy 01-08, Part I and Part II, Applications 1, 2, 3, and 4, with an effective date of July 1, 2024.

**CARRIED**

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**Board of Directors**

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**8.3      Payment of Interest on Appeals Commission  
Decisions (Order of the Board of Directors)**

A review of Policy 01-08 highlighted issues with the current Order and presented an opportunity to revise the Order to:

- clarify the time period used to calculate interest;
- confirm retroactive amounts flow directly out of an Appeals Commission decision; and
- update wording to add a formula for calculation, define principal amount, include intent, and use plain language.

The most important revision is to update the **interest time period**. The starting date in the current Order is “two years before the date of the filing of the Request for Review or on the first date on which the retroactive amount is payable, whichever is later.” For the revised draft Order, the date an appeal is filed with the Appeals Commission was identified as the starting date for the interest calculation. This aligns with the intent of the Order, which is to compensate individuals for the time it takes to participate in the external appeal process.

The end date in the current Order is “until the total of the retroactive amount and all accrued interest are paid.” In the draft Order, the end date was simplified to be the date the principal is paid amount to the worker, dependant, or employer. The date the principal amount is paid is the natural end date as the individual can start earning their own interest on the principal amount from that point on.

Revisions to classes of individuals to which interest is payable:

- all the sections of the *Workers’ Compensation Act (WCA)* included in the current Order remain in the revised Order, including the sections that have been repealed as amounts may still become owing under these former sections as a result of an appeal;
- adding section 60.1 (retirement benefit) to the Order as that section was added to the *WCA* under Bill 30 and flows out of the benefits included in the current Order; and
- instead of just listing the sections of the *WCA* in the Order, adding the type of benefit to provide context.

**MOTION**

2024/03/09      It was moved that,

The Board of Directors rescind its Order on payment of interest dated May 10, 2013 (Resolution 2013/04/16) and approve the revised Order of the Board of Directors.

**CARRIED**

**8.4      Non-substantive Policy Amendments**

In accordance with Board Resolution 94/02/09, Strategic Management Council provisionally approved the following non-substantive amendments, contingent on Policy Committee and the Board of Directors approving the draft changes to Policy 01-08:

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**Board of Directors**

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1. Discontinue G-2, The Review and Appeal Process: The information from G-2 has been moved into the new Policy 01-08, Part II, Application 3: Reviews and Appeals. As such, G-2 can be discontinued when Policy 01-08 is approved and published.
2. Updating cross references to G-2: As a result of discontinuing G-2, non-substantive changes are also required to update the following cross references to G-2 to refer to Policy 01-08, Part II, Application 3 instead:
  - Policy 04-05, Part II, Application 3, Question 2.
  - Policy 06-03, Part II, Application 1, Question 9.
  - Code of Rights and Conduct. In addition to updating the cross-reference in the Code of Rights and Conduct, the term “all stakeholders” is replaced with “everyone”.

**8.5     2024-2026 Policy Project Plan**

The April 2024 update was received for information.

**9.     Audit Committee**

The committee chair provided a report on the committee’s recent meeting.

**9.1     Financial Statements – 2023**

A key responsibility of the Board of Directors as outlined in the WCB’s Corporate Governance Policy Manual is the review and approval of the annual audited financial statements. Through delegation to the Audit Committee, the Board of Directors fulfills its responsibility by both receiving representation that the Audit Committee has fulfilled its mandate and by reviewing the information provided. The Audit Committee fulfills its mandate by reviewing the appropriateness of accounting policies and practices, significant accruals and estimates, and variances between years, in addition to qualifications contained in letters of representation. Additionally, the committee oversees the insurance liability valuation and the organization’s internal control and risk management processes. The ultimate goal is to be able to assess the reliability of the financial information disclosed in the annual report.

The financial statements and accompanying notes, as recommended by the Audit Committee, reflect fairly and accurately the financial position of the corporation as at December 31, 2023 and, of necessity, include estimates and judgements based on careful consideration of information available at the time of preparation.

**MOTION**

2024/03/10     It was moved that,

The Board of Directors approve the corporation’s financial statements and accompanying notes for the year ended December 31, 2023, and the Chair of the Board of Directors and the President and Chief Executive Officer be authorized to sign the Statement of Financial Position on its behalf for delivery to the Minister of Jobs, Economy and Trade before May 31, 2024.

**CARRIED**

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**Board of Directors**

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**10. Finance Committee**

The committee chair provided a report on the committee's recent meeting.

**10.1 Monthly Financial Reports**

The monthly financial results were received for information.

**11. Human Resource and Governance Committee**

The committee chair provided a report on the committee's recent meeting.

**11.1 Corporate Governance Policy Manual Review**

Corporate governance policy is a set of rules that binds the WCB Board of Directors and its members. It defines and delineates the Board of Directors' responsibilities, authority and administration. In accordance with s. 1(d) of the Corporate Governance Policy Manual, the Board of Directors is required to review the content of the manual on an annual basis and complete revisions when appropriate to ensure alignment with the needs of WCB and governance best practices.

To support this commitment in 2024, management undertook a scan of best practices in governance. Several governance resources were reviewed, including the Institute of Corporate Directors and other Canadian workers' compensation boards. Based on this scan, management's view is that the Board of Directors' governance practices remain in line with best practice. As such, only policy updates required since the last update in 2022 and updates of an administrative nature are recommended.

**MOTION**

2024/03/11 It was moved that,

The Board of Directors approve the revisions, as amended, to the  
Corporate Governance Policy Manual.

**CARRIED**

**12. New Business**

There was no new business.

**13. Meeting Evaluation**

The members were asked to complete the meeting effectiveness self-assessment in Diligent.

**14.1 In Camera with the Executive**

The Board of Directors held an *in camera* session with the executive, associate vice presidents and board liaison.

**14.2 In Camera with the President and CEO**

The Board of Directors held an *in camera* session with the President and CEO.

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## Board of Directors

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### 14.3 *In Camera* without the President and CEO

The Board of Directors held an *in camera* session without the President and CEO.

There being no further business, the meeting ended at 11:50 a.m.

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**Board of Directors**

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

**DATE:** June 25, 2024

**TIME:** 8:30 a.m. to 12:13 p.m.

**PLACE:** 12<sup>th</sup> Floor WCB Board Room, 9925 - 107 Street, Edmonton, Alberta

**BOARD MEMBERS**

Ray Block, Chair  
Mike Boyle, Member  
Jordon Copping, Member  
Brian McConkey, Member  
Shawna Miller, Member (joined virtually)  
Mary Phillips-Rickey, Member  
Claire Seo, Member  
Nancy Walker, Member

**Excused:** Brian Frank, Member

**EXECUTIVE**

Trevor Alexander, President and Chief Executive Officer \*\*  
Tarick Ahmad, Chief Technology Officer \*  
Ron Helmhold, Chief Financial Officer \*  
Marcela Matthew, Vice President, Millard Health and Special Care Services \*  
Curtis Craig, Acting Secretary and General Counsel \*  
Roxy Shulha-McKay, Vice President, Organizational Effectiveness and Governance\*  
Dayna Therien, Vice President, Employee and Corporate Services \*

**ALSO PRESENT**

Laurent Charron, Associate Vice President, Finance \*  
Kara Fuhr, Board Liaison \*  
Adrianne Lozinski, Associate Vice President, Operations \*

**GUESTS**

Andrea Hunt, Director, Special Care Services & Health Care Strategy (item 11.1)  
Michael Haworth, Director, Engagement & Development (items 11.1 & 11.2)  
Lina Cosentino, Director, Human Resources (item 11.2)

\* excused for items 14.2 and 14.3

\*\* excused for item 14.3

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**Board of Directors**

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The Chair called the meeting to order at 8:30 a.m. and, as there were three new board members, introductions were made.

1. **Agenda**

The agenda as distributed was approved.

2. **Proposed Motions**

The list of proposed motions was received for information.

3. **Minutes of the Meeting of April 30, 2024**

**MOTION**

2024/04/12 It was moved that,

The Board of Directors approve the minutes of the meeting of April 30, 2024. **CARRIED**

4. **Business Arising from the Minutes of April 30, 2024**

There was no business arising from the minutes of the April 30, 2024 meeting.

5. **2024 Meetings and Activities Schedule**

The meetings and activities schedule was received for information.

6. **Report of the Chair**

The Chair reported on:

- new board members and orientation,
- recent meeting with the Minister of Jobs, Economy and Trade, and
- the recent Association of Workers' Compensation Boards of Canada conference.

7.1 **Report of the President**

The President reported on the following:

- financial results,
- operations results,
- technology and operations innovation,
- engagement and legislative relations,
- Secretary and General Counsel results, and
- risk profile.

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**Board of Directors**

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**7.2 Strategy Map and Objectives Update**

The Board of Directors received the Strategy Map and Objectives update.

**7.3 WCB Technology Review**

The Chief Technology Officer provided a technology update.

**7.4 2025 Board of Directors' Meeting Schedule**

The 2025 Board of Directors' Meeting Schedule was reviewed. Advance approval of the Board of Directors' 2025 Meeting Schedule and recording that approval in the minutes constitutes formal notice of the meetings. Section 7(1) of the *Workers' Compensation Act* mandates that no more than three months elapse between meetings, which has been taken into account in the 2025 Meeting Schedule.

**MOTION**

2024/04/13 It was moved that,

The Board of Directors approve the 2025 Meeting Schedule.

**CARRIED**

**COMMITTEE REPORTS****8. Policy Committee**

The committee chair provided a report on the committee's recent meeting.

**8.1 Moving Content from Policy 04-07 to Policy 04-06**

Policy Committee decided not to proceed with this item. It will be incorporated into the review of services for serious and severely injured workers (Policies 04-07 and 04-10).

**8.2 Policy 03-01, Part II, Application 5, Hearing Loss**

The Policy Project Plan includes a review of Policy 03-01, Part II, Application 5 *"to ensure it reflects current knowledge to provide appropriate guidance for the adjudication of hearing loss claims."* The draft policy revisions incorporate current practice into policy to ensure transparency and completeness and do not expand or reduce coverage.

Policy Committee approved posting the draft policy revisions to Policy 03-01, Part II, Application 5, for online consultation for a period of 90 days.

**8.3 2024-2026 Policy Project Plan Update**

The 2024-2026 Policy Project Plan update was received for information.

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**Board of Directors**

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**9. Audit Committee**

The committee had nothing to report.

**10. Finance Committee**

The committee chair provided a report on the committee's recent meeting.

**10.1 Financial Status Report**

The Financial Status Report was received for information.

**11. Human Resource and Governance Committee**

The committee chair introduced the following:

**11.1 2025 Strategic Planning Process**

The 2025 strategic planning process update was received for information.

**11.2 People-centric Organization**

Information on the organization's people-centric focus was received for information.

**12. New Business**

There was no new business.

**13. Meeting Evaluation**

The members were asked to complete the meeting effectiveness self-assessment in Diligent.

**14.1 In Camera with the Executive**

The Board of Directors held an *in camera* session with the executive, associate vice presidents and board liaison.

**14.2 In Camera with the President and CEO**

The Board of Directors held an *in camera* session with the President and CEO.

**14.3 In Camera without the President and CEO**

The Board of Directors held an *in camera* session without the President and CEO.

There being no further business, the meeting ended at 12:13 p.m.

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<b>Date:</b>	September 24, 2024
<b>Time:</b>	12:30 p.m. to 2:37 p.m.
<b>Location:</b>	12th Floor WCB Board Room, 9925 - 107 Street, Edmonton, Alberta
<b>Board Members</b>	
Ray Block, Chair Mike Boyle, Member Jordon Copping, Member Brian Frank, Member Brian McConkey, Member Shawna Miller, Member Mary Phillips-Rickey, Member Claire Seo, Member Nancy Walker, Member	
<b>Executive</b>	
Trevor Alexander, President & Chief Executive Officer ** Tarick Ahmad, Chief Technology Officer * Ron Helmhold, Chief Financial Officer * Andrea Hunt, Acting Vice President, Millard Health & Special Care Services * Adrianne Lozinski, Vice President, Employer Account Services & Claims Management Support* William P. Ostapek, Secretary & General Counsel * Dayna Therien, Vice President, Employee & Corporate Services ***	
<b>Also Present</b>	
Laurent Charron, Associate Vice President, Finance * Kara Fuhr, Board Liaison *	
<b>Guests</b>	
Greg Randall, Director, Business Technology Operations (items 7.1 and 7.2) Michelle Lee, Business Continuity Lead (items 7.1 and 7.2)  * excused for items 11, 14.2 and 14.3 ** excused for items 11 and 14.3 *** excused for items 14.2 and 14.3	

<b>Standing Items</b>	<b>Ray Block</b>
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The Chair called the meeting to order at 12:30 p.m.

**1. Approval of Agenda and Additions to Agenda (New Business)**

The agenda was approved as distributed.

**2. Proposed Motions**

The list of proposed motions was received for information.

**3. Minutes of the Meeting of June 25, 2024**

Motion

2024/05/15

It was moved that:

The Board of Directors approve the minutes of the meeting of June 25, 2024.

CARRIED

**4. Business Arising from the Minutes of the June 25, 2024 Meeting**

There was no business arising from the minutes of the June 25, 2024 meeting.

**5. 2024 and 2025 Meetings and Activities Schedules**

The meetings and activities schedules for 2024 and 2025 were received for information.

**6. Chair's Report**

The Chair reported on:

- Board of Directors retreat,
- Chief Financial Officer has received a lifetime membership award from Alberta Municipalities,
- Human Resource & Governance Committee new board member orientation,
- recent meeting with the Assistant Auditor General,
- recruitment process for the board member vacancy,
- recent meeting of the Industry Task Force Association, and
- Meredith lecture on "Best Practices in Mental Health".

<b>President's Report</b>	<b>Trevor Alexander</b>
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**7.1 President's Report**

The President reported on the following:

- financial results,
- operations results,
- technology and operations innovation,

- engagement and legislative relations,
- Secretary & General Counsel results, and
- risk profile.

## 7.2 Assessing the Health of WCB's Systems

The Chief Technology Officer provided a presentation on the health of WCB's systems.

## 7.3 Strategy Map and Objectives Update

The Strategy Map and Objectives update was received for information.

<b>Policy Committee</b>	<b>Mike Boyle</b>
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The committee had nothing to report.

<b>Finance Committee</b>	<b>Mary Phillips-Rickey</b>
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The committee chair provided a report on the committee's recent meeting.

## 9.1 Financial Status Report

The monthly financial status report was received for information.

<b>Audit Committee</b>	<b>Mary Phillips-Rickey</b>
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The committee chair provided a report on the committee's recent meeting.

<b>Human Resource &amp; Governance Committee</b>	<b>Brian McConkey</b>
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The committee chair provided a report on the committee's recent meeting.

The Chair excused senior management, with the exception of the Vice President, Employee & Corporate Services, from the meeting for item 11.1.

### 11.1 2024 President & CEO Compensation Review

The Government of Alberta has communicated an updated interim approach for public agency compensation that will provide direction to March 31, 2025. The following changes apply to all non-union employees, including the CEO:

- the ability to provide a 3.0% base salary range increase retroactive to January 1, 2024;
- the ability to provide an additional merit increase of up to 2.0% retroactive to January 1, 2024 for a maximum total of 5.0% adjustment in 2024; and,

- for organizations that are on a calendar year such as WCB-Alberta, retroactivity to January 1, 2024 must be approved by the Provincial Bargaining and Compensation Office, Treasury Board and Finance prior to implementation. This approval was requested and granted in June.

On management's request, Hexarem, Inc., the independent external executive compensation expert, completed a market update of the appropriateness of any base salary increases for the CEO.

Motion

2024/05/16

It was moved that:

The Board of Directors approve the following salary increase for the President & CEO (CEO):

- \*% to maintain the compa-ratio of the CEO's base salary against the salary range level 6 (Ministerial Order No. 13/2024) retroactive to January 1, 2024; and,
- a merit increase of \*% retroactive to January 1, 2024, taking the CEO's base salary for 2024 to \*.

CARRIED

\*redacted

## Standing Items

Ray Block

### 12. New Business

There was no new business.

### 13. Meeting Evaluation

The members were asked to complete the meeting effectiveness self-assessment in Diligent.

## In Camera

Ray Block

#### 14.1 In Camera with the Executive

The Board of Directors held an *in camera* session with the executive, associate vice president and board liaison.

#### 14.2 In Camera with the President & CEO

The Board of Directors held an *in camera* session with the President & CEO.

#### 14.3 In Camera without the President & CEO

The Board of Directors held an *in camera* session without the President & CEO.

There being no further business, the meeting ended at 2:37 p.m.

<b>Date:</b>	November 26, 2024
<b>Time:</b>	8:30 a.m. to 12:15 p.m.
<b>Location:</b>	12th Floor WCB Board Room, 9925 - 107 Street, Edmonton, Alberta
<b>Board Members</b>	
Ray Block, Chair Mike Boyle, Member Jordon Copping, Member Brian Frank, Member (attended virtually) Brian McConkey, Member Shawna Miller, Member Mary Phillips-Rickey, Member Claire Seo, Member Nancy Walker, Member	
<b>Executive</b>	
Trevor Alexander, President & Chief Executive Officer ** (attended virtually) Tarick Ahmad, Chief Technology Officer * Ron Helmhold, Chief Financial Officer * Adrianne Lozinski, Vice President, Employer Account Services & Claims Management Support* Marcela Matthew, Vice President, Millard Health and Special Care Services * William P. Ostapek, Secretary and General Counsel * Dayna Therien, Vice President, Employee and Corporate Services *	
<b>Also Present</b>	
Laurent Charron, Associate Vice President, Finance * Kara Fuhr, Board Liaison *	
<b>Guests</b>	
Nadia Mursky, Director, Finance (items 10.1-10.5) Donna Emsley, Investment Director, Treasury & Portfolio Governance (items 10.1-10.5) * excused for items 14.2 and 14.3 ** excused for item 14.3	

**Standing Items****Ray Block**

The Chair called the meeting to order at 8:30 a.m.

**1. Approval of Agenda and Additions to Agenda (New Business)**

The agenda was approved as distributed.

**2. Proposed Motions**

The list of proposed motions was received for information.

**3. Minutes of the Meeting of September 24, 2024**

Motion

2024/06/17 It was moved,  
That the Board of Directors approve the minutes of the meeting of  
September 24, 2024

CARRIED

**4. Business Arising from the Minutes of the September 24, 2024 Meeting**

There was no business arising from the minutes of the September 24, 2024 meeting.

**5. 2025 Meetings and Activities Schedule**

The meetings and activities schedule was received for information.

**6. Chair's Report**

The Chair reported on:

- update on board of directors' appointment process,
- recent Just for Chairs annual retreat,
- changes at AIMCo,
- recent meeting with the Minister of Jobs, Economy & Trade, and
- upcoming meeting of the Association of Workers' Compensation Boards of Canada.

**President's Report****Trevor Alexander****7.1 President's Report**

The President reported on the following:

- financial results,
- operations results and updates,
- technology and operations innovations,
- engagement and legislative relations,
- Secretary & General Counsel results, and
- risk profile.

## 7.2 Strategy Map and Objectives Update

The Strategy Map and Objectives update was received for information.

<b>Policy Committee</b>	<b>Mike Boyle</b>
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### 8.1 Committee Chair Report

The committee chair provided a report on the recent meeting of the Policy Committee.

### 8.2 Policy 04-04, Permanent Total Disability

As part of the policy project plan, WCB committed to reviewing entitlement for workers with severe injuries not listed in section 43(2) of the *Workers' Compensation Act (WCA)* who may be classified as permanently totally disabled (PTD). In addition to the six injuries presumed to be PTD under the *WCA*, policy provides that a worker with an assessed permanent clinical impairment (PCI) of 100% is also given PTD status.

The draft policy proposes keeping the existing categories of PTD and their benefit structure the same and proposes defining a new third category of PTD as follows:

- 3) workers who:
  - a. have a PCI rating of greater than or equal to 75% and less than 100%,  
AND
  - b. as a direct result of the compensable injury(ies), the worker is permanently not capable of participating in employment.

The proposed benefit structure for this third category is slightly different than the first two categories as the non-economic loss payment (NELP) would be based on actual PCI rating, i.e., not maximum NELP; and unreduced economic loss payment (ELP), with no retirement adjustment (same as existing categories).

Motion

2024/06/18 It was moved,  
The Board of Directors approve the proposed revisions to Policy 04-04,  
Part I, and Part II, Applications 2 and 3, applying to cases where the date  
of accident is on or after January 1, 2025.

CARRIED

### 8.3 Policy 04-02, Temporary Benefits, Addendum A – Allowance Rates

In accordance with Board Resolution 94/02/09 (inconsequential amendments) and Board Resolution 2003/03/10 (travel, subsistence, and wage allowances), Strategic Management Council approved no changes to the travel (mileage) and meal allowance rates in Policy 04-02, Part II, Addendum A, *Allowance Rates*, for 2025.

**Travel (mileage):** No changes were recommended to the travel allowance of \$0.58/kilometre.

**Meal Allowances:** No changes were recommended to the meal allowance, which remains at \$57.00/day.

**Accommodation:** No change was recommended. As well, no changes were recommended to the private accommodation rate of \$20.00/night.

#### 8.4 Policy Committee Terms of Reference

The Terms of Reference for Policy Committee are reviewed annually to ensure that they continue to meet governance standards. The Terms of Reference have been reviewed to reassess adequacy, consider industry best practices, contemplate the committee's self-assessment results, and address any new regulatory and legal requirements. A minor change has been made to update vice president titles and membership.

Motion

2024/06/19 It was moved,  
That the Board of Directors approve the Policy Committee revised Terms  
of Reference.

CARRIED

#### 8.5 2024-2026 Policy Project Plan Update

The 2024-2026 Policy Project Plan update was received for information.

<b>Audit Committee</b>	<b>Mary Phillips-Rickey</b>
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#### 9.1 Committee Chair Report

The committee chair provided a report on the recent meeting of the Audit Committee.

#### 9.2 Audit Committee Terms of Reference

The Terms of Reference for Audit Committee are reviewed annually to ensure that they continue to meet governance standards. The Terms of Reference have been reviewed to reassess adequacy, consider industry best practices, contemplate the committee's self-assessment results, and address any new regulatory and legal requirements. A minor change has been made to update all references from 'claim benefit liability' to 'insurance liability' in order to comply with new international financial reporting standards that came into effect for 2024.

Motion

2024/06/20 It was moved,  
That the Board of Directors approve the Audit Committee Terms of  
Reference as amended.

CARRIED

<b>Finance Committee</b>	<b>Mary Phillips-Rickey</b>
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#### 10.1 Committee Chair Report

The committee chair provided a report on the recent meeting of the Finance Committee.

#### 10.2 Investment Policy Statement

The WCB Investment Policy Statement is the Board of Directors' primary governing document through which the Board of Directors (BoD) articulates WCB's investment beliefs, objectives, and risk tolerances for the prudent and effective management of the Accident Fund. It sets the

parameters and constraints which guide the investment decisions of the managing and operating fiduciaries. An annual review of the Investment Policy Statement (the Statement) is required as outlined in the Finance Committee Terms of Reference and Section 1.3 – Governance of the Statement.

The 2024 policy review has identified a minor change to the Statement is required in relation to the foreign real estate benchmark.

In 2024, AIMCo engaged their clients in the review of its real estate product descriptions and risk mandates. As part of this process, AIMCo proposed and received endorsement by clients to change the Foreign Real Estate Pool (FREP) benchmark to the MSCI Global Quarterly Property Index to be effective January 1, 2025.

Motion

2024/06/21 It was moved,  
That the Board of Directors approve the WCB Investment Policy  
Statement amendment, effective January 1, 2025.

CARRIED

### 10.3 Financial Status Report

The monthly financial status report was received for information.

### 10.4 Annual Worker Benefit Update – 2025

The *Workers' Compensation Act* provides the authority to set the maximum a worker's wages can be insured and the ability to index long term benefits to inflation. To exercise this authority, the Board of Directors has described the approach through the principles of workers' compensation and Policy 04-01. The annual process of calculating any changes to benefits based on this guidance has been delegated to management, and the resulting amounts are ratified via a Board Order.

**Cost of Living:** Section 59 of the *WCA* gives authority to adjust long-term benefits yearly as a result of a series of legislative changes that came into effect on January 1, 2021. According to Policy 04-01, Part II, Application 4, annual cost-of-living adjustments (COLA) are based on 100% of the change in the average Alberta Consumer Price Index (ACPI) for the 12 months ending September 30 of the year immediately before the adjustment, less 0.5%. The policy states COLA adjustments are applied on the first day of January of each year.

The percentage change in the average ACPI for the 12 months ending September 30, 2024, totaled 2.85%. COLA has been calculated as 2.35% (2.85% less 0.5%). As a result, it is recommended that COLA for 2025 be set at 2.35%.

**Maximum Compensable Earnings (MCE):** Under the authority of section 56(18) of the *WCA*, the Board of Directors sets the value of MCE. The BOD has shared the basis for setting MCE in their published principles. The principle guiding MCE was consulted upon and finalized in 2021. The principle states:

*The Board of Directors sets maximum compensable earnings annually to achieve coverage for the full wages of at least 90 per cent of workers in the province.*

*The annual amount will change when the percentage of workers covered drops below 90 per cent.*

The annual adjustment calculation is based on wage inflation data provided by Statistics Canada, refined to reflect the industries covered by the workers' compensation system. The calculation results in a MCE for 2025 of \$106,400 which maintains the coverage of workers' wages in the province at 91%.

Motion

2024/06/22 It was moved,

That the Board of Directors:

- Approve the cost-of-living increase for 2025 of **2.35%** applied to long term benefits pursuant to section 59 of the *Workers' Compensation Act*.
- Order that for 2025, maximum compensable earnings (MCE) be set at **\$106,400** (an increase of 1.7% from the 2024 MCE) and approve the proposed Board Order for MCE on these terms, pursuant to section 56(18) of the *Workers' Compensation Act*.

CARRIED

## 10.5 2025 Financial Plan & Operating Budget

WCB's 2025 integrated budget planning framework is a comprehensive process that commenced in early 2024 with the development of key economic assumptions and estimates for 2024 and 2025. As the year progressed, management reviewed corporate and economic performance against these initial assumptions and updated the financial drivers and projections. At the September 2024 Board of Directors' retreat and meeting, WCB's strategic priorities and 2025 premium rate setting strategies were reviewed, which provided additional guidance that informed the development of the 2025 financial plan and operating budget.

The 2025 operating budget represents a financial plan that has been carefully developed to ensure that WCB continues to fulfill its mandate to Albertans in an efficient and cost-effective manner. The financial plan and 2025 budgeted premium rate charged to employers strikes a careful balance between ensuring the financial sustainability of the workers' compensation system and the additional challenges employers are facing because of a high, prolonged inflationary environment and rising borrowing costs.

Motion

2024/06/23 It was moved,

That the Board of Directors approve the 2025 financial plan and operating budget.

CARRIED

<b>Human Resource &amp; Governance Committee</b>	<b>Brian McConkey</b>
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### 11.1 Committee Chair Report

The committee chair provided a report on the recent meeting of the Human Resource & Governance Committee.

## 11.2 2025 Strategy Map & Objectives

In consultation with the Board of Directors, management has established a clear focus with the corporate objectives and service journey milestones for 2025. With clear targets and effective oversight, WCB is well positioned to maintain momentum and continue to address the priorities set out in the five-year strategic plan. If successful, by the end of the year, the organization will have continued to deliver exceptional service and outcomes for clients, implemented solutions that support innovative return-to-work outcomes, strengthened and grown community partnerships, and ensured WCB employees are equipped and supported to provide great service.

Motion

2024/06/24 It was moved,  
That the Board of Directors approve the 2025 Strategy Map and Objectives.

CARRIED

## 11.3 Human Resource & Governance Committee Terms of Reference

The Terms of Reference for the Human Resource & Governance Committee are reviewed annually to ensure they continue to meet governance standards. The Terms of Reference have been reviewed to reassess adequacy, consider industry best practices, contemplate the committee's self-assessment results, and address any new regulatory and legal requirements. Changes have been made to update the reference to legislation that governs compensation for the President & CEO, to update references to vice president positions and to update references from 'evaluations' to 'assessments'.

Motion

2024/06/25 It was moved,  
That the Board of Directors approve the Human Resource & Governance Committee revised Terms of Reference.

CARRIED

### Standing Items

Ray Block

## 12. New Business: 2025 Board of Directors Annual Planning Cycle

The 2025 Board of Directors annual planning cycle was received for information.

## 13. Meeting Evaluation

The members were asked to complete the meeting effectiveness self-assessment in Diligent.

### In Camera

Ray Block

## 14.1 In Camera with the Executive

The Board of Directors held an *in camera* session with the executive, associate vice president and board liaison.

#### **14.2 *In Camera* with the President & CEO**

The Board of Directors held an *in camera* session with the President & CEO.

#### **14.3 *In Camera* without the President & CEO**

The Board of Directors held an *in camera* session without the President & CEO.

There being no further business, the meeting ended at 12:15 p.m.