

Policy Consultation Advisory Group (PCAG)

Roles and Expectations

PCAG works with WCB executives and representatives of the Board of Directors' Policy Committee, to provide input on policy priorities, including:

- Methods of consultation for policies that will have a significant impact on the worker and employer communities,
- Identification of emerging policy issues for consideration on the policy project plan,
- The scope and methods of consultation for policy changes as they arise outside of the policy project plan, and
- Options and proposals for resolving issues that do not require wider consultation (e.g., housekeeping items).

To facilitate discussion, WCB will provide updates on:

- Relevant legislative changes,
- Relevant and available jurisdictional comparisons, and
- Implementation of recent policy changes.

NOTE: The policy topics for PCAG's consideration fall into three broad categories:

- Compensation policy changes,
- Assessment policy changes, and
- Funding policy changes.

In addition to providing input and advice as noted above, PCAG will also:

- Receive information about significant operational issues, programs, and initiatives at WCB to share with their respective communities.

Decision Making and Accountability:

The Group's role and function is advisory in nature. It is not a decision-making body.

Accountability for policy development remains with the Board of Directors as authorized under Section 6 of the *Workers' Compensation Act*. Accountability for operational issues, programs, and initiatives remains with WCB.

In their advisory capacity, members are expected to provide feedback and advice on the issues outlined above as they arise on the agenda and to be committed to working with their respective communities to provide updates about WCB initiatives and to bring forward issues of significance.

Issues will be discussed at the meetings and the views and opinions of the participants will be summarized for Policy Committee and the Board of Directors. As this is an advisory group, meetings are informal in nature and there will be no voting on issues.

All members are expected to:

- Prepare for each meeting by reviewing the agenda and materials,
- Actively participate in meetings and discussions,
- Actively promote participation in policy consultation within their respective community,
- Follow up on issues as determined at the meetings,
- Propose additional items or priorities arising out of discussions with their respective communities, and
- Provide input on systemic issues.

The Group *does not* deal with individual worker or employer issues, with matters that are primarily operational in nature, or with WCB-Alberta staff issues.

Membership and Terms of Office

The membership of PCAG consists of:

Co-chairs

- Vice-President, Client Services & Disability Management, WCB-Alberta
- Vice President, Employer Account Services & Claims Management Support, WCB-Alberta

Members

- Vice President, Millard Health & Special Care Services – WCB-Alberta
- Secretary & General Counsel – WCB Alberta
- Up to four members representing the organized labour community, plus two alternates
- Up to four members representing the employer community, plus two alternates
- Member, WCB Board of Directors’ Policy Committee*

**Provides feedback to colleagues on the Board of Directors*

Organized labour and employer members are selected by their respective communities. These are unpaid positions.

Alternate members will attend meetings if regular representatives are absent.

Meetings

Agendas and any supporting materials will be emailed to participants in advance of the meetings.

Minutes of the meetings will be posted to WCB’s website in a timely manner. The number of meetings will vary with the issues and availability, but the group will meet at least twice a year.

Guests

From time to time, it may be helpful to have guests attend to present information for the Group. Guests must be identified in advance and this information will be shared with all PCAG members in their pre-meeting package.