



**d) Acceptance of Agenda**

The Governance Council reviewed the December 2015 agenda.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **accepted the December 2015 agenda, as presented.**

**15/12-001 - Carried**

**e) Council concerns**

- i) A Director brought forward concerns about the cost to the WSCC of cancelled hotel rooms in the event that flights are cancelled within 24 hours. It was agreed by all present that while these additional costs are unfortunate, the realities of northern travel mean that last minute flight cancellations are probable and the associated sunk costs are an unavoidable reality.
- ii) Discussion brought forward from two Directors concerning the issue of harassment and bullying in the workplace and how those issues are handled as health and safety issues. The President assured the Governance Council that regulations concerning workplace harassment exist in the new *Occupational Health and Safety Regulations* already legislated in the Northwest Territories and expected in Nunavut early in 2016.
- iii) General discussion arising from meeting of the Audit Committee to ensure that Directors know their role within the WSCC and are aware of the information resources at their disposal. The Chief Governance Officer will be following up on these requests for resources in the near future.

**2. Consent agenda**

**a) Approval of September 2015 Minutes**

The Governance Council reviewed the minutes from its September 2015 meeting. No requests for changes to the minutes were made.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **accepted the Minutes of the September 2015 meeting, as presented.**

**15/12-002 – Carried**

**b) Business arising out of minutes**

There was no business arising out of the September 2015 Minutes.

**c) 2016 Medical subsistence allowance**

The Governance Council reviewed the 2016 medical subsistence allowance and continues to support the increase in allowances as of January 1<sup>st</sup> of each year according to the Treasury Board of Canada Secretariat's travel rates.

**d) 2016 CEO travel**

The Governance Council reviewed the planned 2016 CEO travel and made no requests for changes to the planned itinerary.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **accepted all consent items of the December 2015 meeting, as presented.**

**15/12-003 – Carried**

### **3. Executive reports**

**a) Chairperson**

The Chairperson's Report is intended to report on the Chairperson's broad activities in between Governance Council meetings and to apprise Governance Council Directors of significant or noteworthy information.

In addition to the report, the Chair updated the Governance Council on the most recent AWCBC meeting and discussions emanating from comments of the departing President of the Ontario WSIB. The WSIB President updated all boards on the potential for creating a unified compensation system across the country where legislation, policies, practices and technologies in each jurisdiction mirrored one another across the country. While stating that a scenario of this nature is unlikely, it is nevertheless an interesting topic of discussion to monitor, as well as a reminder to all boards that there are opportunities for achieving economies of scale and always opportunities for learning from others' successes and missed opportunities.

**b) President**

The President's Report is intended to capture the pulse of the organization as a viewed by the President, and to keep Directors apprised of significant events or achievements. The President's report provided information for the period of September 21, 2015 to November 9, 2015, concerning WSCC operations not covered elsewhere in Governance Council proceedings.

In addition to this report, the President updated the Governance Council on the status of several action items requested by the Governance Council in past meetings. In particular, the President noted that *Occupational Health and Safety Regulations* were implemented in the Northwest Territories in June 2015 and implementation is expected in Nunavut in early 2016.

## 4. Decision items

### a) Audit Committee report

Abe Theil, Audit Committee Chairperson, provided the Governance Council with the Audit Committee Report of its meeting held December 3, 2015.

The Minutes of the Audit Committee meeting are attached as Appendix 'A'. The decisions of the Governance Council as it concerns recommendations made by the Audit Committee are as follows:

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **accepted the report of the December 3, 2015, Audit Committee meeting.**

**15/09-007 - Carried**

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the 2016-2018 Internal Audit Plan according to the recommendation of the Audit Committee.**

**15/12-004 -Carried**

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the Internal Audit Charter according to the recommendation of the Audit Committee.**

**15/09-005 – Carried**

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the Audit Committee Charter according to the recommendation of the Audit Committee.**

**AC15/09-006 -Carried**

**b) Governance and Leadership Committee Report**

Rachel Makohoniuk, Governance and Leadership Committee Member, provided the Governance Council with the Governance and Leadership Committee Report of its meeting held December 3, 2015.

The Minutes of the Governance and Leadership meeting are attached as Appendix 'B'.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **accepted the report of the December 3, 2015, Governance and Leadership Committee meeting.**

**15/09-008 – Carried**

**c) Policy 07.01, Claim File Information Access**

Information the Workers' Safety and Compensation Commission obtains about workers, their dependants or employers is confidential. The WSCC may release information it collects under the *Workers' Compensation Acts* according to the *Workers' Compensation Acts* and *Access to Information and Protection of Privacy Acts*.

The Policy was identified for review on the Comprehensive Policy Review Plan.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved Policy 07.01, Access to Workers' Safety and Compensation Commission (formerly Policy 07.01, Claim File Information Access), as presented.**

**15/09-009 - Carried**

**d) Policy 07.02, Employer File Information Access**

Information the Workers' Safety and Compensation Commission obtains about workers, their dependants or employers is confidential. The WSCC may release information it collects under the *Workers' Compensation Acts* according to the *Workers' Compensation Acts* and *Access to Information and Protection of Privacy Acts*.

The Policy was identified for review on the Comprehensive Policy Review Plan.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **rescinded Policy 07.02, Employer File Information Access.**

**15/09-010 - Carried**

**e) Policy 07.03, Inspection Report Information Access**

Information the Workers' Safety and Compensation Commission obtains about workers, their dependants or employers is confidential. The WSCC may release information it collects under the *Workers' Compensation Acts* according to the *Workers' Compensation Acts* and *Access to Information and Protection of Privacy Acts*.

The Policy was identified for review on the Comprehensive Policy Review Plan.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **rescinded Policy 07.03, Inspection Report Information Access.**

**15/09-011 - Carried**

**f) GC Directive B-002, Governance Council Rules of Order**

Governance Council Directive B-002, Governance Council Rules of Order establishes the rules and processes by which the Governance Council conducts its meetings.

This Governance Council Directive was identified for review on the Comprehensive Policy Review Plan.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved Governance Council Directive B-002, Governance Council Rules of Order, as presented.**

**15/09-012 - Carried**

**g) 2016/2017 Safe Advantage benchmark claim factors**

Safe Advantage is the WSCC's safety incentive program allowing refunds for employers with proven safety, return to work, and claims management practices, and penalties for employers with poor safety, return to work, and claims management practices. Benchmark claim factors are used to develop the expected claims experience costs in a given calendar year.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved a decrease to the Safe Advantage year one benchmark factor from 14% to 11% of assessments paid in the most recent calendar year, as presented.**

**15/12-013 - Carried**

**h) 2016/2017 Safe Advantage inclusion limit**

Safe Advantage is the WSCC's safety incentive program allowing refunds for employers with proven safety, return to work and claims management practices and penalties for employers with poor safety, return to work and claims management practices. A review of the Safe Advantage program inclusion limit led Administration to recommend a continued Safe Advantage inclusion limit of \$40,000. The Governance Council accepted this recommendation.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the continuation of the Safe Advantage average assessment inclusion limit of \$40,000 for the 2016/2017 program year, as presented.**

**15/12-014 – Carried**

**i) Issuance of Certificates of Compliance**

Nunavut's *Hamlets Act* and the *Cities, Towns and Villages Act* require businesses to produce a WSCC Certificate of Compliance to obtain a business license. The WSCC does not have any legislative requirements that a Certificate of Compliance be issued to registered employers. The WSCC requires business owners to pay a fee of \$200.00 to obtain a Certificate of Compliance and under WSCC legislation and policy not all business are required to register with the WSCC.

Administration recommends that the Governance Council support collaboration with the Government of Nunavut to amend territorial legislation so that businesses in Nunavut do not require a Certificate of Compliance in order to receive a business license.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved WSCC Administration's request to collaborate with the Government of Nunavut in order to discontinue the mandatory issuance of Certificates of Compliance for the purpose of receiving a business license in Nunavut.**

**15/12-015 – Carried**

**j) Translations funds – move from Operations to Capital budget**

The Workers' Safety and Compensation Commission is required to ensure compliance with the *Official Languages Acts* in each territory. There are eleven official languages in the Northwest Territories and four in Nunavut. Funding received in 2015 from the Government of the Northwest Territories for translations was budgeted for operational purposes however capital expenditure is requested for the purpose of purchasing software to assist in the effective and efficient translation of WSCC materials.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the Translations Funds transfer from Operations to Capital Budget.**

**15/12-016 - Carried**

**k) Additional funding for Stakeholder Services Positions**

As a result of a 2015 workload study among the Claims Services, Administration recognizes a significant lack of resources for the amount of work performed by the operational unit. According to the results of the study Administration requests 3 new positions in Claims Services, a Case Manager in Yellowknife, and a Case Manager and Adjudicator in Iqaluit.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **approved the funding of three new positions: Case Manager, NT; Case Manager, NU; and Adjudicator, NU. In accordance with this resolution the 2016 Budget is amended.**

**15/12-017 - Carried**

**l) WSCC retrofit funding**

As announced at the start of the meeting the Chairperson recused himself for this discussion due to other business interests related to the WSCC retrofit funding.

In September 2014, the Governance Council approved the retrofit project with a \$3.4 million budget. During the construction phase several unexpected issues arose, requiring additional changes to the original retrofit plans and budget. Administration is seeking additional funds for ensuring completion of the WSCC retrofit.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **directed that the 2015 Operational Budget be reduced by \$500,000 and the 2015 Capital Budget be increased by \$500,000.**

**15/12-018 - Carried**



## **5. Discussion/Presentation items**

### **a) Q3 Quarterly Update**

The WSCC operates under the direction of the WSCC Governance Council's Strategic Plan, which provides priorities, objectives, actions and key performance indicators. The 2015 Q3 Performance Report is a public tracking report that keeps the Governance Council abreast on the WSCC's commitments and provides corporate accountability and transparency to stakeholders.

### **b) Outstanding litigation/Appeals Tribunal decisions**

The WSCC has exclusive jurisdiction to hear and make determinations on all matters arising from the *Workers' Compensation Acts*. The Governance Council was presented with several updates concerning outstanding litigation/Appeals Tribunal decisions.

### **c) Divisional Presentation – Corporate Services**

Each Governance Council meeting a different division within the WSCC provides a presentation to the Governance Council about the strategic and operational responsibilities of their division. At its December 2015 meeting the Corporate Services division gave a presentation to the Governance Council.

### **d) Quarterly Comprehensive Policy Review Plan**

The Comprehensive Policy Review Plan (CPRP) sets out the WSCC's five-year policy review schedule. As policy issues emerge, the CPRP can be updated by Administration.

In addition to the actions taken by Administration, the Governance Council may specifically direct Administration to action a policy earlier than proposed in the CPRP. Administration commits to reporting the quarterly status of the CPRP to the Governance Council.

The Governance Council did not request any changes to the plan, as presented, during this meeting.

### **e) Training matrix**

Administration was previously asked by the Governance Council to develop a tool that can aid employers and workers in the identification of legislative training and education requirements. Administration provided the Governance Council with a proposed path forward to meet these objectives and will continue to provide updates to the Governance Council during development and before implementation in 2016.

### **f) Comparison of WSCC Administrative Costs vs Canadian Jurisdictions**

The Governance Council was presented with a comparison of the WSCC administrative costs in relation to other Canadian jurisdictions. The Governance Council is now informed about how the provisional assessment rate is affected by administrative, compensation and prevention related costs as compared to other jurisdictions.

**g) Partnership update**

During the course of any year, the WSCC relies on partners to assist in the delivery of safety information across the North. Some partnerships are by way of formal agreement; however some are not. The Governance Council was presented with information about its ongoing partnerships with informal and formal partners such as the Northern Territories Federation of Labour and the Northern Safety Association.

**h) Junior Safety Officer position update**

The Governance Council has supported the hiring, training and education of two aboriginal candidates as Junior Safety Officers. The program has been successful to date with Junior Safety Officers, developing professionally with the goal of gaining the experience necessary to qualify for a position as a WSCC Safety Officer.

In 2016, a special funding request will be made to the Governance Council to continue the program with a goal to hire an Inuit candidate in Nunavut. As part of the 2017 budget package, Administration will seek approval to continue the program and will request approval for ongoing position funding.

**i) Presentation – Online portal**

The WSCC *2015-2017 Strategic Plan* identifies the action to establish an online portal for employers to facilitate employer to employer information sharing and awareness of WSCC hazard alerts.

Throughout 2015 Administration has been developing an online forum for employer information sharing. *Safety Share* is ready for launch in January 2016 and promotion of the site will happen near the time of launch.

**j) e-Business demonstration**

The WSCC released its new e-Business portal *WSCC Connect* on Monday, October 26, 2015. The initial release of *WSCC Connect* is the first stage of several new online services the WSCC is delivering in the coming years.

Administration provided the Governance Council with a demonstration of the *WSCC Connect* services available to date.

**k) Pensions project update**

At its December 2014 meeting and March 2015 meetings, the Governance Council reviewed interjurisdictional comparisons of pension benefits. At its December 2015 meeting the Governance Council was presented with research and information about the potential directions for future evolution of the WSCC pension system.

The Governance Council has requested that Administration perform an in depth analysis of the current WSCC pension system as well as perform an in depth analysis of other long-term pension systems across the country. Administration will report back to the Governance Council quarterly concerning the progress of this analysis; options for future long-term pension support; and the process for communicating with the public to ensure the best system possible is available to workers in the Northwest Territories and Nunavut.

**l) Governance Council Strategic and Corporate Planning handbook**

The Governance Council was presented with the Governance Council Strategic and Corporate Planning Handbook. This new handbook provides clarity to Governance Council Directors about their role in the strategic and corporate planning and budgeting processes, which takes place in partnership with Administration.

The handbook highlights the Governance Council and Administration's role in the planning and budgeting process during both the three-year strategic and annual corporate planning cycles. This handbook was developed as a result of process improvements realized during a Q1 2015 Continuous Excellence event.

**m) Policy 03.05, Renewable Resource Harvesters**

The Renewable Resource Harvesters program is not a WSCC program. The WSCC administers this program on behalf of the Governments of the Northwest Territories and Nunavut. The program is based upon two separate Memorandums of Understanding (MOU) between the WSCC and the Governments of the Northwest Territories and Government of Nunavut; where each respective government pays for the program and pays the WSCC to administer it.

Administration informed the Governance Council of the ongoing work to gain permission from both territorial governments to propose rescinding the current Policy 03.05, Renewable Resource Harvesters, which currently reiterates information in the MOUs. The Governance Council is supportive of Administration's efforts as rescinding the policy will ensure that the Renewable Resource Harvesters program is communicated from the WSCC according to the intent of the MOUs.

**n) Policy 03.11, Allowances and Services for Severely Injured Workers**

Policy 03.11 was last revised in December 2014 to ensure current allowances and services were operating effectively and efficiently. It was recognized by the Governance Council at the time that there may be opportunities for implementing additional services to improve the quality of life of severely injured workers. Rather than delay the proposed revisions the Governance Council approved the revised policy and Administration was tasked to research other services.

Administration provided an update on current research and is evaluating whether the current allowances and services provide adequate benefits to workers seeking to maintain their pre-injury quality of life standard. The Governance Council expressed support of this ongoing evaluation.

## 6. Next meeting

The next Governance Council meeting will occur March 2, 2016 to March 3, 2016. The meeting will take place in Iqaluit, Nunavut.

### a) Draft March 2016 Governance Council Meeting Agenda

No changes to the Draft March 2016 Governance Council Meeting was requested by the Governance Council.

### b) March 2016 Corporate Planning Calendar

No comments were made concerning the March 2016 Corporate Planning Calendar.

## 7. In-camera session (if necessary)

The Governance Council did not hold an in camera session during this meeting.

## 8. Meeting Close

There being no further business to discuss, the meeting closed at 12:04 PM on December 4, 2015.

On a motion duly moved and seconded, the Governance Council of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **closed the December 2015 meeting in Yellowknife, Northwest Territories.**

15/12-019

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Date

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Chairperson

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Date

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Chief Governance Officer/Senior Advisor



## **Governance Council Audit Committee Meeting**

**December 3, 2015**

**Yellowknife, NT**

### **Minutes**

#### **Present**

- Abe Theil, Director
- Arlene Hansen, Director
- Robert Gabuna, Director
  
- Kim Collins-Riffel, Vice President of Stakeholder Services
- Len MacDonald, Vice President of Financial Services
- Benjamin Hendriksen, Chief Governance Officer/Senior Advisor
- Lisa Clarke, Regional Superintendent/Deputy Corporate Secretary

#### **Regrets**

- None

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*The meeting called to order at 8:31 AM*

#### **A. Safety overview/orientation**

The Vice-President of Stakeholder Services provided a safety overview and orientation for the Audit Committee prior to the meeting start.

#### **B. Conflict of interest declarations**

There were no conflict of interest declarations made prior to the meeting.

## 1. Consent

### a) Acceptance of Agenda

The Audit Committee reviewed the December 2015 agenda.

### b) Approval of September 2015 Minutes

The Audit Committee reviewed the minutes from its September 2015 meeting. No changes to the minutes were requested.

### c) Business arising out of minutes

There was no business arising out of the September 2015 Minutes.

### d) Committee concerns

There were no Committee concerns identified for this meeting.

## 2. Decision Items

### a) 2016-2018 Internal Audit Plan

A Comprehensive Three Year Internal Audit Plan is part of the Comprehensive Risk Management Framework. This Framework helps to mitigate the risks to the organization arising from deficiencies in internal controls. Standard internal audit operating procedures dictate the internal auditor prepare a Comprehensive Three Year Internal Audit Plan. One of the procedures involves soliciting input from the President, Senior Management and the Audit Committee in development of the audit plan. This plan was submitted for the Audit Committees review and approval.

On a motion duly moved and seconded, the Audit Committee of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **recommended the 2016-2018 Internal Audit Plan, as presented, for approval by the Governance Council.**

**AC15/12-001 - Carried**

### b) Internal Audit Charter

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the Workers' Safety and Compensation Commission (WSCC).

The purpose of this Internal Audit Charter is to address the role, responsibilities, authorization, activities and reporting relationships of the Internal Audit function. The Charter should be reviewed on a regular basis to ensure that it is consistent with changes in the financial, risk management and governance arrangements of the WSCC, and reflects developments in Internal Audit professional practices.

On a motion duly moved and seconded, the Audit Committee of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **recommended the Internal Audit Charter, as presented, for approval by the Governance Council.**

**AC15/12-002 - Carried**

**c) Audit Committee Charter**

The Audit Committee Charter sets forth in writing the purpose of the committee as well as the specific duties and responsibilities it undertakes. The Charter expresses realistic guidelines of the functions performed by the Audit Committee.

The purpose of this Audit Committee Charter is to address the role, responsibilities, authorization, activities and reporting relationships of the Audit Committee.

On a motion duly moved and seconded, the Audit Committee of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **recommended the Audit Committee Charter, as presented, for approval by the Governance Council.**

**AC15/12-003 - Carried**

### **3. Discussion/Presentation items**

**a) Quarterly internal audit performance report – third quarter - 2015**

The internal audit performance report summarizes the activities of the Internal Audit unit in the third quarter of 2015.

In the third quarter Internal Audit finalized the Pension Liability review and conducted the Capital Assets review. In addition, Internal Audit finalized the three-year internal audit plan in consultation with the Audit Committee and Senior Management Team.

**b) Enterprise risk management**

The Audit Committee reviewed the risk registry and received an overview of the activities of the Enterprise Risk Management Committee for the past quarter.

**c) Third party actions**

The Audit Committee reviewed updated on third party actions as of October 31, 2015.

**d) Investigations (employer/worker) report**

The Audit Committee received a report on investigations activity from August 20, 2015 to September 30, 2015.

**e) Access To Information and Protection of Privacy (ATIPP) report**

The ATIPP report identified breaches of information, either internally within the WSCC or externally to stakeholders. In all cases incorrect recipients were contacted and requested to destroy the information.

In addition, the ATIPP report details the routine disclosures and information security verifications coordinated by the WSCC as well as explains the initiatives being undertaken at the WSCC to improve stakeholder access to information and protect stakeholder privacy.

**f) 2015 OAG Annual Audit Plan**

The Audit Committee received an overview of the audit plan by representatives of the Office of the Auditor General (OAG) of Canada

**g) WSCC orientation refresher**

The Vice President of Finance provided a refresher of the Governance Council Director's orientation.

**h) Quarterly complaints report**

No issues or complaints were received to the [feedback@wscc.nt.ca](mailto:feedback@wscc.nt.ca) address in Q3 2015.

**i) Funding transition model report**

AON completed an asset and liability study providing potential options for maintaining or changing its future funding model.

**j) Whistleblower process**

The Safe Disclosure Memorandum of Agreement (MOA) between the Government of the Northwest Territories (GNWT) and The Union of Northern Workers was created to ensure that an employee has multiple ways to disclose an act of wrongdoing or potential wrongdoing with the confidence that there will be no reprisal for filing a report.

The Audit Committee was informed of the whistleblower process within the WSCC.

## **4. Information items**

**a) Investments**

The Audit Committee discussed the investments to September 30, 2015.

- 2015 Q3 investment report

The Audit Committee reviewed the 2015 Q3 investment report.

- Investment results at September 30, 2015

Overall the total fund returned -1.68% for the month ending September 30, 2015.

For the year-to-date period ending September 30, 2015 the fund returned 4.09% outperforming the benchmark by 2.42%.

- 2015 Q3 investment rebalancing

No re-balancing was done to the portfolio in Q3 2015.

- Investment Manager compliance checklist – update

The compliance checklist exists to assist the Governance Council and Administration in carrying out its responsibilities for the investments of the WSCC.



**b) Q3 sole source awards**

Five sole-source contracts over \$10,000 were awarded between July 1, 2015 and September 30, 2015. These contracts were reported to the Audit Committee per Policy 10.03, Procurement.

**c) Q3 financial report**

The WSCC fiscal year is the calendar year. The Q3 financial report states WSCC net income of \$13.2 million

**d) Q3 capital asset report**

As of the end of the third quarter \$3,350,978 of capital funds have been spent or accrued. Administration is currently estimating that most capital projects will be completed by the end of the year but that \$442,676 will likely be requested to be carried forward to 2016.

## **5. Next meeting**

The next Audit Committee meeting will occur March 2, 2016. The meeting will take place in Iqaluit, Nunavut.

**a) March 2016 Audit Committee Meeting Agenda**

The proposed March 2016 Audit Committee meeting agenda was reviewed and no changes were requested at this time.

## **6. In-camera session (if necessary)**

The Audit Committee did not hold a general in-camera session during this meeting.

**a) Meeting with the Internal Auditor**

The Audit Committee had an in-camera session with the internal auditor.

## **7. Meeting close**

There being no further business to discuss, the meeting adjourned at 11:55 AM on December 3, 2015.

On a motion duly moved and seconded, the Audit Committee of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **closed the December 2015 meeting in Yellowknife, Northwest Territories.**

**AC15/12-004 – Carried**



## **Governance Council Governance and Leadership Committee Meeting**

**December 3, 2015**

**Yellowknife, NT**

### **Minutes**

#### **Present**

- Rachel Makohoniuk, Director
- Janet Brewster, Director
- David Tucker, Chairperson
  
- Dave Grundy, President and CEO
- Melanie Murphy, Chief Governance Officer/Senior Advisor

#### **Regrets**

- Jack Rowe, Director

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*The meeting called to order at 8:31 AM*

#### **A. Safety overview/orientation**

The President and CEO provided a safety overview and orientation for the Governance and Leadership Committee prior to the meeting start.

#### **B. Conflict of interest declarations**

There were no conflict of interest declarations made prior to the meeting.

### **1. Consent**

#### **a) Acceptance of Agenda**

The Governance and Leadership Committee reviewed the December 2015 agenda.

#### **b) Approval of September 2015 Minutes**

The Governance and Leadership Committee reviewed the minutes from its September 2015 meeting. No changes to the minutes were requested.

#### **c) Business arising out of minutes**

There was no business arising out of the September 2015 Minutes.

**d) Committee concerns**

There were no Committee concerns identified for this meeting.

## **2. Decision Items**

There were no decision items to discuss at this meeting.

## **3. Discussion/Presentation Items**

**a) President and CEO evaluation process**

In recent years the President and CEO evaluation process was becoming ineffective in order to evaluate their success according to the planned performance of the WSCC. For the 2015 evaluation process, the WSCC has developed a new evaluation process.

The new evaluation focuses upon the comparison of organization achievements compared to what were the commitments as described in the 2015 Corporate Plan and corresponding Key Performance Indicators (KPIs). The performance evaluation process will occur during February and March 2016 with results available in April 2016. The Governance Council will hold a special meeting in April 2016 to review the results of the President and CEO evaluation process.

**b) Safety in Aurora College Programs**

The WSCC was asked by the Governance and Leadership Committee to investigate opportunities' to partner with Arctic and Aurora College to incorporate Occupational Health and Safety (OHS) into college curriculums. In early 2016, the WSCC will hold brainstorming sessions to discuss the best ways to make potential include OHS education into college curriculums.

## **4. Next Meeting**

**a) March 2016 Meeting Agenda**

The proposed March 2016 Governance and Leadership Committee meeting agenda was reviewed and no changes were requested at this time.

## **5. In-camera session (if necessary)**

The Governance and Leadership Committee did not hold an in-camera session during this meeting.

## 6. Meeting close

There being no further business to discuss, the meeting adjourned at 11:15 AM on December 3, 2015.

On a motion duly moved and seconded, the Governance and Leadership Committee of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut **closed the December 2015 meeting in Yellowknife, Northwest Territories.**

**GLC15/12-001 – Carried**