

NORTHWEST TERRITORIES & NUNAVUT

Governance Council Directives

WSCC

Workers' Safety
& Compensation Commission

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wscn.nu.ca

If you would like this document in another language, please contact us.

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B-000	Governance Council Roles and Responsibilities	January 1, 2021
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B-004	Governance Council Directors' Remuneration	April 1, 2020
B-005	Governance Council Directors' Travel	June 14, 2018
B-006	Governance Council Directors' Code of Conduct	January 1, 2021
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B-009	Appeals Tribunal Members' Remuneration and Travel	June 10, 2016
B-010	Governance Council Directors' Claims	January 1, 2021
B-011	Appeals Tribunal Members' Claims	June 10, 2016
B-012	Governance Council Directors' Training	March 12, 2019
B-013	Governance Council Stakeholder Relations	January 1 ,2021



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL ROLES AND RESPONSIBILITIES

POLICY STATEMENT

The Workers' Safety and Compensation Commission (WSCC) Governance Council outlines its roles and responsibilities in this directive.

DEFINITIONS

Northwest Territories Minister:	Minister of the Government of Northwest Territories responsible for the Northwest Territories <i>Workers' Compensation Act</i> and Northwest Territories <i>Workers' Compensation General Regulations</i> .
Nunavut Minister:	Minister of the Government of Nunavut responsible for the <i>Workers' Compensation Act</i> and Nunavut <i>Workers' Compensation General Regulations</i> .
Governance Council:	"... the Governance Council continued by subsection 83(1);" (per subsection 1 (1) of the <i>Workers' Compensation Acts</i>)
President:	"...the President is the chief executive officer of the Commission." (per subsection 101(2) of the <i>Workers' Compensation Acts</i>)
Observer:	Individual(s) who attend Governance Council meetings whose participation is limited to observation, meaning they are unable to vote or participate in decision-making.

POLICY

General

The Governance Council oversees the conduct of business operations and management, while maintaining the credibility of the WSCC. The Governance Council provides overall direction to the President on the operations of the WSCC.

Appointment



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL ROLES AND RESPONSIBILITIES

- high ethical standards.

Governance Council Roles and Responsibilities

The Governance Council leadership, strategic direction and oversight roles and responsibilities include:

- providing oversight over the business and the affairs of the WSCC;
- giving strategic direction to the President over WSCC operations;
- giving oversight relating to the proper administration of the *Workers' Compensation Acts*, the *Explosives Use Acts*, the *Mine Health and Safety Acts*, the *Safety Acts*, and regulations made under these Acts;
- evaluating and approving such policies as are considered appropriate for the administration of legislation for which the WSCC is responsible
- giving direction on programs of the WSCC;
- reviewing and approving the annual operating and capital budgets;
- ensuring the proper stewardship of the Workers' Protection Fund;
- providing recommendations to the Ministers respecting the Years' Maximum Insurable Remuneration; and
- addressing any issue referred to it by the Minister.

Governance Council Directors are responsible for following the code of conduct as outlined in GC Directive B-006.

Observers

The Chairperson may invite individual(s) who request to attend Governance Council meetings in the role of observer(s). Observers may be participants who intend to learn and experience the work of the Governance Council. Before the Chairperson may invite an observer, that observer must apply for the role of Director and be under consideration by the Minister for a vacancy.

Observers are entitled to remuneration, as established in GC Directive B-004 Governance Council Directors' Remuneration. Observers are bound by the same confidentiality requirements as a Director.

Observers do not have any of the roles and responsibilities of Directors. For clarity, additional provisions related to observers include but are not limited to:

- term limitation of one year;
- unable to vote or participate in decisions that the Governance Council makes;
- cannot table meeting materials; and



GOVERNANCE COUNCIL ROLES AND RESPONSIBILITIES

- cannot form part of quorum.

Attendance by observers will be noted in the official minutes of Governance Council meetings.

Committees

According to the *Workers' Compensation Acts* of the Northwest Territories and Nunavut the Governance Council establishes an Audit Committee to ensure the objective oversight of the WSCC's:

- standards of integrity and behaviour;
- financial reporting; and
- management and financial control practices.

The Governance Council may establish other committees at its discretion for whatever purpose and period of time it determines is appropriate.

The Governance Council Chairperson is, by virtue of their office, a member of all Governance Council Committees, except the Audit Committee. The Chairperson designates who will serve as Chair of all other committees.

The President of the WSCC is, by virtue of their office, a non-voting member of the Governance Council

Special Circumstances

The Chairperson reviews and decides on all Governance Council related matters that are not addressed in existing Governance Council Directives, WSCC Policy, or applicable Regulations/Legislation.



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LEGISLATIVE AUTHORITIES

Northwest Territories <i>Workers' Compensation General Regulations:</i>	Section 11
Nunavut <i>Workers' Compensation General Regulations:</i>	Section 11

POLICY RELATED DOCUMENTS

Governance Council Directive B-006	Governance Council Directors' Code of Conduct
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HISTORY

Governance Council Directive B-000 (Mar/3/16)	Governance Council Roles and Responsibilities (Non-Substantive Change – April 1, 2020)
Governance Council Directive B-000 (Mar/3/16)	Governance Council Roles and Responsibilities
Governance Council Directive B-000 (Nov 30/10)	Governance Council Roles and Responsibilities
Governance Council Directive B-000 (Dec 11/08)	Governance Council Roles and Responsibilities

Chairperson



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POLICY STATEMENT

DEFINITIONS

Adjournment:	The conclusion of a meeting.
Alternate Location	A location other than the place where the office of the Commission is located or at any other location that the Governance Council may direct.
Conflict of Interest:	Any actual or perceived situation in which Governance Council Directors' abilities to act in the best interests of the WSCC or themselves is or could be directly or indirectly compromised by their personal interests or knowledge.
Corporate Secretary:	"...the Corporate Secretary of the Commission appointed under subsection 101(6);" (as per subsection 1 (1) of the <i>Workers' Compensation Acts</i>).
Governance Council:	"...the Governance Council continued by subsection 83(1);" (as per subsection 1 (1) of the <i>Workers' Compensation Acts</i>).
Personal Interest:	Includes an existing or prospective business, employment, commercial or financial interest of affiliation of the Directors or a Related Person, whether direct or indirect, where the interest or affiliation is greater than that of the general public, but does not include an interest that arises solely by virtue of a Director's affiliation with a particular stakeholder group.
Quorum:	"A majority of the directors of the Governance Council then holding office..." (as per subsection 88(2) of the <i>Workers' Compensation</i>

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	<i>Acts</i>).
President:	“...the President of the Commission appointed under subsection 101(1);” (as per subsection 1 (1) of the <i>Workers’ Compensation Acts</i>).
Related Person:	Includes the spouse, children or dependents of a Director, or other persons, firms, partnerships, associations, syndicates, organizations, groups, companies or corporations related to or associated with the Director.

Meeting Attendance

If a Director is absent more than 50% of scheduled meeting days in a twelve month period, the Chairperson may write a letter to the Minister Responsible for the WSCC recommending the Minister rescind the Director's appointment.

Governance Council meetings cannot be called to order without quorum. If a quorum is present at the beginning of a meeting but a Director or Directors leave, reducing the number to less than quorum, the meeting may continue if it is the wish of the remaining Directors. Directors who declare a conflict of interest are considered present when determining a quorum but must refrain from discussions or voting on the issue for which they are in conflict.

A Director must declare a real, potential, or perceived conflict of interest during approval of the meeting agenda. Once a conflict of interest is declared, the Director cannot participate in any discussions, motion, or amendment concerning the conflicting agenda item. The Director may choose, or the Chairperson may request, the Director to leave the meeting during discussions depending on the nature and sensitivity of the issue.

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Meeting minutes must record all conflict of interest declarations, as well as how they are handled.

Creation and Acceptance of the Agenda

The Chairperson and Governance Council Directors, in consultation with the President and Corporate Secretary, develop Governance Council meeting agendas.

The following process is used in developing agendas for regularly scheduled Governance Council meetings:

- at the beginning of each year, dates for all meetings are identified for the coming year and included in the Corporate Planning Calendar;
- recurring agenda items for each meeting are included in the Corporate Planning Calendar;
- the Corporate Planning Calendar is circulated and approved by the Governance Council;
- the draft agenda for the next meeting is included as one of the items of business in the pre-read material; and
- notices of meetings, agendas and schedule of events are circulated to all directors several weeks prior to a scheduled meeting.

The agenda is the list of business items addressed at a meeting. A tentative agenda accompanies the notice of meeting to provide Directors with time to consider or research the items or issues being addressed. The agenda remains tentative until amended or approved by the Chairperson. Once the agenda is approved, it becomes the official agenda of the meeting.

Adjournment

A Governance Council meeting adjourns when all business on the approved agenda is concluded, and a motion to adjourn has passed.

General

Any additional rules of order for the proper management of Governance Council meetings are in accordance with *Call to Order – Meeting Rules and Procedures for Non-Profit Organizations* by Herb Perry.



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Nunavut Workers' Compensation Section 11
General Regulations:

Nunavut Access to Information and All
Protection of Privacy Act

Northwest Territories <i>Conflict of Interest Act</i> :	All
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Nunavut *Conflict of Interest Act*: All

Government of the Northwest Territories Code of Conduct: Section 17

HISTORY

Governance Council Directive B-002 Governance Council Rules of Order
(Dec 4/15)

Governance Council Directive B-002 Governance Council Rules of Order
(Jun 05/12)

Governance Council Directive B-002 Governance Council Rules of Order
(Dec 11/08)

Governance Council Directive B-002 Governance Council Rules of Order
(Jun 13/07)

Board Directive B-002 (Mar 24/00) Board Meeting Procedure

Policy Directive B-002 (Nov 21/96) Board Meeting Procedure

Board Directive B-4 (Jun 10/81) Board Meeting Procedure



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Chairperson



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL DIRECTORS' REMUNERATION

POLICY STATEMENT

The Workers' Safety and Compensation Commission (WSCC) remunerates Governance Council Directors for their service in accordance with the Workers' Compensation General Regulations. This remuneration is paid from the Workers' Protection Fund.

DEFINITIONS

Corporate Secretary:	“... the Corporate Secretary of the Commission appointed under subsection 101(6);” (as per subsection 1 (1) of the <i>Workers’ Compensation Act(s)</i>).
Governance Council:	“... the Governance Council continued by subsection 83(1);” (as per subsection 1(1) of the <i>Workers’ Compensation Act(s)</i>).
Regular Salary:	Monies paid to a worker by an employer, with the exception of pay provided through the use of leave benefits.

POLICY

Remuneration

Governance Council Chairperson

The Governance Council Chairperson (Chairperson) is paid \$60,000 for each 12 month period served as chairperson.

The Chairperson does not receive additional remuneration for time spent traveling to/from meetings, trainings, or functions, or the time spent attending these events.

The Chairperson also receives an annual discretionary allowance of \$1000, which may be used for purposes such as entertainment at Governance Council-sanctioned functions.





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POLICY STATEMENT

This directive provides guidelines for reimbursing Directors' expenses incurred while travelling to attend meetings or to conduct business on behalf of the Governance Council.

DEFINITIONS

Primary Residence: The community where a person lives most of the time. A person can only have one primary residence. Where a person has a dwelling in more than one community, the primary residence is the place where the person spends the majority of their time.

POLICY

General

Travel arrangements should allow Directors to arrive at the location of the Governance Council meeting or approved function the day before the event starts. Travel arrangements should also allow the Directors to return to their primary residences as soon as possible after the event.

Travel



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL DIRECTORS' TRAVEL

Travel is by the most economical means possible without causing undue inconvenience for the Directors.

The Governance and Executive Coordinator, President’s Office, normally arranges Directors’ travel. All costs are directly invoiced to the WSCC. Directors may make their own travel arrangements provided they notify the Corporate Secretary. Directors’ travel agents must obtain authorization from the Corporate Secretary to invoice the WSCC for travel costs.

When travel is required for multiple Directors, the Governance and Executive Coordinator or the Directors should coordinate transportation to ensure Directors are separated to the maximum extent that is practical to minimize any potential loss due to an incident.

Circumstances may arise where Directors travel to or from locations other than their primary residence to a Governance Council meeting or approved function. In these cases, the WSCC pays the lesser of:

- the return travel costs to the Director's primary residence and associated remuneration and per diem allowance; and
- the actual travel costs and associated remuneration and per diem allowance.

If Directors are required to travel to or from places other than their primary residence because of employment or professional obligations, the Governance Council may authorize payments in excess of the amount specified above if the additional expenses were unavoidable and necessary.

Directors may extend their stay or link it to personal travel. Where Directors revise their travel for personal reasons, the WSCC covers the cost of travel, per diem allowance and remuneration that would normally be covered during usual travel arrangements. The Director is responsible for any additional costs.

Reimbursement for Directors' vehicle transportation to attend Governance Council meetings or other business of the Governance Council is at the kilometric rates specified in the Government of the Northwest Territories *Duty Travel Rates*.

Travel to Other Approved Functions

Directors may represent the Governance Council at other external functions. Attendance at these functions, whether within or outside of Canada, are approved by the Governance Council.

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Application

- information on the event;
- rationale for the travel; and
- the proposed travel arrangements and expected costs.

The Governance Council considers the following factors in making its decision:

- The purpose of travel and whether it is directly related to the Governance Council's mandate and activities;
- If attendance will benefit the WSCC or its stakeholders by:
 - providing information on significant developments in the area of workers' compensation applicable to the WSCC;
 - enhancing the Directors' knowledge of compensation issues and their ability to serve on the Governance Council; or
 - contributing to the development of compensation standards, consistency or understanding.
- Whether there is opportunity for an exchange of relevant information or ideas from a comparable WCB or organization;
- Whether there is sufficient time remaining in the Directors' terms to use this knowledge for the benefit of the Governance Council;
- The availability of funds in the budget to be allocated for purposes for Governance Council travel;
- Whether there are other, less expensive, or more effective ways, to achieve the same purpose(s).

Directors, including the Chairperson, must report on their travel (e.g. information pertaining to the event/function attended) to the Governance Council within 30 days of their return, or at the next regular meeting. Directors must report in writing.

Directors must submit their travel expenses, with applicable receipts, within 10 days after completion of the trip, as per the Financial Administration Manual of the Government of the Northwest Territories.



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL DIRECTORS' TRAVEL

Guidelines Governing Directors' Travel

All Directors may attend the Association of Workers' Compensation Boards of Canada (AWCBC) Governance Summit, as well as any event related to the WSCC's mandate that is requested and approved by the Governance Council.

The Chairperson may travel to any event related to the WSCC's mandate. However, prior Governance Council approval is required for any international travel.

These guidelines are not intended to limit travel required for Directors to carry out their duties and responsibilities. The Chairperson approves, in advance, travel necessary for Directors to carry out their duties and responsibilities.

Failure to Participate

Directors travelling on the WSCC's behalf must attend all meetings, functions, and training sessions, unless the lack of participation is due to illness or unforeseen circumstances. The Chairperson determines when Directors are personally responsible for travel-related expenses for lack of participation.

Air Travel

Governance Council Directors travel by economy airfare, unless the Director has a disability. In these cases, the Director travels by the most economical airfare that accommodates their needs.

Expenses

Governance Council Directors are paid a per diem allowance to cover expenses for accommodation and meals.

The Governance and Executive Coordinator makes accommodation arrangements, and where possible, the costs are directly invoiced to the WSCC. Standard commercial accommodation (i.e. hotel, motel) is used, except when:

- staying in private accommodation (e.g. personal residence, or with family/friend); or
- the available standard commercial accommodations are not of an acceptable level of quality. In these cases, Directors may stay in non-standard commercial accommodations (e.g. bed and breakfast, short-term rental apartment).



Workers' Safety & Compensation Commission

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GOVERNANCE COUNCIL DIRECTORS' TRAVEL

Reimbursements for private accommodations are at the rate specified in the Government of the Northwest Territories' *Duty Travel Rates*. Commercial accommodations that offer Government rates are used whenever possible.

Reimbursements for meals and incidentals are at the rates set out in the Government of the Northwest Territories' *Duty Travel Rates*. If Directors incur incidental expenses (e.g. cab fare) over the specified amount, they may be reimbursed with receipts.

Directors may offer hospitality during significant public or WSCC sanctioned occasions. In these cases, the Governance Council is responsible for approving the hospitality offered. In most circumstances, the Governance Council should not provide formal or elaborate meals, paid entertainment or gifts.

When applying to offer hospitality, Directors submit their request to the Governance Council, in writing, outlining:

- information on the event;
- rationale for participating in the event; and
- the proposed hospitality (including gifts) and expected costs.

Directors should not accept hospitality or gifts in relation to their WSCC duties unless provided equally to all parties, such as gifts to conference participants.

Directors must not charge alcoholic beverages to WSCC accounts or credit cards. Directors must personally pay for alcohol purchased by a Director for personal consumption or for a third party while at functions. This does not apply to the Governance Council Chairperson's annual entertainment allowance (\$1000.00).

Special Circumstances

The Chairperson reviews and decides on all circumstances not addressed in this directive.

LEGISLATIVE AUTHORITIES

Northwest Territories <i>Workers' Compensation Act</i> :	subsection 67(4)
Nunavut <i>Workers' Compensation Act</i> :	subsection 67(4)
Northwest Territories <i>Workers' Compensation Act</i> :	subsection 12(1)



GOVERNANCE COUNCIL DIRECTORS' TRAVEL

Compensation General Regulations

Nunavut *Workers' Compensation* subsection 12(1)
General Regulations

POLICY RELATED DOCUMENTS

Government of the Northwest Territories Code of Conduct: Section 17

Government of the Northwest
Territories *Duty Travel Rates*

Government of the Northwest Territories Financial Administration Manual

HISTORY

Governance Council Directive B-005 (Dec 04/13)	Governance Council Directors' Travel
Governance Council Directive B-005 (Mar 29/12)	Directors' Travel
Governance Council Directive B-005 (Mar 16/11)	Directors' Travel
Governance Council Directive B-005 (Dec 11/08)	Directors' Travel
Governance Council Directive B-005 (Sep 21/06)	Directors' Travel
Policy Directive B-005 (Sep 26/02)	Governance Council Travel
Policy Directive B-005 (Apr 19/01)	Board of Director Travel
Policy Directive B-005 (Apr 28/01)	Board of Director Travel
Policy Directive B-005 (Mar/00)	Board of Director Travel
Policy Directive B-005 (July 16/98)	Board of Director Travel
Policy Directive B-005 (Nov 21/96)	Board of Director Travel
Board Directive B-89 (Jan 09/91)	Travel for Directors

Chairperson



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GOVERNANCE COUNCIL DIRECTORS' CODE OF CONDUCT

Confidential Information

Directors receive confidential information necessary to successfully fulfill their duties on the WSCC Governance Council. Confidential information includes documents, as well as knowledge about Governance Council discussions, votes and decisions. Confidential information provided to or attained by Directors through their service is the property of the WSCC. Directors must not use confidential WSCC information for personal benefit and must not disclose confidential information to anyone without the explicit approval of the Governance Council.

Directors will utilize prescribed technology and processes for accessing and maintaining confidential or private information.

To the extent possible, confidential information provided to Directors is returned to the WSCC upon the conclusion of the Directors term of office.

If the conduct of a Director results in the breach of private personal or confidential information, the Director will immediately report it to the WSCC Corporate Secretary who will notify the WSCC Access to Information and Protection of Privacy (ATIPP) Coordinator to document and provide instructions in order to remedy, if required. Directors are expected to cooperate with all actions required to contain and remedy a privacy or confidentiality breach.

Director Influence

Governance Council Directors are in a position of public trust. The exploitation of influence attained as a result of a Director's position is prohibited in order to maintain the credibility of the Director, Governance Council and the WSCC as a whole.

Directors do not:

- interfere, or attempt to interfere, with the administration or operation of the Governance Council or WSCC;
- assist or advocate for employers or workers in their associations with the WSCC; or
- use their position to influence a decision of another person or group of persons to further the Director's or a related person's personal interest.

Directors receive remuneration for their service from the Workers' Protection Fund. Directors should not accept any other fees, benefit, or gift in the capacity as a Director. Gifts or benefits received as a result of social obligations required to fulfill the Directors position are acceptable if the gift or benefit is available to all attendees of the social obligation. Gifts of benefits valued at \$100 or more are disclosed to the Governance



Council. The Governance Council may require the return of a gift valued at \$100 or more, or that the gift is given to the WSCC and distributed among all staff.

Acting Honestly

Directors must always act honestly and not mislead other Directors. Directors are expected to share their expertise and disclose relevant information to all Governance Council Directors.

Standard of Care

According to subsection 102(b) of the *Workers' Compensation Acts*, Directors exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Duty of Care

Directors use the same discretion when conducting Governance Council business as any reasonable person would under similar circumstances. The accepted standard for duty of care is higher for Directors with particular expertise on a specific issue.

Duty of Diligence

Directors apply the same degree of analysis when participating in WSCC business as any reasonable person would under similar circumstances.

The duty of diligence requires Directors to become familiar with all aspects of the WSCC, including the business conducted, the organizational policies and the delegation of responsibilities. Directors seek to acquire sufficient knowledge concerning the WSCC's business and affairs to enable them to fulfill their responsibilities. Directors question and review administration, through the President, to obtain information necessary to determine if the WSCC is performing effectively.

Duty of Skill

Directors act with the same degree of skill as reasonably expected from a person of their experience and knowledge. Directors use the skills and expertise they possess and seek information and assistance from qualified persons when necessary.



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Duty of Loyalty

LEGISLATIVE AUTHORITIES

POLICY RELATED DOCUMENTS

HISTORY

Governance Council Directive B-006 (Mar 3/16)	Governance Council Directors' Code of Conduct
Governance Council Directive B-006 (Dec 11/08)	Governance Council Directors' Code of Conduct
Governance Council Directive B-006 (Oct 17/01)	Corporate Governance Guidelines



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Chairperson

APPEALS TRIBUNAL MEMBERS' REMUNERATION AND TRAVEL

POLICY STATEMENT

The Appeals Tribunal is independent from the Workers' Safety and Compensation Commission (WSCC). However, the Governance Council is responsible for the stewardship of the Workers' Protection Fund (the Fund), which funds the operations of the Appeals Tribunal. This Directive outlines the remuneration paid to Appeals Tribunal Members as well as the parameters for travel when conducting business on behalf of the Appeals Tribunal. Through this directive, the Governance Council protects the integrity of the Fund while recognizing the independence of the Appeals Tribunal.

DEFINITIONS

Appeals Tribunal: “...means the Appeals Tribunal continued by section 117;” (per ss. 1(1) of the *Workers’ Compensation Acts*)

Resident Communities:	The community where the individual has primarily lived during the previous twelve-month period.
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POLICY

General

For the purpose of this directive, the Chairperson is a Member of the Appeals Tribunal.

Remuneration paid to Members for Appeals Tribunal official business and attendance and travel to Appeals Tribunal related training, functions and meetings is in accordance with Section 13 of the *Workers' Compensation General Regulations*.

Remuneration

Remuneration is paid to Appeals Tribunal Members for attending hearings, meetings or conducting approved business, at a rate of \$113.33 per hour to a maximum of 7.5 hours. The maximum daily rate permitted for a 7.5 hour day is \$850.

According to subsection 13(3) of the *Workers' Compensation General Regulations* the Appeals Tribunal Chairperson receives remuneration according to a contract for service, which does not exceed \$140,000 each year.

APPEALS TRIBUNAL MEMBERS' REMUNERATION AND TRAVEL

Attendance

In addition to hearings, Members participate in general meetings and pre-hearings. Attendance at general meetings and pre-hearings is recorded in one hour increments. Documentation of time spent at meetings is kept by Members.

Absences

Members do not receive remuneration for a meeting, function, training or other official business, if they are absent for 50% or more of the expected attendance time for the event. Exceptions may be provided when the Appeal Chairperson is satisfied that the member has a reasonable excuse for the absence, such as an illness or emergency.

Travelling

Members are remunerated, at the remuneration rate, for time spent travelling while on Appeals Tribunal business. In addition, members are reimbursed travel costs, expenses for accommodation, meals and transportation while on Appeals Tribunal business.

Accommodations

Use of private accommodation is reimbursed at the daily rate allowed under the Government of the Northwest Territories *Duty Travel Rates*. Commercial accommodation that offer government rates are used whenever possible.

Per Diem

Reimbursements for meals and incidentals are at the rates set out in the Government of the Northwest Territories *Duty Travel Rates*. If Members incur expenses over the specified amount, they may be reimbursed with receipts. This applies to incidentals only, such as cab fare.

Travel

Travel is by the most economical means possible without causing undue inconvenience for Members.

Circumstances may arise where Members travel to or from locations other than their resident community to attend hearings or approved events. In these cases, the Member is paid the lesser of:

APPEALS TRIBUNAL MEMBERS' REMUNERATION AND TRAVEL

- the return travel costs to the Member's resident community and associated remuneration and per diem allowance; and
- the actual travel costs and associated remuneration and per diem allowance.

If a Member's Appeals Tribunal related travel begins or ends in a place other than the Member's resident communities because of employment or professional obligations, the Appeals Tribunal Chairperson may authorize payment in excess of the amount specified above if the additional expenses are unavoidable and necessary. The Members must provide receipts and documentation showing the unavoidable costs for payments in excess of the amount specified above.

If a Member travels for Appeals Tribunal business, the Member may extend their stay or link it to personal travel. Where a Member revises travel for personal reasons, the cost of travel, per diem allowance and remuneration associated with the duty related travel arrangements are paid. Members are responsible for any additional costs.

Reimbursement for Members' vehicle transportation to attend meetings, training, functions or official business of the Appeals Tribunal is at the kilometric rates specified in the Government of the Northwest Territories *Duty Travel Rates*.

Travel to Other Approved Functions or Events

Members may seek approval to attend functions or events as representatives of the Appeals Tribunal. The Appeals Tribunal Chairperson must approve attendance at functions or events other than Appeals Tribunal hearings and meetings. The Appeals Tribunal Chairperson approves in advance, travel necessary for members to carry out their duties and responsibilities.

Application

Members submit travel requests to the Appeals Tribunal Chairperson, in writing, outlining:

- information about the function or event;
- rationale for the travel; and
- the proposed travel arrangements and expected costs.

APPEALS TRIBUNAL MEMBERS' REMUNERATION AND TRAVEL

Approval

The Appeals Tribunal Chairperson considers the following factors when considering travel requests:

- Is the purpose of the travel directly related to the Appeals Tribunal's mandate and activities?
- Will attendance at the event benefit the Appeals Tribunal and its stakeholders by:
 - providing information on significant developments in workers' compensation and appeals issues that are applicable to the Appeals Tribunal;
 - enhancing Members' knowledge of appeals issues and their ability to serve on the Appeals Tribunal; or
 - contributing to the development of appeals standards, consistency, or understanding;
- Will there be opportunity for an exchange of relevant information or ideas from a comparable Appeals Tribunal?
- Is there sufficient time remaining in the Members' terms of appointment to use the knowledge gained for the benefit of the Appeals Tribunal?
- Is money available in the budget?
- Are there other, less expensive, ways to achieve the same purpose(s)?

Members are not permitted to attend more than two conferences annually.

Post Travel Requirements

Members must report their travel within 30 days of their return.

Failure to Participate

Members travelling on the Appeals Tribunal behalf must attend all meeting, functions and training sessions, unless the lack of participation is due to an illness or emergency. The Appeals Tribunal Chairperson determines when Members are personally responsible for travel-related expenses for lack of participation.

Special Circumstances

The Appeals Tribunal Chairperson reviews and decides on all circumstances not addressed in this Directive.

APPEALS TRIBUNAL MEMBERS' REMUNERATION AND TRAVEL

LEGISLATIVE AUTHORITIES

Northwest Territories <i>Workers’ Compensation Act</i> :	subsections 67(4); 117(2); 124(1)
Nunavut <i>Workers’ Compensation Act</i> :	subsections 67(4); 117(2); 124(1)
Northwest Territories <i>Workers’ Compensation General Regulations</i>	Section 13
Nunavut <i>Workers’ Compensation General Regulations</i> :	Section 13

POLICY RELATED DOCUMENTS

Government of the Northwest Territories Code of Conduct:	Section 17
Governance Council Directive B-004	Governance Council Directors' Honoraria

HISTORY

Governance Council Directive B-009 (Dec 4/12)	Appeals Tribunal Members' Remuneration and Travel
Governance Council Directive B-009 (Sep 24/09)	Appeals Tribunal Members' Remuneration and Travel
Governance Council Directive B-009 (Dec 11/08)	Remuneration and Travel for Members of the Appeals Tribunal
Governance Council Directive B-009 (Mar 31/08)	Remuneration and Travel for Members of the Appeals Tribunal
Policy Directive B-009 (Sep 21/07)	Remuneration and Travel for Members of the Appeals Tribunal
Policy Directive B-009 (Dec 05/03)	Remuneration and Travel for Members of the Appeals Tribunal

Chairperson

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Workers' Safety
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GOVERNANCE COUNCIL DIRECTORS' CLAIMS

Chairperson



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POLICY STATEMENT

DEFINITIONS

Personal Relationship: A social connection outside of the WSCC work setting.

POLICY

General

Any duty assigned to the Appeals Tribunal Chairperson by this directive is performed by the Appeals Tribunal Vice-Chairperson, if a claim is related to the Appeals Tribunal Chairperson, or their family member.



[illegible]

APPEALS TRIBUNAL MEMBERS' CLAIMS

The third party board adjudicates the claim according to the *Workers' Compensation Acts* and applicable directives and policies. Compensation, benefits and other expenses related to the adjudication are paid from the Workers' Protection Fund. The President or designate advises the adjudicating board if questions arise concerning the application of the *Workers' Compensation Act*.

Claim Heard by the Appeals Tribunal

When a Member's, or their family member's claim is the subject of an appeal before the Appeals Tribunal, the appeal is dealt with according to section 45(2) of the *Appeal's Tribunal's Rules of Procedure* and the *Government of the Northwest Territories Code of Conduct*.

LEGISLATIVE AUTHORITIES

Northwest Territories <i>Workers' Compensation Act</i> :	Sections 10; 95 subsection 120(1); 45(2)
Nunavut <i>Workers' Compensation Act</i> :	Sections 10; 95 subsection 120(1); 45(2)
Northwest Territories <i>Conflict of Interest Act</i>	All
Nunavut <i>Conflict of Interest Act</i> :	All

POLICY RELATED DOCUMENTS

Government of the Northwest Territories Code of Conduct: Section 17



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HISTORY

Appeals Tribunal Members' Claims

Appeals Tribunal Members' Claims

Appeals Tribunal Members' Claims

Appeals Tribunal Members' Claims

Chairperson



Governance Council Directors' Training

Honoraria. In accordance with section 12(4) the *Workers' Compensation General Regulations*, the Chair of the Governance Council receives an annual salary and is therefore not remunerated like other Directors for time spent traveling to/from and while attending training, with exception to per diem allowances.

Identifying Director Training Needs

The WSCC Corporate Secretary develops and maintains a matrix of required competencies, competency levels and training completion time frames for the Directors/members and Chairs of the Governance Council, Audit Committee, and Governance and Leadership Committee.

Each Director performs an annual self-assessment based on the competencies required for their individual role and responsibilities, prepares a development plan, and undertakes any required training in order to achieve the competencies outlined within the time frames established and in accordance with identified requirements.

An initial self-assessment should be conducted by each Director within three months of their appointment. The Corporate Secretary schedules and administers Directors' self-assessments, assists Directors' in preparing their development plan and maintains records of training completed by each Director.

Approval of Training for Directors

After a Director's training needs have been determined through self-assessment, the Director involved will identify an appropriate training opportunity. The Corporate Secretary provides a list of available courses/training opportunities at the first meeting of every year, which Directors may elect to choose from if no other training has been identified. The learning outcomes of the prospective training should include the development of the area of competency identified through the Director's self-assessment.

Application

Directors submit training requests to the Governance Council Chair, or designate, in writing, outlining:

- Information regarding the proposed training, including the dates and location of the training;
- Rationale for the training, including the identified training need(s) being met and the expected training outcomes;
- Confirmation from the Corporate Secretary that the proposed training satisfies a training need identified through the Director's self-assessment, and
- The proposed travel arrangements and expected costs of training.



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- The training outcome, if any (e.g. whether a certificate is granted, or credit toward a program, etc.).

Approval

The Governance Council Chair, or designate, considers the following factors in making the decision to approve the training request:

- Whether the training outcomes relate to the Governance Council’s mandate and activities.
- If attendance will benefit the WSCC or its stakeholders by:
 - enhancing the Directors’ competencies related to board governance and their ability to serve on the Governance Council; or
 - contributing to the development of the Director’s competencies related to an area where a need for training was identified; and
 - having completed the training prior to the remaining six months of the Director’s term on the GC.
- The availability of funds in the budget allocated for training;
- Whether the training is provided by a reputable educational institution or training service provider.
- Whether there are other, less expensive, or more effective ways, to achieve the same training outcomes.

The Governance Council Chair has discretion to select and approve their own training (i.e. the Chair's), but must give advanced notice to the Governance Council to inform them of the training and associated costs. Advanced notice can be given in writing if there is no meeting taking place before the training. Notice should be given at least 30 days prior to the training.

Post-Training Requirements

Directors, including the Chairperson, must report their training to the Governance Council within 30 days of their return, or at the next regular meeting, whichever is sooner. Additionally, Directors must confirm their attendance at the approved training event and report the outcomes of their training in writing.

Guidelines Governing Training for Directors

If multiple Directors have identified a similar training need, it may be preferable to provide the required training in a small group format for all available Directors.



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Respecting Conflict of Interest and
Oath of Office and Secrecy (2008):

HISTORY

Governance Council Directive B-012
(Mar 09/17)

Governance Council Directors' Training

Chairperson



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POLICY STATEMENT

DEFINITIONS

Governance Council	“... the Governance Council continued by subsection 83(1);” (per subsection 1 (1) of the <i>Workers’ Compensation Acts</i>)
Stakeholders	Workers, employers and others who have an interest in the policies and programs of the WSCC.

General

Generally, stakeholders include workers, employers and associations that represent their interests, as well as government and partner agencies. Other people and organizations in the Northwest Territories and Nunavut may also have an interest in WSCC.



This directive establishes some basic responsibilities to guide the WSCC’s stakeholder relations. The following minimum requirements will guide WSCC Directors’ stakeholder relations.

The Chair is the principal spokesperson for the WSCC Governance Council

Stakeholder Relations

As per Policy 00.07, Stakeholder Engagement, stakeholders are consulted on new or significantly revised policies and the annual policy agenda – all of which are approved by the board of directors.

The Chair or CEO generally will deal with enquiries from the Minister or other senior government officials.

Enquiries regarding personal information held by the WSCC will be dealt with in accordance with the Northwest Territories and Nunavut *Workers' Compensation Acts*, in accordance with the Northwest Territories and Nunavut *Access to Information and Protection of Privacy (ATIPP) Acts*.

Complaints from the Minister's office go through the President's Office. Other complaints are received through a hotline / e-mail.

Prior to accepting invitations for speeches and presentations on behalf of the WSCC, Directors will obtain the approval of the Chair.



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GOVERNANCE COUNCIL STAKEHOLDER RELATIONS

Websites

All policies approved by the Governance Council are available directly through the WSCC's public website.

Use of Plain Language and Cultural Awareness

The Governance Council will strive for continuous improvement in making communications to clients and stakeholders easy to understand through the use of plain language wherever possible.

In addition, the Governance Council will exercise cultural awareness to ensure that communications with stakeholders are culturally appropriate.

LEGISLATIVE AUTHORITIES

Northwest Territories *Workers' Compensation Act*: subsection 83(2); 89(c)

Nunavut *Workers' Compensation Act*: subsection 83(2); 89(c)

Northwest Territories *Access to Information and Protection of Privacy Act*: All

POLICY RELATED DOCUMENTS

Policy 00.07 Stakeholder Engagement

HISTORY

New

Chairperson