

Section Title: Board and Corporate Administration - Board Administration  
Subject: Non-substantive and Consequential Policy Changes  
Effective Date: July 1, 2019

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### **A. POLICY PURPOSE**

The purpose of this Policy is to describe the Corporate Secretary's authority to approve non-substantive and consequential policy changes.

### **B. POLICY**

The Board of Directors authorizes the Corporate Secretary to make changes of the type listed below to the WCB's published policy documents:

1. Changes of any type to the non-policy parts of policy documents or the Policy Manual including title pages, pages explaining how the policies are organized, indexes, table of contents, or the references and history sections of individual policies;
2. The correction of cross references in other policies to new, revised or rescinded policies which have been approved by the Board of Directors;
3. Grammatical or style changes that do not affect meaning;
4. Changes to titles of WCB Staff, sections, departments or divisions where the changes only affect internal operations and do not affect the rights or responsibilities of workers, dependants of deceased workers or employers;
5. Changes in titles or persons or things, or of wording from sources outside the control of the WCB when there is no change in the substance of the applicable law, regulation or policy;
6. Changes that are the automatic result of a formula in *The Workers Compensation Act*, regulation, policy or other applicable legislation;
7. Consequential amendments to individual policies resulting directly from decisions of the Board of Directors; and
8. Changes that are directed solely at improving administration or procedure and do not affect the rights or responsibilities of workers, dependants of deceased workers or employers.

The Corporate Secretary will report on all changes made under numbers 1 to 8 above at every meeting of the Governance Committee.

### **C. REFERENCES**

*The Workers Compensation Act*, Sections 51.1 and 59(1)  
Workers Compensation Board By-Law No. 1

**History:**

1. Policy 21.30.40 established June 28, 2002, by Board Order 20/02, effective June 1, 2002.
2. Policy updated to reflect revised Committee name – June 2008.
3. Policy updated to reflect revised Committee structure – April 1, 2009.
4. Minor formatting changes were made to the policy, June 27, 2012.
5. Policy updated to reflect the change in name from Policy, Planning, Governance and Service Committee to the Governance Committee.
6. Policy 21.30.40 revised by Board Order 20/19 on June 20, 2019, effective July 1, 2019. Policy revisions clarified the reporting obligation for non-substantive and consequential policy changes and the Corporate Secretary's authority to make consequential policy amendments. The policy was also renamed.
7. Minor formatting changes were made to the policy, September 2020.
8. In May 2022, the reference section was revised to refer to Workers Compensation Board By-Law No. 1.