

Section Title: Board and Corporate Administration - Board Administration  
Subject: Non-substantive Policy Changes  
Effective Date: June 1, 2002

---

## **POLICY PURPOSE**

The Board of Directors wishes to delegate authority to the Corporate Secretary to approve non-substantive changes to policy documents.

### **A. 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; for example, title pages, pages explaining how the policies are organized, indexes, table of contents, or the references and history sections of individual policies;
2. Grammatical or style changes that do not affect meaning;
3. Changes to titles of WCB Staff, sections, departments or divisions where the change only affects internal operations and does not impact worker or employer rights or responsibilities;
4. 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 or policy;
5. Changes that are clearly contemplated by decisions of the Board of Directors; for example; the correction of cross references in other policies to new, revised or rescinded policies which have been approved by the Board of Directors.
6. Changes that are the automatic result of a formula in *The Workers Compensation Act* or policy.

The Corporate Secretary will report any policy changes made under this authority at the next meeting of the Governance Committee.

### **B. REFERENCES**

*The Workers Compensation Act*, Sections 51.1 and 59(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 revised Committee name, April 2019