

**Date:** December 9, 2025

**Time:** 9:00 am – 10:00 am

**Location:** Hybrid J12125 / Teams meeting

**Participants:**

**Committee Co-Chairs**  
Adrianne Lozinski, Vice President, Employer Account Services & Claims Management Support  
Sara Schmidt, Vice President, Client Services & Disability Management

**Employer representatives**  
Angelina Tlustos, GardaWorld Security  
Craig Hryncuk, Alberta Municipal Health and Safety Association  
Leighann Poitras, City of Lethbridge  
Sydney Dowhaniuk, PCL Constructors Inc.

**Worker representatives**  
Steve Westcott, United Food & Commercial Workers Union Local 401

**WCB-Alberta representatives**  
Curtis Craig, Secretary & General Counsel  
Wanda Stephens, Manager, Policy Development

**WCB-Alberta Board of Directors' representative**  
Mike Boyle, Committee Chair, WCB-Alberta Board of Directors' Policy Committee

## Meeting minutes

Welcome & Review  
of Agenda

### Summary:

- Adrianne opened the meeting, welcomed members, and reviewed the agenda. No changes or additions were made.

PCAG Terms of  
Reference

### Summary:

- Sara presented the updated Terms of Reference. Members discussed the revised language, noting that while the intent remains consultative, some wording appeared less so. The group reaffirmed the importance of relationship-building and clear information sharing, consistent with the original intent of PCAG.

### Action items:

- The Terms of Reference will be published on the website in early January along with an updated webpage for PCAG.

## Policy development and consultation process (lifecycle)

### Summary:

- Wanda provided an overview of updates to the policy development and consultation process.

### Action items:

- The update will be published in early January and added to the next meeting agenda.

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## Update on recently closed consultations

### Summary:

- **Policy 04-10 (Housekeeping and Home Maintenance Assistance)**

Sara summarized the feedback received, which included substantial comments on eligibility and specific tasks. The policy team is reviewing the feedback and anticipates bringing the policy forward for approval in 2026.

- **Policy Project Plan (2026-2028)**

Wanda outlined the updated policy project plan, noting that it will be published in early January 2026 and reflects external feedback from the recent online consultation. Upcoming changes to access and privacy legislation and the *Diagnostic and Statistical Manual of Mental Disorders* (DSM) in 2026 and 2027 will be monitored. As the plan is a rolling plan, new projects can be added at any time.

- **Policy 01-00 (Policy Interpretation and Application)**

Curtis noted that the draft policy reaffirms foundational concepts already in place, however, feedback reflected concerns regarding the perceived intent. WCB will follow up with the groups who provided input before bringing the policy forward for approval in 2026.

### Action items:

- The updated policy project plan will be published in early January and projects can be discussed at our next PCAG meeting.
- Review of the feedback on Policy 04-10 is ongoing.
- WCB will follow up with ITF regarding their feedback on Policy 01-00 in the new year.

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## Next meeting

### Summary:

- Future meetings will be scheduled following the Policy Committee and Board of Directors' meetings.

### Action items:

- Wanda will send out a meeting invite for a date after the February Board of Directors meetings.