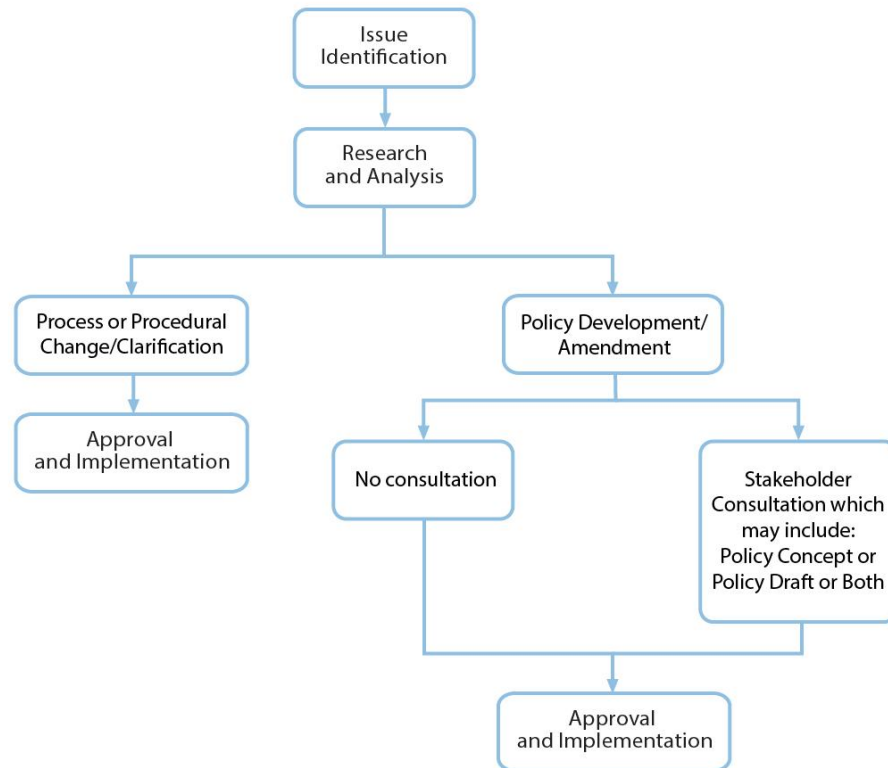


Policy development & consultation process



Issue identification

As we become aware of issues, we consider whether or not existing policies address those issues or if new policies are needed. Some indicators that a review is necessary include:

- The identification of issues by stakeholders or staff.
- The results of a judicial review.
- Compliance with amended legislation.

Research and analysis

Once an issue is identified, we begin the research and analysis phase. Depending on the complexity of the issue, research might include an inter-jurisdictional comparison with other workers' compensation boards, or asking expert consultants for information and advice. Based on the research results, we then develop an analysis and determine the appropriate action.

Policy development/amendment

We ensure that any new or modified policies comply with the legislative requirements of the Workers' Compensation Act while taking into consideration the interests of workers and employers, as well as stakeholder feedback.

Stakeholder consultation

WCB's Board of Directors and its Policy Committee determine the need for and nature of policy consultation.

Stakeholder consultation normally includes public consultation, but may include (or consist only of) expert consultation. Depending on the nature of the issue, we may also convene an in-person meeting. The Policy Consultation Advisory Group (PCAG), made up of employer and organized labour representatives, provides input and advice on policy issues and methods of consultation for policies that will have a significant impact on the worker and employer communities. [Read more about PCAG.](#)

Depending on the issue under review, a policy concept document or a policy draft is posted on the website for 60 days to allow for stakeholder input on the proposed approach. Unless there is a decision not to proceed, a policy concept document usually results in policy drafting, and the draft is then posted for additional stakeholder feedback.

No consultation

Consultation is not undertaken for policy changes that are:

- **Non-substantive**, meaning the policy amendments do not affect the rights or responsibilities of either injured workers or employers.
- **Legal imperatives**, in which the Legislature or justice system has directed that a change or amendment to a policy be made.

In addition, consultation is not normally carried out for issues which have already been the subject of a previous consultation.

[View the policy consultation archives](#)

Policy approval and implementation

The Board of Directors determines WCB-Alberta policy and approves all new policies and policy changes. The Board of Directors has delegated authority to WCB-Alberta's Strategic Management Council (SMC) for approval of non-substantive amendments. Non-substantive changes approved by SMC are sent to the Board of Directors and their Policy Committee for information.

Process or procedural change/clarification

At times, research and analysis may indicate that our processes or procedures need updating or clarification.

Process/procedure approval and implementation

Process and procedure changes are approved and implemented by WCB-Alberta management.