



## Policy Amendment Proposal

### FA-03 Budget and Organizational Control

This policy amendment proposal relating to budget and organizational control will reflect the issues consulted on during the engagement for the *Workers' Safety and Compensation Act* (the 'Act') and will align the amendments made in the new legislation.

The new Act comes into force July 1, 2022. The intended effective date of the proposed policy amendments will be July 1, 2022.

The proposed amended Budget and Organizational Control policy will reflect minor changes to ensure consistency with the provisions of the Act.

A five-year policy review plan will be developed later in 2022. After July 1, 2022, all amended policies to align with the new Act will be prioritized for a more detailed review.

The purpose of this policy is to set out the principles and expectations of the Workers' Safety and Compensation Board with respect to budgets and organizational control.

#### Relevant sections of the Act

The following sections of the Act are relevant:

N/A

**Proposed minor changes to this policy** are highlighted in yellow

- changes to section references, language and definitions

#### Board Orders/Regulations

N/A

#### Current policy

[FA-03 Budget and Organizational Control](#)

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The board of directors is providing this policy amendment proposal to stakeholders seeking their input, comments, questions and suggestions.

Some questions for consideration:

1. Are there any general comments about this policy proposal?
2. Are there any gaps in this policy proposal?
3. Additional comments?

The views of our stakeholders are important to us. All feedback will be considered prior to the board of directors approving any amendments.

Engagement on this policy proposal closes on **March 31, 2022**. Please provide your feedback by:

1. Downloading a [fillable form](#) on our website and sending it as an attachment to [Policy.Feedback@wcb.yk.ca](mailto:Policy.Feedback@wcb.yk.ca)
2. Emailing comments directly to [Policy.Feedback@wcb.yk.ca](mailto:Policy.Feedback@wcb.yk.ca)
3. Receipt in our building by March 31, 2022, by mail or drop off at  
*Yukon Workers' Compensation Health and Safety Board  
401 Strickland Street  
Whitehorse, Yukon Y1A 5N8*

By the end of April a summary of all feedback on this policy amendment proposal will be published on our website at [www.wcb.yk.ca](http://www.wcb.yk.ca)

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**Preventing** work-related injuries is the most important job in any workplace. The *Workers' Safety and Compensation Act* establishes the responsibilities of all workplace parties to work together to ensure the physical and psychological health and safety of workers. When injuries do occur, workers and employers must continue to work together to facilitate an injured worker's early and safe return to health and work.

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### Purpose

This policy sets out the principles and expectations of the Workers' Safety and Compensation Board with respect to budgets and organizational control.

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### Definitions

**board** means the Workers' Safety and Compensation Board

**operational plan** means the plan of activities involved in running the day-to-day board operation in support of the Strategic Plan

**strategic plan** means the board of directors' process of defining the strategic direction for the organization, including evaluating resource allocation

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## Policy Statement

### 1. General

The board of directors is responsible for the approval of operating and capital budgets of the board, and for planning for the future of the board.

The board's president is responsible for the preparation of operating and capital budgets of the board.

Following the board of directors' approval of the board's budget, the president has full authority for expenditures. The budget will be approved and expended in two allotments, Operation & Maintenance (O & M) and Capital.

Transfer of funds between these allotments requires approval by the board of directors.

The president may delegate expenditure authority and will do so by establishing a directive.

### 2. Budget Cycle

The administrative budget will be prepared in accordance with the following annual cycle:



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### *July/August*

During July/August, the president and the senior management team will develop the operational plan for the coming year. The operational plan will support the strategic plan set by the board of directors.

### *September*

The president will present the operational plan to the board of directors for review.

### *October*

The president, in conjunction with the senior management team, will prepare the O&M and Capital budgets to support the operational plan. This budget will be presented to the board of directors for the first review.

### *November*

The budget will be presented to the board of directors for approval. Revisions will be made and final approval will be provided no later than December 15.

### *November to March*

Each year, **the board** is subject to a financial audit to determine whether the funds were legally spent, whether receipts were properly recorded and controlled and whether financial statements are reliable and complete.

### **3. Budget Format**

The budget will be divided into the O & M budget and the Capital budget.

### **4. Expenditure Control**

In accordance with the **board** directive, "Signing Authority," branch directors will be responsible and accountable to the president for the expenditure of their approved budget. Branch directors are expected to operate within the approved budget estimates, and all variances will be approved in advance by the president.

### **5. Reallocation**

The president may reallocate funds within, but not between, the O&M and the Capital allotments. Any reallocation must be consistent with the strategic and operational plans of the **board**.

All reallocations shall be reported to the board of directors on a monthly basis.



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#### 6. Variance Reporting

The corporate administrative variance report will be presented at least quarterly to the board of directors and on a quarterly basis to branches.

Variances that are materially over or under the budget will have a narrative explanation for the board of directors' review.

#### 7. Financial Reports

The board of directors will receive financial reports on at least a quarterly basis.

#### 8. Organizational Structure and Staffing

The president may reallocate both human and financial resources provided it is in accordance with the strategic and operational plan.

Reallocations which have permanent implications to programs and/or the organizational structure (for example, a temporary position being made permanent) must be approved by the board of directors.