



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	94
Section:	Occupational Health and Safety	Issued:	July 16, 2018
Subject:	WCB Reserve Allocations	Effective:	July 16, 2018
Council Resolution # and Date:	Council Resolution No. 0325 dated July 16, 2018		
		Replaces:	
Issued by:	Gordon Hood, Coordinator Health Safety and Environment	Dated:	
Approved by:	Jim Toye, City Manager		

1 POLICY

- 1.01 The City of Prince Albert is committed to ensuring worker safety and has established this WCB reserve fund dedicated to funding safety initiatives and ensuring there is some stability to WCB rate fluctuations.

2 PURPOSE

- 2.01 To guide Administration and Council on the process of approving requests for funding from the WCB reserve.

3 SCOPE

- 3.01 This policy applies to all City of Prince Albert employees.

4 RESPONSIBILITY

- 4.01 City Council will approve/deny all requests for funding from the established WCB reserve using the criteria established in this policy. All WCB rate stabilization requirements are automatic and do not require Council approval.
- 4.02 The City Manager and the Coordinator Health Safety and Environment will review requests for funding from the reserve using the criteria established in this policy and procedures document and make recommendations to Council.
- 4.03 The Director of Finance or designate, will ensure only approved requests are funded from the WCB reserve and manage the overall reserve fund.

5 DEFINITIONS

- 5.01 **Formula** is the total dollar value established when you multiply the total budgeted WCB assessable earnings for a given year with the municipal rate code (G31) premium as published annually by WCB.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Nil

7 PROCEDURE

7.01 WCB Rate Stabilization

- A. Deposits to the fund will be automatically made when:
 - i. WCB provides rebates to the City of Prince Albert and/or
 - ii. The actual annual WCB premiums are lower than when using the formula.
- B. Withdrawals from the fund will be automatic when the actual WCB premiums are higher than the figure calculated using the formula.
- C. The Coordinator Health Safety and Environment will provide information to Council in the annual report of any deposits or withdrawals from the reserve fund for WCB rate stabilization.

7.02 Funding requests

- A. All requests for funding will be evaluated based on the following criteria.
 - a. That the project requesting funding address a current legislated safety standard and is designed to improve compliance with that standard.
 - b. That the project requesting funding is designed to meet a current trend in safety standards that can presently be identified and, although not currently legislated, it is anticipated that legislation will be passed in the near future.
 - c. That the project would have to be for short term items or resources which would not extend into future budget years.
 - d. That the project requesting funding fit within the current safety strategic plan.
 - e. That the project being funded is designed to be an addition to overall safety systems, not to maintain existing systems.
 - f. That the project requesting funding not be primarily for operational requirements.
- B. All requests for funding from the WCB reserve will be forwarded to the

Coordinator Health Safety and Environment for review and should normally be within the timings of annual budget preparation.

- C. The Coordinator Health Safety and Environment will review the request, request any supplemental information required from the originating group, and package the information in an acceptable format along with any recommendations for approval/denial.
- D. The City Manager will review the packaged funding request and advise the Coordinator Health Safety and Environment whether or not the request can proceed to Council for approval.
- E. If the City Manager and Coordinator Health Safety and Environment both agree that the request is not within the guidelines of the criteria established in this policy, the originator will be advised that the request has been denied.
- F. If the City Manager and Coordinator Health Safety and Environment both agree that the request for funding is within the criteria established in this policy, a report will be generated and forwarded to City Council for approval.
- G. All requests to City Council for approval of funding from the reserve will include the present value of the reserve fund.
- H. When possible the funding requests will be included with other budgetary requests for each fiscal year.
- I. Requests for funding that are approved by City Council will be forwarded to the Finance Director or designate who will notify the Coordinator Health Safety and Environment of the budget code to charge project items to.
- J. Once appropriate budget codes are received by the Coordinator Health Safety and Environment they will be forwarded to the originator of the funding request for coding of project expenses as approved.