Town of Whitby Policy

Policy Title:	Workplace Safety and Insurance Board Reserve
Policy Number:	F 240
Reference:	Council Resolution #29-16
Date Originated:	January 18, 2016
Date Revised:	Not applicable
Review Date:	Not applicable
Approval:	Council
Point of Contact:	Financial Services Department

Policy Statement

The Town shall strive to establish and maintain a Workplace Safety and Insurance Board Reserve so as to provide a source of funding to offset greater than budgeted WSIB costs.

Purpose

The purpose of this policy is to describe the nature, use, funding sources and target balance for the Workplace Safety and Insurance Board Reserve.

Scope

This policy applies to all staff responsible for the establishment and maintenance of the Workplace Safety and Insurance Board Reserve.

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1 Definitions

1.1 **NEER Refund/Surcharge** means the New Experimental Experience Rating Plan (NEER) generates premium refunds and surcharges based on an employer's accident cost experience.

1.2 **WSIB** means Workplace Safety and Insurance Board is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces.

2 Responsibilities

2.1 Council to:

- Approve the use of the Workplace Safety and Insurance Board Reserve.

2.2 Treasurer to:

- Evaluate the adequacy of the Workplace Safety and Insurance Board Reserve subject to its target balance and the overall adequacy of the total contingency reserves category and report to Council during annual budget deliberations.
- Ensure the planned use of the Workplace Safety and Insurance Board Reserve is included in the quarterly forecast and or budget reports to Council.

3 Protocol

3.1 Utilization of Funds

The monies held in the reserve shall be used for the purpose of funding unbudgeted WSIB expenditures that may arise as a result of surcharges or phasing in significant WSIB premium rate increases and for expenditures related to the purpose of improving the Town's health and safety programs.

3.2 Funding Sources

The funding source for this reserve is any WSIB NEER refunds. Once the reserve has reached the target balance, any WSIB NEER refunds would be disposed of according to the Disposition of Operating Surplus policy.

3.3 Target Balance

The target balance for the reserve is set at the annually estimated maximum surcharge based on the NEER Refund/Surcharge Calculation, presently this is $1.2M.

This Policy is hereby approved by Council Resolution #29-16 on this 18th day of January, 2016.