

2002/07/16-03

**THE WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA**

**RESOLUTION OF THE PANEL OF ADMINISTRATORS**

**Re: Policy Issues Arising From The  
Online Payments And Reporting Project**

**WHEREAS:**

Pursuant to Section 82 of the *Workers Compensation Act*, RSBC 1996, Chapter 492 and amendments thereto ("Act"), the Panel of Administrators ("Panel") must approve and superintend the policies and direction of the Workers' Compensation Board ("Board"), including policies respecting compensation, assessment, rehabilitation and occupational safety and health, and must review and approve the operating policies of the Board;

**AND WHEREAS:**

On July 16, 2002, the Panel of Administrators approved funding for the development of an online system for reporting payroll and paying assessments;

**AND WHEREAS:**

To implement the proposed online system and obtain the greatest benefit from it, it is desirable to amend certain policies in the *Assessment Policy Manual* relating to reporting payroll, paying assessments, and penalties for defaults;

**AND WHEREAS:**

Because the *Assessment Policy Manual* is currently being completely updated and rewritten, it is not practical to make specific amendments to the relevant pages of that manual;

**THE PANEL OF ADMINISTRATORS RESOLVES THAT:**

1. With regard to Policies No. 40:30:10 to 40:30:30 of the *Assessment Policy Manual*,
  - (a) the threshold of \$500 of annual assessment that determines whether an employer reports payroll and pays assessment annually or quarterly is raised to \$1,500, and
  - (b) the Board is not required to send a paper form at any time for the employer to complete and return with the payment to the Board, but may use any means of written communication to advise an employer of the requirements for reporting and payment and accept payment and reports through any recognised payment medium.
2. With regard to Policies No. 40:50:05 and 40:50:30 of the *Assessment Policy Manual*, the penalty of 1% per month, as adjusted in accordance with the policy, may be imposed where an account has been overdue for less than 28 days if no initial penalty has been charged for the default under Policy No. 40:50:10 or 40:50:20.
3. With regard to Policies No. 40:50:10 and 40:50:20, the Board may apply a penalty or interest charge of 8% or less of the amount due or unpaid or estimated to be due or unpaid.
4. A review of the feasibility of a monthly payment option is to be conducted and the results of this review are to be reported to the Panel by June 2003 along with a progress report on the implementation of the on-line payment system.
5. The policy changes made by this resolution will be incorporated into the new manual that will replace the *Assessment Policy Manual* as a result of the updating and rewriting process, before the new manual is submitted to the Panel of Administrators for final approval.
6. To the extent the policies in the *Assessment Policy Manual* are inconsistent with this resolution, this resolution will prevail.
7. This is a policy decision of the Panel of Administrators and is effective January 1, 2003.

DATED at Richmond, British Columbia, August 27, 2002.

**By the Workers' Compensation Board**

---

**MAUREEN NICHOLLS, CHAIR  
PANEL OF ADMINISTRATORS**