

Section	Policy
20	21.30.10

Section Title: Board and Corporate Administration - Board Administration  
 Subject: Authority for Execution of Documents  
 Effective Date: June 1, 2005

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**A. POLICY**

Contracts, documents, or instruments in writing requiring the signature of the WCB may be signed by the President and Chief Executive Officer (CEO) or their designate, and all contracts, documents, or instruments in writing signed by the President and CEO or designate are binding upon the WCB.

When competitive purchasing practises are used, non-routine contracts in excess of \$500,000 will be approved by a committee of the Board of Directors (Board) as set out below.

When competitive purchasing practices are not used, non-routine contracts in excess of \$250,000 will be approved by a committee of the Board as set out below.

The dollar amounts indicated above represent the lifetime value of the contract. Where the contract is for an indefinite period, estimated costs for the first five years of the contract will be used as the lifetime value.

Non-routine contracts in excess of the above-noted dollar thresholds will be approved by a committee or Board as follows:

<b><u>Type of Contract</u></b>	<b><u>Committee</u></b>
Research and Workplace Innovation Program grants	Governance
Employee Pension Plan matters	Finance
President and CEO employment contract	Board of Directors
Collective Bargaining Agreements	Board of Directors
Investment related contracts including:	Investment
▪ Purchases	
▪ Hiring of investment managers and consultants	
Healthcare provider agreements	Board of Directors
Loan/credit facilities	Finance
Administration expenses	Finance
Capital projects	Finance

Routine contracts in excess of the above-noted dollar limits do not require specific Board or Committee approval and will be reported to the Board in the monthly Administration Report. A contract is considered routine if it has all of the following attributes:

- i) it pertains to the maintaining of current services;
- ii) the contract item is included in the Board-approved budget; and
- iii) the contract does not contain any unusual terms or conditions.

Promissory notes for loans from previously approved credit facilities are considered to be routine contracts.

This policy does not cover claimant or survivor entitlements to compensation, rehabilitation, healthcare or pension benefits.

## **B. REFERENCES**

*The Workers Compensation Act*, subsection 59(1)  
Workers Compensation Board By-Law No. 1

### **History:**

1. Policy established October 10, 1990, by Board Order 26/90.
2. Amended January 29, 1993, to update the Reference section.
3. Policy amended effective August 1, 2002, by Board Order 21/02 on August 28, 2002, to reflect the dollar limits of the CEO's authority to enter into contracts on behalf of the WCB and provides dollar thresholds for seeking Finance Committee approval and for reporting contract details.
4. Amended – minor grammatical errors – March 2003.
5. Policy amended effective June 1, 2005 by Board Order No. 19/05 on May 26, 2005, to reflect which Board Committee is responsible for approving non-routine contracts.
6. Policy amended by Board Order 19/06 on June 22, 2006, effective July 1, 2006, to reflect the revised Board of Directors committee structure.
7. Policy amended effective April 1, 2009, to reflect the revised Board of Directors committee structure.
8. Minor formatting and grammatical changes were made to the policy, June 27, 2012.
9. Revised effective February 1, 2014 to reflect the change in Committee structure - splitting of the Investment and Finance mandates into stand-alone Committees.
10. October 2019 - Policy updated to reflect revised Committee name.
11. Minor formatting changes were made to the policy, September 2020.
12. In May 2022, the policy was revised to reflect minor formatting changes and gender-neutral language.
13. In March 2023 the policy was revised to reflect that Employee Pension Plan matters are approved by the Finance Committee.