

Section Title: Board and Corporate Administration - Board Administration
Subject: Cheque Signing Authority
Effective Date: June 1, 1999

A. POLICY

Any two of the following officers of the Workers Compensation Board (WCB) are authorized to sign cheques or to have their signatures affixed by a mechanical signing device, and to have access to the safety deposit box:

President and Chief Executive Officer
Vice President and Chief Financial Officer
Chief Investment Officer
Director, Finance
Manager, Financial Reporting
Manager, Budget, Purchasing and Payables

The Royal Bank of Canada is authorized and directed to honour, pay and charge to the accounts of the WCB, any and all cheques signed and completed in the above manner.

For the purpose of the WCB Assessment Department Account, any two of the following officers of the WCB are authorized to sign cheques or to have their signatures affixed by a mechanical signing device:

President and Chief Executive Officer
Vice President and Chief Financial Officer
Director, Finance
Supervisor, Collections
Manager, Financial Reporting
Manager, Budget, Purchasing and Payables

B. REFERENCES

The Workers Compensation Act, subsection 59(1)

History:

1. Signing Authorities established under Board Order 2/90, on March 13, 1990.
2. Authorities amended and authority of Chief Executive Officer to delegate signing authority recognized by Board Order 29/90 on October 24, 1990.
3. Board Order 29/90 re-written and issued to Policy Manual in June 1991 as Policy 21.30.20 - *Authority for Signing Cheques*.
4. Signing Authorities amended by Board Order No. 28/93 on August 3, 1993.
5. Signing Authorities amended by Board Order No. 32/93 on September 2, 1993, to reflect changes in organizational structure.
6. Signing Authorities amended by Board Order No. 27/94 on May 26, 1994, to reflect changes in organizational structure.
7. The policy was revised to reflect changes in organizational structure and minor formatting changes. As well, consequential changes were made to the policy arising from amendments

- to the Act. The new title of policy 21.30.20 is now the *Cheque Signing Authority* policy.
8. Signing Authorities amended by Board Order No. 10/95, effective May 25, 1995, to add the Senior Financial Officer and to reflect changes in organizational structure.
 9. Signing Authorities amended to reflect changes in organizational structure.
 10. Signing Authorities amended by Board Order No. 13/99, effective April 1, 1999, to add the Chairperson and to reflect organizational changes.
 11. Signing Authorities amended by Board Order No. 26/99, effective June 1, 1999, to include reference to the signing of promissory notes securing the WCB loan facility with the Province of Manitoba - Treasury Division.
 12. Signing Authorities amended to reflect changes in the organizational structure, March 2003.
 13. Signing Authorities amended to reflect changes in the organizational structure, January 2004.
 14. Signing Authorities amended to reflect changes in the organizational structure, November 2007.
 15. Signing Authorities amended to reflect a change in title, June 2008.
 16. Signing Authorities amended to reflect a change in titles, June 2010 and the removal of the Chairperson as a signing authority by Board Order No. 19/10, on August 31, 2010, effective immediately.
 17. Minor formatting and grammatical changes were made to the policy, June 27, 2012.
 18. Signing Authorities amended to reflect a change in title, May 2018.
 19. Minor formatting changes were made to the policy, September 2020.
 20. In May 2022, the policy was revised to reflect changes in organizational structure and minor formatting changes. As well, consequential changes were made to the policy arising from amendments to the Act. The new title of policy 21.30.20 is now the *Cheque Signing Authority* policy.