

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: DELEGATION OF SIGNING AUTHORITY

<i>PROCEDURE CODE:</i>	<i>402 AP 001</i>
Policy Reference: 402 – Signing Authority	

PROCEDURE

The signing authorities shall be delegated as follows.

General or Default Authority:

1. The Division official signing officers shall be as follows:
 - 1.1. the Board Chair;
 - 1.2. the Superintendent;
 - 1.3. the Secretary Treasurer;
 - 1.4. the Director of Finance.

Corporate-Construction Contracts:

1. Corporate contracts (with the exclusion of those contracts covered under clause 3 below) that exceed one year in term or \$50,000 in value shall require the signature of any two of the above designated signing officers.
2. Construction contracts, that are within approved budget level and that have been awarded through a public tender process, shall be signed by both the Director of Facilities and one official signing officer noted above; normally that officer would be the Secretary Treasurer.
3. Corporate contracts that are not in excess of one year and are less than \$50,000 in value may be signed by any one of the above signing officers. These contracts shall also bear a second signature of the front-line manager directly involved with the respective service.
4. Corporate contracts related to a specific school that are not in excess of one year and are less than \$15,000 in value may be signed by the respective school principal. These contracts shall also bear the signature of a second school administrator.

Personnel Contracts:

1. Collective Agreements shall be signed by the Board Chair and at least one other signing officer noted above.
2. Signing authority for individual employment contracts shall be as follows:
 - 2.1. The Board Chair - for contracts with the Superintendent.
 - 2.2. The Superintendent - for contracts with the other executive officers, those being the following:
 - 2.2.1. Secretary Treasurer,
 - 2.2.2. Deputy Superintendent,
 - 2.2.3. Associate Superintendents,
 - 2.2.4. Assistant Superintendents,
 - 2.2.5. Education Directors.
 - 2.3. Deputy or Associate Superintendent of Human Resources – for all other individual employee contracts. In the absence of the Deputy or Associate Superintendent of Human Resources, the Superintendent may also sign individual letters of employment.

Banking:

1. All Division cheques shall be signed by use of a signature plate or similar electronic signature process. The names that appear on the signature plates shall be as follows:
 - 1.1. the Superintendent and
 - 1.2. the Secretary Treasurer.
2. Appropriate controls shall be in place to control access to or use of the signature plates and/or electronic signatures.
3. All electronic funds transfer (EFT's) related to payroll and accounts payable shall be authorized by either:
 - 3.1. the Secretary Treasurer, or
 - 3.2. the Director of Finance.
4. Bank transfers or drafts in excess of \$10,000, other than those between Division bank accounts, shall require two signatures of either:
 - 4.1. the Superintendent,
 - 4.2. the Secretary Treasurer, or
 - 4.3. the Director of Finance.
5. Other financial instruments, including bank transfer between Division bank accounts, shall be signed/authorized by either:
 - 5.1. the Secretary Treasurer, or
 - 5.2. the Director of Finance.

Approved: March 1, 2011

Revised: March 27, 2023

