



Policy Section: **Business and Administrative Matters**

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Policy Name: **Signing Authorities**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to delegate its signing authority to the Director of Education to facilitate the signing of documents necessary for the effective and efficient operation of KPDSB. Such signing authority may be further sub-delegated to officers and employees of KPDSB by the Director of Education through the establishment of a Signing Authorities Procedure.

Notwithstanding the above, the Chair and/or Vice-Chair of the Board may sign such documents as Board and Committee Meeting Minutes, correspondence issued on behalf of KPDSB, expense claims of Trustees in accordance with KPDSB Policy 210, documents where the other party (i.e., Ministry of Education, etc.) requires the signature of the Chair and/or Vice-Chair, and any other documents which have been specifically approved by KPDSB for signature by the Chair and/or Vice-Chair.

Rationale

The geography of KPDSB and the nature of Trustees' responsibilities make it impractical to require the signatures of Trustees to execute documents needed for the operation of the Board. The Board gives direction to staff through By-laws and Resolutions and these authorizations will guide the Director of Education in determining whether documents should be signed and by whom.

Guidelines

1. The Director of Education shall issue a Signing Authorities Procedure to implement this Policy, including guidelines governing the sub-delegation of signing authority.

2. Exercising Prudence

All persons with delegated signing authority have the responsibility to exercise their authority in a prudent manner. Depending on the nature of the document to be signed, this responsibility shall include an assessment of some, or all, of the following:

- The ability of KPDSB to meet any financial obligations resulting from the contract, agreement, or financial or other instrument;
- The ability of the other party(ies) to meet its/their obligations;
- Specific authority granted by KPDSB to execute the document;
- Compliance with labour legislation, tax legislation, other legislative and regulatory requirements, and applicable Board policies;
- Whether all approvals required by any applicable policy or practice have been obtained for the contract or agreement; and
- Whether legal advice is needed (consult with the Director of Education, or Designate).

3. Corporate Seal

The seal of the Board, when required, will be affixed to contracts, agreements, documents, or written instruments. The seal of the Board will be the responsibility of the Director of Education and will be stored at the head office of the Board.

4. Electronic and Mechanical Signatures

The use of electronic and mechanical signatures is authorized, subject to those persons with signing authority having direct control over the application of such signatures or having a rigorous control system to prevent unauthorized application of such signatures (i.e., requiring two (2) independent persons to operate a cheque printer which prints cheques bearing electronic signature, etc.).

5. Approval Authority

Approval Authority is distinct from Signing Authority. Prior to signing a document such as a purchase order, lease, or contract, the individual must first ensure that they have sufficient approval authority as set out in KPDSB Policy 607 – Procurement, or by virtue of a By-law or Resolution of the Board.

6. Borrowing Authority

Borrowing Authority is distinct from Signing Authority. Prior to signing a document such as a loan agreement, mortgage, or other borrowing instrument, the individual must first ensure that they have sufficient borrowing authority as set out in a By-law or Resolution of the Board.