



Procedure Section: **Business and Administrative Matters**

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Procedure Name: **Signing Authorities**

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PROCEDURE

Signing Authorities

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Respectfully submitted by:
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1. Delegation of Signing Authority

- a) The Director of Education hereby delegates their signing authority in accordance with the following procedures. Signing authority shall not be further delegated without the written authority of the Director of Education which may be given by letter, memo, or email.
- b) The provisions below set out the minimum required signing authorities. As long as the minimum required signatures are applied to a document, other signatures may be applied on behalf of KPDSB, or at schools, as appropriate to the document or occasion.

2. Board Banking Documents

- a) Board banking documents shall be signed by the Superintendent of Business/ Treasurer including, but not limited to, the following:
 - i) Cheques, money orders, drafts, wire transfer instructions, etc.;
 - ii) Debentures, mortgages, loans, etc.; and/or
 - iii) Operation of Account Agreements.

3. School Generated Funds Documents

School generated funds documents shall be signed in accordance with the current version of “Guidelines for School Generated Funds” issued by the Ontario Association of School Business Officials. In particular, bank accounts may have up to four (4) signing officers and all cheques must bear two (2) signatures, one (1) of which must be that of the Principal.

4. Human Resources Documents

- a) Collective Agreements shall be signed by the Director of Education plus at least one (1) of the following: Human Resources Manager or Superintendent of Business.

- b) Other documents representing commitments to an agreement with Unions such as a Memoranda of Agreement, Letters of Agreement, Minutes of Settlement, etc., shall be signed by the Human Resources Manager, or Designate, after obtaining verbal authorization, if required, from the Director of Education or a Supervisory Officer.
- c) Employment contracts of Supervisory Officers shall be signed by the Chairperson of the Board and the Director of Education. Employment contracts of Principals/Vice-Principals, Managers, and any other person on a personal services contract shall be signed by the Director of Education and a Supervisory Officer.
- d) Offers of Employment may be signed by the Manager of Human Resources, or Designate, as set out in procedures issued by the Human Resources Manager.
- e) Ministry of Labour Compliance Orders shall be signed by one (1) of: Director of Education or Human Resources Manager.

5. Payroll and Benefits Documents

The Finance Manager may sign all transmittals, journal entries, Electronic Funds Transfer (EFT) authorizations, etc., to process wages and benefits in accordance with Collective Agreements, KPDSB Policies, and instructions from the Human Resources department.

6. Education Service (a.k.a Tuition) Agreements with First Nations

Education Service Agreements shall be signed by at least one (1) of: Director of Education or Superintendent of Business.

7. Transfers of Real Property

Documents relating to the purchase or sale of property shall be signed by at least one (1) of the following: Director of Education or Superintendent of Business.

8. Leases of Buildings and Properties

- a) Leases and Rental Agreements for buildings and properties from, or to, other organizations or individuals having a total value of greater than \$200,000.⁰⁰ over the life of the Agreement shall be signed by at least one (1) of: Director of Education, Superintendent of Business, or Facilities Manager.
- b) Leases and Rental Agreements for buildings and properties from, or to, other organizations or individuals having a total value of up to \$200,000.⁰⁰ over the life of the Agreement shall be signed by at least one (1) of: Director of Education, Superintendent of Business, Facilities Manager, or Assistant Manager of Facility Planning and Development.

9. Construction Contracts (*including Change Orders thereto*)

- a) Construction contracts (CCDC Contracts) having a value exceeding \$200,000.⁰⁰, not including taxes, shall be signed by at least one (1) of: Director of Education or Superintendent of Business.
- b) Construction contracts (CCDC Contracts) having a value up to \$200,000.⁰⁰, not including taxes, shall be signed by at least one (1) of: Director of Education, Superintendent of Business, Facilities Manager, or Assistant Manager of Facility Planning and Development
- c) Progress Certificates issued under valid CCDC Contracts up to the full amount of the total contract amount shall be signed by any one (1) of: Director of Education, Superintendent of Business, Facilities Manager, or Assistant Manager of Facility Planning and Development

10. Architectural/Engineering Services Contracts

- a) Architectural/Engineering Services Contracts having a value exceeding \$200,000.⁰⁰, not including taxes, shall be signed by at least one (1) of: Director of Education or Superintendent of Business.
- b) Architectural/Engineering Services Contracts having a value up to \$200,000.⁰⁰, not including taxes, shall be signed by at least one (1) of: Director of Education, Superintendent of Business, Facilities Manager, or Assistant Manager of Facility Planning and Development
- c) Invoices issued under Architectural/Engineering Services Contracts up to the full amount of the total contract amount shall be signed by any one (1) of: Director of Education, Superintendent of Business, Facilities Manager, or Assistant Manager of Facility Planning and Development

11. Insurance Contracts

Contracts for insurance (liability, property, auto, crime, accident, etc.) shall be signed by at least one (1) of: Director of Education or Superintendent of Business.

12. Contracts for Other Goods and Services

Contracts for the purchase of goods or services not addressed elsewhere in this procedure shall be signed by a KPDSB employee having sufficient approval authority as set out in KPDSB Policy 607 – Procurement.

13. Funding Agreements

- a) Agreements which provide funding to the Board for the completion of specific deliverables (i.e., Education Programs – Other Agreements, etc.) shall be signed by one (1) of: Director of Education or Supervisory Officer. Where the agreement specifies that the Director of Education must sign, then that requirement prevails.
- b) Agreements which provide funding of less than \$100,000.⁰⁰ for a specific program may be signed by a Manager.
- c) Agreements which provide funding of less than \$10,000.⁰⁰ to a specific school may be signed by the Principal of that school. Agreements involving advertising must comply with KPDSB Policy 305 – Announcements/Advertising in Schools.

14. Student Records

Signing of Student Records (enrolment registers, graduation diplomas, report cards, etc.) shall be as directed by Ontario Ministry of Education through provincial statutes, regulations, guidelines, and memoranda.

15. General Agreements and Contracts with other Organizations

Any type of agreement, contract, or other document not otherwise addressed in this procedure shall be signed by the Director of Education unless signing authority is delegated as per 1.a above.

16. Mechanical, Facsimile (*faxed*), and Electronic Signatures

- a) The use of mechanical signature stamps is not permitted for anything other than routine correspondence.
- b) Documents bearing an original signature may be sent, or received, by facsimile (fax) and is not necessary to send, or obtain, signed copy of the documents.
- c) The use of electronic signatures is permitted provided that the person whose signature is being applied has personally applied the electronic signature or has given written consent by email or text for each individual application of their electronic signature by another employee of the KPDSB.