

Policy Statement

It is the policy of the Keewatin-Patricia District School Board to delegate its signing authority to the Director of Education to facilitate the signing of documents necessary for the effective and efficient operation of the Board. Such signing authority may be further sub-delegated to officers and employees of the Board 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 the Board; expense claims of trustees in accordance with Policy 210; documents where the other party (e.g. Ministry of Education) requires the signature of the Chair and/or Vice Chair; and any other documents which have been specifically approved by the Board for signature by the Chair and/or Vice-Chair.

Rationale

The geography of the Board and the nature of trustee's 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:
 - a. The ability of the Board to meet any financial obligations resulting from the contract, agreement, or financial or other instrument;
 - b. The ability of the other party(ies) to meet its(their) obligations;
 - c. Specific authority granted by the Board to execute the document;

- d. Compliance with labour legislation, tax legislation , other legislative and regulatory requirements and applicable Board policies;
 - e. Whether all approvals required by any applicable policy or practice have been obtained for the contract or agreement; and
 - f. 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 the unauthorized application of such signatures (e.g. requiring two independent persons to operate a cheque printer which prints cheques bearing an electronic signature.)
 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 he or she has sufficient approval authority as set out in Policy 607, *Purchasing*, 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 he or she has sufficient borrowing authority as set out in a by-law or resolution of the Board.