

## **PROCEDURE**

# Signing Authorities

## 1. Delegation of Signing Authority

- 1.1. 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, e-mail, or text message.
- 1.2. 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 the Board or its schools as appropriate to the document or occasion.

## 2. Board Banking Documents

- 2.1. Board banking documents shall be signed by the Superintendent of Business/Treasurer including but not limited to the following:
  - 2.1.1. Cheques, money orders, drafts, wire transfer instructions, etc.;
  - 2.1.2. Debentures, mortgages, loans, etc.;
  - 2.1.3. Operation of Account agreements.

## 3. School Generated Funds Documents

- 3.1. 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 signing officers and all cheques must bear two signatures, one of which is recommended to be that of the Principal.

## 4. Human Resources Documents

- 4.1. Collective Agreements shall be signed by the Director of Education or the Superintendent of Human Resources; plus at least one of the following: Superintendent of Human Resources (but not if signed above), or Human Resources Manager or Superintendent of Business.
- 4.2. Other documents representing commitments to or agreements with Unions such as Memoranda of Agreement, Letters of Agreement, Minutes of Settlement, etc. shall be signed by the Superintendent of Human Resources or Human Resources Manager or designate after obtaining verbal authorization, if required, from the Director of Education or a Supervisory Officer.

- 4.3. Employment contracts of Supervisory Officers shall be signed by the Chairperson of the Board and Director of Education. Employment contracts of Principals/Vice-Principals and Managers and any other person on a personal services contract shall be signed by the Director of Education and a Supervisory Officer.
- 4.4. Offers of Employment may be signed by the Superintendent of Human Resources, or Manager of Human Resources or designate as set out in procedures issued by the Human Resources Manager.
- 4.5. Ministry of Labour Compliance Orders shall be signed by one of: Director of Education or Superintendent of Human Resources, or Human Resources Manager.

#### 5. Payroll & Benefits Documents

- 5.1. The Finance Manager may sign all transmittals, journal entries, EFT authorizations, etc. to process wages and benefits in accordance with collective agreements, board policies, and instructions from the Human Resources department.

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

- 6.1. Education service agreements shall be signed by at least one of: Director of Education or Superintendent of Business.

#### 7. Transfers of Real Property

- 7.1. Documents relating to the purchase or sale of real property shall be signed by at least one of: Director of Education or Superintendent of Business.

#### 8. Leases of Buildings and Properties

- 8.1. 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 of: Director of Education or Superintendent of Business.
- 8.2. Lease 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 of: Director of Education or Superintendent of Business or Facilities Manager.

9. Construction Contracts (including Change Orders thereto)

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

10. Architectural/Engineering Services Contracts

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

11. Insurance Contracts

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

## 12. Contracts for Other Goods and Services

12.1. Contracts for the purchase of goods or services not addressed elsewhere in this policy shall be signed by a board employee having sufficient approval authority as set out in Policy 607, *Purchasing*.

## 13. Funding Agreements

13.1. Agreements which provide funding to the Board for the completion of specific deliverables (e.g. Education Programs – Other agreements) shall be signed by one of: Director of Education or Supervisory Officer. Where the agreement specifies that the Director of Education must sign, then that requirement prevails.

13.2. Agreements which provide funding of less than \$100,000.00 for a specific program may be signed by a Manager.

13.3. 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 Policy 305, *Announcements/Advertisements in Schools*.

## 14. Student Records

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

## 15. General Agreements and Contracts with Other Organizations

15.1. 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 1.1 above.

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

16.1. The use of mechanical signature stamps is not permitted for anything other than routine correspondence.

- 16.2. Documents bearing an original signature may be sent or received by facsimile (fax) and it is not necessary to send or obtain the original signed copy of the documents.
- 16.3. 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 Board.