



Administrative Procedure 514

SIGNING AUTHORITY

Background

This Administrative Procedure outlines the positions authorized to sign on behalf of the District and their level of signing authority. A file containing sample signatures of the individuals authorized as outlined in this Administrative Procedure shall be maintained in the office of the Secretary-Treasurer.

Procedures

1. Corporate Seal

- 1.1. The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Chair or Vice-Chair of the District, together with the Secretary-Treasurer or in his/her absence the Assistant Secretary-Treasurer.

2. Official Signatures

- 2.1. The official signing officers of the District, for the purpose of executing documents that commit the District to legal contractual obligations, ratified collective agreements, personal contracts of employment, or major construction contracts, shall be the Board Chair and/or the Secretary-Treasurer. Where necessary, and in cases where the Board Chair and/or the Secretary-Treasurer are/is absent, or unable to sign, the Vice-Chair and the Superintendent or the Assistant Secretary-Treasurer, may act in their stead in executing documents.
- 2.2. Electronic documents and electronic signatures are acceptable as per the [Electronic Transaction Act of BC](#); “**electronic signature**” means information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to or associated with the record.

Requirement for a record to be in writing

A requirement under law that a record be in writing is satisfied if the record is:

- a) In electronic form, and
- b) Accessible in a manner usable for subsequent reference.

3. Agreements Requiring One Signature

- 3.1. Agreements, other than those requiring Corporate Seal, require only the signature of one authorized District official to bind the District.
 - 3.1.1. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or in their absence, the Assistant Secretary-Treasurer is authorized to sign on behalf of the District.
 - 3.1.2. Where there is not a financial commitment inherent in the agreement, the Superintendent, the Secretary-Treasurer, an Assistant Superintendent or the Assistant Secretary-Treasurer is authorized to sign on behalf of the District.
- 3.2. Agreements for construction contracts in excess of \$1,000,000 and all property purchases and sales require District approval of Secretary-Treasurer and Superintendent.
- 3.3. Labour agreements involving negotiating collective agreements, letters of understanding, memorandums of agreement, staff secondment agreements, grievance settlements, require the signature of the Director, Human Resources and the Superintendent or Secretary-Treasurer to bind the District to the terms of the agreement.
- 3.4. Offers of employment to staff on personal employment contracts will be made by the Superintendent, Secretary-Treasurer or the Assistant Superintendent depending on the position's supervisor. Exempt staff position offers may be presented by the Director of Human Resources, after approval of two members of the District's Senior Management.

4. Agreements Requiring Bylaw

- 4.1. The Board must approve a bylaw for Capital and other Ministry developed projects in line with the [School Act](#). (e.g. Carbon Neutral Program).

5. Cheques and Financial Institutions Transfers.

- 5.1. The signature on system produced cheques shall carry the facsimile signatures of the Secretary-Treasurer and the Superintendent.
 - 5.1.1. A summary of cheques in excess of \$20,000 with supporting documentation must be reviewed and approved by the Secretary-Treasurer or in his absence the Assistant Secretary-Treasurer or the Superintendent prior to their release.
 - 5.1.2. Manually signed bank transfers between District financial institution accounts may be authorized by the Secretary-Treasurer or the Assistant Secretary-Treasurer.
- 5.2. Authorization to negotiate financial instruments for deposit with or transfer to the District's financial institution, to settle financial transactions, to receive financial documentation and to receive financial instruments is provided to the Assistant Secretary-Treasurer or Secretary-Treasurer.
- 5.3. Electronic fund transfers pre-authorized by the District's signing authorities and the primary financial institution out of the District's bank accounts are internally controlled by Assistant Secretary-Treasurer, Manager of Accounting and Reporting and the Manager, Payroll Benefits and Personnel for such things as direct deposit of

employees' payroll, electronic payment of accounts payable, pre-authorized cheques, or account adjustments between bank accounts of the District.

6. Approval Thresholds

- 6.1. Principals, and in their absence Vice Principals, District Managers and other individuals with budget authority for an account are authorized to initiate requests for expenditures in accordance with the limits identified below and applicable budget limits. Examples include such things as purchase requisitions, requests for work to be done by maintenance staff that will incur charges, approving invoices etc.

Principals	Up to \$2,500
District Managers	Up to \$5,000
Directors	Up to \$10,000
Assistant Superintendents	Up to \$20,000
Assistant Secretary-Treasurer	Up to \$50,000
Secretary-Treasurer and Superintendent	No Limit but will supply information to the Audit Committee for approvals over \$1,000,000

- 6.2. All amounts over the limits identified above require a second signature of someone higher in the authorization matrix. Annually, by September 1, the Secretary-Treasurer will ensure a signing matrix exists consisting of sample signatures of those authorized to approve purchases in accordance with this Administrative Procedure.

7. Purchase Orders

- 7.1. Purchase orders, resulting from requests to the Purchasing Department from individuals with authority for an account, are legal documents which commit the District to business transactions. The following personnel are permitted to authorize orders on behalf of the District for the following limits:

Assistant Purchasing Manager	Up to \$20,000
Manager, Purchasing and Logistics	Up to \$50,000
Assistant Secretary-Treasurer	Up to \$100,000
Secretary-Treasurer or Superintendent	No limit

- 7.2. The signature on system produced purchase orders shall carry the facsimile signature of the Manager, Purchasing and Logistics.

8. Rental or Lease Agreements and Contracts for Service

- 8.1. The Secretary-Treasurer or Assistant Secretary-Treasurer must execute all rental or lease agreements for real property and equipment as well as contracts for service.

9. Financial Reports on Contracts or Agreements

- 9.1. Financial reports required by official contracts or agreements between the District and other parties through which funding has been received may be signed by the Assistant Secretary-Treasurer or Secretary-Treasurer.

10. Taxation and Remittance Reporting

10.1. Reports required by taxation authorities and reports on remittance of funds may be signed on behalf of the District by:

Payroll Supervisor
Manager, Payroll, Benefits and Personnel
Manager, Accounting and Reporting
Manager, Purchasing and Logistics
Assistant Secretary-Treasurer
Secretary-Treasurer

11. Insurance Claims and Policy Renewals

11.1. The Assistant Secretary-Treasurer or the Secretary-Treasurer is authorized to sign insurance claims and policy renewals on behalf of the District. In addition, the Director of Facilities, Transportation and Capital Projects or the Assistant Secretary-Treasurer or the Transportation Manager is authorized to sign the vehicular insurance certificates for fleet insurance purposes.

12. Legal Representation

12.1. Members of senior management as well as exempt staff other than the Assistant Superintendent of Human Resources with budget authority for legal fees accounts require approval of the Superintendent or Secretary-Treasurer prior to engaging lawyers, mediators or arbitrators.

12.2. Contractual or Agreement Matters

- a) No person may sign any document or enter in to an oral or written agreement that creates an obligation or undertaking on behalf of the District unless the individual has the authority to do so under this Administrative Procedure.
- b) All employees have an obligation to understand the extent and limits of their authority, if any, and understand and comply with the District's policies, regulations, procedures and processes.

12.3. Records Management

Once a contract or commercial agreement of a financial commitment has been signed on behalf of the District and the other party of the contract, an electronic copy of the signed contract shall be sent to the Office of Manger of Purchasing and Logistics with the original to follow.

Reference: Sections 22, 23, 65, 85 School Act
Income Tax Act
New West Partnership Trade Agreement

Adopted: July 2, 2013
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