

Policy Procedures

Effective Date: 2019-01-01
Policy Reference: Policy 9000

Signing Authority

A. Procedure

1. **Schedule of Signing Authorities** (See Appendix A)

The Vice-President, College Services/CFO maintains the “Selkirk Signing Authority Schedule” (hereafter referred to as “Schedule”) listing the full range of documents that require signature, the dollar value attached to each of those documents (where applicable) and the position or positions that are authorized to approve each of those documents through a signature.

2. **Maintenance and Revision of Schedule**

The Schedule will be maintained by the Vice-President, College Services/CFO and will be updated, as required, to reflect changes in the documents requiring signature, dollar value limits as well as changes in the position or positions that are authorized to approve and sign the documents.

3. **Informing and Training Signing Authorities**

It is the responsibility of the Vice-President, College Services/CFO to ensure that persons who have been designated as signing authorities are provided with a copy of the Signing Authority policy and procedures and to provide training so that signing authorities understand their responsibilities under this policy.

4. **Responsibilities of Signing Authorities**

The responsibilities of signing authorities are outlined below:

a) **Legal and Risk Management Review Requirements**

In order to protect the interests of the College, signing authorities must undertake appropriate due diligence assessment prior to execution of documents which may include:

i. **Legal Reviews**

Designated legal advisors should be consulted prior to signing a document. Provided that, standard form contracts that have been approved by a legal advisor and whose value is \$25,000 or less may be signed without consulting a legal advisor. Any contract other than a standard form contract approved by a legal advisor and which involves a value over \$5,000, or which is complex, has significant ramifications, or is unusual in any way must be referred to a legal advisor.

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ii. Indemnity Matters

Under the Financial Administration Act, the College cannot give a guarantee or indemnity unless it has first received approval from the Ministry of Finance to do so under the Guarantees and Indemnities Regulation. Therefore, any document which contains a guarantee or indemnity must be reviewed by the person in the administrative position directly responsible for risk management (Director of Finance), or the Office of the Vice-President, College Services/CFO, prior to such a document being finalized and signed. Each new agreement, even with the same parties, must be provincially approved unless prior approval has been received by the Ministry of Finance. In the event prior approval has been received for future agreements with the same party, the indemnity clause language must be identical to the first agreement that was reviewed by the Ministry of Finance.

iii. Contractual or Agreement Matters

- (a) No person may sign any document or enter into a verbal or non-verbal agreement that creates an obligation or undertaking on behalf of the College unless the individual has been granted authority through the policy and related procedures.
- (b) All employees have an obligation to understand the extent and limits of their authority, if any, and understand and comply with the College's policies, procedures and processes.
- (c) Persons that have been granted authority shall ensure:
 - 1. That the College has the ability to meet the obligations being made;
 - 2. That any agreement is compliant with the laws of Canada and British Columbia;
 - 3. That the appropriate level of review and approval has been obtained from stakeholders, and that required levels of legal, risk management, procurement, financial and other required due diligence has been performed and risks disclosed;
 - 4. That any intellectual property matters have been properly considered, in accordance with the College's policies and procedures.
 - 5. That any agreement is consistent with the College's strategic plan, budget, collective agreements, academic planning and directives, policies and procedures;
 - 6. The overhead rate included in any contract or agreement must be consistent with the College's policies or it may be amended by the president or the Vice-President, College Services or Dean, Applied Research and Innovation.

b) Insurance

The College has insurance coverage under the University, College and Institute Protection Plan (UCIPP), provided under the Ministry of Finance. Under UCIPP, the College has a variety of coverages. Any contract or agreement which contains insurance must be reviewed by the Director of Finance or the Office of the Vice-President, College Services/CFO prior to such a document being finalized and signed by a signing authority.

c) Execution of Documents under Seal

Authorized positions that may affix the Seal of the College are determined by the Board. If the seal is used, then the law deems it to be executed.

d) Records Management

Once an agreement has been signed on behalf of the College and the other party of the contract, the senior signing officer who signed on behalf of the College shall send an electronic copy of the signed contract to the Executive Assistant for the Vice-President, College

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Services/CFO with the original to follow.

e) Delegation

In the event of unavailability or other extraordinary circumstances, a person with signing authority may delegate their authority to predetermined delegates subject to the following restrictions:

- i. The delegated authority must be written and copied to the person's supervisor and the Director of Finance;
- ii. The delegated authority must specify a time period for the delegated authority, normally coinciding with the period of time that the delegating authority is expected to be away;
- iii. The authorized dollar limits shall not exceed the normal limits for the original signing authority; and
- iv. The commitment made by the delegate must be reported to the signing authority in a timely manner.

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| SELKIRK COLLEGE | | | SIGNING AUTHORITY BY DOCUMENT & LEVEL | | | | | | | | | | |
|--|--------------------------|---|---------------------------------------|-----------|---------------------------|---------------------------------------|--|---------------------------|-------------------------------------|-------------------|---|--------------------------------|--------------------------|
| DOCUMENT TYPE | BOARD APPROVAL REQUIRE D | Required Signatures: If an A is required, one must sign when indicated. If no restrictions, see designated "X". | Board of Governors | President | Vice President, Education | Vice President, College Services, CFO | Vice President, Students & Advancement/Registrar | Director, Human Resources | Dean, Applied Research & Innovation | Director, Finance | Manager (Finance - Reporting, Planning) | Manager (Finance - Accounting) | related Dean or Director |
| Contracts & Agreements – General | | | | | | | | | | | | | |
| single transactions over \$250,000 | | | | | | | | | | | | | |
| single transactions over \$250,000 | | Two Req'd (X alternate) | | A | | A | | | | X | | | |
| single transactions under \$250,000 | | Two Req'd (X alternate) | | A | A | A | | | | X | | | |
| single transaction under \$75,000 | | One Req'd | | X | X | X | X | | | X | X | | |
| education related agreements with no financial partnership/sponsorship agreements - no | | One A & One X | | | A | | A | | X | X | | | X |
| single transaction over \$250,000 | | Two Req'd (X alternate) | | A | | A | | | | X | | | |
| Contracts & Agreements – Human Resources Signatures outlined in Human Resource Policy & Procedures & Processes must be adhered to as well as those outlined on this | | | | | | | | | | | | | |
| Collective Agreements | Yes | Two Req'd | A | A | | A | | A | | | | | |
| Employment Forms | | | | | | | | | | | | | |
| President | Yes | One A & One X | | | | A | | X | | | | | |
| Vice Presidents | | One A & One X | | A | | | | X | | | | | |
| Deans, Directors | | One Req'd | | | | X | | X | | | | | |
| Faculty Hire Ongoing | | One Req'd | | | | X | | X | | | | | |
| Faculty Hire - non regular | | One Req'd | | | | X | | X | | | | | |
| Executive Assistants | | One Req'd | | | | X | | X | | | | | |
| Support Staff | | One Req'd | | | | X | | X | | | | | |
| Temporary Employment Contracts (TEC) | | One Req'd | | | | X | | X | | | | | |
| Casual/On-Call | | One Req'd | | | | X | | X | | | | | |
| Research & Special (related to grants/revenue) | | | | | | | | | | | | | |
| Signatures outlines in Research & Special Funds Policy & Procedures & Processes must be | | | | | | | | | | | | | |
| a) Contracts & Agreements | | | | | | | | | | | | | |
| single transaction over \$250,000 | | Two Req'd (X alternate) | | A | X | A | | | X | X | | | X |
| single transaction under \$250,000 | | Two Req'd (X alternate) | | A | X | A | | | A | X | | | A |
| single transaction under \$75,000 | | One Req'd | | X | X | X | X | | X | X | X | | X |
| b) Applications for Research Funding | | | | | | | | | | | | | |
| | | One Req'd | | | | | | | X | | | | |
| c) Applications for Special Funding | | | | | | | | | | | | | |
| | | One Req'd | | | | | | | | | | | X |
| Contracts & agreements for the Purchase of Goods & Services | | | | | | | | | | | | | |
| Refer to Policy 9200 - Purchasing and related | | | | | | | | | | | | | |
| Purchase, Lease, Sale or Disposal of Land & Lease of Space | | | | | | | | | | | | | |
| single transaction over \$250,000 | Yes | Two Req'd (X alternate) | | A | | A | | | | X | | | |
| single transaction under \$250,000 | Yes | Two Req'd (X alternate) | | A | | A | | | | X | | | |
| Contracts & Agreements – Right of Way, Easement, Land Titles, Zoning, etc. | | | | | | | | | | | | | |
| any single transaction | | One Req'd (X alternate) | | A | | A | | | | X | | | |
| Contracts & Agreements – Sales of Service (Academic) | | | | | | | | | | | | | |
| Academic credit courses & programs outside of normal calendar courses | 1- | | | | | | | | | | | | |
| 2-Non-credit courses & programs including conferences which contractual obligation over \$25,000 | | One A & One X | | A | A | A | | | X | X | | | X |
| contractual obligation under \$25,000 | | One Req'd | | | X | X | | | X | X | X | | X |

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| SELKIRK COLLEGE | | | SIGNING AUTHORITY BY DOCUMENT & LEVEL | | | | | | | | | | |
|--|-------------------------|--|---------------------------------------|-----------|---------------------------|-------------------------------------|--|---------------------------|-------------------------------------|-------------------|---|--------------------------------|--------------------------|
| DOCUMENT TYPE | BOARD APPROVAL REQUIRED | Required Signatures: If an A is required, one must sign when indicated. If no restrictions, see designated "X". | Board of Governors | President | Vice President, Education | Vice President, College Service/CFO | Vice President, Students & Advancement/Registrar | Director, Human Resources | Dean, Applied Research & Innovation | Director, Finance | Manager (Finance - Reporting, Planning) | Manager (Finance - Accounting) | related Dean or Director |
| International Contracts & Agreements - Academic & Student exchanges & | | | | | | | | | | | | | |
| contractual obligation over \$25,000 | | One A & One X | | A | A | A | | | X | X | | | X |
| contractual obligation under \$25,000 | | One Req'd | | | X | X | | | X | X | X | | X |
| CORPORATE CREDIT CARDS | | | | | | | | | | | | | |
| Signatures outlined in credit card agreement & application & processes must be adhered to as well those outlined on this schedule. | | | | | | | | | | | | | |
| Refer to Policy 3200 - Purchasing and related | | | | | | | | | | | | | |
| Donations to Selkirk College | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | | | | X | | | X | X | | |
| College Student Loans, Bursaries, | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | | | | X | | | | | | |
| Banking - Signing Authorities | | | | | | | | | | | | | |
| Banking Documents | | One A & One X | | A | | A | | | | X | X | X | |
| wire payments, electronic transfers and Direct Deposit Employee expenses any | | One Req'd | | | | | | | | X | X | X | |
| Cheques over \$5,000 | | One A & One X | | A | | A | | | | A | X | X | |
| Cheques under \$5,000 | | One Req'd | | X | | X | | | | X | X | X | |
| Transfers between College bank accounts | | One Req'd | | | | | | | | X | X | X | |
| Investment - Signing Officers | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | | | X | | | | X | X | | |
| Sale of Debentures | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | | | X | | | | X | X | | |
| Disposal of Securities | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | | | X | | | | X | X | | |
| Patents | | | | | | | | | | | | | |
| any single transaction | | One Req'd | | A | A | A | | | | | | | |
| Use of Corporate Seal | | | | | | | | | | | | | |
| for documents | | One Req'd | | A | | A | | | | | | | |
| for degrees, diplomas, certificates, other student related reports | | Two Req'd | | A | | | A | | | | | | |
| for ceremonial purposes | | One Req'd | | A | | A | | | | | | | |