

Policy Information	
Policy No:	AD-F-2.12
Approved by:	Executive Committee
Approval Date:	September 27, 2017
Executive Responsible:	VP Finance & Corporate Services
Administrator Responsible:	Controller
Date of Next Review:	September 2022

SIGNING AUTHORITY

Policy Statement

Individuals who sign documents that create an obligation or undertaking on behalf of the College or who authorize expenditures on behalf of the College must have signing authority in accordance and compliance with this Policy.

Before they are signed, documents must be considered from an institution-wide perspective, and appropriate consultation and communication should occur.

Purpose

This Policy provides a framework whereby persons with the relevant responsibility review and sign documents within their areas of authority and exercise diligence in their fiduciary responsibilities to the College.

Scope

This Policy designates the positions which carry the authority to approve and sign documents on behalf of the College or to authorize expenditures. Only those persons authorized by this Policy may enter into agreements, contracts, obligations, or authorize expenditures on behalf of the College.

This Policy applies to all contractual arrangements to which the College is a party. This policy also applies to all purchase of goods or services and provides authority for spending of College funds within unit areas of responsibility.

Procedures and Guidelines

Purchase of Goods or Services

Responsibility of Signing Officers who authorize expenditures on behalf of the College:

The approval signature authorizes the expenditure within the amounts and scope of the accounts allotted to the approver, subject to approved budgets and to the terms of relevant purchasing policies, collective agreement policies, and other relevant College policies.

Signing approval limits for charges to the approver's account codes are as follows:

SPENDING AUTHORITY	
President, Vice Presidents	no limit
Chief Information Officer, Director Facilities, Executive Director Human Resources , Executive Director Communications, Director Procurement Services	\$75,000
Controller, Deans, Director Resource Centre, Manager Facilities, Manager Retail & Dining Services, Operations Manager International Education, Operations Manager Trades, Registrar, Regional Principals, Directors (other than those listed above)	\$25,000
Associate Registrar, Associate Deans, Manager Aboriginal Resource Centre, Manager Student Residence, Operations Managers Regional Campuses, Executive Office Administrator, Managers (other than those listed above)	\$10,000
Executive Assistants, HR Advisors	\$5,000
Faculty Coordinators, CE Coordinators, Administrative Assistants, Tool Room Attendants, CE Program Assistants, and other CUPE staff upon request	\$1,000
Other staff upon request	\$250

Sale of Goods or Services to an external third party

Responsibility of Signing Officers who sign documents on behalf of the College making commitments to other parties:

Before signing a document, a signing officer must be satisfied as to the following and must be prepared to take responsibility:

1. That the document is within the responsibility of the signing officer through the authority of this signing authorization policy.
2. That the College is able to meet its obligations within the terms of the document and that the other party or parties are reasonably likely to meet theirs.
3. That the document is consistent with the current College strategic plan and budget.

4. That the document complies with labour legislation, employee collective agreements, tax legislation, and other legislative, regulatory requirements.
5. That financial and other benefits to or liabilities of the College relating to the document have been considered and are reasonable and manageable.
6. That the intellectual property elements have been considered.
7. That appropriate indemnities and insurance have been provided for.

Indemnities and Insurance

An indemnity is a commitment under which an entity or person undertakes to secure another entity or person against a loss or to prevent the other person from being injured by the legal consequences of an act. Under the [Financial Administration Act](#), the College cannot give a guarantee or indemnity unless it has first received approval to do so under the Guarantees and Indemnities Regulation. Any document which contains a guarantee or indemnity must be reviewed by the Controller or designate who will obtain the approval, if required, prior to the document being signed.

The College has insurance coverage under the University, College and Institute Protection Program (UCIPP), provided under the Ministry of Finance. Any document that requires any form of insurance coverage must be reviewed by Controller or designate prior to such document being signed.

Signatures on contracts where the College is selling goods or services

Standard contracts for educational or other services (except leases) normally provided by the Division with no unusual clauses, terms, or conditions (e.g. standard government template or CNC standard contract) may be signed as follows:

President, Vice Presidents	no limit
Regional Principals, Director International Education, Deans, Director Applied Research & Innovation	\$200,000
Associate Deans	\$50,000
Controller, Manager Aboriginal Resource Centre, Operations Managers	\$25,000
Continuing Education Coordinators, Other staff as designated	\$15,000
Other signing authority as designated	\$5,000

Contracts with non-standard or unusual clauses or for services not normally provided by the College that are over **\$ 25,000** or lease agreements for any amount must also be signed by Vice-President Finance & Corporate Services or the President.

Legislative and Collective Agreement References

[Financial Administration Act](#)

Links to Other Related Policies, Documents and Websites

Procurement Contract Authority policy AD-F-2.13

Policy Amendment Log

Amendment Number:	Date:
0	November 29, 2012
1	September 27, 2017
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