SIGNING AUTHORITY POLICY

Policy Area:	Board		
Policy Number:	SGNPL_2312R_BG/VPC		
Policy Sponsor:	CFO & Vice President, Corporate Services		
Policy Contact:	CFO & Vice President, Corporate Services		
Stakeholders:	Board of Governors, Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors		
Approval Date:	December 12, 2023		
Effective Date:	January 1, 2024		
Replaces or New:	Signing Authority Policy E1.11 (2013)		
Last reviewed:	June 2023	Scheduled review date:	June 2028

Procedures:	*Procedures for Signing Authority Policy*

1. Policy Statement

Okanagan College (College) is a publicly funded institution and is accountable to the province and members of the public for stewardship of all College funds.

2. Purpose

The purpose of this policy and its related procedures is to communicate the principles and activities that College Employees are expected to follow when carrying out College business transactions through legally binding contractual agreements or operational activities. This policy also outlines the assignment of signing and spending authority on behalf of the College.

3. Scope and Application

The policy and its related procedures apply to all legal and financial documents of the College that require authorizing signature(s) or approval(s), including but not limited to contracts, agreements, expenditures, applications for funding.

4. Definitions

Contract or Agreement	Means a written agreement between two or more parties that creates obligations that are enforceable or otherwise recognizable by law. For example, some common types of contractual documents are: • Revenue Contracts • Memoranda of Understanding (MOU's) • Purchase Orders or Maintenance Agreements • Affiliation Agreements • Articulation Agreements • Non-disclosure Agreements (NDA's) • Educational Partnerships or Agreements • Property Leases • Intellectual Property Agreements
Contract Registry	Means the information management database which retains copies of all Contracts to which Okanagan College is a party.
Electronic Signature	Means symbols or pictures in digital form attached to an electronically transmitted document as verification of the sender's intent to sign the document. Examples include Adobe fill & sign, Etrieve approvals, or email approvals.
Emergency	Means a situation where there is an immediate safety or environmental hazard, threat to life, property or business operations resulting from an unexpected event, and where the critical acquisition of materials or services cannot be obtained through standard policy and processes in time to relieve the Emergency.
Employees	Means any person employed by (or who has an appointment with) the College. For the purposes of this policy, Employee includes members of the Board of Governors.
Payment Request	Means an invoice or other such document intended for the initiation of a payment from the College to an external party.
Purchase Agreement	Means a College Purchase Order or Web Requisition, with any attachments or any other agreement where the College commits to purchase, rent, or lease any goods, services, or real property.
Secure Digital Signature	Means an electronic signature that requires the signer to authenticate their identity using a certificate-based digital ID. Examples include DocuSign and Adobe Acrobat DC.
Signing Authority	Means an individual appointed with the authority to commit the College to any binding agreement. These include but are not limited to Contracts, MOU's, licenses, LOA's, letters of intent and affiliation agreements.
Signing Officer	Means a Board-approved Employee designated to sign, make, draw, accept and deliver cheques, promissory notes, bills of exchange, orders for payment of money, agreements, and instructions necessary for the operation of the College's bank accounts.

Spending Authority Means an individual appointed to authorize expenditures by virtue of the approved operating budget and the Signing and Spending Authorization Matrix (*Appendix A*) or the Major Capital and Construction Matrix (*Appendix B*).

Wet Signature Means a signature made on a physical paper document, made with a pen and ink. In the case of cheques, a Wet Signature also includes the pre-approved signature stamp utilized within Financial Services.

5. Policy Principles

5.1 The Contract or Agreement being signed must align with the College's Strategic Plan.

5.2 The College is committed to the responsible stewardship of its funds by conducting all business affairs consistently and cost-effectively.

5.3 The College maintains a comprehensive system of controls over all legal and financial commitments to ensure the institution's ongoing operational health.

5.4 Employees of the College are not authorized to sign Contracts or agreements unless they have been granted authority pursuant to this policy.

5.5 The College will maintain a Signing and Spending Authorization Matrix (*Appendix A*) and a Major Capital and Construction Matrix (*Appendix B*) which will establish signing authority to appropriate positions within the College for various types of Contracts, Agreements, documents, and transactions, reflecting the value of the transactions as well as the expertise of the signing authorities.

5.6 The College will document the responsibilities of the signing authorities with respect to such issues as legal and risk management review, insurance and execution of documents, records management, delegation, and spending authority and provide training to ensure that signing authorities understand their responsibilities.

5.7 The College will establish and document the circumstances under which Signing Authorities may delegate their authority to other positions.

5.8 Spending Authority is granted in relation to a position's organizational responsibilities or duties and can be restricted as to financial limit and/or the nature of goods and services purchased.

5.9 A Spending Authority may only approve expenditures over which they have been delegated authority in the Signing and Spending Authorization Matrix (*Appendix A*), the Major Capital and Construction Matrix (*Appendix B*), or through a written delegation.

5.10 An employee with Spending Authority is responsible for understanding the Procurement Policy and ensuring goods and services are procured in accordance with this policy and the related procedures.

5.11 An employee cannot authorize their own expenditures or the expenditures of a person in a position that is hierarchically higher than their own.

Authority to Bind Okanagan College

5.12 Pursuant to the *College and Institute Act*, the Board of Governors (the "Board") has the power to enter into Agreements and can delegate certain powers and duties to Employees to execute Agreements that bind the College.

5.13 The President may, without the prior approval of the Board, execute contractual commitments up to $3 million. This delegation may be changed at the discretion of the Board, and this policy will be amended to reflect any such change. All Contracts exceeding $3 million shall be reviewed and approved by the Board prior to initiation.

5.14 Pursuant to the *College and Institute Act*, Contracts over $500,000 must be approved by two authorized signing authorities of the College. One signature must come from a level above the lowest authorized signing authority.

5.15 Contracts that pose significant risk or impact to the College must be reviewed by the Board and approved by the President. Risk shall be assessed by originators and their supervisor first, then by Ancillary and Business Services through the Contract Routing process.

5.16 The President or CFO & Vice President, Corporate Services may amend the position titles but not amounts on the matrices, or schedules to this policy and the procedures, without obtaining Board approval, as necessary to address operational needs.

6. Indemnities and Insurance

6.1 The granting of indemnities by the College is restricted by UCIPP and shall be administered by the Director, Ancillary and Business Services.

6.2 The College has insurance coverage under the University, College, and Institute Protection Plan (UCIPP). Insurance shall be administered by the Director, Ancillary and Business Services.

7. Related Acts and Regulations

College and Institute Act
Financial Administration Act

8. Supporting References, Policies, Procedures and Forms

University, College & Institute Protection Program
Contract Routing and Process Guidelines
Hospitality Policy
Kilometre Reimbursement Policy
Procurement Policy and *Procedures*
Sponsorship Policy and *Procedures*
Travel Policy and Procedures

History / Revisions

Date	Action
2023-12-12	*Revision Approved by Board of Governors*: Signing Authority Policy (SGNPL_2312R_BG/VPC)
2013-05-14	*Revision Approved by Board of Governors*: Signing Authority Policy E.1.11
2011-01-25	*Approval by Board of Governors:* Signing Authority Policy

Okanagan College Signing Authority Policy

Appendix A
Signing and Spending Authorization Matrix - Contracts, Agreements or Expenditures

Contract / Expenditure Assessment	**Contract, Agreement or Expenditure**							**Non-monetary Contract**	
	Over $3m	Up to $3m	Up to $1m	Up to $150K	Up to $50K	Up to $25K	Up to $10K	Low Risk	High Risk
Board of Governors	✓								
President - College Wide		✓							✓
Provost, Vice Presidents, Associate Vice Presidents			✓						
Dean, Director, Regional Dean, Registrar				✓				✓	
Exempt (M13-M14; P12)*					✓				
Exempt Managers (P10-P11)**						✓			
Exempt (P07-09)***; Department Chairs							✓		
Executive Assistants (A04-A06); Operations & Portfolio Specialist(s)							✓		

Notes:

~ All Contracts must be routed through the College's Contract Routing Process prior to execution.
~ All Contracts exceeding $3M shall be reviewed and approved by the Board of Governors prior to initialization.
~ In the case of an Emergency the President will automatically be granted the ability to make purchases up to $10M without getting Board Approval. See definition of Emergency in the Policy.

*Exempt M13-M14; P12

Associate Deans
Manager, Institutional Research
Manager, Ancillary & Business Services
Associate Directors
Associate Registrars
Manager(s), People Services

** Exempt Managers (P10-P11)

Manager, BCBTAC
Manager, International Recruitment
Manager, IT Infrastructure
Manager, Plant Services and Operations
Manager, Student Services
Manager, Buildings & Sustain. Svcs
Manager, Financial Services
Manager, Indigenous Student Services
Manager, Business Transformation
Manager, IT Information Security
Manager, Occ. Health & Safety
Manager, Procurement & Bus Services
Manager, Trades Finance/Culinary
Manager, Business Services
Manager, Property & Custody Services

***Exempt (P07-09)

Manager, CS Operations
Manager, Campus Life and Admin
Manager, Enrolment Services
Manager, OHS Operations and Training
Manager, Trades Finance
Executive Chef
Marketing Recruitment Specialist
Administrator(s)
Advisor(s)
Manager, Campus Operations
Manager, Community Relations & Admin
Manager, Executive Office
Manager, Security & Crisis Management
Manager, Trades Programs
Business Partner(s), People Services
Development Officer(s)
Coordinator(s)
Occupational Health & Safety Lead

Appendix B
Signing and Spending Authorization Matrix - Major Capital Projects and Construction

Contract / Expenditure Assessment	**Contract, Agreement or Expenditure**													
	Over $10M		Up to $10M		Up to $5M		Up to $2M		Up to $750K		Up to $500K		Up to $50K	
	Contract	Spend	Contract	Spend	Contract	Spend	Contract	Spend	Contract	Spend	Contract	Spend	Contract	Spend
Board of Governors	✓	✓												
President - College Wide			✓	✓										
Provost, Vice Presidents					✓	✓								
Associate Vice Presidents, CIO, Executive Directors							✓	✓						
Director, Facilities and Campus Planning								✓	✓		✓☸			
Director, Financial Services								✓						
Manager(s), Facilities & Campus Planning													☸	

Notes:

~ In the case of an Emergency the President will automatically be granted the ability to make purchases up to $10M without getting Board Approval. See policy definition of Emergency.

~ All contracts exceeding $10M shall be reviewed and approved by the Board of Governors prior to initialization.

~ All contracts exceeding $500K require 2 signatures, including one-up from the lowest approved signing authority.

~ Contracts approved by the Board of Governors are executed by the CFO & VP, Corporate Services.

~ All amendments to contracts over $10M will be reported by the CFO & VP, Corporate Services to the Board of Governors, as appropriate.

☸ Director or Manager(s), Campus Planning & Facilities Management have signing authority over change orders to existing construction and architect contracts, where there is no impact to the project budget, in order to prevent costly delays on projects.