



Signing Authority

Date of Issue: November 2001
Reviewed/Revised: August 2002, July 2006, July 2009, December 2012, October 2013, November 2014, February 2015, March 2021, February 2024

Memo To: All Stakeholders

From: Director of Education

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

PURPOSE:

This memo provides direction to stakeholders on signing authorities within the Waterloo Catholic District School Board (WCDSB or The Board).

REFERENCES:

- Board Policy IV 008 'Financial Conditions and Activities'
- Board Policy IV 009 'Asset Protection'
- General Board Operational and Procedural By-law
- APB012 Investment Procedures

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- Appendix A: Contract Review Checklist

COMMENTS AND GUIDELINES:

The General Board Operational and Procedural By-law provides for signing authorities as follows:

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the Board (of Trustees) shall be signed by:

- the CEO, or in the absence of the CEO, the Acting CEO
- together with the CFO/Treasurer of the Board, the Chair, or the Vice-Chair



For those items not requiring Board of Trustee approval, the chart below identifies the signing authority assigned to designated individuals. These designated individuals shall review Appendix A: Contract Review Checklist to familiarize themselves with the areas and risks to consider when reviewing contracts.

Contract Amounts	Delegated Signing Authority
\$0 up to \$25,000	Budget Holder
\$0 up to \$50,000	Labour Relations – Manager of Human Resource Services, Manager of Labour Relations, or Superintendent of Human Resource Services
\$0 up to \$250,000	Manager of Procurement and Administrative Services or Senior Manager of Financial Services
\$1,000,000 to \$2,000,000	Construction - One of Senior Manager of Facilities, Senior Manager of Financial Services or Manager of Procurement and Administrative Services together with the Chief Financial Officer
\$0 up to \$2,000,000	Chief Financial Officer
Over \$2,000,000	Chief Financial Officer together with the Director of Education

All contracts or letters of understanding, except for matters related to labour relations and settlements, which bind the Board to financial and other liabilities equal to or greater than \$25,000 must be forwarded to the Manager of Procurement and Administrative Services who will review the draft contract/letter of understanding. If in the judgment of the Manager of Procurement and Administrative Services, the document should be signed, it will be forwarded to the appropriate signing authority with the appropriate recommendations.

Fully executed contracts, agreements, or letters of understanding are to be sent to Procurement and Administrative Services for proper document retention.

Under no circumstances will the Board be bound to a contract with a third party unless the contract complies with relevant Board by-laws, policies, and procedures. In this regard, vendors or individuals should know as part of the negotiation stage that not all staff members have the authority to bind the Board with their signature unless it fully complies with the Board Administrative Procedure APB011.

Banking and Investments

In addition to the signing authority amount specified above, the Senior Manager of Financial Services has the authority to carry out day to day banking and financial transactions as necessary to meet the on-going operations of the board. These transactions are limited to the following and may require 2 factor authentication with either the Chief Financial Officer or the Accounting Supervisor to align with banking policies:

- Transferring balances between Board bank accounts
- Opening and closing Board bank accounts
- Purchasing or disposing of investments as per APB012 Investment Procedures
- Processing payments for approved debentures

International Education Agent Contracts

The Senior Manager of the Resource Development Office has the authority to enter into commission-based contracts with international agents for the purpose of recruiting students into the system.