

Policy Number and Name: 403 Board Signing Authority

Policy Section: 400 Fiscal Stewardship and Risk Management

Effective Date: November 23, 2023

Revised Date: April 28, 2025

Purpose:

As part of the Board's fiscal stewardship, the Board has signing authority for items outlined in this policy.

Policy:

The Board delegates signing authority as follows:

- 1) For all non-employment contracts, agreements, and commitments over \$500,000, excluding those which are subject to review by the Infrastructure Branch of the Ministry of Education, one of the Chair, Vice Chair in the absence of the Chair, or the Director of Education with one of the Chief Financial Officer or Superintendent of Business Services.
- 2) For all employment contracts, the Director or as delegated by the Director.
- 3) For cheque payment transactions, one of the Chair, the Vice Chair in the absence of the Chair, or the Director with one of the Chief Financial Officer or Superintendent of Business Services.