

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>SIGNING AUTHORITY / ELECTRONIC SIGNING AUTHORITY</b>	<b>BBAB</b>

### I. POLICY

The Louis Riel School Board believes that clearly articulated processes related to signing authority and electronic signing are essential for the continued effective operation of the Division. Therefore, the Board authorizes the **GUIDELINES** and **PROCEDURES** below.

### II. GUIDELINES

- A. The Board shall establish procedures to delegate authority to specific members of the organization to sign documents on its behalf.
- B. When not practical or possible to have an approved member of the organization physically sign a document, the Board authorizes the use of electronic signatures and/or approvals. In such instances, the electronic signature and/or approval shall have the full force and effect of a manual signature.
- C. “Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

### III. PROCEDURES

- A. Corporate Seal  
The signing officers for execution of all legal documents requiring the corporate seal shall be the Chair or Vice-Chair of the Board, together with the Secretary-Treasurer.
- B. Legal Documents  
As stated in [Policy DJB – Purchasing Procedures](#), the Board must approve Tenders, Requests for Quotation, Request for Proposals, Request for Expressions of Interest and Contracts for Goods or Services with a cumulative value equal to or greater than \$50,000, and for items not specifically included in annual (school or department) budgets. When such approval is given by the Board, the official signing officers of the Board shall be the Chair or Vice-Chair and for the Division, the Secretary-Treasurer.
- C. Collective Agreements & Associated Letters of Understanding  
The official signing officers of the Board for the purpose of ratifying collective agreements shall be the Chair or Vice-Chair of the Board, the Secretary-Treasurer, and the Chair of the

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<b>Revised:</b>		

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Board Negotiating Committee. The official signing officers for entering into agreements by way of letters of understanding shall be the Chair or Vice-Chair for the Board and for the Division, the Secretary-Treasurer.

**D. Offers of Employment**

Consistent with section 52(1)(a) of the [Manitoba Public Schools Act](#), the Board:

1. Authorizes the Chair or Vice-Chair and the Secretary-Treasurer to sign offers of employment for senior officers and employees holding administrative (namely, principals, vice-principals, and coordinators) or supervisory positions (namely, non-union supervisory positions) (see [Policy CCA – Divisional Organization Chart](#)).
2. Delegates to the Superintendent of Schools the authority to establish procedures related to the signing of offers of employment for all other staff.

**E. Financial Statements**

The official signing officers of the Board for:

1. engagement letters, financial statements, balance statements shall be the Chair of the Board and the Secretary-Treasurer;
2. management representation letters shall be the Secretary-Treasurer and the Assistant Secretary-Treasurer.

**F. Banking Documents**

The official signing officers of the Board for banking documents (such as, application for or increase of a line of credit or credit card, opening or closing of a bank account) shall be the Chair or Vice-Chair of the Board and the Secretary-Treasurer. Delegates authority to the Secretary-Treasurer to establish procedures related to the day-to-day operations (such as, payments related to payroll, transfers between accounts, setting limits to employee credit card limits that are within the Board motion).

**G. Other Contracts and Agreements**

The Board delegates authority to the Secretary-Treasurer to establish administrative protocols related to the signing of all other contracts and agreements under the threshold of \$50 000 and in-budget purchases (consistent with Procedure B), such as:

1. Contracted services agreements
2. Purchase orders
3. Requests for proposals, information or quotations
4. Tender calls
5. Reports required by taxation authorities
6. Insurance claims and policy renewals
7. Vehicular insurance certificates
8. Engagement of legal representation and arbitrators
9. Provincial funding documents
10. Grant agreements

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- H. The Secretary-Treasurer shall use professional judgement to ensure that procedures related to the use of electronic signatures and approvals:
1. respect all relevant legislation, notably [The Electronic Commerce and Information Act](#);
  2. meet the standards of practice of the Chartered Professional Accountants of Canada; and
  3. demonstrate ethical and transparent use of public funds.
- I. The Secretary-Treasurer shall maintain electronically signed records in a manner consistent with the Division’s document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the Division can:
1. verify the attribution of a signature to a specific individual;
  2. detect changes or errors in the information contained in the record submitted electronically; and
  3. protect and prevent access and/or manipulation or use access/use by an unauthorized person.
- J. For all members of the organization authorized to provide an electronic signature in connection with Board business, the Secretary-Treasurer shall maintain on file:
1. a hardcopy of the actual signature of any Division employee; and
  2. proof of identity.
- K. Abuse of electronic signature protocols by any Division employee serves as grounds for disciplinary action up to and including termination.

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