

B1016 – SIGNING AUTHORITY
SIGNING AUTHORITY PROCEDURES

1. Contract Types

- 1.1 Contracts are designated into the following categories:
- a) Expense contracts
 - b) Revenue contracts
 - c) Specialty or non-monetary contracts
 - d) Significant contracts
- 1.2 All contracts must be reviewed by Enterprise Risk Management prior to signing, regardless of contract spend or type.
- 1.3 If there is a contract that does not fall into one of the categories above, the Mandatory Reviewer will be the Director, Enterprise Risk Management or delegate and the Signing Authority will be the Vice-President, Administration and Finance or the President and CEO.

2. Approval Limits

- 2.1 The contract amount is the total value of the contract over the duration of the contract, excluding any optional renewals. This includes all applicable taxes, amendments, and addendums.

Contract amount (in CAD)	Mandatory Reviewer	Signing Authority
< \$50,000	Cost Centre Manager	Respective LLT Cost Centre Manager
> \$50,000 and < \$100,000	Respective LLT Cost Centre Manager	Respective ELT Cost Centre Manager
> \$100,000 and < \$500,000	Respective ELT Cost Centre Manager	Vice-President, Administration and Finance
> \$500,000 and < \$3,000,000	Vice-President, Administration and Finance	Vice-President, Administration and Finance, or President and CEO

- 2.2 Any contract over \$3 million must be reviewed and approved by the Board of Governors through an approved Board resolution. Upon approval, the President and CEO or the Vice- President, Administration and Finance have Signing Authority.

3. Expense Contracts

- 3.1 Expense contracts define how College funds are expended for the provision of goods and services, including capital construction projects and property lease contracts where the College is the lessee.
- 3.2 Expense contracts with a term of two or more years must be reviewed by the Vice-President, Administration and Finance prior to signing, regardless of contract amount.

- 3.3 Expense contracts must have sufficient budget prior to execution. This will be indicated electronically in the College’s financial system through the Supplier Contract approval process.

4. Revenue Contracts

- 4.1 Revenue contracts are binding agreements between the College and another entity that define the terms under which the revenue shall be received.
- 4.2 Property lease or rental contracts where the College is the lessor are revenue contracts.
- a) If a contract extends beyond the current fiscal year, approval is required from the Board of Governors and the Ministry.
- 4.3 Research contracts are revenue contracts to fund research at the College.
- a) Research contracts must be reviewed by Enterprise Risk Management and the Provost and Vice-President, Academic prior to signing, regardless of contract amount.
- 4.4 Grant contracts are revenue contracts between a provincial or federal entity or a corporate entity that sets out the terms and conditions of the grant, including stipulations on how the grant is spent.
- 4.5 License agreements are revenue contracts for the licensing of the use of the College’s curricula to another institution.

5. Specialty or non-monetary contracts

- 5.1 Specialty contracts fall under one of the categories listed below and are typically non- monetary in nature.

Type of Contract	Mandatory Reviewer	Signing Authority
Academic Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA)	Cost Centre Manager	Provost and Vice-President, Academic, or President and CEO
Affiliation Agreements	Cost Centre Manager	Respective ELT Cost Center Manager
Articulation Agreements	Education Council	Provost and Vice-President, Academic, or President and CEO
Educational Partnerships	Respective LLT Cost Centre Manager	Respective ELT Cost Centre Manager
International Memoranda of Understanding or Memoranda of Agreement (MOU’s)/MOA’s)	Respective LLT Cost Centre Manager	Respective ELT Cost Centre Manager
Letters of Intent	Cost Centre Manager	Respective ELT Cost Centre Manager
Non-Disclosure and Confidentiality Agreements	Cost Centre Manager	Respective ELT Cost Centre Manager
Practicum Agreements	Cost Centre Manager	Respective LLT Cost Centre Manager

5.2 Subject to section 1.2, the following contract types are managed in accordance with other College policies.

Type of Contract	College Policy
Banking contracts	Policy C1001 – Banking
Gift agreements	Policy B1012 – Philanthropic Gift Acceptance
Sponsorship agreements	Policy B1015 – Sponsorship
Licensing agreements	Policy B5003 – Copyright Compliance
Intellectual Property agreements	Policy B3006 – Intellectual Property

6. Significant Contracts

- 6.1 Significant contracts may have substantial and/or material impact, pose extraordinary risk to the College, are precedent-setting, involve sensitive issues, or have the potential to harm the College's reputation.
- 6.2 For significant contracts, the Mandatory Reviewer will be the Director, Enterprise Risk Management or delegate and the Signing Authority will be the Vice-President, Administration and Finance or the President and CEO.
- 6.3 Significant contracts may require external legal review and consultation.
- 6.4 Examples of significant contracts may include, but not be limited to:
- The acquisition and disposal of real property or substantial assets of the College.
 - The licensing, sale, or other disposition of the College's technology or intellectual property.
 - Agency agreements for activities in other countries which may have an impact not only on the College but also on the B.C. or Canadian government due to legislative requirements and political sensitivities.
 - Where the College is entering into a joint venture, partnership, or similar legal relationship with another institution or private company, particularly if the other entity is outside British Columbia and/or Canada.
 - Agreements that have statutory, regulatory, certification, or import/export control implications.
 - Agreements or arrangements that can in any way be interpreted as limiting competition, containing non-compete and/or non-solicitation terms, or restraining trade contrary to competition legislation.