



College of Paramedics of Manitoba		
Policy Name: Signing Authority	Policy Number: EE-3	Total # of Pages: 3
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Executive Expectations	
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1.0 PURPOSE

The purpose of this policy is to specify the signing authorities for the College of Paramedics of Manitoba (CPMB).

The CPMB delegates its signing authority to designated officers for the purpose of carrying out the ordinary course of business of the College, subject to compliance with the Governance Conflict of Interest Policy.

2.0 DEFINITIONS

Legal Documents: any written agreement, contract, letter of intent, memorandum of understanding, lease, license, donor agreement, deed, grant, certificate, instrument, assignment, transfer, engagement or any other document which creates an obligation or legal commitment which may be binding upon the College.

Long Term Agreement: financial commitments that obligate the College to expense for more than one fiscal year.

Signing Authority: legal power delegated by Council to organizational positions appointing them as officers of the College to execute legal documents or process payment for services/expenses.

3.0 POLICY

3.1 General

Only designated positions of the College may be authorized as a signing officer.

The Council designates the following positions as authorized signing officers of the College and as such shall have the power to sign all legal documents and approve payment on behalf of the College:

- Executive Director/Registrar
- Coordinator Regulatory Practices
- Council Chair
- Council Chair-Elect
- Council Treasurer



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- 3.2 Agreements must be signed as indicated in the Schedule of Signing Authority (Appendix A).
- 3.3 Delegated signing officers shall be responsible for ensuring that all legal documents are properly reviewed and signed in accordance with the Schedule of Signing Authority and the College Vendor Relations and Procurement Management Policy.
- 3.4 For accounts payable transactions of less than \$1,000.00 the Executive Director/Registrar is authorized to complete the required transaction
- 3.5 For all accounts payable transactions of greater than \$1,000.00 the Executive Director/Registrar and one other College staff member are authorized to complete the required transaction.
- 3.6 When College staff are not available to provide a secondary authorization of a transaction over \$1,000.00 the Council Chair, Chair Elect or Treasurer will provide authorization.
- 3.7 The Council Treasurer will be provided online access to bank accounts to allow the viewing of bank records at any time.

4.0 APPENDICES

Appendix A: Schedule of Signing Authority



Appendix A

Schedule of Signing Authority for Long Term Agreements for College of Paramedics of Manitoba

<u>Document Type</u>	<u>Value or Other Description</u>	<u>Review or Consultation Requirement</u>	<u>Signing Officer(s)</u>
Execution of Lease Agreements	All Values	Approval by Council	Executive Director/Council Chair or Chair Elect or Treasurer
Renewals with no price increase	All Values	Executive Director/Registrar	Executive Director/Registrar
Renewals with price increase	All Values	Approval by Council	Executive Director/Council Chair or Chair Elect or Treasurer
Purchasing of Goods and Services Related Agreements	As described in the Vendor Relations Policy	College Legal Services Approvals as described in the Vendor Relations Policy	Executive Director/Council Chair or Chair Elect or Treasurer
Employment Related Contracts	Executive Director/Registrar	College Legal Services Council Chair	Council Chair Council Chair Elect
	College Staff	Executive Director/Registrar	Executive Director/Registrar