



College Policy & Procedures Manual	
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## Legal Signing Authority

### POLICY

The College of the Rockies enters into legally binding contracts, Memorandums of Understanding and various other agreements for providing and procuring services and entering into various other business agreements.

### PURPOSE

The College has established a signing authority matrix and system for managing these documents in compliance with the College’s Board Bylaw Section 22 Signing Authorities and other requirements and recommendations of the Ministry of Finance’s Risk Management Branch.

### SCOPE

All Memorandums of Understanding, service agreements, contracts and other instruments in writing of significance (see Appendix A) shall be subject to College policies and procedures and shall be processed in accordance with the following signing authority matrix:

Dollar Value	Primary Signatory	Secondary Signatory
Up to \$25,000	Operational Manager	Director/Dean
\$25,000 - \$99,999	Director/Dean	President’s Council Member
\$100,000 - \$999,999	President’s Council Member	President
\$1,000,000 and Higher	President	Board Chair
Memorandum of Understanding	President’s Council Member	President

### ROLES AND RESPONSIBILITIES

#### The Primary Signatory shall:

- a. acknowledge that the signature of the Primary Signatory indicates that the contract has been vetted with all departments of the College as appropriate (e.g. Human Resources, Financial Services, etc.).
- b. be responsible for the content of the contract and presentation (including grammar, spelling, layout, etc.).

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- c. obtain confirmation from the Contract Advisor that the compliance requirements have been met.
- d. be responsible to ensure a final signed copy of the contract is submitted to the Contract Advisor with an indication of desired reminder alert dates to be held in the central contract files and posted on the contract SharePoint site.

**The Contractor Advisor shall:**

- a. in consultation with the Risk Management Branch, be responsible to review the document from a compliance perspective (risk, indemnity, WCB#, GST#, and Certificate of Insurance) and a process perspective (holds the central contract files and posting of all contracts on the contract SharePoint site with reminder alerts).

**The Legal Agreements/Contract Types include:**

- General Service Agreement - COTR hiring contractor
- Client hiring COTR – Client supplying contract
- Client hiring COTR – Client not supplying contract – up to \$25,000 (Letter of Agreement)
- Client hiring COTR – Client not supplying contract - \$25,000 and over. *Please see Contract Advisor as it may require a Reverse General Service Agreement*
- COTR hiring a service (e.g., Room Rental) – Client Supplied Contract
- Memorandum of Understanding