



| | | | |
|---------------------|--|--------------------------|---------------------|
| Policy Name: | DELEGATION OF FINANCIAL AUTHORITY AND APPOINTMENT OF SIGNING OFFICERS | | |
| Policy #: | AD 8.9 | Last Updated: | 2024-11-27 |
| Issued By: | OFFICE OF THE CHIEF CONSTABLE | Approved By: | SURREY POLICE BOARD |
| Version: | 1.0 | Review Frequency: | AS REQUIRED |

RELATED POLICIES

AD 2.3 *Conflict of Interest*

AD 4.1.2 *Temporary Vacancies (Acting) and While So Employed Non-Commissioned Officers (NCO)*

AD 4.1.3 *Temporary Vacancies and Long-Term Acting (Commissioned Officers)*

AD 4.1.4 *Overtime*

AD 8.3 *Acquisition of Goods and Services*

AD 8.6 *Expense Reimbursement*

AD 8.8 *Business Travel*

AD 9.6 *Forms Management*

1. PURPOSE

- 1.1. **Delegation to Chief Constable.** This policy is made pursuant to Board direction delegating overall responsibility for the day-to-day management, administration, and operations of SPS to the Chief Constable, with the authority to further delegate certain aspects of the day-to-day operations to the Deputy Chief Constables and other Employees.
- 1.2. **Allocation of Responsibility.** This policy establishes the authorities and associated authority levels for the commitment of resources, and to enter into legally binding commitments and other third-party relationships on behalf of SPS, in the ordinary course of business, subject to compliance with the conditions applicable to exercising that authority, and the restrictions limiting the scope of that authority.
- 1.3. **Scope of Authority.** This policy delegates to Employees general, specific and/or special authority to:
 - (a) **initiate processes** - approve requisitions and initiate acquisitions and contracts having a financial impact;
 - (b) **approve payment** - approve expenditures and authorize the commitment of financial resources; and
 - (c) **sign documents** - enter into and execute legally binding commitments and other third party relationships on behalf of SPS.

- 1.4. **Policy Objectives.** In addition to identifying authorities and associated levels of authority, this policy establishes internal controls and sound business practices to:
- (a) **provide oversight** - maintain appropriate oversight and diligence with respect to financial management and operational decision-making;
 - (b) **manage risks** - minimize legal and operational risks and costs; and
 - (c) **maintain integrity** - ensure highest level of personal and organizational integrity.
- 1.5. **Exclusion re: Operations.** The signing of documents by Constables as part of the performance of their operational duties is outside of the scope of this policy.

2. SCOPE

- 2.1. This policy applies to all Employees and all bureaus, divisions, sections, units and teams.

3. POLICY

FINANCIAL AUTHORITY

3.1. Delegation of Financial Authority.

- (a) Employees identified in Schedule A are delegated authority ("**Financial Authority**") to:
 - i. initiate processes having a financial impact; and
 - ii. approve payments;arising from departmental responsibilities and covering routine business.
- (b) By exercising Financial Authority through payment approval, the Employee, on behalf of Board members, is certifying the expenditure is an approved expenditure within the SPS Budget in accordance with section 27(5) of the *Police Act*.

- 3.2. **Scope of Authority.** An Employee delegated Financial Authority may only exercise that authority within the limits and subject to the constraints set out in Schedule A, subject to the terms and conditions of this policy and to Policy AD 8.3 (*Acquisition of Goods and Services*).

- 3.3. **Prohibition on Contract Execution.** An Employee granted Financial Authority does not have authority to execute contracts, agreements and/or other documents creating binding commitments or third-party relationships on behalf of SPS unless that Employee has been appointed a Signing Officer.

3.4. Budget Restrictions.

- (a) **Limited Budget Authority.** Unless Financial Authority has been specifically delegated in Schedule A to be exercised against the SPS Budget, Employees with Financial Authority may only exercise that authority against their applicable bureau, section or unit budget.

- (b) **Exceeding Budgeted Amounts.** If, at any time, an expenditure or proposed expenditure exceeds or will exceed the amount allocated for that expenditure in the SPS Budget, the matter must be:
 - i. referred to the Director, Finance for confirmation there are sufficient funds available in the SPS Budget for that expenditure, and
 - ii. referred for consideration and pre-approval by the Chief Constable.
- (c) **Exceeding Original Level of Authority.** If, at any time, the revised Total Contract Value exceeds the authority level of the original Financial Authority approval, re-approval is required at the then appropriate Financial Authority level.

3.5. **Exercise of Authority.**

- (a) **Initiating Processes.** When approving requisitions or initiating acquisitions or contracts, standard form SPS approval documents should be used to document the exercise of Financial Authority. If no standard form SPS document exists for the subject matter or process, the exercise of the authority must be in writing referencing the subject matter and the facts applicable to the Financial Authority level being exercised to ensure a written record is maintained for compliance and auditing purposes.
- (b) **Authorizing Payment.**
 - i. **Evidence of Approval** - When approving expenditures, that approval must be:
 - a. in writing, either on the request for payment itself or in a supplemental document attached or otherwise linked to the request for payment and maintained with that request for payment; or
 - b. through an electronic approval process implemented for the purpose of payment approval.
 - ii. **Verification of Compliance** – Prior to payment approval, the Employee delegated Financial Authority must verify the expenditure for which payment is being made is valid and conforms to the terms and conditions with respect to which that expenditure arises.

3.6. **Police Board Contract Administration.** An Employee granted Financial Authority may review and approve the payment of expenditures arising from contracts entered into by the Board provided those expenditures have been included as SPS related expenses in the SPS Budget.

3.7. **Conditional Approval to Enable Procurement Process.** If the proposed Total Contract Value of an acquisition exceeds the Financial Authority of the Chief Constable, the Chief Constable:

- (a) may initiate the competitive procurement process, or, in the case of direct awards, commence negotiations with a potential vendor/supplier; and

- (b) must refer the proposed acquisition to the Board for contract award approval (following competition) or prior to contract execution (with respect to direct awards), unless otherwise directed by the Board in writing.

SIGNING AUTHORITY

3.8. Appointment of Signing Officers.

- (a) **Delegation of Signing Authority.** Employees identified in Schedule B are appointed Signing Officers and delegated authority to execute contracts, agreements and other documents intended to legal bind or commit SPS (including renewals, contract amendments, memorandums of understanding and other relationship agreements) for and in the name of SPS, and including with respect to financial and non-financial transactions ("**Signing Authority**"), within the limits and subject to the constraints set out in this Policy or as identified in Schedule B.
- (b) **Prohibition on Signing.** No person shall sign documents on behalf of SPS unless that person has been appointed a Signing Officer, and then only within the limits of, and subject to the restrictions contained in, Schedule B.
- (c) **Authority Survives for the Term.** Subject to subsection 3.8(d) (*Increases to Total Contract Value*), and unless amendments to this Policy amend applicable thresholds or otherwise realign signing authorities set out in Schedule B, the level of authority applied upon the signing of the document remains applicable for the term of that document, and that Signing Officer position is the minimum level applied for signing renewals or amendments or granting waivers. In no event should amendments be signed at a level lower than that of the original Signing Officer.
- (d) **Increases to Total Contract Value.** If a proposed contract amendment increases the Total Contract Value beyond the authority of the original Signing Officer, the amendment must be signed by a Signing Officer having the authority over the increased Total Contract Value.

3.9. **Electronic Signatures and Digital Acceptance.** While original/"wet" signatures are preferred, Signing Officers may execute contracts electronically with the same effect as if that document had been originally signed. A Signing Officer remains accountable for the use of their electronic signature and is responsible for ensuring their electronic signature is prudently and appropriately managed to prevent unauthorized access or misuse. A Signing Officer is further responsible for ensuring documents signed electronically are maintained in compliance with SPS's records management policies and procedures.

3.10. **Police Board Contracts.** Nothing in this Policy grants any Employee the authority to execute contracts, agreements, amendments, letters of understanding and other documents for, on behalf of, or in the name of, the Board, or which are intended to legal bind or commit the Board (whether imposing an obligation or providing a benefit), unless and only to the extent:

- (a) delegated to an Employee as an exception to Reserved Authority in Schedule B; or
- (b) such authority has been granted by the Board in writing on a case-by-case basis.

THRESHOLD DETERMINATION

- 3.11. **Prohibition on Splitting.** Projects, procurements, contracts, requisitions, invoices and other initiating or resulting documents cannot be subdivided to avoid policy or procedural compliance or to circumvent limits and restrictions.
- 3.12. **Total Contract Value.** Total Contract Value must be used when calculating monetary limits and determining thresholds.
- 3.13. **Currency.** For threshold determination, monetary amounts reflected in a foreign currency should be converted to Canadian currency at the applicable exchange rates as determined by the Financial Services Section.

EXERCISE OF AUTHORITY

- 3.14. **Conditions and Restrictions.** A Signing Officer and Employees having Financial Authority:
 - (a) **Preconditions** - may only exercise that authority provided that:
 - i. the Employee has received required training as a Signing Authority (see SPS Professional Skills Section for more information).
 - ii. required internal and external approvals have been obtained;
 - iii. funds required to meet resulting obligations are available or appropriated;
 - iv. all other organizational contracting requirements and policies, procedures, directives and guidelines have been satisfied;
 - (b) **No personal benefits** - may not exercise that authority in circumstances where they are the payee or could personally benefit;
 - (c) **Temporary delegation** - may temporarily delegate that authority in writing to those Employees appointed in an acting capacity during their absence in accordance with any procedures and guidelines established by the Financial Services Section.
- 3.15. **Supervisor Authority.** Supervisors and managers of a Signing Officer or an Employee having Financial Authority have, at a minimum, the same authority as their subordinates.
- 3.16. **Paramountcy.** General Authority should only be exercised if Specific Authority or Special Authority has not been granted based on subject matter as shown in Schedules A or B.
- 3.17. **Segregation of Duties.** Signing Authority must be adequately segregated from Financial Authority. In no circumstance should the same person initiate the process, sign the resulting document, and approve the expenditure.
- 3.18. **Exceptions.** The Chief Constable may either permanently, temporarily, or on a case-by-case basis:
 - (a) revoke or rescind the authority of any Employee, or with respect to any subject matter;
 - or

- (b) require Signing Authority or Financial Authority to be exercised at a higher level than authorized by Schedules A or B.

3.19. **Additional Delegations by the Board.** The Board may either permanently, temporarily, or on a case-by-case basis delegate Signing Authority or Financial Authority to other persons with respect to a specific subject matter, an identified agreement or document, or generally. Any such delegations supersede and replace the designated authorization that would otherwise have applied under Schedule A or B.

CONTRACTING

3.20. **Contract Requirements.** Any legally binding obligation to be entered into on behalf of SPS:

- (a) must be in writing; and
- (b) should be signed by all parties prior to any liability being incurred or benefit received (or, in the case of emergency, as soon as possible thereafter).

3.21. **Standard Form Documents.**

- (a) **Use.** Standard form SPS documents (including forms, templates, forms of agreement, contract terms) should be used whenever possible.
- (b) **Deviations.** Legal Counsel must be consulted when standard form SPS documents will not be used or when material changes are requested to standard form SPS documents.
- (c) **Amendments.** Requests for modifications to a contract should be in writing and should identify the justification for the modification, and the financial implication if applicable and determinable.
- (d) **Risk and Indemnity Provisions.** Amendments to indemnity and insurance provisions and use of non-SPS documents imposing or limiting liability must be approved in writing by Legal Counsel in consultation with the Director, Finance, and when applicable, the manager responsible for insurance and risk management at the City.

3.22. **Confidentiality Agreements.** Legal Counsel must approve contracts imposing confidentiality obligations on SPS.

4. PROCEDURE

4.1. The Executive Leadership Team is responsible for developing any procedures, guidelines and practices required which conform to and supplement this policy and give effect to the provisions in this policy.

APPENDIX A: DEFINITIONS

“BCPPS” means the British Columbia *Provincial Policing Standards* issued pursuant to the *Police Act*.

“Board” means the Surrey Police Board.

“Chief Constable” means the Surrey Police Service Chief Constable.

“City” means the City of Surrey.

“City Council” means the City Council for the City of Surrey.

“Constable” means a sworn police constable appointed by the Board.

“Employees” means all employees of the Board.

“Executive Officer” means Chief Constable or a Deputy Chief Constable.

“Executive Leadership Team” means Chief Constable and Deputy Chief Constables.

“Financial Authority” means the authority to initiate requests or contracting requirements, and approve expenditures, within designated limits.

“General Authority” means the authority to exercise Financial Authority or Signing Authority generally without regard to subject matter/purpose within threshold limits as shown in Schedules A or B, as the case may be, and provided that Specific Authority or Special Authority does not apply.

“Legal Counsel” includes the SPS General Counsel and external legal counsel retained to represent SPS from time to time.

“Reserved Authority” means the authority retained by the Board, some of which is identified in Schedule B for the purpose of providing certainty and direction with respect to matters over which the Board and SPS senior leadership may have mutual interest and responsibility.

“Signing Authority” means the authority to execute contracts and otherwise enter into legally binding commitments or other third-party relationships on behalf of SPS within designated limits and established parameters.

“Special Authority” means the authority to exercise Financial Authority or Signing Authority with regard to limited subject matters/purposes, within threshold limits if applicable, as shown in Schedules A or B.

“Specific Authority” means the authority to exercise Financial Authority or Signing Authority with regard to specific subject matters/purposes, within threshold limits if applicable, as shown in Schedules A or B.

“SPS Budget” means the applicable budget which has been established by the Board and approved by City Council.

“Total Contract Value” includes proposed renewals, extensions, taxes, contingencies and other options applicable to the subject matter of the contract.

APPENDIX B: REFERENCES

Police Act, R.S.B.C. 1996, c. 367

SCHEDULE A
Financial Authority

(Internal Approvals - authority to approve requisitions, initiate contracts, and approve expenditures)

1. GENERAL AUTHORITY

| POSITION | LIMIT <i>(per transaction)</i> | CONDITIONS |
|--|-----------------------------------|--|
| <i>EXECUTIVE LEADERSHIP TEAM</i> | | |
| Chief Constable | \$[TBD by Board] | Against SPS Budget Subject to s. 3.5 of policy re: conditional approval to initiate procurement process |
| Deputy Chief Constable | \$500,000 | Against SPS Budget |
| <i>SENIOR SUPERVISORS (sworn members)</i> | | |
| Superintendent | \$200,000 | Against Bureau Budget |
| Inspector | | Against Division Budget |
| <i>SENIOR LEADERSHIP (civilian)</i> | | |
| Director, Finance | \$500,000 | Against SPS Budget |
| Director, IM/IT | \$200,000 | Against Division Budget |
| General Counsel | \$50,000 | Against Section Budget (Legal Services) |
| Strategic Communications Manager | \$50,000 | Against Section Budget (Strategic Communications) |
| Manager, Corporate Services Section | \$200,000 | Against SPS Budget |
| Executive Services Manager | \$50,000 | Against SPS Budget |
| <i>SUPERVISORS (sworn members)</i> | | |
| Staff Sergeant | \$5,000 | Against Section Budget |
| Sergeant | \$2,500 | Against Section Budget |
| <i>OTHER</i> | | |
| Executive Assistant to Chief Constable | \$10,000 | Against SPS Budget |
| Administrative Assistant to a Deputy Chief Constable | \$5,000 | Against Bureau Budget |
| Procurement and Asset Manager | \$75,000 | Against SPS Budget See also Specific Authority |
| Finance Manager | \$75,000 | Against SPS Budget |
| Fleet Manager | \$20,000 | Against SPS Budget |
| Administrative Services Manager | \$20,000 | Against SPS Budget |
| <i>P-CARD HOLDERS</i> | | |
| Persons issued an SPS purchasing card (P-Card) | Up to issued P-Card limit | Subject to limits and conditions set out in processes and procedures established by Director, Finance |
| <i>FURTHER SUB-DELEGATIONS</i> | | |
| Other Employees designated in writing by the Chief Constable | Up to \$2,500 | Subject to conditions/restrictions set out in the designation and as against bureau, division or section budget only |

2. **SPECIFIC AUTHORITY**

| TRANSACTION/EXPENDITURE | LIMIT <i>(per transaction)</i> | POSITION |
|--|-----------------------------------|---|
| ADMINISTRATIVE | | |
| EMPLOYMENT RELATED | | |
| Timesheets (Overtime) | | See Policy 4.1.4 Overtime |
| Payroll (initiating employee payment) | | Payroll Manager |
| Payroll Deduction Remittances (incl. statutory and voluntary deductions) | | Payroll Manager |
| Employment Benefits (Employer Paid) | As per contract | Finance Manager |
| Training / Professional Development | | See Policy Category AD 7 Training |
| Expense / Reimbursement Claims | | See Policies: AD 8.6 Expense Reimbursement AD 8.8 Business Travel |
| FINANCIAL ACTIVITIES | | |
| PST, GST and Tax Remittances | | Finance Manager |
| External Audit | | Finance Manager |
| BANKING ACTIVITIES | | |
| Payment instruments and banking, accounting and financial instruments | | See Schedule B (<i>Signing Officers</i>) |
| INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY (IM/IT) | | |
| Subscriptions and IT licence fees | As per contract | Manager, Infrastructure and Operations Unit |
| IT Consultant Fees – invoice approval | Up to Total Contract Value | Manager, Infrastructure and Operations Unit |
| INSURANCE | | |
| Insurance premiums, licences, plates and claims | | Finance Manager, in cooperation with City's insurance / claims managers or finance managers as applicable |
| PROCUREMENT - ACQUISITION OF GOODS AND SERVICES (through competitive process or direct award) | | |
| Invoice Approval | | |
| Vehicles | Total Contract Value | Chief Constable or a Deputy Chief Constable |
| Other Goods, upon delivery | Total Contract Value | Procurement and Asset Manager |
| OPERATIONAL | | |
| POLICING AND LAW ENFORCEMENT ACTIVITIES | | |
| Recurring contributions / payments re: integrated teams, joint task forces, etc. | As per contract | Finance Manager |
| Payments to policing / law enforcement agencies re: provision of services on an as required basis | As per contract | Deputy Chief Constable responsible for subject matter |

3. **SPECIAL AUTHORITY**

| POSITION | LIMIT <i>(per transaction)</i> | CONDITIONS |
|-----------------|-----------------------------------|--|
| Chief Constable | Up to Total Contract Value | Acquisition of equipment, tools and supplies procured under Special Authority granted to Chief Constable (which authority expired December 31, 2023): <ul style="list-style-type: none"> to approve invoices and otherwise manage the contracts (including renewals, amendments, etc.) for the Total Contract Value for the duration of the contract term |

SCHEDULE B
Signing Authority
(Appointment of Signing Officers)

1. GENERAL SIGNING AUTHORITY

| DOCUMENT | SIGNING OFFICER |
|---|---|
| <p>Contracts, agreements, memorandums of understanding and other documents, for and in the name of SPS, with respect to <u>day-to-day operations</u> and/or <u>in the ordinary course of business</u>:</p> <ul style="list-style-type: none"> • whether imposing an obligation, providing a benefit, establishing a relationship with third parties or supporting administrative or operational requirements; and/or • reflecting alignment and/or compliance with the SPS Strategic Plan approved by the Board; <p><i>but excluding:</i></p> <ul style="list-style-type: none"> • contracts, agreements and other documents for or in the name of the Board; • matters over which the Board retains authority, <u>unless</u> the Board has specifically granted an exception and has delegated Signing Authority as set out in the Reserved Authority section of this Schedule B. | <p>Chief Constable</p> <p><u>OR:</u></p> <p><u>For documents imposing a financial obligation on, or a financial benefit to, SPS:</u></p> <ul style="list-style-type: none"> • a Deputy Chief Constable <u>AND</u> the Director, Finance together <p><u>For all other documents:</u></p> <ul style="list-style-type: none"> • any two Deputy Chief Constables together |

2. SPECIFIC SIGNING AUTHORITY

| DOCUMENT | RESTRICTIONS | SIGNING OFFICER |
|--|---|--|
| ADMINISTRATIVE MATTERS | | |
| Financial | | |
| Payment instruments/bills of exchange, including cheques, electronic funds transfers, money orders | Regardless of value | As per the designations established by the Board and provided to the financial institution. |
| Banking, accounting and financial documents, including certificates, attestations, directions, acknowledgements or other documents or instruments necessary for or related thereto | Regardless of value, including non-financial documents/transactions | Director, Finance |
| Procurement (Acquisition of Goods and Services) | | |
| < \$10K - documents for the acquisition of goods and/or services under \$10,000 | Up to \$10,000 | Those persons delegated Financial Authority to the applicable level in Schedule A. |
| > \$10k – documents for the acquisition of goods and/or services | Up to \$75,000 | Procurement and Asset Manager |
| | Up to \$200,000 | Manager, Corporate Services Section |
| | Up to \$500,000 | Any Deputy Chief Constable |
| Amendments - Contract amendments and change orders | | Based on Total Contract Value, taking into account impact of the amendment |
| Asset Management | | |
| Documents related to the disposition, disposal or exchange of assets (including bills of sale, auction related documents, salvage arrangements) | Regardless of value | Mgr., Corporate Services Section |
| Property/Use of Facilities | | |
| Leases, licenses, access and use agreements: <ul style="list-style-type: none"> when the City is not a party to the agreement; and excluding purchase agreements | Use of SPS facilities by policing / law enforcement agencies | For training purposes, one of: <ul style="list-style-type: none"> Inspector, LDU; Inspector, OSU |
| | Use of facilities by SPS | Short term or temporary <ul style="list-style-type: none"> Mgr., Corporate Services Section |
| Legal | | |
| Legal services retainers | Up to \$100,000 | Any one of: <ul style="list-style-type: none"> Deputy Chief Constable General Counsel |
| | Over \$100,000 | Chief Constable OR the Board |

| DOCUMENT | RESTRICTIONS | SIGNING OFFICER |
|--|---|---|
| Human Resources / Personnel | | |
| Employment Offers, excluding for Chief Constable and Deputy Chief Constables, which are reserved for the Board | Provided: <ul style="list-style-type: none"> position reflected on Board approved org chart ; or position included in hiring plan that informs the annual budget; and <ul style="list-style-type: none"> compensation conforms to Board approved strategy, structure and entitlements; | Chief Constable or any Deputy Chief Constable |
| Service provider agreements re: benefits (medical, dental, insurance, etc.) | Provided benefits conform to Board approved compensation strategy, structure and entitlements | Deputy Chief Constable, Support Services Bureau |
| Information Technology (IT) | | |
| Electronic Licence Agreements for software | Provided software has been acquired for use by SPS and IT has implemented the software application | Any Employee requiring access to the software may click the "I accept" button. |
| Electronic Terms of Use for Web Access | | Any Employee requiring access to the software may click the "I accept" button. |
| Revenue Producing Contracts | | |
| Grants, Contributions and Funding agreements, excluding "fees for services" agreements (see Operational Matters section) | Where SPS is the recipient | Director, Finance |
| Other | | |
| Early termination of any agreements | | As delegated by the Chief Constable on a case-by-case basis. |
| OPERATIONAL MATTERS | | |
| Fee for Services Agreements – Short Term ("Contract Policing") | | |
| With policing and law enforcement agencies or other public bodies | | Any Inspector |
| With other third parties (community organizations, etc.) | | Any Inspector |
| Training | | |
| Arrangements between SPS and other police / law enforcement agencies with respect to the receipt or delivery of training and/or participation in training exercises, simulations, etc. | | Inspector responsible for the subject matter of training |
| Other | | |
| Permits and Licences (including applications) to enable the performance of duties as part of normal operations, or documents granting authority for the conduct of regular or ongoing approved SPS programs, activities or undertakings. | | Any Inspector or Senior Exempt Manager based on scope of assigned responsibilities. |

3. **RESERVED AUTHORITY** – applicable to matters over which the Board retains authority (does not delegate authority to any SPS Employee), exceptions for limited delegations as shown in the table.

| DOCUMENT/SUBJECT MATTER | LIMITED DELEGATIONS |
|--|--|
| AGREEMENTS IN WHICH THE BOARD IS A SIGNATORY/PARTY | General Reservation: The Board reserves <u>all</u> signing authority except as specifically delegated by the Board in writing on a case-by-case basis and subject to any conditions or restrictions set out with respect to that delegation |
| COLLECTIVE AGREEMENTS (Board is employer) amendments, (including supplements, letters of understanding and interpretation bulletins) | <p>General Reservation. The Board reserves <u>all</u> signing authority with respect to the collective agreements and any amendments, save and except with respect to minor amendments as described in this Schedule B.</p> <p>Minor Amendments. The Chief Constable is granted Signing Authority with respect to the following types of amendments:</p> <ul style="list-style-type: none"> • housekeeping matters (formatting, updating references and similar amendments); • updating job position names/titles to reflect then current naming conventions; • changes to language to improve clarity, provided such changes do not alter meaning or scope of the agreement provisions; • establishment of processes and procedures to facilitate contract administration and implementation, provided such processes and procedures support the provisions and do not alter, expand or limit them; <p>with the requirement that the Board be promptly informed of such amendments.</p> <p>Process for all other amendments. All other amendments, including but not limited to:</p> <ul style="list-style-type: none"> • amendments to, or affecting, compensation or benefits, including with respect to entitlement or calculation methodologies; • provisions that create or alter a financial obligation or which have not been included or contemplated in a Board approved budget; • provisions that impose a burden on resources or systems; • changes to third party benefits; etc. <p>must be referred to the Board.</p> |
| COLLECTIVE AGREEMENTS (Board is employer) settlement of grievances | General Reservation: The Board reserves <u>all</u> signing authority except as specifically delegated by the Board in writing on a case-by-case basis and subject to any conditions or restrictions set out with respect to that delegation. |