

Signatures: _____
**SATCC Commission Board
Chair**

**SATCC Commission Board Vice
Chair**

**Board Category
and Policy
Name:** Governance – G4
Delegation of Signing Authorities

Approved: January 29, 2025

Supersedes: Jan. 18, 2001; Jan. 26, 2011; April 6, 2011; Feb. 10, 2016;
and January 23, 2019

**Next scheduled
review:** November 2026

Policy The SATCC Board of Directors delegates to the Board Chair and/or the Chief Executive Officer (CEO) the signing authorities as attached in Appendix A.

The SATCC Board of Directors Vice-Chair will have signing authority in the absence of the SATCC Board Chair to ensure orderly and timely conduct of business.

It is understood that, except for instances which are specifically prohibited by Act or Regulations, the CEO may further delegate signing authority to ensure orderly and timely conduct of business.

Procedures See attached signing authorities' grid.

Background In order to ensure an effective and efficient apprenticeship and trade certification system, the SATCC management and staff require the authority to operationalize apprenticeship programs and services.

The Apprenticeship and Trade Certification Act, 2019 states:
"17(1) Subject to subsection (2), the commission may delegate to the chief executive officer or any of its employees any of its powers, subject to any terms and conditions that the commission may determine.

- (2) The commission shall not delegate any of the following powers:
- (a) the making of regulations;
 - (b) the setting of fees and penalties and interest with respect to those fees and penalties;

- (c) the establishing of committees;
- (d) the appointing of individuals to committees or boards.”

There may be occasions when the SATCC Board Chair or CEO is not available to sign documents as per the signing authorities’ delegation. Signing authorities may be delegated as described in the Policy section above.

APPENDIX A - Signing Authorities Grid

ITEM	SIGNING AUTHORITY
FINANCIAL	
Budget Plan	Chair of Commission Board
Contracts over \$50,000	Chief Executive Officer
Contracts up to \$50,000	Chief Executive Officer
Business expenses, travel expense claims and similar expenses of Chief Executive Officer	Chair of Commission Board
Business expenses, travel expense claims for Directors, Board members, Trade Board members, Curriculum Development Board members, Trade Examining Board members	Chair of Commission Board or Chief Executive Officer
Business expense claims for Managers and staff reporting to Managers	Chief Executive Officer
Payment of invoices for services received	Chief Executive Officer
Claims for which no receipt is available	Chief Executive Officer
Excess charges due to exceptional circumstances	Chief Executive Officer
Interview expenses	Chief Executive Officer
Relocation expenses	Chief Executive Officer

ITEM	SIGNING AUTHORITY
Compensation for loss: <ul style="list-style-type: none"> • reimbursement of cash funds for shortage or loss not exceeding \$200; • compensation for loss of personal property not exceeding \$1,000 	Chief Executive Officer
Tuition/book reimbursement	Chief Executive Officer
Authorization of petty cash fund	Chief Executive Officer
Accountable advances	Chief Executive Officer
Associate/professional membership dues	Chief Executive Officer
Registration fees	Chief Executive Officer
Travel advances	Chief Executive Officer
Authorization to use charter/private aircraft	Chief Executive Officer
Apprenticeship Upgrading Course Contracts	Chief Executive Officer
Room Rentals	Chief Executive Officer
Excess Room Charges	Chief Executive Officer
Out of Province Travel – within Canada	Chief Executive Officer
Out of Country Travel	Chair of Commission Board and Chief Executive Officer
Commission Board Expenses	Chair of Commission Board
Other Board Expenses	Chief Executive Officer
Board Chair’s Expenses	Chief Executive Officer
HUMAN RESOURCES	
SATCC Human Resources Plan	Chief Executive Officer

ITEM	SIGNING AUTHORITY
Staffing & Staffing Grievances	Chief Executive Officer
Disciplinary Letters, Suspensions, and Terminations	Chief Executive Officer
Pressing Necessity Leave (with pay)	Chief Executive Officer
Leave without pay	Chief Executive Officer
Temporary Assignment of Higher Duties (TAHD)	Chief Executive Officer
COMMUNICATIONS	
Communications Plan	Chief Executive Officer
Chair and CEO Speeches	Chair of Commission Board or Chief Executive Officer
News Releases	Chair of Commission Board or Chief Executive Officer