



Date: June 9, 1998

TO: Board Members - Parks and Recreation
FROM: General Manager - Parks and Recreation
SUBJECT: SIGNING AUTHORITY - PARK BOARD

RECOMMENDATION

THAT the Board increase the signing authority limit for the General Manager to \$200,000.

POLICY

The Board has established policy on signing authority for each level of staff.

BACKGROUND

On March 28, 1996, Council received a staff report recommending changes to the current policies regarding the delegation of administrative authorities to senior staff. All of the recommendations were approved by Council including the recommendation that Council request the Park and Library Boards to adopt these revised authorities for General Managers from \$50,000 to \$300,000. In May of 1996, the Library Board approved this recommendation. On June 24, 1996, the Park Board adopted all of the revised authorities except that pertaining to signing authority which remains at the \$50,000 limit for the General Manager. Currently, the City is planning a new computerized Material Management system which will require changes to authorization levels.

The purpose of this report is to seek Board approval to increase the signing authority limit to that presently approved for the General Manager from \$50,000 to \$200,000 as an interim adjustment. Before the implementation of the new Material Management system, staff will review the impacts on signing authorities of all levels and will report back to the Board.

DISCUSSION

The authorization level being proposed in this policy is lower than the current levels being followed in all other City departments. In addition, the following internal controls apply:

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- all purchases are by way of open competition with all awards to low bidder or to the bidder providing best value to the Board.
- standard tender and contract documentation as approved by the Director of Legal Services is required.
- funding must be available in the approved budget.
- all awards over \$200,000 will be reported to the Board for approval

The proposed increase in the signing authority level will enable the administrative staff of the Board to conduct its business more efficiently and timely. Senior staff will be empowered to conduct the routine business of the Board within the constraints of the budget and the tendering policy and will be accountable to the Board for their business decisions.

Prepared by:
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