

## EXECUTIVE ORDER

### AUTHORIZING CERTAIN NUNATSIAVUT GOVERNMENT OFFICIALS TO SIGN REQUISITIONS FOR PAYMENTS

The President of Nunatsiavut, acting with the advice of the Nunatsiavut Executive Council, is pleased to ORDER that:

#### Short Title

1

This Executive Order may be cited as the *Signing Authorities Order*.

#### Authority

2

This Executive Order is made under subsection 69(4) of the *Financial Administration Act*.

#### Interpretation

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(1) Terms used in this Executive Order have the same meaning as in the *Financial Administration Act* except where otherwise stated.

(2) In this Order:

“cheque” includes cheques, drafts, telegraphic or electronic transfers or other similar negotiable instruments;

“Deputy Minister” has the meaning assigned in the *Nunatsiavut Government Organization (Transitional) Act*;

“Designated Staff” refers to an employee of the Nunatsiavut Government who is authorized by his or her Deputy Minister under clause 5(4)(a) to sign requisitions;

“Managerial/Supervisory” refers to an official of the Nunatsiavut Government listed in Schedule B;

“Management Division” has the meaning assigned in the *Nunatsiavut Civil Service Act*;

“Schedule A” means the table annexed as Schedule A to this Order setting out the titles of officials of the Nunatsiavut Government who are authorized to sign requisitions for payments under section 69 of the *Financial Administration Act*; and

“Schedule C” means the table annexed as Schedule C to this Order setting out the titles of officials of the Nunatsiavut Government who are authorized to sign cheques under sections 69 and 73 of the *Financial Administration Act*.

- (3) The Schedules annexed to this Order are included in and to be read as part of the Order.

### **Application**

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- (1) Except as provided in subsections (2) and (3) this Order does not apply to requisitions for the payment of travel costs and expenses.
- (2) The First Minister must approve requisitions for the payment of travel costs and expenses incurred or to be incurred by members of the Nunatsiavut Executive Council.
- (3) Subject to subsection (2), the Treasurer is authorized to issue directives establishing rules and policies respecting requisitions for the payment of travel costs and expenses.

### **Authorization to Sign Requisitions**

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- (1) The individuals who from time to time hold the offices set out in Column I of Schedule A are hereby authorized to sign requisitions for payments out of Appropriations and for payments under grants or contribution agreements, subject to any limitations or conditions set out in columns II and III of Schedule A.
- (2) Except as provided in subsection (3) a requisition must be approved by an individual authorized under subsection (1).
- (3) The Controller may, acting alone, authorize or sign a requisition for a payment:
  - (a) that is approved under, or that comprises a part of, an approved Budget; or
  - (b) that is required or contemplated under a grant or contribution agreement.

- (4) A Deputy Minister
- (a) may, subject to the limitations in Schedule A, authorize an employee of the Nunatsiavut Government to sign requisitions in relation to specified programs, services and/or projects; and
  - (b) must maintain a current written record of Designated Staff and the programs, services and projects for which they are authorized to sign requisitions, of which a record must be given to the Controller.

#### **Authorization to Sign Cheques**

#### **6**

- (1) The individuals who from time to time hold the offices set out in Column I of Schedule C are hereby authorized to sign cheques drawn on the banking accounts of the Nunatsiavut Government subject to any limitations or conditions set out in columns II and III of Schedule C.
- (2) Subject to rules and policies under subsection (3), an individual authorized to sign cheques under subsection (1) may sign by means of an electronic signature.
- (3) The Treasurer must establish rules and policies governing the use of electronic signatures and protecting their security.

#### **First Minister may act in lieu of Treasurer**

#### **7**

If the office of the Treasurer is vacant or the Treasurer is unable to perform the duties of the office of Treasurer, the First Minister shall have and may exercise the signing authorities of the Treasurer under sections 5 and 6 during the period of the vacancy or incapacity.

**Schedule A to the *Signing Authorities Order***

Officials of the Nunatsiavut Government authorized to sign requisitions for payments under section 69 of the *Financial Administration Act*

<b>Column I Position or Title</b>	<b>Column II Dollar Limit</b>	<b>Column III Non-Monetary Conditions or Limits</b>
Nunatsiavut Treasurer	No Limit established by virtue of this Order	No condition or limit established by virtue of this Schedule.
Controller	No Limit established by virtue of this Order	No condition or limit established by virtue of this Schedule.
Deputy Minister	No Limit established by virtue of this Order	This authorization is limited to: (a) the Deputy Minister's approved Departmental Budget; and (b) payments under a grant or contribution agreement being administered by the Deputy Minister's Department.
Employees in the Management Division other than Deputy Ministers	Up to \$5,000 for a single item or up to \$15,000 aggregate	This authorization does not permit any purchase of capital assets and is limited to: (a) the employee's divisional budget; and (b) payments under a grant or contribution agreement being administered by the employee's division.
Managerial/Supervisory	Up to \$2,500 for a single item or up to \$10,000 aggregate	This authorization does not permit any purchase of capital assets and is limited to the component of a divisional budget or a project under a grant or contribution agreement for which the individual is responsible.
Designated Staff	Up to \$1,000 for a single item	This authorization is limited to projects designated by the Departmental Deputy Minister to be under the employee's responsibility.
Support Staff (Administrative and Information Technology)	Up to \$500	This authorization is limited: (a) in the case of Administrative staff, to purchases of general office and coffee supplies and shipping; and (b) in the case of Information Technology staff, to purchases of computer supplies and shipping.

**Schedule B to the *Signing Authorities Order***

Officials of the Nunatsiavut Government defined as “Managerial/Supervisory”

Archaeologist
Business Development Manager
Case Manager
Child Care Coordinator
Community Health Nursing Coordinator
Education Manager
Environmental Assessment Manager
Finance Manager
Fisheries Specialist
Human Resource Manager
IBA Coordinator
Lead Conservation Officer
Lands Manager
Language Coordinator
Mental Health Coordinator
NIHB Manager
Program Director – Inuit Pathways and Post-Secondary Student Support Program
Property Manager
Researcher/Evaluator
Research Manager
Social Worker Liaison
Supportive Living Coordinator
Team Leaders
Wildlife Manager

**Schedule C to the *Signing Authorities Order***

Officials of the Nunatsiavut Government authorized to sign cheques under sections 69 and 73 of the *Financial Administration Act*

<b>Column I Position or Title</b>	<b>Column II Dollar Limit</b>	<b>Column III Non-Monetary Conditions or Limits</b>
Nunatsiavut Treasurer	No Limit established by virtue of this Order	This authorization may be exercised only as a co-signatory with another official listed in Column I.
Controller	No Limit established by virtue of this Order	This authorization may be exercised only as a co-signatory with another official listed in Column I.
Deputy Minister of the Department of Health and Social Development	No Limit established by virtue of this Order	This authorization may be exercised only as a co-signatory with another official listed in Column I and is limited to programs, services and expenditures of the Department of Health and Social Development.
Deputy Minister of the Department of Education and Economic Development	No Limit established by virtue of this Order	This authorization may be exercised only as a co-signatory with another official listed in Column I and is limited to programs, services and expenditures of the Department of Education and Economic Development.