

FINANCE

Policy 603.5.1-R (previously Policy 803.5.1-R)

Authorized Signatures Authorization To Contract

Corporate Seal

The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

Collective Agreement

The authorized signing officers for execution of all Collective Agreements and related Memoranda of Understanding shall be the Chairperson of the Board.

Memoranda of Understanding or Letters of Agreement that relate to implementation of the Collective Agreement shall be executed by the Executive Director, Human Resources or designate.

Contracts

The authorized signing officers of the Board for the purpose of executing documents that commit the Board to legal contractual obligations are as set out below:

For obligations of up to \$50,000	Manager, Purchasing & Stores
For obligations of up to \$250,000	one of Secretary Treasurer, or Designate or Superintendent
For obligations of up to \$1,000,000	one of Secretary Treasurer or Designate and one of Superintendent or Designate
For obligations of over \$1,000,000	one of Board Chairperson or Board Vice-Chairperson and one of Secretary Treasurer or Designate and Superintendent or Designate

Property

The authorized signing officers for execution of all legal documents relating to the purchase or sale of real property shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

The authorized signing officers for execution of all charges on title, such as rights of way and equivalency covenants shall be the Secretary Treasurer or Superintendent.

Authorization For Payment

For the issuance of cheques, the required signatures shall be:

Any one of:

- Board Chairperson;
- Board Vice-Chairperson;
- Superintendent;

And any one of:

- Secretary-Treasurer;
- Director of Financial Services
- Manager Financial Services

Such signatures may be affixed by hand, or by cheque-writing facsimile machine under the terms of the Board's agreement with its bank(s) regarding the use of facsimile signatures. The Board shall forward to the bank a certified copy of its resolution authorizing the use of facsimile signatures, and a certified specimen of any signatures(s) approved for such use.