


Policy Name:	SIGNING AUTHORITY		
Policy Number:	GOV-219	Formerly	BG-308
 West Elgin Community Health Centre	Creation Date: February 2000	Reviewed Date: September 2024	Approved by: Board of Directors

SUMMARY

The Board of Directors (the “Board”) of the West Elgin Community Health Centre (the “Centre”) provides the following direction regarding signing authority.

POLICY

Contracts, documents and instruments requiring two formal signatures of the corporation will be signed by the Executive Director and either the Chair, Vice-Chair or Treasurer/Secretary.

All other contracts, documents and instruments to be signed by the Centre will be signed by the Executive Director/delegate.

PROCEDURE

For the purposes of this policy, the phrase “contracts, documents and instruments in writing” includes but is not limited to deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, securities, cheques and drafts.

Contracts, documents or any instruments in writing requiring two signatures of the Centre will be signed by one of the Chair, Vice Chair, Treasurer, Secretary in addition to the Executive Director. All contracts, documents and instruments in writing so signed will be binding upon the Centre without any further authorization or formality.

The seal of the Centre may be affixed to any contract, document or instrument in writing signed by an individual(s) authorized to sign same.

Notwithstanding the foregoing, all cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange will be signed as follows:

- for amounts of less than \$5,000, the Executive Director and **one of the** Finance and Operations Director, **Community Health Services Director or Primary Health Services Director** will sign, or
- for amounts of \$5,000 or more, any two of the Centre’s signing officers may sign, provided that at least one of such signing officers is the Chair, Vice-Chair, or Treasurer/Secretary.