


<b>Policy Name:</b>	<b>SIGNING AUTHORITY</b>		
<b>Policy Number:</b>	<b>GOV-219</b>	<b>Formerly</b>	<b>BG-308</b>
 West Elgin Community Health Centre	<b>Creation Date: February 2000</b>	<b>Reviewed Date: February 2019</b>	<b>Approved by: Board of Directors</b>

## 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 the formal signature of the corporation shall be signed by the Executive Director and a Director with signing authority. The signing officers appointed by the Board are usually the Chair, Vice-Chair and Treasurer/Secretary.

All other contracts, documents and instruments to be signed by the Centre shall 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 shall be signed by any two (2) of the Chair, Vice Chair, Treasurer, Secretary and Executive Director and all contracts, documents and instruments in writing so signed shall 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 shall be signed as follows:

- for amounts of less than \$5,000, any two of the Centre’s signing officers shall 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, Treasurer or the Secretary of the Board