

## **FINANCE**

## **Policy 612-R**

### **Authorized Signatures**

#### **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:  
one of Assistant Secretary Treasurer,  
or Designate
- For obligations of up to \$250,000:  
one of Secretary Treasurer,  
or Designate,  
or Superintendent of Schools
- For obligations of up to \$1,000,000:  
one of Secretary Treasurer,  
or Designate  
and one of Superintendent of Schools,  
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 one of Superintendent of Schools,  
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 authorizing signing officers for execution of all changes to title, such as right of way and equivalency covenants shall be the Secretary Treasurer or Superintendent of Schools.

## **Authorization for Payment**

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

Any one of:

- Board Chairperson;
- Board Vice-Chairperson;
- Superintendent of Schools;

And any one of:

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

Such signatures may be affixed by hand, or by cheque0writing 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 signature(s) approved for such use.