

## Governance Policy G-01 Signing Authority

### Policy Statement

To allow the Calgary Metropolitan Region Board (CMRB) statutory corporation to function effectively, the Board is required to grant signing authority to Board officials.

### Policy Standards

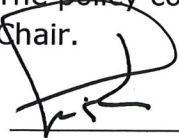
1. The Board grants signing authority to the Chair of the Board, the Vice-Chair of the Board, and the Chief Officer of the Board.
2. Any payment valued at less than \$10,000 shall be approved by one of the approved signing authorities.
3. Any payment greater than \$10,000 shall be approved by two of the approved signing authorities.
4. All other legal documents shall be approved by one of the designated signing authorities.
5. Any cheque payable to the Chief Officer shall be signed by the Chair or the Vice-Chair.
6. Any cheque payable to the Chair shall be signed by the Chief Officer or the Vice-Chair.
7. Any cheque payable to the Vice - Chair shall be signed by the Chief Officer or the Chair.
8. All cheques shall be reviewed quarterly by the Chair and the Vice-Chair of the Board.

### Review

The policy will be reviewed at the discretion of the Board. The Policy was updated in March 2018 and October 2020. This version was approved at the April 24, 2020 Board meeting.

### Effective Date

The policy comes into effect upon passage by the Board and signing by the Board Chair.



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Chris Sheard, Chair

Nov. 3, 2020  
Date