




Policy Title: SIGNING AUTHORITY/ AUTHORIZATION OF EXPENDITURES		Policy Section: II Executive Limitations	Policy Number: II-20
Approved By: Board of Directors	Date Approved: Sept 15, 2009	Date Reviewed/ Revised: Nov 29, 2012 May 12, 2015 June 11, 2018 Feb 11, 2022 Feb 7, 2023 Feb 21, 2025	Board Chair's Signature: 

BACKGROUND

Signing authority relates to the legal ability of CMLTO Board Members and staff to authorize certain CMLTO documents. A subset of signing authority includes that of financial matters, including authorization for the use of CMLTO funds.

PURPOSE

The purpose of this policy is to provide risk boundaries related to signing authority and-authorization for the use of CMLTO funds.

POLICY

The Signing Officers of CMLTO are defined in Section 2.6.1 of the CMLTO By-Law. Only designated staff and Board positions may be authorized as signing officers. In addition, the Registrar & CEO designates a limited number of staff positions to have signing authority up to specific limits or in the absence of the Registrar & CEO.

The Registrar and CEO will not enable Signing Officers to execute contracts or other documents, or authorize the use of CMLTO funds without:

1. Ensuring that the requirements of Section 2.6.2 (Signing of Documents) of the CMLTO By-Law are met.
2. Having clear administrative policies and procedures in place, which control signing authority by CMLTO staff.
3. Ensuring that all contracts or other documents that require execution by CMLTO Signing Authority(ies) are filed appropriately.



AUTHORIZATION OF REGISTRAR AND CEO EXPENSES

Regarding authorization of the direct expenses of the Registrar and CEO, they will not operate without keeping their expenses related to conducting the business of the CMLTO Registrar and CEO to prudent levels and within the budget.

Further, and under the direction of this policy, the Registrar and CEO will not operate without:

4. Reporting all Registrar and CEO expenses using an Expense Reporting Form with allocation to specific cost codes and with all receipts of expenses attached.
5. Submitting all Registrar and CEO expenses incurred within 60 days for reimbursement.
6. Securing the signature of the Board Chair for reimbursement of all Registrar and CEO expense amounts, related to single expense and/or event/travel expenses in excess of \$3,300, excluding taxes.
7. Ensuring all Registrar and CEO expenses are included in the records and are specifically reviewed by the external auditor during the annual financial audit.

POLICY DEFINITIONS

Signing Authority – Refers to the legal power delegated by the Board of Directors to Board and/or organizational positions to hold the authority to sign and execute legal documents and payment of CMLTO expenses.

Registrar & CEO Expenses – in the context of this policy, all Registrar & CEO expenses include:

- a) Expenses made out of pocket by the Registrar & CEO for which reimbursement is required, and
- b) Expenses made using CMLTO financial instruments (e.g. corporate credit card, corporate debit card, etc.) for which reimbursement to the Registrar & CEO is not needed.

REFERENCES

- [CMLTO By-Law](#)
 - Article 2 - General
 - Section 2.6.1 – General Signing Authority
 - Section 2.6.2 - Signing of Documents