

## PETERBOROUGH PUBLIC HEALTH

### Board of Health

#### POLICY AND PROCEDURE

<b>Section:</b> Board of Health	<b>Number:</b> 2-160	<b>Title:</b> By-Law Number 7 – Execution of Documents
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 1989-10-11
<b>Signature:</b> <i>Original signed by Board Chair</i>		<b>Author:</b> Director of Operations
<b>Date (YYYY-MM-DD):</b> 2020-09-09		
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### By-Law Number 7 Execution of Documents

1. In this By-law:
  - 1) "Act" means the Health Protection and Promotion Act;
  - 2) "Board" means the Board of Health for Peterborough Public Health;
  - 3) "Chairperson of the Board" means the Chairperson elected under the Act;
  - 4) "Vice-Chairperson of the Board" means the Vice-Chairperson elected under the Act;
  - 5) "Medical Officer of Health" means the Medical Officer of Health of the Board as defined under the Act and Regulations; and,
  - 6) "Director of Operations" means the business administrator of the Board as defined in the Regulations under the Act.
2. Except as otherwise directed by the Board, the Chairperson and Vice-Chairperson of the Board, the Medical Officer of Health, Director of Operations shall be authorized to sign any class of or particular contract, arrangement, conveyance, mortgage, obligation or other document.
3. Only one signature of the signing officers set out in section 2 of this By-law shall be required for a contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of less than \$100,000. For a contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of \$100,000 or more, two signatures of the signing officers set out in section 2 of this By-law shall be required. One signature will be the Chairperson of the Board of Health or in the absence of the Chairperson, the Vice-Chairperson of the Board of Health. The second signature will be the Medical Officer of Health or in the absence of the Medical Officer of Health, the Director of Operations.

4. The Medical Officer of Health and/or Director of Operations are authorized to sign Provincial Accountability Agreements and Service Agreements as required and specified by the relevant Ministry.
5. An electronic signature may be affixed for the Medical Officer of Health, Director of Operations, Chairperson or Vice Chairperson in compliance with the terms of the agreement, contract or other document, and provided written approval is received from the individual prior to affixing his/her signature to the document.

This By-law shall be deemed to have come in to force on the 11th date of October, 1989.

Dated at the City of Peterborough the 25th date of October, 1989.

**Review/Revisions**

**On** (YYYY-MM-DD): 1989-10-11

**On** (YYYY-MM-DD): 1998-10-28

**On** (YYYY-MM-DD): 2006-03-06

**On** (YYYY-MM-DD): 2010-10-28

**On** (YYYY-MM-DD): 2012-09-12

**On** (YYYY-MM-DD): 2014-09-10

**On** (YYYY-MM-DD): 2016-06-08

**On** (YYYY-MM-DD): 2017-11-08

**On** (YYYY-MM-DD): 2020-09-09