

**THE AGENCY FOR CO-OPERATIVE HOUSING**

**POLICY MANUAL**

**DATE ISSUED:**

December 2006

**NUMBER:**

**REPLACING ISSUE OF:**

December 2005

**CROSS REFERENCE:**

By-law No. 1

**DATE OF LAST REVIEW:**

December 2005

**AUTHORITY:**

Board of Directors

**DUE FOR NEXT REVIEW:**

December 2008

**SUBJECT:**

Signing Authority

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In accordance with Article 7.09 of By-law No. 1, the Directors of the Agency for Co-operative Housing (“the Agency”) hereby specifically appoint the President, Vice-President, Treasurer, Chief Executive Officer, Director, Information Services and Best Practices, Director, Program Management Services, and Director, Corporate Services of the Agency, or any one of them, as signing officers of the Agency for the purposes of signing and certifying contracts, documents and instruments in writing generally on behalf of the Agency, as the need arises.

In carrying out their duties the above described signing officers are authorized when required to affix the seal of the Agency to contracts, documents and instruments signed as aforesaid.