

PEEL HOUSING CORPORATION

DOCUMENT EXECUTION BY-LAW NUMBER 1-2021

A by-law to govern the execution of documents on behalf of Peel Housing Corporation ("Corporation")

WHEREAS the Board of Directors of the Corporation enacted By-law 1-2019 on May 1st, 2019, confirmed by the Shareholder June 27th, 2019, being a by-law relating generally to the transaction of the business and affairs of the Corporation ("By-law 1-2019");

AND WHEREAS Article Twelve of By-law 1-2019 provides for the general execution of documents by the Officers and Directors of the Corporation as well as their respective designates;

AND WHEREAS the Board of Directors wishes to add to Article Twelve of By-law 1-2019 clarifying the specific signing authorities and procedures related to the execution of documents on behalf of the Corporation, as further set out herein.

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**ARTICLE ONE
DEFINITIONS**

1.01 In this By-law:

- (a) "Approval Authority" means any Officer of the Corporation or member of the Board, or any other PHC Staff designated by an Officer or member of the Board in writing to approve Documents for Execution under section 5.02 (g) of this By-law.
- (b) "Authorized Documents" are Documents listed in Column 1 of Schedule "1" to this By-law which are, by this By-law, authorized by the Board for Execution and include Documents deemed to be an Authorized Document under section 2.01(c) of this By-law.

- (c) "Board" means the Board of Directors of the Corporation.
- (d) "Corporation" means Peel Housing Corporation.
- (e) "Council" means the Council of the Region.
- (f) "Designated Signing Authority" means a person who holds any one of the offices or positions set out in Column 2 of Schedule "1", and who, by this By-law, is authorized by the Board to Execute the Authorized Documents set out opposite in Column 1 of Schedule "1", and includes a person deemed to be a Designated Signing Authority under section 2.01(c) of this By-law.
- (g) "Director" means a member of the board of directors of the Corporation.
- (h) "Document" means any written instrument, whether on paper or in Electronic form, including but not limited to any contract, agreement, deed, purchase order, memorandum, letter of intent, application, release, waiver, submission, declaration, representation or acknowledgement which, when Executed, will have or is intended to have the effect of causing the Corporation to be bound in a legally enforceable relationship with any other entity; and shall not include:
 - i. correspondence, or other written instrument, whether on paper or in Electronic form, intended to convey information or confirm a position on a matter, but not intended to create a contract or agreement between the Corporation and any other entity, or to cause the Corporation to be bound in a legally enforceable relationship with any other entity.
- (i) "Document Execution Record" means the Document Execution Record required under section 5.02 of this By-law.
- (j) "Electronic" includes created, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic or optical means or by any other means that has capabilities for creation, recording, transmission or storage similar to those means and "Electronically" has a corresponding meaning.
- (k) "Electronic Signature" refers to data in electronic form which is logically associated with other data in electronic form and which is used by the signatory to Execute a Document in accordance with any corporate policy and applicable legislation in relation thereto.

- (l) "Execute" means to complete the formalities intended to give effect to a Document and may include any one or more of the following formalities as may be required in the circumstances:
 - i. signing the Document by a written signature or an Electronic Signature;
 - ii. causing the seal of the Corporation to be affixed to the Document;

and "Execution" has a corresponding meaning.

- (m) "Execution Reference Number" is a unique identifying number assigned to each Document in accordance with this By-law for the purposes of tracking, searching and ease of future reference. An Execution Reference Number is assigned at the time of completion of the Document Execution Record.
- (n) "GM" means the General Manager of the Corporation or any person appointed to act in the place of that individual or their designate.
- (o) "Initiator" means any PHC Staff who prepares and routes a Document Execution Record as required under section 5.02 of this By-law and who also has the responsibilities outlined in section 5.05 of this By-law.
- (p) "Legal Counsel" includes legal counsel employed by the Region to provide legal services to the Corporation whether or not they are PHC Staff.
- (q) "PHC Staff" means an employee employed by the Region to perform certain services for Peel Housing Corporation pursuant to the Shareholder Direction.
- (r) "Region" means The Regional Municipality of Peel.
- (s) "Shareholder" means the Region acting as the sole shareholder and owner of the Corporation.
- (t) "Shareholder Direction" means the written declaration by the Shareholder dated June 27, 2019, as may be amended revised or superseded from time to time.
- (u) "Signing Officer" means a person, who at the time of Execution of any Document holds any of the following offices or positions of the Corporation:
 - i. Chair;
 - ii. Vice-Chair;

- iii. Secretary;
- iv. Treasurer;
- v. Deputy Treasurer

and for the purposes of this By-law shall also include the GM and the Region's Commissioner of Human Services.

ARTICLE TWO

APPOINTMENT OF SIGNING OFFICERS

- 2.01 Subject to the requirements of this By-law and any statute regarding the Execution of any particular kind of Document:
- (a) a Signing Officer has the authority to Execute a Document on behalf of the Corporation;
 - (b) in addition to a Signing Officer, a Designated Signing Authority listed in Column 2 of Schedule "1" has the authority to Execute an Authorized Document listed opposite in Column 1 of Schedule "1" on behalf of the Corporation; and
 - (c) in addition to the Signing Officers and Designated Signing Authorities designated by this By-law, the Board may by separate by-law or resolution, delegate to any PHC Staff authority to Execute a particular Document on behalf of the Corporation and in such case that designated officer or PHC Staff shall thereafter be deemed to be a Designated Signing Authority included in Schedule "1" Column 2 and that particular Document shall thereafter be deemed to be an Authorized Document included in the corresponding Column 1 of Schedule "1" for the purposes of this By-law and an Execution Reference Number and a Document Execution Record shall be required for each such Document, subject to any resolution or by-law to the contrary.
- 2.02 When any Signing Officer or Designated Signing Authority is absent for any reason or the office or the position is vacant:
- (a) if there is a by-law or resolution which designates a deputy or other acting person as having the authority of the person holding the position or office of the Signing Officer or Designated Signing Authority, such deputy or acting person is authorized to exercise the authority of the Signing Officer or Designated Signing Authority under this By-law; and
 - (b) unless contrary to a by-law or resolution as described in section 2.02 (a), any PHC Staff or officer of the Corporation appointed in writing by a Signing Officer or Designated Signing Authority as acting in the position or office of such

Signing Officer or Designated Signing Authority during his or her temporary absence is authorized to exercise the signing authority of the Signing Officer or Designated Signing Authority under this By-law during said temporary absence.

- 2.03 Where a Document is authorized to be Executed pursuant to Schedule "1" of this By-law, the Designated Signing Authority indicated in Column 2 of Schedule "1" shall include the officers or PHC Staff holding the designated offices or positions at the time that the Document is presented to them for signing and, in the event that the title identifying the authorized Designated Signing Authority has changed, then the officers and PHC Staff whose duties and responsibilities include those of the listed Designated Signing Authority shall be authorized to sign the Document.

ARTICLE THREE AUTHORITY FOR EXECUTION

- 3.01 Subject to any statutory requirement to the contrary or other existing by-law or resolution, Signing Officers shall not Execute any Document unless its Execution has been authorized by by-law or resolution enacted by the Shareholder or by the Board and the administrative requirements of Article Five of this By-law have been complied with in respect thereto. For greater certainty and without limiting the foregoing, a by-law or resolution authorizing Execution of a Document includes:
- (a) A by-law authorizing the transaction, activity, project, program or service to which the Document relates and which expressly or by implication authorizes the Execution of the Document;
 - (b) A resolution of the Shareholder or the Board, authorizing the transaction, activity, project, program or service to which the Document relates and which expressly or by implication authorizes the Execution of the Document;
 - (c) A by-law giving the GM authority to carry out their duties and responsibilities on behalf of the Corporation authorizes the Execution of any Document reasonably incidental to that authority;
 - (d) This By-law as it relates to Authorized Documents listed in Schedule "1" of this By-law and Documents Executed under sections 3.02, 3.03 and 3.04 of this By-law.
- 3.02 In addition to the Signing Officers designated under subsection 1.01(u), this By-law authorizes the Designated Signing Authorities listed in Column 2 of Schedule "1" to Execute the Authorized Documents listed opposite in Column 1 of Schedule "1".

- 3.03 Where a Document is mandated by statute to be Executed by the Corporation or where the transaction, activity, project, program or service to which a Document relates is mandated by statute and the statute expressly or by implication mandates the execution of a particular Document, the Signing Officers designated under subsection 1.01(u) are authorized to Execute such Documents as they determine with the benefit of legal advice to be mandated by statute and necessary to carry on the business of the Corporation.
- 3.04 When there is no regular meeting of the Board scheduled during a period of time that is more than 45 days after the date of the previously scheduled regular Board meeting, the Signing Officers designated under subsection 1.01(u) are authorized to Execute such Documents as they deem to be reasonably required to be Executed during any such gap of 45 days or more between scheduled meetings in order to carry on the business of the Corporation. Should any such Documents be Executed, the Signing Officers shall advise the Board of the Execution of such Documents.
- 3.05 The authority to Execute a Document includes the following:
- (a) Where a Document on its face is subject to or is conditional upon approval, adoption or ratification by the Board, the Signing Officers may Execute the Document before the Document is so approved, adopted or ratified, provided that the Document and its Execution shall not be legally binding on the Corporation until the by-law or resolution approving, adopting or ratifying the Document or Execution is passed and the Document expressly so provides;
 - (b) Where a by-law or resolution authorizes the acceptance or Execution of a contract or the making of an offer that upon acceptance becomes a contract, in addition to the Execution of such acceptance, contract or offer, the Signing Officers or (if applicable) the Designated Signing Authorities, or the person designated in the said by-law or resolution, or any other PHC Staff or officers of the Corporation who are expressly or by necessary implication authorized in the contract, are authorized to Execute all Documents required or contemplated by the terms of the contract that are necessary to perform the contract or carry out the Corporation's obligations or to exercise the Corporation's rights under it and any such by-law or resolution shall be deemed to confer such authority;
 - (c) Where a by-law or resolution authorizes the settlement of any legal action or other proceeding involving a claim made by or against the Corporation, the Signing Officers are hereby authorized to Execute such receipts, releases, indemnities, acknowledgments or similar Documents necessary to effect the settlement provided that they have been approved by

Legal Counsel or their designate and any such by-law or resolution shall be deemed to confer such authority;

- (d) Where a by-law or resolution authorizes the making of any application, or the commencement of any work, undertaking or project which requires any approval, the Signing Officers are hereby authorized to Execute all application Documents and supporting Documents necessary for the making of the application or to apply for the required approval and any such by-law or resolution shall be deemed to confer such authority;
- (e) Where under a by-law or resolution a Document is to be signed, or signed and sealed, but delivery is conditional, the Signing Officers are authorized to sign, or sign and seal the Document and to deliver it when the conditions are fulfilled, or to deliver it in escrow upon condition and the Signing Officers are authorized to Execute any waiver/conditions when appropriate.

- 3.06 Where a Document in Schedule "1" of this By-law is authorized to be Executed by Legal Counsel, and such Legal Counsel is not a Regional Employee, execution of the Document may be authorized provided prior approval is obtained by an Approval Authority.

ARTICLE FOUR RULES FOR EXECUTION

- 4.01 The following rules shall apply to the Execution of Documents:

- (a) Unless otherwise required by statute or this By-law, a Document shall be Executed in accordance with this By-law by one or more Signing Officer(s)/Designated Signing Authority(s) and when so Executed the Document may be endorsed with the words, "I /We have authority to bind the Corporation", or any similar words indicating the authority of the Signing Officer(s)/Designated Signing Authority(s);
- (b) Every Signing Officer/Designated Signing Authority shall ensure that his or her name and title is legibly printed beneath his or her signature provided that the title of the Signing Officer/Designated Signing Authority may be abbreviated or truncated or stated as Authorized Signing Officer;
- (c) The seal of the Corporation shall not be applied to a Document upon Execution unless it is Executed by the signatures of at least two Signing Officers, one of whom shall be the Secretary;
- (d) Unless otherwise required by statute or by-law a Document may be Executed Electronically and/or by Electronic

Signature in accordance with any legal requirements and any corporate policies, provided that the provisions of this By-law are otherwise complied with, subject to any necessary modifications.

ARTICLE FIVE ADMINISTRATION

- 5.01 Every Document that is Executed shall be assigned an Execution Reference Number which shall be endorsed upon or affixed to the Document, save and except the Authorized Documents which are specifically identified in Column 3 of Schedule "1" as not requiring an Execution Reference Number, in which case an Execution Reference Number need not be assigned.
- 5.02 A Document Execution Record shall be completed in respect of every Document Executed in accordance with this By-law, save and except those Documents that do not require an Execution Reference Number under section 5.01 which also do not require a Document Execution Record to be completed in respect thereof. Each Document Execution Record shall set out, at a minimum, the following:
- (a) the Execution Reference Number of the Document to which it relates;
 - (b) a brief description of the nature of the Document;
 - (c) the names of all parties to the Document, other than the Corporation;
 - (d) the Board resolution number, or the by-law number, or the section number under Schedule "1" of this By-law, under which Execution is authorized;
 - (e) the name, position and signature of the Initiator, which signature may be handwritten or by Electronic Signature;
 - (f) the name, position and signature of the Approval Authority who is approving the Document for Execution, which signature may be handwritten or by Electronic Signature;
 - (g) a statement signed by the Approval Authority affirming that he or she:
 - i. is authorized to approve Documents for Execution;
 - ii. has reviewed the Document;

- iii. has considered whether it would be reasonably necessary or appropriate to obtain legal advice as to the form and content, meaning, interpretation, potential implications or any other matter related to the Document prior to the Document being Executed and legal advice has been obtained and considered where reasonably necessary or appropriate;
 - iv. certifies that to the best of the Approval Authority's knowledge and belief, the Document reflects the terms and conditions that are necessary and reasonable to achieve the intent and purpose for which it was created;
 - v. confirms that any financial obligation of the Document is within the Corporation's approved budget;
 - vi. approves the Document for Execution.
- (h) the effective date and expiry date of the Document, if any;
- (i) if delivery of an Executed Document is conditional, the conditions and arrangements for delivery;
- (j) the name, position and signature of the Signing Officer or Designated Signing Authority who is Executing the Document.
- 5.03 A single Document Execution Record may be completed for a group of identical documents with different parties for an approved program so long as a record of the parties are included as a schedule to the Document Execution Record for tracking and information purposes.
- 5.04 All Documents to be Executed with a handwritten signature shall be prepared in a sufficient number of identical originals to permit at least one Executed original to be retained by the Corporation. At least one copy of every Executed Document, after it is signed by all parties, shall be retained and stored by the Corporation in accordance with the requirements of any statute, by-laws or corporate policies of the Corporation, or as otherwise may be required.
- 5.05 In addition to preparing and routing the Document Execution Record required under section 5.02 of this By-law, the Initiator also has the following responsibilities:
- (a) to arrange for the Document Execution Record to be signed by the appropriate Approval Authority and Signing Officer/Designated Signing Authority;

- (b) to arrange for the Execution of the Document by the appropriate Signing Officer/Designated Signing Authority;
 - (c) to deliver the Document, following Execution by the Signing Officer/Designated Signing Authority, to the other parties thereto;
 - (d) to retain and store the Document, following Execution by all parties, in accordance with the requirements of any statutes, by-laws and corporate policies of the Corporation.
- 5.06 An Executed Document that is not required to have an Execution Reference Number or a Document Execution Record pursuant to sections 5.01 and 5.02 shall be retained and stored by the Designated Signing Authority in accordance with the requirements of any statutes, by-laws and corporate policies of the Corporation.
- 5.07 The Execution of any Document by Legal Counsel or any PHC Staff providing legal services to the Corporation shall not be deemed to be any representation or statement that the Document has been given a legal approval or review by Legal Counsel.

**ARTICLE SIX
EFFECTIVE DATE OF BY-LAW**

6.01 This By-law comes into effect on February 3rd, 2021.

Enactment

ENACTED by the Board this 3rd day of February, 2021.

Patricia Caza
Chair

Kathryn Lockyer
Secretary

Confirmation by the Shareholder

CONFIRMED by the Shareholder this day of , 2021.

Nando Iannicca
Regional Chair

Schedule "1" to By-law Number 1-2021

Authorized Documents

The Authorized Documents listed in Column 1 may be Executed by the officers or staff of the Corporation, including PHC Staff, holding the office or position shown opposite in Column 2 and being Designated Signing Authorities for the purposes of this By-law as well as by the Signing Officers designated by this By-law.

In this Schedule "1":

- the term "Law Clerk" means an employee employed by the Region to provide legal services to the Corporation;
- the term "PHC" means Peel Housing Corporation;
- the term "Procurement By-law" means the Region of Peel Procurement By-law adopted, as modified, by the Corporation;
- the term "Ref. # and Record?" in Column 3 indicates whether an "Execution Reference Number and Document Execution Record are required? Yes / No"; and
- headings under Column 1 are for organizational purposes, and not intended to limit the Designated Signing Authority under Column 2.

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
1.0 Funding and Similar Types of Payments			
1.1	Applications to any government, agency or fund for compensation, funding or any form of subsidy related to any PHC programs, operations or capital projects, and subsequent submissions, declarations or representations required for processing the application or the receipt of funds or any Agreements required for the receipt of the funds (provided the above has been approved through PHC's operating and capital budgets or has otherwise been approved by a resolution of the Shareholder related to programming changes).	The Treasurer, Deputy Treasurer or GM or staff designated by the Treasurer, Deputy Treasurer or GM.	Yes
1.2	Applications to any government, agency or fund for compensation, funding or any form of subsidy related to any PHC programs, operations or capital projects, and subsequent submissions, declarations or representations	The Treasurer, or Deputy Treasurer, or the program manager responsible for the program, operation or capital project to which the	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	required for processing the application or the receipt of funds or any Agreements required for the receipt of the funds where the value of the funds does not exceed \$10,000.	compensation, funding or subsidy relates.	
1.3	Where the PHC Board has by by-law or resolution approved (or by by-law or resolution delegated to an officer or employee the authority to approve) the allocation, payment or transfer of compensation, subsidy or any form of grant in a specified amount, to a specified party, which is within the approved PHC budget, any Documents required to complete the allocation, payment or transfer of such funds.	Any one of or more Signing Officers.	Yes
2.0 Purchase of Goods and Services			
2.1	Where the purchase of goods or services has been authorized in accordance with the Procurement By-law and provided that all the requirements of the Procurement By-law apply, and have been met, all Documents approved by an authorized PHC Staff in Procurement forming part of a purchase contract including any form of agreement or contract or other terms and conditions, but not including Documents issued by Procurement as described in section 2.2 below. (Note: purchases which are identified in the Procurement By-law as being exempt from the requirements of the Procurement By-law (currently listed under Schedule A – Exceptions, Procurement By-law) are not governed by this section 2.1, but are governed by section 2.4 below).	The Commissioner of Human Services or GM provided that the PHC Staff in Procurement who is acting as the agent for the Corporation has signed the Document Execution Record form and, where applicable, has identified the final approved Procurement Award Report related to the procurement on the Document Execution Record form.	Yes
2.2	Where the purchase of goods or services has been authorized in accordance with the Procurement By-law and provided that all the requirements of the Procurement By-law apply and have been met, any Bid Solicitation Document and any Purchase Order or vendor contract to be issued to the Vendor indicating	Any PHC Staff in Procurement authorized in accordance with an approved delegation of authority under the Procurement By-law to execute such Documents.	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	<p>the acceptance or awarding of the contract or as part of the documentation forming the contract of purchase and other Documents issued by Procurement in accordance with the Procurement By-law including but not limited to any addendum, clarification, award and extension.</p> <p>(Note: purchases which are identified in the Procurement By-law as being exempt from the requirements of the Procurement By-law (currently listed under Schedule A – Exceptions, Procurement By-law) are not governed by this section 2.2, but are governed by section 2.4 below).</p>		
2.3	<p>Where the purchase of goods or services has been authorized in accordance with the Procurement By-law and provided that all the requirements of the Procurement By-law apply and have been met, any Express Purchase Order to be issued to the Vendor indicating the acceptance or awarding of the contract or as part of the documentation forming the contract of purchase and</p> <p>a) for procurements having a price or value of \$10,000-\$25,000 (exclusive of applicable taxes), a Request for Quotation Document; and</p> <p>b) for procurements having a price or value of \$1,000 - \$10,000 (exclusive of applicable taxes), an email quotation</p> <p>provided that the procurement is limited to goods and services not requiring any separate agreement beyond the standard terms and conditions forming part of the quotation document.</p> <p>(Note: purchases which require additional Documents to form part of the purchase contract including any form of agreement or</p>	<p>PHC Staff who are not employed with Procurement but are authorized by the Director of Procurement in accordance with the Procurement By-law (currently section 4.2) to act as agents for the purchase of goods and services having a price or value not to exceed the designated amount (currently up to \$25,000 (exclusive of applicable taxes) as indicated in Schedule B to the Procurement By-law).</p>	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	contract or other terms and conditions are not governed by this section 2.3 but are governed by sections 2.1 and 2.2 above). (Note: purchases which are identified in the Procurement By-law as being exempt from the requirements of the Procurement By-law (currently listed under Schedule A – Exceptions, Procurement By-law) are not governed by this section 2.2, but are governed by section 2.4 below).		
2. 4	Where the purchase of goods or services is exempt from the requirements of the Procurement By-law (currently Schedule A – Exceptions, Procurement By-law), all Documents forming part of a purchase contract including any form of agreement or contract, or other terms and conditions save and except for purchase orders which are to be executed by authorized PHC Staff in Procurement.	The Treasurer, however with respect to purchase orders, any PHC Staff in Procurement authorized in accordance with an approved delegation of authority under the Procurement By-law to execute purchase orders.	Yes
3.0 Program Delivery			
3.1	Documents reasonably required for the effective delivery of an activity, project, program or service which has been authorized by by-law or Board resolution provided that: 1) the Document does not relate to PHC's purchase of a good or service (Note: purchases are governed by sections 2.1 to 2.4 of this Schedule); and 2) the Document does not relate to PHC's allocation, payment or transfer of compensation, subsidy or any form of grant (Note: funding and similar types of payments are governed by sections 1.1 to 1.3 of this Schedule); 3) the Execution of the Document is not governed by any other section of this Schedule; and	The GM or where the reasonable estimate of the cost of the obligations to be incurred by PHC does not exceed \$10,000 the program manager responsible for the activity, project, program or service.	Yes

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	4) any financial obligation to be incurred by PHC pursuant to the Document is within the approved PHC budget for the activity, project, program or service.		
4.0 Real Property			
4.1	Documents required for the completion of any transaction involving the: acquisition, purchase, sale, disposition or exchange of any interest in land, and waivers of conditions contained within agreements of purchase of sale; including but not limited to: undertakings, certificates, statements, declarations.	Legal Counsel or Law Clerk authorized by Legal Counsel.	No
4.2	Forms under the <i>Land Registration Reform Act</i> , the <i>Registry Act</i> , or the <i>Land Titles Act</i> for the registration of any Documents that have already been Executed on behalf of PHC.	Legal Counsel or Law Clerk authorized by Legal Counsel.	No
4.3	Acquisition of real property - Agreements of purchase and sale and all deeds, transfers and other Documents required, for the acquisition, or purchase of any interest in land including, without limitation, rights of first refusal, option agreements and re-purchase agreements provided that the value of the asset to be acquired does not exceed *\$100,000. *For clarity, where the other party to the Document is the Region, delegated signing authority under this Section is provided regardless of dollar value.	The GM or Legal Counsel.	Yes
4.4	Disposition of real property – Agreements of purchase and sale and all deeds, transfers and other Documents required, for the disposition, or sale, of any interest in land including, without limitation, rights of first refusal, option agreements and re-purchase agreements provided that the value of the asset to be disposed of does not exceed *\$50,000.00, the disposition is permanent in nature and the document is not specifically covered under any other section of	The GM or Legal Counsel.	Yes

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	<p>this schedule.</p> <p>*For clarity, where the other party to the Document is the Region, delegated signing authority under this Section is provided regardless of dollar value.</p>		
4.5	<p>Any of the following Documents in subsections 4.5(1) to 4.5(5) provided that the value of the interest being dealt with is either 1) less than \$50,000 and the term of the dealing is 5 years or less; or 2) the dealing allows for termination by PHC without penalty or costs upon a notice period of 1 year or less.</p> <p>*For clarity, where the other party to the Document is the Region, delegated signing authority under subsections 4.5(1) to 4.5(5) is provided regardless of dollar value, length of term or termination right.</p>		
4.5(1)	Documents required to grant temporary easement interests.	The GM.	Yes
4.5(2)	Documents permitting PHC or its contractors or agents to enter upon land for any of the purposes of PHC or agreements and other Documents permitting others or their contractors or agents to enter upon lands of PHC.	The GM.	Yes
4.5(3)	Documents permitting encroachment on easements and other lands vested in PHC, including encroachment agreements and the assignment, release or termination of encroachment agreements.	The GM.	Yes
4.5(4)	Documents required for the release and abandonment of easements in favour of PHC.	The GM or Legal Counsel.	Yes
4.5(5)	Documents in relation to or in support of the matters and/or documents in 4.5(1) to (4).	The GM or Legal Counsel.	Yes
4.6	Documents required to grant permanent easement interests provided that the value of the interest being dealt with is less than	The GM.	Yes

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	<p>\$50,000.</p> <p>*For clarity, where the other party to the Document is the Region, delegated signing authority under this Section is provided regardless of dollar value.</p>		
4.7	<p>Documents or agreements to lease or license, required for PHC purposes; and leases or licenses of PHC lands or premises; and any notice of lease provided that the total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by PHC, excluding applicable taxes, legal fees of an administrative nature, does not exceed \$100,000 per annum AND either 1) the term of the lease or license does not exceed 10 years (the Designated Signing Authority may approve an additional extension not exceeding 5 years) or 2) the dealing allows for termination by PHC without penalty or costs upon notice period of 1 year or less.</p> <p>*For clarity, where the other party to the Document is the Region, delegated signing authority under this Section is provided regardless of length of term, or termination right.</p>	The GM.	Yes
4.8	Acknowledgments of the status, term and conditions of any lease or license under which PHC is a tenant or licensee, and Notices pursuant to the <i>Tenant Protection Act</i> or the <i>Residential Tenancies Act</i> , as amended or replaced from time to time, where PHC is the landlord.	The GM.	No
4.9	Consents and Waivers of Notice relating to an application for registration under the <i>Land Titles Act</i> .	Legal Counsel.	No
4.10	Applications on behalf of PHC for entry or removal of a notice or caution of any kind, an inhibiting order or similar registration of any kind in the Land Registry Office.	Legal Counsel.	No
4.11	Documents required to remove security	Legal Counsel.	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	instruments or leases from title to third-party lands, including but not limited to: applications, discharges; releases; determinations and surrenders; and deletions.		
4.12	Documents imposed or required in satisfaction of any condition of approval under the <i>Planning Act</i> or <i>Building Code Act, 1992</i> or regulations thereto in connection with the development or re-development of PHC lands or buildings where the development or re-development has been approved by the Shareholder, which includes transfers of road widenings, reserves on municipal roads, and easements.	The GM.	Yes
4.13	Residential tenancy agreements between a residential tenant and PHC as landlord, or where PHC is operating a residential unit or building on behalf of the Region, residential tenancy agreements between a residential tenant and PHC as agent of the Region.	Any PHC Staff designated to provide tenant support to PHC such as Tenant Support Agents.	
5.0 Facilities			
5.1	Documents for occupancy of space on a short-term basis for the purposes of PHC, including but not limited to facility use or rental agreements, staff meetings, public meetings, public clinics, and open houses.	The GM or staff delegated through policy such as Tenant Support Agents, Operations and Tenancy Agents, or Property Managers.	Yes
5.2	Documents for the occupancy of PHC lands or premises on a short-term basis by others, including but not limited to facility use or rental agreements for the use of meeting rooms, community rooms, motion picture and television locations.	The GM or staff delegated through policy such as Tenant Support Agents, Property Managers, or Program Managers.	Yes
6.0 Human Resources			
6.1	Contracts of employment (whether by letter or other formal document) but not including collective agreements and amendments thereto.	The supervisor to whom the new employee would report.	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
6.2	Agreements with volunteers being placed with the Corporation.	The supervisor to whom the new employee would report.	No
6.3	Agreements arising from the interpretation, application, administration or alleged violation of collective agreements, but not including minutes of settlement for matters referred to arbitration or letters of understanding.	The Commissioner of Human Services, or the GM, or the Secretary, or the Region's Director or Manager of Human Resources or their designates.	No
7.0 Financial Administration			
7.1	Cheques, bank drafts, money orders, electronic funds transfers, and any similar financial instruments.	The Treasurer or Deputy Treasurer or GM and designated PHC Staff.	No
7.2	Debentures authorized by the Board and any similar financial instruments.	The Treasurer or GM.	No
7.3	Documents required by banking and financial institutions for banking related services requested by PHC.	The Treasurer or Deputy Treasurer or GM and other designated PHC Staff by board resolution.	Yes
7.4	Documents required for the operation of Treasury activities.	The Treasurer or Deputy Treasurer or GM and other designated PHC Staff by board resolution.	Yes
7.5	Documents required for ancillary treasury services, being the execution of any transactions (including buying/selling an investment product) made pursuant to PHC's By-law 2-2019.	The Treasurer or Deputy Treasurer or GM and other designated PHC Staff by board resolution.	No
8.0 General			
8.1	Documents required for the use or acquisition of intellectual property from third parties required for the delivery of activities, projects, programs or services approved by the Board.	The GM.	Yes
8.2	Research Documents or Documents for the acquisition, sale, exchange, release,	The GM or Legal Counsel.	Yes

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	confidentiality or non-disclosure of information or data provided that the requirements of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , the <i>Personal Health Information Protection Act</i> and the Procurement By-law have been complied with.		
8.3	Agreements, releases and acknowledgments and any other Documents necessary to receive endowment funds or bequests or gifts or money or the transfer, to PHC, of artistic works, records or other items having significance to PHC, permanently or on loan, where there is nominal or no financial consideration paid by PHC for the transfer and any necessary insurance provisions have been approved by the Region's Manager of Loss Management and Insurance Services.	The Treasurer or GM.	Yes
8.4	Proofs of Loss (interim and final) submitted to the insurer of PHC.	The Treasurer, or the Deputy Treasurer, or the Property Manager of the PHC property to which the claim relates.	No
8.5	Receipts, releases, indemnities, minutes of settlement and other Documents required for the settlement or compromise of any existing or anticipated claim, demand, action or other proceeding brought or made by or against the PHC or persons for whom PHC is responsible, where the value of the proceeds of settlement or of PHC's contribution to the settlement does not exceed \$100,000 and the Documents have been approved by the Legal Counsel.	The Commissioner of Human Services, or the GM, or the Treasurer, or Legal Counsel, or the Region's Manager, Loss Management and Insurance Services.	No
8.6	Receipts, releases, indemnities, minutes of settlement and other Documents required for the settlement or compromise of any existing or anticipated claim, demand, action or other proceeding brought or made against PHC, or persons for whom PHC is responsible, where the matter or cause of action is covered by an insurance policy that indemnifies PHC, its officers, employees, agents, contractors or volunteers, the value of PHC's contribution to	The Commissioner of Human Services, or the GM, or the Treasurer, or Legal Counsel, or the Region's Manager, Loss Management and Insurance Services.	No

	Column 1	Column 2	Column 3
	Document	Designated Signing Authority	Ref. # and Record?
	the settlement is not greater than the deductible amount set out in the subject policy, and the Documents have been approved by Legal Counsel.		
8.7	Documentation required to exercise a right available to PHC in any agreement which may include the right to amend a portion of the agreement or to extend the agreement for any additional, optional periods or any other type of option or right, provided that, in the opinion of the Commissioner of Human Services or the GM, the exercise of the option provides good value to PHC. This section 8.7 only applies to real property Documents where the Execution of the Document is not governed by any other section under Heading 4 (Real Property) of this Schedule.	The GM.	Yes
8.8	Consents to contract assignments and to changes in control or ownership, and related Documents, resulting from a sale of business or shares or from a corporate restructuring of a vendor with whom PHC has an agreement for the provision of goods or services, provided that, in the opinion of Commissioner of Human Services or the GM, the assignment or change in control or ownership will have no negative impact on the performance of the agreement.	The GM.	Yes
8.9	Documents ancillary to sponsorships of PHC activities, projects, programs or services.	The GM.	Yes