



## **ANGLICAN DIOCESE OF OTTAWA POLICY ON SIGNING LEGALLY BINDING AGREEMENTS AND CONTRACTS**

### **INTRODUCTION**

Agreements and contracts include contracts, agreements, licences, permits, and legal and financial transactions.

### **POLICY**

No individual may sign any document that creates an obligation or undertaking on behalf of the Anglican Diocese of Ottawa unless that individual has signing authority in accordance and compliance with the CBRs (B.3.20).

Where signatures are required on legally binding agreements/contracts, the document should be sent to the Director of Financial Ministry at the Synod Office, who will ensure that the appropriate signing authority applies his/her signature.

Should any claims, damages or other consequences arise from the signing of a document by an individual who had no authority under the CBRs to sign, the Incorporated Synod may look to the individual to indemnify the Incorporated Synod with respect to those consequential liabilities incurred on its behalf.