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## CONTRACT SIGNING POLICY

**Date Issued:** 10 November 1994  
**Revised:** 29 May 2018

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All contracts between the Western Development Museum and outside agencies must be approved by the Chief Executive Officer (CEO).

In the absence of the CEO, the Director of Finance is authorized to sign contracts when time is of the essence.

The CEO can delegate in writing, signing authority to other persons within the WDM on a case by case basis.

### **Definitions:**

*Legal Documents:* any written agreement, contract, letter of intent, memorandum of understanding, lease, license, donor agreement, deed, grant, certificate, instrument, assignment, transfer, engagement or any other document which creates an obligation or legal commitment which may be binding upon the Museum.

*Signing Authority:* legal power delegated by the Chief Executive Officer to organizational positions appointing them as officers of the Museum to execute legal documents.

### **Examples of contracts:**

Service agreements (eg. a one-year air-conditioner service contract); equipment rental (eg. a photocopier rental, or rent-to-purchase); a change in telephone systems (which requires signing of a new lease); a vehicle rental agreement; an agreement whereby the Museum offers an extended service (eg. a commitment to rent out a room on a repeat basis for an extended period); employment program contracts (eg. Section 25).

### **Examples of transactions to which this policy would not normally apply:**

Routine purchases made without future commitments; one-time short-term equipment rental agreements; routine facility rentals; in short, most transactions which do not involve an extended commitment.

Signing authority can be delegated electronically if time is of the essence. Routine delegation of signing for a repeat service can be approved (eg. signing yearly employment program contracts).

All original signed legal documents including employment contracts shall be filed at the Curatorial Centre.