



POLICY: CONTRACTS – RISK MANAGEMENT

A contract is a legally binding agreement between two or more parties that outlines specific obligations and responsibilities. Community Living Fort Frances and District must ensure that all contracts maximize benefits while safeguarding the organization's interests.

PROCEDURES

According to the Purchasing Policy of Community Living Fort Frances and District, tenders shall be required whenever the financial costs from a contract (except funding contracts) meet the requirements of the Purchasing Policy and Guidelines.

Each contract must be signed by two individuals with signing authority as designated by the Board of Directors. Contracts must also be witnessed, dated, and embossed with Community Living Fort Frances and District Corporation's corporate seal, as per policy.

The original signed contract must be securely stored at the business office of Community Living Fort Frances and District Corporation.

Approved: March 26, 2025

President: 