

Bill No. 114  
2020

By-law No. A.-\_\_\_\_\_ - \_\_\_\_\_

A by-law to authorize the Mayor and City Clerk to execute the Resolution Regarding Banking and the Master Client Agreement for Business Client Authorization and any contract or document with the Royal Bank relating to the Ontario Works Royal Bank of Canada Right Pay Reloadable Payment Card Program and to authorize the signing of cheques and the withdrawal or transfer of funds.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 8 of the *Municipal Act, 2001* provides that powers of a municipality shall be interpreted broadly so as to confer broad authority on a municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS section 287 of the *Municipal Act, 2001* as amended, provides that the City may provide that signatures on a cheque of the City be mechanically or electronically produced;

AND WHEREAS the Corporation of the City of London is a delivery agent designated by the Minister of Community and Social Services to administer the *Ontario Works Act, 1997*;

AND WHEREAS the Ministry, as part of the Social Assistance Modernization Strategy, has implemented a reloadable payment card program for Ontario Works clients;

AND WHEREAS it is appropriate to authorize the Mayor and City Clerk to certify and execute the Resolution Regarding Banking on behalf of The Corporation of the City of London;

AND WHEREAS it is appropriate to authorize the Mayor and City Clerk to execute the Master Client Agreement for Business Clients Authorization;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The Resolution Regarding Banking attached as Schedule 1 is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to certify and execute the Resolution Regarding Banking authorized and approved under section 1 of this by-law.
3. The Master Client Agreement for Business Client Authorization, substantially in the form attached as Schedule 2 is hereby authorized and approved.

4. The Mayor and City Clerk are authorized to execute the Master Client Agreement for Business Client Authorization authorized and approved under section 3 of this by-law.

5. The Mayor and City Clerk are authorized to execute any contract or document with the Royal Bank of Canada relating to the Ontario Works Royal Bank of Canada Right Pay Reloadable Payment Card Program, if required, in a form or form acceptable to the Managing Director, Corporate Services, City Treasurer and Chief Financial Officer.

6. All cheques for the payment of any sum or sums of money whatsoever shall be signed by the Mayor or Acting Mayor or the signature of the Mayor or Acting Mayor may be written or engraved, lithographed, printed or otherwise mechanically reproduced and such cheques shall also be signed by the City Treasurer, Chief Financial Officer of the Corporation, and such signature may be impressed by the cheque signing machine to be kept in the custody and under the supervisions of the City Treasurer, Chief Financial Officer.

7. All cheques in the amount of \$50,000.00 and over in addition to the engraved signatures of the Mayor and City Treasurer, Chief Financial Officer shall be countersigned in writing by one of the following:

Mayor  
City Treasurer, Chief Financial Officer  
Director, Financial Services  
Division Manager – Taxation and Revenue  
Manager, Tangible Capital Assets  
Manager, Financial Planning and Policy  
Director, Financial Planning & Business Support

8. The Royal Bank of Canada is authorized and directed to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing, or signing of cheques, bills of exchange, other orders for the payment of money or other instruments or the giving of instructions, provided the appropriate authorizations have been included.

(a) All electronic fund transfers for an amount less than \$50,000.00 must be authorized and approved in writing by one of the following:

Financial Business Administrator  
Senior Financial Business Administrator  
Manager I, Accounting and Reporting  
Manager I - Financial Operations

(b) All electronic fund transfers in the amount of \$50,000.00 and over must be authorized and approved in writing by one of the following:

City Treasurer, Chief Financial Officer  
Director, Financial Services  
Division Manager – Taxation and Revenue  
Manager, Tangible Capital Assets  
Manager, Financial Planning and Policy  
Director, Financial Planning & Business Support

(c) All wire or manual transfers of any amount requested through the bank require two authorizing signature by two of the following:

City Treasurer, Chief Financial Officer  
Director, Financial Services  
Division Manager – Taxation and Revenue  
Manager, Tangible Capital Assets  
Manager, Financial Planning and Policy  
Director, Financial Planning & Business Support

9. The City Treasurer, Chief Financial Officer, Director, Financial Services, Division Manager- Taxation and Revenue, Manager, Tangible Capital Assets, Manager Financial Planning & Policy, Director, Financial Planning & Business Support, and the Managing Director, Housing, Social Services and Dearness Home or designate before issuing cheques or authorizing electronic funds or wire transfers shall satisfy themselves that the accounts to be paid have been authorized.

10. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council March 24, 2020

Jesse Helmer  
Deputy Mayor

Catharine Saunders  
City Clerk

First Reading – March 24, 2020  
Second Reading – March 24, 2020  
Third Reading – March 24, 2020



## Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions, Self-Governed First Nations, and Treaty Nations

SRF No.:

Legal Name: (the "Customer")

Address:

### RESOLVED:

1. THAT **ROYAL BANK OF CANADA** ("Royal Bank") is appointed banker for the Customer.

2. THAT MAYOR; CITY CLERK; CITY TREASURER, CHIEF FINANCIAL OFFICER; DIRECTOR, FINANCIAL SERVICES; DIVISION MANAGER, TAXATION AND REVENUE; MANAGER, TANGIBLE CAPITAL ASSETS; MANAGER, FINANCIAL PLANNING AND POLICY; DIRECTOR, FINANCIAL PLANNING & BUSINESS SUPPORT, FINANCIAL BUSINESS ADMINISTRATOR; SENIOR FINANCIAL BUSINESS ADMINISTRATOR; MANAGER 1 - FINANCIAL OPERATIONS; MANAGER 1, ACCOUNTING AND REPORTING

are authorized on behalf of the Customer from time to time:

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
  - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
  - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
  - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
  - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.

3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.

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4. That Royal Bank be furnished with:

(a) a copy of this Resolution; and

(b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) \_\_\_\_\_

and (2) \_\_\_\_\_ of the Customer; and

(c) in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

### CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the

\_\_\_\_\_ of the

(Council, Board or Board of Trustees)

Customer duly convened and regularly held in accordance with the law governing the Customer on

□ □ □ □ — □ □ — □ □ .  
Y Y Y Y M M D D

**(SEAL)**

(1)

Authorized Person's Signature

Authorized Person's Name:

Authorized Person's Title:

(2)

Authorized Person's Signature

Authorized Person's Name:

Authorized Person's Title:

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(1) Insert "Mayor", "Chairman", etc. as the case may be.  
(2) Insert "Clerk", "Secretary", "Treasurer", etc. as the case may be.



# Master Client Agreement for Business Clients Authorization

SRF No.:

Legal Name:

This forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified below. The Agreement consists of this form, the Legal Terms and Conditions, and all other Documents that may become part of the Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this form have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply to this form.

If more than one Person is signing below, each Person signing below confirms having the power and authority to sign the Agreement on behalf of the Customer and to legally bind the Customer.

If only one Person is signing below, such Person confirms having the power and authority to sign the Agreement on behalf of the Customer and to legally bind the Customer, in either case, acting alone.

By signing below, the Customer is bound by the Agreement as of:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y		M	M		D	D

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Please do not write in this area



# Master Client Agreement for Business Clients Signature Card

SRF No.:

Legal Name:

This Signature Card forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified in section C below. The Agreement consists of this Signature Card, the Legal Terms and Conditions, and all other Documents that may become part of this Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this Signature Card have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply.

## SECTION A - Incumbency Certificate

Each Person identified on this Signature Card has the power and authority to exercise certain rights on behalf of the Customer in connection with the Agreement and all Services, including to incur liabilities, assume obligations, and otherwise conduct business on behalf of the Customer, and to delegate power and authority on behalf of the Customer in accordance with the Agreement.

The Customer confirms, in accordance with the Customer's representations, warranties, covenants, and agreements contained in the Legal Terms and Conditions, all necessary actions have been taken in connection with these authorizations.

The Customer acknowledges, by way of each Person signing below, receipt of the Agreement, and confirms all information provided to Royal Bank, including regarding the Customer's ownership, control, and structure, is true, complete, and accurate in all respects.

This Signature Card constitutes part of the Customer's official corporate or business records.

### A.1 - Signing Authorities

Each Person identified in this section is a signing authority for the Customer and is authorized, acting alone, to exercise and delegate all rights, powers, and authorities on behalf of the Customer with respect to all matters and dealings with Royal Bank, including to amend this Signature Card and otherwise legally bind the Customer and provide instructions on behalf of the Customer, except to the extent of any special instructions provided on this Signature Card below.

For authorized individuals:

Name	Title	Signature	Special Instructions

For authorized corporations and other entities:

SRF (internal use only):	Name	Special Instructions

**Special Instructions relating to Signing Authorities**

Special instructions should only be provided if the Customer has limited the authority of a Person to act on its behalf. Indicate below if special instructions are provided:

Yes       No

Instructions for the withdrawal of funds from accounts by way of cheque, wire payment instruction, pre-authorized debit authorization, or other order for the payment of money from accounts

Agreements for accounts or cash management products or services

Agreements for borrowing money or otherwise obtaining credit, granting security, and/or providing guarantees

Requests for draws, drawdowns, or advances under any agreements relating to borrowing money or otherwise obtaining credit

**Note:** All changes must be initialed by an authorized individual(s)



**A.2 - RBC Commercial Credit Cards - Lead Program Administrator(s)**

Does the Customer have an RBC Commercial Credit Card account?

Yes       No

If the Customer has an RBC Commercial Credit Card account, there must be at least one Lead Program Administrator (as defined in the Commercial Card Program Service Materials) identified below.

Each Person identified in this section is a Lead Program Administrator for the Customer in connection with the RBC Commercial Card Program and is authorized, acting alone, to exercise and delegate the rights, powers and authorities on behalf of the Customer, as described in the Commercial Card Program Service Materials.

Name	Signature

**SECTION B - Trade name**

The Customer is the owner of each trade name below, and has the rights, powers, and authorities necessary to use each trade name below in connection with the Services.

<b>Trade Name (Operating As)</b>

**SECTION D - Amendment**

This Signature Card is amended as of  -  -  and supersedes and replaces any previous version signed by the Customer.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y		M	M		D	D

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:



# Master Client Agreement for Business Clients Authorization

SRF No.: 341432003

Legal Name: **THE CORPORATION OF THE CITY OF LONDON**

This forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified below. The Agreement consists of this form, the Legal Terms and Conditions, and all other Documents that may become part of the Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this form have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply to this form.

If more than one Person is signing below, each Person signing below confirms having the power and authority to sign the Agreement on behalf of the Customer and to legally bind the Customer.

If only one Person is signing below, such Person confirms having the power and authority to sign the Agreement on behalf of the Customer and to legally bind the Customer, in either case, acting alone.

By signing below, the Customer is bound by the Agreement as of:

-   -    
Y Y Y Y M M D D

Customer's Legal Name: **THE CORPORATION OF THE CITY OF LONDON**

Authorized Person's Name: **ED HOLDER**

Authorized Person's Title: **MAYOR**

Authorized Person's Signature:

Customer's Legal Name: **THE CORPORATION OF THE CITY OF LONDON**

Authorized Person's Name: **CATHARINE SAUNDERS**

Authorized Person's Title: **CITY CLERK**

Authorized Person's Signature:

Please do not write in this area



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# Master Client Agreement for Business Clients Signature Card

SRF No.: 341432003

Legal Name: THE CORPORATION OF THE CITY OF LONDON

This Signature Card forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified in section C below. The Agreement consists of this Signature Card, the Legal Terms and Conditions, and all other Documents that may become part of this Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this Signature Card have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply.

## SECTION A - Incumbency Certificate

Each Person identified on this Signature Card has the power and authority to exercise certain rights on behalf of the Customer in connection with the Agreement and all Services, including to incur liabilities, assume obligations, and otherwise conduct business on behalf of the Customer, and to delegate power and authority on behalf of the Customer in accordance with the Agreement.

The Customer confirms, in accordance with the Customer's representations, warranties, covenants, and agreements contained in the Legal Terms and Conditions, all necessary actions have been taken in connection with these authorizations.

The Customer acknowledges, by way of each Person signing below, receipt of the Agreement, and confirms all information provided to Royal Bank, including regarding the Customer's ownership, control, and structure, is true, complete, and accurate in all respects.

This Signature Card constitutes part of the Customer's official corporate or business records.

### A.1 - Signing Authorities

Each Person identified in this section is a signing authority for the Customer and is authorized, acting alone, to exercise and delegate all rights, powers, and authorities on behalf of the Customer with respect to all matters and dealings with Royal Bank, including to amend this Signature Card and otherwise legally bind the Customer and provide instructions on behalf of the Customer, except to the extent of any special instructions provided on this Signature Card below.

For authorized individuals:

Name	Title	Signature	Special Instructions
<b>ED HOLDER</b>	<b>MAYOR</b>		<b>YES</b>
<b>CATHARINE SAUNDERS</b>	<b>CITY CLERK</b>		<b>YES</b>
<b>ANNA LISA BARBON</b>	<b>CITY TREASURER, CHIEF FINANCIAL OFFICER</b>		<b>YES</b>
<b>IAN COLLINS</b>	<b>DIRECTOR, FINANCIAL SERVICES &amp; DEPUTY CITY TREASURER</b>		<b>YES</b>
<b>JIM LOGAN</b>	<b>DIVISION MANAGER, TAXATION &amp; REVENUE</b>		<b>YES</b>
<b>TOM COULTER</b>	<b>MANAGER, TANGIBLE CAPITAL ASSETS</b>		<b>YES</b>
<b>ALAN DUNBAR</b>	<b>MANAGER, FINANCIAL PLANNING &amp; POLICY</b>		<b>YES</b>
<b>KYLE MURRAY</b>	<b>MANAGER, FINANCIAL PLANNING &amp; POLICY</b>		<b>YES</b>
<b>ANNETTE RIPEPI</b>	<b>FINANCIAL BUSINESS ADMINISTRATOR</b>		<b>YES</b>
<b>SEE ATTACHED SCHEDULE 'A'</b>			

For authorized corporations and other entities:

SRF (internal use only):	Name	Special Instructions

**Special Instructions relating to Signing Authorities**

Special instructions should only be provided if the Customer has limited the authority of a Person to act on its behalf. Indicate below if special instructions are provided:

Yes       No

Instructions for the withdrawal of funds from accounts by way of cheque, wire payment instruction, pre-authorized debit authorization, or other order for the payment of money from accounts  
 FOR CHEQUES UNDER \$50,000, THE MAYOR AND CITY TREASURER, CHIEF FINANCIAL OFFICER SIGN JOINTLY  
 FOR CHEQUES OVER \$50,000, THE MAYOR AND CITY TREASURER, CHIEF FINANCIAL OFFICER SIGN JOINTLY WITH ONE OF THE FOLLOWING: MAYOR; CITY TREASURER, CHIEF FINANCIAL OFFICER; DIRECTOR, FINANCIAL SERVICES; DIVISION MANAGER – TAXATION AND REVENUE; MANAGER, TANGIBLE CAPITAL ASSETS; MANAGER, FINANCIAL PLANNING AND POLICY; DIRECTOR; FINANCIAL PLANNING & BUSINESS SUPPORT.  
 FOR ELECTRONIC FUND TRANSFERS UNDER \$50,000 ONE OF THE FOLLOWING: FINANCIAL BUSINESS ADMINISTRATOR; SENIOR BUSINESS ADMINISTRATOR; MANAGER 1 - FINANCIAL OPERATIONS; MANAGER 1, ACCOUNTING AND REPORTING  
 FOR ELECTRONIC FUND TRANSFERS OVER \$50,000 ONE OF THE FOLLOWING MUST APPROVE IN WRITING: CITY TREASURER, CHIEF FINANCIAL OFFICER; DIRECTOR, FINANCIAL SERVICES; DIVISION MANAGER – TAXATION AND REVENUE; MANAGER, TANGIBLE CAPITAL ASSETS; MANAGER, FINANCIAL PLANNING AND POLICY; DIRECTOR, FINANCIAL PLANNING & BUSINESS SUPPORT  
 FOR ALL WIRE OR MANUAL TRANSFERS OF ANY AMOUNT TWO SIGNATURES OF TWO OF THE FOLLOWING: CITY TREASURER, CHIEF FINANCIAL OFFICER; DIRECTOR, FINANCIAL SERVICES; DIVISION MANAGER – TAXATION AND REVENUE; MANAGER, TANGIBLE CAPITAL ASSETS; MANAGER, FINANCIAL PLANNING AND POLICY; DIRECTOR, FINANCIAL PLANNING & BUSINESS SUPPORT

**Agreements for accounts or cash management products or services**  
**ED HOLDER AND CATHARINE SAUNDERS TO SIGN TOGETHER**

**Agreements for borrowing money or otherwise obtaining credit, granting security, and/or providing guarantees**  
**ED HOLDER AND CATHARINE SAUNDERS TO SIGN TOGETHER**

**Requests for draws, drawdowns, or advances under any agreements relating to borrowing money or otherwise obtaining credit**  
**ED HOLDER AND CATHARINE SAUNDERS TO SIGN TOGETHER**

**Note:** All changes must be initialed by an authorized individual(s)

**A.2 - RBC Commercial Credit Cards - Lead Program Administrator(s)**

Does the Customer have an RBC Commercial Credit Card account?

Yes       No

If the Customer has an RBC Commercial Credit Card account, there must be at least one Lead Program Administrator (as defined in the Commercial Card Program Service Materials) identified below.

Each Person identified in this section is a Lead Program Administrator for the Customer in connection with the RBC Commercial Card Program and is authorized, acting alone, to exercise and delegate the rights, powers and authorities on behalf of the Customer, as described in the Commercial Card Program Service Materials.

Name	Signature

**SECTION B - Trade name**

The Customer is the owner of each trade name below, and has the rights, powers, and authorities necessary to use each trade name below in connection with the Services.

<b>Trade Name (Operating As)</b>

**SECTION C - Effect**

This Signature Card is effective as of 

Y	Y	Y	Y	M	M	D	D

 and supersedes and replaces any previous version signed by the Customer.

Customer's Legal Name: <b>THE CORPORATION OF THE CITY OF LONDON</b>
Authorized Person's Name: <b>ED HOLDER</b>
Authorized Person's Title: <b>MAYOR</b>
Authorized Person's Signature:

Customer's Legal Name: <b>THE CORPORATION OF THE CITY OF LONDON</b>
Authorized Person's Name: <b>CATHARINE SAUNDERS</b>
Authorized Person's Title: <b>CITY CLERK</b>
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:



**SECTION D - Amendment**

This Signature Card is amended as of  -  -  and supersedes and replaces any previous version signed by the Customer.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y		M	M		D	D

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Schedule 'A'

**A.1 – ADDITIONAL SIGNING AUTHORITIES**

Name	Title	Signature	Special Instructions
<b>BRYAN BAAR</b>	<b>SENIOR FINANCIAL BUSINESS ADMINISTRATOR</b>		<b>YES</b>
<b>LISA PARENT</b>	<b>FINANCIAL BUSINESS ADMINISTRATOR</b>		<b>YES</b>
<b>CATHERINE NIE</b>	<b>MANAGER 1, FINANCIAL OPERATIONS</b>		<b>YES</b>
<b>ANA CONTRERAS</b>	<b>MANAGER 1, ACCOUNTING AND REPORTING</b>		<b>YES</b>