

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, February 21, 2014				Report Date	Tuesday, February-11-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
#21/02/14/1208 – Signing Authority									

Subject:

A resolution authorizing signing for purchasing, contracts and other legal documents.

RECOMMENDATION:

That Council pass the following resolution formalizing signing authority for financial, contract and other documents.

WHEREAS the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of the United Townships of Head, Clara & Maria enacts as follows:

THAT for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements;

THAT signing authority is hereby extended for the calendar year 2014 until December 5, 2014, the date of the first meeting of the new Council;

THAT Reeve Stewart is appointed as having signing authority for Council with Councillor Gibson and Councillor Grills as alternates;

THAT the Clerk, Melinda Reith is appointed for administration with the Treasurer, Noella LeBreton as alternate.

THAT all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

THAT this authority becomes effective on the date of passing.

BACKGROUND/EXECUTIVE SUMMARY:

In the past this was completed by a short resolution basically for purchasing purposes. This resolution expands on that addressing and providing official delegated authority for other purposes as well.

This is a routine first of the year resolution.

Options/Discussion:

Other signatories?

Financial Considerations/Budget Impact:

None

Policy Impact:

As per Policy.

Others Consulted:

Noella LeBreton, Treasurer

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk