

Type of Decision									
Meeting Date	Friday, Oct. 7, 2011				Report Date	Wednesday, October 5, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Borrowing Authority Report 07/10/11/1102									

Subject: Request to authorize borrowing capability.

RECOMMENDATION: That the following resolution be adopted to provide for continuation of service during transition period.

**WHEREAS** certain employees have previously been authorized to borrow up to a maximum of \$5,000 at any one time for administrative purposes through a Visa Account and have set up pre-authorized payments for certain routine functions;

**AND WHEREAS** with Ruth's pending retirement Noella will have to assume all of the Treasurer's responsibilities and duties;

**THEREFORE BE IT RESOLVED THAT** for ease of transition that this resolution amend resolution Number 15/01/10/005 and the amount previously authorized for borrowing by Ruth Morin, Treasurer sharing that total with Noella Lebreton until such time as Ruth is no longer in the employment of the Municipality at which time the entire amount will be attributed to Noella;

**AND FURTHER THAT** Noella Lebreton is hereby authorized to assume the responsibilities of administrator for the Visa Credit Card Account.

BACKGROUND/EXECUTIVE SUMMARY: Self-explanatory.

Financial Implications/Budget Impact: none

Policy Impact:

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*