

Type of Decision									
Meeting Date	Friday, Nov. 4, 2011				Report Date	Thursday, October 27, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Amendment to Signing Authority Report 04/11/11/1201									

Subject: Resolution to change signing authority with employees and Council members leaving.

RECOMMENDATION: That the following resolution be adopted to provide for continuity of business.

BE IT RESOLVED THAT for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria, and to become effective immediately, cheque signing authority is hereby granted for the remainder of 2011 and for the calendar year 2012 to: Reeve Stewart with Councillor Gibson and Councillor Foote as alternates for Council; and the Clerk-Melinda Reith with the Treasurer- Noella Lebreton as alternate for administration. All cheques are to be signed by one representative of Council and one representative of administration.

BACKGROUND/EXECUTIVE SUMMARY: With Ruth and Ed leaving changes are required.

Financial Implications/Budget Impact: none

Policy Impact: as per policy

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith