

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

Type of Decision									
Meeting Date	Thursday, December 19, 2019				Report Date	Wednesday, December 4, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #19/12/19/1105 - Signing Authority									

SUBJECT: Authorization of Signing for Purchasing, Contracts and Other Legal Documents

RECOMMENDATION:

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

BACKGROUND/EXECUTIVE SUMMARY:

From the resolution:

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.

THEREFORE BE IT RESOLVED THAT the Council 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 is hereby authorized effective immediately and for the calendar years 2020 or until changed by a resolution of Council;

THAT Mayor Grills is appointed as having signing authority for Council with Councillor Villeneuve as alternate;

THAT the Clerk-Treasurer is appointed as having signing authority for administration;

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.

OPTIONS/DISCUSSION:

Routine annual passing of resolution to ensure continuity of operations.

Approved and Recommended by the Clerk

Crystal Fischer
Clerk-Treasurer