

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

Type of Decision									
Meeting Date	Friday December 18, 2018				Report Date	Tuesday December 11, 2018			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Signing Authority - Report #18/12/18/1204

Subject:

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

RECOMMENDATION:

That Council adopt 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.

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 2019 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 is appointed as having signing authority for administration with the Treasurer 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:

Options/Discussion:

Policy Impact:

Others Consulted:

Mayor Grills

Approved and Recommended by

Crystal Fischer

Administrative Assistant