



General Policies

Policy Number: 2019-17
Title: **AUTHORIZED SIGNATURES (SIGNING AUTHORITY)**
Approved by Council: March 14, 2019
Amended:

1. Purpose

- 1.1. To outline signing authorities for the Town of Stewiacke.

2. Policy

- 2.1. For banking purposes, authorizing cheques and bank transfer slips with an amount less than Ten Thousand dollars (\$10,000), regardless of the payee, any two of the following officials shall have signing and co-signing authority for the Town of Stewiacke:
 - Mayor
 - Deputy Mayor
 - Chief Administrative Officer
 - Manager of Finance, and
 - Town Clerk
- 2.2. Cheques and bank transfer slips in amounts over Ten Thousand dollars (\$10,000), regardless of payee, on any account for the Town of Stewiacke, shall be signed by two authorizing signatories; one of whom shall be the Mayor or Deputy Mayor, and the other shall be the Chief Administrative Officer or the Manager of Finance.
- 2.3. For legal documents, contracts and such other papers or reports requiring two official signatures, the Mayor or Deputy Mayor, together with the Chief Administrative Officer or the Manager of Finance shall have the authority to sign on behalf of the Town.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days): 2019-02-28

Date of Passage of Current Policy: 2019-03-14

I certify that this Policy was adopted by Council as indicated above.

Chief Administrative Officer

Date