

Policy: **Authorized Signatures**

Date Originally Approved: February 13th 2003

Proposed amendment presented: May 2013

Proposed amendment presented: December 17, 2020

Date presented for Councils Approval: May 16, 2013

Motion: *“ That Council approve the amended “Authorized Signatures Policy 2019-17, effective December 17, 2020, as recommended.”*

This Policy is current as of: December 17, 2020

Policy Number: 2019 – 17

Policy Subject: Authorized Signatures

Policy Objective

To outline signing authorities for the Town of Stewiacke

Policy

1. For banking purposes, authorizing cheques, EFT's and bank transfers, on any account for the Town of Stewiacke, shall be signed, physically or digitally, 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. 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): 2020-12-10

Date of Passage of Current Policy: 2020-12-17

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

Chief Administrative Officer

Date