

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
F-03			Signing Authority
Approval	D/M/Y	Resolution #	
Adopted	14/02/2000	00.27	
From: F-38		To: F-03	
Amended	23/01/17	17.030	

STATEMENT:

The Town of Vulcan requires a policy to formally identify the individuals with signing authority for the Town.

1. Policy

Signing authority for the Town of Vulcan shall be as follows:

- 1.1 General Accounts:** Any two (2) signatures of the following: the Mayor, any Councillor, Chief Administrative Officer, or Finance Manager. The Chief Administrative Officer shall administer the day to day operations of these accounts.
- 1.2 Special Reserve Accounts:** Any two (2) signatures of the following: the Mayor, any Councillor, Chief Administrative Officer, or Finance Manager. The Chief Administrative Officer shall administer the day to day operations of these accounts.
- 1.3 Investments:** The Chief Administrative Office will administer the investment of surplus funds.
- 1.4 Meeting Minutes:** Upon Council approval the meeting minutes of all regular and special meetings of council require both the signature of the Mayor and the Chief Administrative Officer.
- 1.5 Bylaws:** Upon Council approval a bylaw or bylaw amendment requires both the signature of the Mayor and the Chief Administrative Officer.

- END OF POLICY-