

# **TOWN OF VULCAN**

## Policy Manual


<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>F-03</b>			<b>Signing Authority</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>14/02/2000</b>	<b>00.27</b>	
<b>From: F-38</b>		<b>To: F-03</b>	
<b>Amended</b>	<b>23/01/17</b>	<b>17.030</b>	
<b>Amended</b>	<b>22/10/18</b>	<b>18.332</b>	

### **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:**



<b>Position</b>	<b>Name</b>
Mayor	Thomas Grant
Councillor	Paul Taylor
Councillor	Georgia-Lee Debolt
Councillor	Lyle Magnuson
Councillor	Laura Thomas
Councillor	Michelle Roddy
Councillor	Lorna Armstrong
Chief Administrative Officer	(Richard) Kim Fath
Finance Manager	Janice McCallum-Campbell

- 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-**