



TOWN OF HIGH LEVEL**POLICY NO. 246-13**

Authority: Council
Council Motion: #245-13
Date Approved: May 27, 2013

Purpose of Policy

To provide signing authorities for Agreements, Contracts and Bank Accounts for the Town of High Level.

Policy Statement

1. The signing authorities of the Town shall be the Mayor, the Deputy Mayor, the Chief Administrative Officer (CAO), the Director of Finance and the Municipal Clerk.
2. All agreements, and official documents requiring authorized signatures, that are operational in nature and/or within the budget shall be signed by two signing authorities, one of which shall be the CAO. (ie. Leases, service contracts, project contracts) In the absence of the CAO, the Mayor or Deputy Mayor may sign.

All agreements, and official documents requiring authorized signatures, that are outside normal operational requirements shall be signed by two signing authorities, one shall be an Elected Official signing authority and one Administration signing authority. (e.g. development agreements, franchise agreements, inter-governmental agreements)

3. All cheques or electronic fund transfers (EFT) shall require two authorized signatures. Authorized signatures for cheques shall be signed by two signing authorities, one shall be the CAO or the Director of Finance.

4. The exceptions would be financial documents, and non-financial materials not considered agreements, cheques or official documents, but authorized under other policies or agreements (e.g. purchase orders)
5. Council shall establish the incumbents for each of the elected positions and the CAO; and the CAO shall establish the appointed positions.
6. The banking institutions will be advised as to the changes as and when they may occur with appropriate documentation being submitted as required.
7. Policy 208-04 is hereby repealed.

	RESOLUTION	DATE
Adopted	245-13	May 27, 2013
Amended		