

Mackenzie County

Title	SIGNING AUTHORITY	Policy No:	ADM012
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Legislation Reference	Municipal Government Act, Section 213
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Purpose

To establish signing authorities for all municipal documents, contracts and financial instruments.

Reference Bylaws 233/00

Reference Policy FIN025

Policy Statement and Guidelines

This policy designates general signing authorities for the municipality. Specific signing authorities may be designated in various bylaws and policies. This policy will be amended from time to time so that it includes all of the approved signing authorities of the municipality.

The legal signing officers for the municipality are

- (a) the Chief Elected Official, and
- (b) the Chief Administrative Officer
- (c) Designated Officers

or in their absence the person who is acting in their place.

All minutes of council meetings shall be signed by the person presiding at the meeting and the Director of Legislative and Support Services.

All bylaws shall be signed by the Chief Elected Official and the Chief Administrative Officer.

All agreements entered into by Council, cheques and other financial instruments shall be signed by the Chief Elected Officer, and by the Chief Administrative Officer, or the person acting in their place and a designated officer.

All other financial documents, options, preliminary agreements and letters of intent may be signed by the Chief Administrative Officer or designate.

All contracts over \$75,000 shall be signed by the Chief Elected Official and the Chief Administrative Officer, as per Policy FIN025.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	Apr.26/22	22-04-327
Amended		