

Municipal District of Mackenzie No. 23

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 131/98 and 132/98.

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 Municipal Secretary.

All bylaws shall be signed by the Chief Elected Official and the Municipal Secretary.

All agreements entered into by Council, cheques and other financial instruments shall be signed by the Chief Elected Officer, 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.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended		
Amended		

"J. Maine" (Signed)
Chief Administrative Officer

"B. Bateman" (Signed)
Chief Elected Official