

***SIGNING AUTHORITY POLICY #12.3.3***

1. POLICY STATEMENT

1.1. In order to designate signing authorities for all County of Wetaskiwin documents, contracts, and financial instruments, the following policy has been established.

2. PROCEDURES

2.1. This policy designates general signing authorities for the County of Wetaskiwin. 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.

2.2. The legal signing officers for the municipality are

2.2.1. the Chief Elected Official, and

2.2.2. the Chief Administrative Officer

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

2.3. All minutes of Council Meetings will be signed by the person presiding at the meeting and the Chief Administrative Officer or his/her designate.

2.4. All bylaws shall be signed by the Chief Elected Official or his/her designate and the Chief Administrative Officer or his/her designate.

2.5. All agreements entered into by Council and other financial instruments shall be signed by the Chief Elected Official or another Councillor designated by the Council and by the Chief Administrative Officer, or a person who is designated to act in his/her place.

2.6. The majority of payroll cheques are processed through direct deposit upon approval of the Chief Administrative Officer or his/her designate. All manual payroll cheques shall be signed as follows:

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- 2.6.1. For payroll cheques under \$10,000.00 net, the auto cheque signer shall affix the Chief Elected Official's signature. The Chief Administrative Officer or his/her designate shall sign the cheques manually.
- 2.6.2. For payroll cheques greater than \$9,999.99 net, signatures will be required by the Chief Elected Official and the Chief Administrative Officer or their designate.
  
- 2.7. Accounts Payable vouchers shall be initialled by the Chief Administrative Officer or their designate and the Chief Elected Official or his/her designate prior to the release of any cheques. Accounts payable cheques shall be signed as follows:
  - 2.7.1. Cheques less than \$1,000.00 shall have affixed by the auto cheque signer both the Chief Elected Official and the Chief Administrative Officer's signatures.
  - 2.7.2. Cheques greater than \$999.99 but less than \$10,000.00 shall have affixed by the auto cheque signer the Chief Elected Official's signature. The Chief Administrative Officer or his/her designate shall sign the cheques manually.
  - 2.7.3. Cheques greater than \$9,999.99 shall require signatures from both the Chief Elected Official and the Chief Administrative Officer or their designates.
  
- 2.8. The Director of Information Services shall be responsible for programming the required steps to obtain the levels of security outlined in this policy.
  
- 3. All other financial documents, options, preliminary agreements and letters of intent may be signed by the Chief Administrative Officer or his/her designate.

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