

TOWN OF TWO HILLS



Policy Number: 2007-06
Date of Issue: November 13, 2007
Policy Subject: **SIGNING AUTHORITY POLICY**

POLICY STATEMENT:

The purpose of this policy is to designate signing authorities for agreements, contracts and other municipal documents on behalf of the Town of Two Hills to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.

PROCEDURE:

The Town of Two Hills authorizes the following signing authority on behalf of the Municipality:

1. Agreements and Contracts

Unless otherwise provided for in this policy, all approved agreements and contracts shall be signed by the Mayor and the Chief Administrative Officer (CAO).

2. Bylaws

All enacted Bylaws shall be signed by the Mayor and the Chief Administrative Officer (CAO).

3. Council Minutes

All Council Minutes shall be signed by the person presiding at the meeting (Mayor or Deputy Mayor) and the Chief Administrative Officer (CAO).

4. Board and Committee Minutes

All Board and Committee Minutes shall be signed by the person presiding at the meeting (Chairperson or alternate) and the Recording Secretary.

5. Employment Contracts

All approved employment contracts shall be signed by the Chief Administrative Officer (CAO), and the applicable Department Manager. The CAO contract shall be signed by the Mayor and Deputy Mayor.

6. Land Title Documents

Land Titles that must be registered at the Provincial Land Titles Office shall be signed by the Chief Administrative Officer (CAO).

7. Service and Maintenance Contracts

Unless otherwise directed by Council resolution, all contracts of a routine nature for the provision of service, maintenance, or municipal programs of no longer than one (1) years duration shall be signed by the applicable Department Manager. Department Managers may delegate signing authority for routine repetitive municipal programs.



8. Banking and Financial Documents

Cheques, financial documents and other negotiable instruments shall be signed by the Mayor and the Chief Administrative Officer (CAO). In the absence of the Mayor, the Deputy Mayor shall have signing authority. In the absence of the CAO, the Chief Financial Officer (CFO) shall have signing authority.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

