



General Policies

Policy Number: 2019-17
Title: **AUTHORIZED SIGNATURES (SIGNING AUTHORITY)**
Approved by Council: March 14, 2019
Amended: November 12, 2020

1. Purpose

- 1.1. To outline signing authorities for the Town of Stewiacke.

2. Policy

- 2.1. For banking purposes, authorizing cheques, EFT's and bank transfers, on any account for the Town of Stewiacke, shall be signed, physically or digitally, by two authorizing signatories; one of whom shall be the Mayor or Deputy Mayor, and the other shall be the Chief Administrative Officer or the Manager of Finance.
- 2.2. For legal documents, contracts and such other papers or reports requiring two official signatures, the Mayor or Deputy Mayor, together with the Chief Administrative Officer or the Manager of Finance shall have the authority to sign on behalf of the Town.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days): 2019-02-28

Date of Passage of Current Policy: 2019-03-14

I certify that this Policy was adopted by Council as indicated above.

Chief Administrative Officer

Date