



## **Town of Digby**

### **Administrative Policy # 2017- 07**

#### **Signing Authority Policy**

##### **Purpose:**

To adopt a policy permitted under the Municipal Government Act Section 13 (3) that permits Council to authorized designated officials to sign various documents; including deeds, contracts, agreements, and cheques.

##### **Scope:**

This Policy is applicable to Town officials responsible for signing Town of Digby documentation.

##### **References:**

Nova Scotia Municipal Government Act (Section 13 (3))

##### **Definitions:**

- **“Town Seal”** - The seal kept by the Clerk per Municipal Government Act Section 13 (2) requirement.
- **“CAO”** – Means Chief Administrative Officer

##### **Policy Statement:**

1. Any legal agreement, agreement amendment, amending agreement, development agreement, servicing agreement, or labour agreement approved by resolution of Council shall be signed by The Mayor or Deputy Mayor and the Clerk/ CAO, under the seal of the Town if required.
2. Any bylaw, bylaw amendment or bylaw repeal approved by Council resolution shall be signed by the Clerk /CAO, under the seal of the Town if required.

3. Any Policy approved, amended or repealed by Council by resolution shall be signed by the Clerk/ CAO.
4. The Treasurer/CAO, and if required, the Mayor or Deputy Mayor, shall sign all Temporary Borrowing Resolutions, Municipal Finance Corporation Debenture Approval resolutions approved by Council as well as Municipal Finance Corporation debenture documentation under the seal of the Town if required.
5. Any contracts, agreements not covered by numbers 1 and 4 of this Policy can be signed by the following individuals:
  - a. Up to \$2,500 – Designated employees, approved by the CAO.
  - b. \$2,501 to \$20,000 – Department Head
  - c. Greater than \$20,000 – CAO
6. For all Town bank accounts, any cheques or bank transfer slips, regardless of payee, one of the following two officials shall have signing authority;
  - Chief Administrative Officer/treasurer
  - Director Of Finance

With one of the following four officials having co-signing authority;

- Mayor
- Deputy Mayor
- Member of the Executive Committee (not being the Mayor or Deputy Mayor)
- Treasurer/Chief Administrative Officer

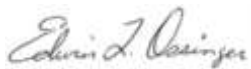
**Clerk's Annotation for Official Policy Book**

Date of Notice: **January 16, 2017**

Date of adoption: **February 6, 2017**

Policy effective date: **February 6, 2017**

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



**February 7, 2017**

Clerk

Date