

VULCAN COUNTY POLICY NO. 12-2001	Signing Authority Policy
Effective: July 19, 2000	
Cross Reference: C. C. Resolution – MTN.2000.07.62 March 17, 2004 – MTN 2004.03.60 May 4, 2011 – MTN 2011.05.04 June 7, 2017 – CC 2017-06-07-21 September 16, 2020 – CC 2020-09-16-15	Page 1 of 1
Review Date:	



Signing Authority Policy

PURPOSE

The purpose of this policy is to establish formal guidance and direction for the authority and direction of signing on behalf of the County.

PROCEDURE

Vulcan County will follow Municipal Government Act, Section 213 for signing or authorizing municipal documents.

1. The Reeve or Deputy Reeve together with the Chief Administrative Officer or the Director of Corporate Services have signing authority for cash orders and cheques. Notice Demand Account Withdrawal Notices can be submitted to the banking institution by the CAO and either the Director of Corporate Services or Municipal Accountant. Electronic Fund Transfers (EFTs) are transferred by either the Chief Administrative Officer or the Director of Corporate Services, or Municipal Accountant for transactions that are approved in budget and the EFTs are to be reported to Council on a monthly basis.
2. Employment contracts for Directors are to be approved by the Reeve or Deputy Reeve together with the Chief Administrative Officer; in which, these employment contracts are to be based on the terms, conditions, and format as approved by Council.
3. Agreements, contracts, and other negotiable instruments (other than contracts noted in Section 2) that have a value of or could reasonably result in a value greater than or equal to \$10,000 in total aggregate value MUST be approved by a motion of Council.
4. Agreements, contracts, and other negotiable instruments less than \$10,000 may be approved by the Reeve or Deputy Reeve together with the Chief Administrative Officer or the Director of Corporate Services. At the discretion of the Reeve/Deputy Reeve and the Chief Administrative Officer, these agreements, contracts, and other negotiable instruments may still be appropriate to be approved by a motion of Council, depending on the nature of the items.
5. Refer to the Purchasing Authority Policy (Policy 12-2203) for the approval levels for the purchasing and/or ordering of operating and capital items.
6. All signatures may be by mechanical or other means, as approved by a motion of Council from time to time.