

# *Rural Municipality of Heart's Hill No. 352*

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## **4.4 SIGNING AUTHORITY**

### ***DEFINITION:***

The necessary requirements and conditions defined by resolution to endorse/create financial and other legal binding documents on behalf of the Municipality.

### ***POLICY:***

Signing authority shall be granted to named positions and/or individuals by resolution at the regular November Council meeting or December meeting in an election year, effective from that day forward. If there is a change of personnel or position prior to the annual review meeting, a resolution shall be made to transfer signing authority powers.

For Municipal financial transactions, documents and agreements to be legal and official, two signatures must be present. One of either the Administrator or the Assistant Administrator and one of either the Reeve or Deputy Reeve.

At our designated financial institution, signatures must be registered before any transaction with that signature can be processed.

### ***RATIONALE:***

Council takes the responsibility of conducting business on behalf of the Municipality and the stewardship of municipal monies very seriously. To maintain the integrity of the Municipal Government, it is important to develop policies and procedures reflective of accountability, segregation of duties, and transparency.

### ***AUTHORITY:***

Resolution: 292/19

The Municipalities Act: 93(1)(b), 111, 115