
2018-02 Signing Authority Policy

Category:	General/Finance
Policy Number:	2018-02
Intent to Consider:	28th February 2018
Effective Date:	12th March 2018
Approval by Commission:	12th March 2018
Supersedes:	n/a
Amended:	n/a

1. This Policy is entitled the "Signing Authority Policy".
2. In this Policy,
 - (1) "**Commission**" means the Commission of the Village of Pugwash;
 - (2) "**Clerk**" means the Village of Pugwash's Clerk Treasurer;
 - (3) "**Signing Officers**" are those commissioners or staff authorized to sign certain documents or cheques.
3. There are three signing officers. One signing officer shall be the Clerk Treasurer. Two signing officers shall be from the Commission.
4. All signing officers are defined by name and position at a special meeting. This meeting is held :
 - (a) directly before the first meeting after a regular commission election,or
 - (b) in the event of illness, resignation or other circumstances making a signing officer not available.
5. Unless otherwise indicated by the institution requiring signatures, only two (2) of the three (3) signing officers are required to sign a document or cheque.



6. Signing officers shall be elected by motion to sign:
 - (a) cheques for The Village of Pugwash
 - (b) cheques for The Gathering of the Clans and Fishermens Regatta
 - (c) legally binding documents, contracts or other documents requiring more than one signature
7. Where payroll is weekly, signing officers shall, by arrangement with the Clerk, sign all payroll cheques within seven (7) days of payroll period end.
8. Unless there is unresolved dispute on an invoice, all other cheques must be signed within 30 days of issue.
9. All invoices paid by online banking must have confirmation pages attached for signing officers to examine and initial.
10. All cheques must be accompanied by a printed invoice or purchase order. All travel expenses must include a map confirming mileage. Signing officers will examine and initial all documentation.
11. All signing officers shall update documentation at Scotiabank, or any other institution or business where their names are registered as signing officers, at their earliest convenience.

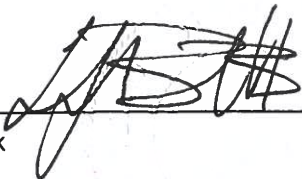


Clerk's Annotation for Official Policy Book

Date of Notice to Commissioners
of Intent to Consider (7 days minimum): 28th February 2018

Date of Passage of current Policy: 12th March 2018

I certify that the Policy was adopted by the Pugwash Village Commission as indicated
above



Clerk



Date