



13211 Henry Ave, Box 159 Summerland BC V0H 1Z0
www.summerland.ca

Council Policy

Municipal Signing Authority

Established: November 10, 2014

Contact Department: Financial Services

Guiding Principle

To establish signing authority of behalf of the District of Summerland.

Purpose

To confirm the authority to conduct business with a banking institution on behalf of the District of Summerland, including but not limited to the signing of cheques and access to any safety deposit box.

Application

This policy applies to activities with a banking institution to conduct official business on behalf of the District of Summerland.

Policy Statement(s)

1. The authorized signing officers of the Corporation of the District of Summerland shall be the:

Mayor

Acting Mayor

Chief Administrative Officer

Director of Finance

Deputy Chief Financial Officer

Corporate Officer

Deputy Corporate Officer

2. Any two signatures of the above noted signing officers are required on all banking documents and cheques.

3. a) The signing officers are authorized to sign all cheques. All cheques in excess of \$7,500 require approval by the Director of Finance or the Deputy Chief Financial Officer and one other person who is an authorized signing officer prior to release. Approval for release will be confirmed by signature of the cheque register.

b) Should Council desire the manual signing of cheques in excess of \$7,500 by a member of Council and one other signing authority, all members of Council shall be authorized signing officers and the provisions of section 3.a of this policy will not apply.

Council shall confirm the applicable signing authority for cheques of \$7,500 or greater by resolution.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description
2021-09-27	<i>THAT Council Policy 200.7 "Municipal Signing Authority" be amended as attached to the report of the Corporate Officer dated September 27, 2021.</i>	Updated list of authorized signing officers; moved policy into new template