

VILLAGE OF CARMANGAY

POLICY

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Adopted by Council

**Number: 003**

Prepared by: Heather O`Halloran

**Date:** September 20, 2016

**TITLE: Village of Carmangay Signing Authority**

**Policy Statement**

Provide for the signing authority on all financial and government aspects for the Village of Carmangay.

**THE PURPOSE OF THIS POLICY IS TO:**

Ensure that the Villages accounts and government correspondence are duly notarized.

**Definitions:** Signing authority shall mean the authority to sign cheques, etc. for the Village of Carmangay.

**Responsibilities:** To designate five signing authorities, being one of three councillors with the Administrator or Assistant Administrator to sign.

**Procedures:** All cheques, correspondence to be signed are to be available for scrutiny by Council.

This policy is subject to any provision of the Municipal Government Act (MGA), the Local Authorities Board Act or other relevant legislation.