

<b>SIGNING AUTHORITY</b>	<b>Department:</b> Council	<b>Policy Source:</b> Council
	<b>Authorized by:</b> Council <b>Signature:</b>	<b>Date:</b> October 31, 2018 <b>Date Revised:</b> <b>Date Effective:</b> November 15, 2018 <b>Date to be Reviewed:</b> October 2021

**PURPOSE:**

To ensure that the appropriate roles can authorize proprietary documents on behalf of Village of Alliance to ensure accountability and mitigate risk

**DEFINITIONS:**

“Mayor” as elected by the electors of the Village

“Deputy Mayor” as appointed by the Council

“CAO” as appointed by Council

“Acting CAO” means a person appointed by the CAO to act on their behalf

**POLICY:**

1. The Mayor or Deputy Mayor and CAO are authorized to sign on behalf of the Village of Alliance all agreements, documents that have been approved by Council or included within the approved budget or cheques on behalf of the Village of Alliance
2. The Mayor and CAO are authorized to sign for investments pursuant to the investment policy and the provision under the Municipal Government Act

**PROCEDURE:**

1. This policy shall be posted on the website