

Village of Chester Signing Authority Policy

1.0 Purpose

The purpose of the Signing Authority Policy is to permit the Village of Chester Commission to authorize designated officials to sign or co-sign various documents including deeds, contracts, agreements, and cheques per the Municipal Government Act, Section 406 (3).

2.0 Policy Statement

The separation of duties is an important financial internal control*. To increase the chance that an error is caught before a transaction is complete, this policy prevents one person from controlling a process from start to finish.

3.0 Definitions

- 3.1 Commission – Refers to the Village of Chester Commission
- 3.2 Commissioner – Refers to an elected representative or member of the Village of Chester Commission
- 3.3 Village Seal – The seal kept by the Clerk/Treasurer per Municipal Government Act, Section 406 (2).

4.0 Banking

- 4.1 All active members of the Commission and the Clerk/Treasurer have signing authority on the Commission bank account(s) and shall be registered with the Commission's bank accordingly.
- 4.2 Cheques, electronic fund transfers, or other banking transactions shall be signed physically or digitally by two people authorized on the accounts, at least one of whom shall be a Commissioner. The preference for cheque signatures shall be two Commissioners.
- 4.3 No one can sign/authorize a cheque or fund transfer for which they themselves are the recipient or for which they have any conflict of interest.

5.0 Contracts, Deeds and Legal Documents

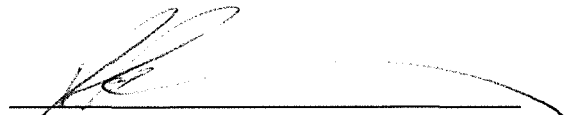
- 5.1 Supplier contracts must be approved by motion of the Commission and may be signed by the Clerk/Treasurer on their behalf.
- 5.2 All documents signed under the seal of the Village shall be signed by the by the Chair of the Commission and the Clerk/Treasurer as per the Municipal Government Act.
- 5.3 When required, the Clerk/Treasurer shall affix the Village seal.
- 5.4 The Village seal is to be stored securely in the Commission office.

***Related documents:**

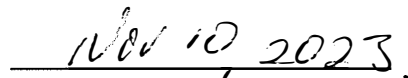
- Corporate Credit Card Admin Procedures
- Purchasing Policy

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| Approved: Nov 8, 2023 | Motion # 23-114 |
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I certify that this Policy was adopted by the Village of Chester Commission as indicated above.



Clerk/Treasurer



Date