

Type of Decision									
Meeting Date	Friday, January 15, 2010				Report Date	Tuesday, January 12, 2010			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Cheque Signing Authority and Borrowing Authorization Report 15/01/10/204									

Subject: Authorization for municipal cheque signing and borrowing – for 2010 until after elections.

**RECOMMENDATION:** That Council adopt the following resolution appointing members to specific duties relating to signing municipal cheques and to borrowing small amounts of money for a short term for routine business transactions.

Resolution #1

**BE IT RESOLVED THAT** for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria, cheque signing authority is hereby granted to: Reeve Stewart with Councillor Aiston and Councillor Gibson as alternates for Council; and the Clerk-Melinda Reith with the Treasurer- Ruth Morin as alternate for administration. All cheques are to be signed by one representative of Council and one representative of administration.

Resolution #2

**WHEREAS** certain routine business transactions require a business credit card to complete; **AND WHEREAS** all procurement must follow the guidelines as documented in the Municipal Procurement By-law;

**THEREFORE BE IT RESOLVED THAT** the Clerk- Melinda Reith, Treasurer-Ruth Morin, and Road Superintendent-Wilfred Lamure are hereby authorized to borrow on behalf of the Corporation of the United Townships of Head, Clara & Maria from the Bank of Nova Scotia from time to time by way of a Visa Credit Card, a total sum not to exceed five thousand dollars Canadian (\$5,000.00) at any time.

**AND FURTHER THAT** this resolution hereby rescinds any previous borrowing resolutions.

**BACKGROUND/EXECUTIVE SUMMARY:** Self-explanatory – routine annual resolutions allocating authority and responsibility for cheque signing and short term borrowing.

Options/Discussion:

Financial Considerations/Budget Impact: - none

Policy Impact: - according to policy

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*