


Function: Corporate Services - 03  
Department: Finance - 050  
**Policy No.: 005**



# Use of Electronic Signatures on Cheques

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Effective Date: August 16<sup>th</sup>, 2018  
Review Date: August 16<sup>th</sup>, 2022  
Cancel: Policy 207 - Use of Electronic Signatures on Cheques  
Resolution #: 472-18

CAO Signature: 

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**Purpose:** This policy establishes guidelines for the use of electronic signatures on cheques issued by Lac Ste. Anne County. As a financial control it is vital that the use of this technology is regulated and secure.

## Guidelines:

1. Software -  
The County will use appropriately secure cheque writing software as directed by the developer for electronic signatures. The software will be kept up to date and be reviewed on a regular basis to ensure all security measures are intact by IT Services.
2. Signing Thresholds -  
The signature of the Reeve will be electronically affixed to each cheque with a value of less than \$150,000.00. In the event that the cheque value exceeds this limit, a manual signature will be required from the Reeve. In the absence of the Reeve, the Deputy Reeve or Councilor Giebelhaus may sign in cheques requiring a manual signature.

The signature of the County Manager (CAO), will be electronically affixed to each cheque with a value of less than \$50,000.00. In the event that the cheque value exceeds this limit, a manual signature will be required from the County Manager (CAO). In the absence of the County Manager (CAO), the Assistant County Manager, or any other employee assigned the responsibility may sign in cheques requiring a manual signature.

3. Cheque Writing -  
The General Manager of Corporate Services or, in their absence, the person appointed to fulfill the responsibilities of that role have the responsibility to review and sign-off that all payments are payable, and ensure each invoice is properly authorized prior to the issuance of any cheque.