


Function: Corporate Services - 03  
Department: Finance - 050  
**Policy No.: 016**



## **Signing Authority - Administration**

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Effective Date: June 11, 2020  
Review Date: June 11, 2025  
Cancel: Policy 03-050-011 – Signing Authority - Administration  
Resolution #: 345-2020

CAO Signature: 

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**Purpose:** To provide signing authority for County related documents and cheques.

### **Guidelines:**

That Council authorize the Lac Ste. Anne County Chief Administrative Officer (CAO) to sign documents, general and payroll cheques on behalf of Lac Ste. Anne County.

### **During Absences of CAO**

The General Manager of Corporate Services, General Manager of Community and Protective Services, General Manager of Utilities and Special Projects, and the General Manager of Infrastructure and Planning shall be authorized to sign any required document/cheque.