

DESIGNATION OF SIGNING AUTHORITIES POLICY
Council Policy No. 94/23

POLICY:

The following municipal personnel are designated with signing authority on behalf of the City of Fort St. John:

Mayor
Chief Administrative Officer
Deputy Chief Administrative Officer
Chief Financial Officer
Director of Finance
Deputy Treasurer
Corporate Officer

and are authorized on behalf of and in the name of the City of Fort St. John:

- a) to draw, accept, sign, make, endorse, negotiate, transfer, assign, all or any bills of exchange, promissory notes, cheques, drafts, and letters of undertaking for payment of money,
- b) to pay and receive all monies and give acquittance for the same,
- c) subject to statutory provisions or exceptions, to borrow money from any financial institution and to deposit with, convey, deliver, or give to the said financial institutions as security for any monies borrowed or to be borrowed all or any of the present or future property and assets of the said City of every kind,
- d) to review from the said financial institutions any negotiable instruments or other property and assets of the City of every kind and given receipts therefore,
- e) to transact generally with the said financial institutions any business they may see fit.

All City of Fort St. John transactions shall be endorsed by any two (2) of the designated personnel with signing authority.