

# The Village of Port Clements

## Cheque Signing Policy

### Policy No. 19, 2023

Prepared by Emily Welford, Municipal Intern  
Amended by Ronda Bell, Sr Finance Manager

Adopted: July 15, 2019  
Amendment Adopted: April 17, 2023

Replaces all prior cheque signing policies

Last Reviewed: April 17, 2023  
Next Review: April 2025

#### **PURPOSE**

The purpose of this policy is to maintain transparency, accountability, and municipal operations for the Village of Port Clements.

#### **CHEQUE SIGNING POLICY**

When authorized Councillors are unable to attend the office within three (3) business days of a cheque issuance or no authorized Councillors are available, two authorized staff members can sign the signature lines. At all other times, one signature will be given by one authorized staff member and one signature will be given by one authorized Council member.

#### **ONLINE PAYMENT TRANSACTIONS**

When there are no authorized Councillors or when authorized Councillors are unable to access the online payment portal within three (3) business days of transaction initiation, another authorized member of staff can complete the transaction.

#### **FAMILY MEMBERS**

Staff and Council members who are immediate family members will not normally be allowed to both be signees of a cheque or co-authorize online payments unless in emergency or mitigating circumstances where payments are urgently required, and delay would have a negative impact on the municipality and/or its operations.



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Mayor Scott Cabianca



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Chief Administrative Officer Marjorie Dobson