

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



**ADDENDUM TO
AGENDA**

Monday March 25, 2019

REGULAR MEETING OF COUNCIL
7:00 p.m., Council Chambers, Fingal

2. **ADDENDUM TO AGENDA**

Items Added:

8. **REPORTS:**

- (i) Report from the CAO/Clerk RE: Signature Stamp Policy.



TOWNSHIP OF SOUTHWOLD

Report to Council

DATE: March 25th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-46

SUBJECT MATTER: Signature Stamp Policy

Recommendation:

That Council receive this report as information;

And That Council adopts the signature stamp policy attached.

Purpose:

The purpose of this report is to seek Council endorsement of the signature stamp policy, which is a policy to authorize the mechanical affixation of a signing authority's signature to Township documents.

Background/Comment:

Currently, the Township signing authorities have been manually signing all required documents. Often, this requires over 50 signatures at one sitting. In the instance of injury or illness of a signatory and on the advice of the Township solicitor, staff is recommending that Council adopt the attached policy to authorize the mechanical fixation of a signature through a rubber stamp.

Financial Implications:

None.

Approved by: Lisa Higgs, CAO/Clerk



Township of Southwold

Subject: Signature Stamps

Date Approved: March 25, 2019

Council Resolution No.:

Policy:

A Signing Authority's signature may be affixed by a stamp or other electronic means for the purpose of signing contracts, agreements, other binding documents, correspondence, minutes, by-laws, purchases, payables and payments.

Purpose:

The purpose of this Policy is to provide good internal control practices to ensure proper custody of the signature stamp, to reduce the possibility for misuse and theft.

Scope:

This policy is applicable to the process by which contracts, agreements, other binding documents, correspondence, minutes, by-laws, purchases, payables and payments are signed.

Definitions:

In this Policy, the term "Signing Authority" means the person whose signature is to be applied by stamp or other electronic means, and the term "Assignee" means a person holding signature authority delegated from the Signing Authority.

Procedure:

In accordance with this Policy, a signature may be affixed by a stamp or other electronic means, so long as:

1. The instrument used shall remain in the possession or under the control of the Signing Authority or an Assignee;
2. The signature is applied either by the Signing Authority or an Assignee;
3. The assignment of signing authority to any Assignee is documented in writing;
4. The assignment of signing authority will never be granted to an Assignee who, in the instance of a document requiring two Signing Authorities, is the other Signing Authority on the said document; and
5. The application of the stamp or other electronic signature by the Signing Authority shall always be logged in the "*Signature Stamp Tracking Log*", attached hereto as Schedule 'A'



Township of Southwold

6. The application of the stamp or other electronic signature by an Assignee is approved in advance by the Signing Authority on the form provided, attached hereto as Schedule 'B', and logged in the "*Signature Stamp Tracking Log*"

It is further the responsibility of the Signing Authority to:

1. Periodically review any assignment of signing authority;
2. Ensure that any Assignee understands this Policy and the terms and limits of the assignment of signing authority, it being understood that the Signing Authority is ultimately responsible for the Assignee's actions undertaken pursuant to the assignment of signing authority;
3. Ensure the stamp or other instrument for the mechanical application of a signature is placed in the secured Township Vault when not in use.



Schedule "B" - Delegation of Signing Authority

Pursuant to Resolution XX-XXX: Signature Stamps, I delegate the authority described below to _____ (Assignee) on the following terms and conditions:

The Assignee may affix my signature by stamp or other electronic means for the purpose of signing contracts, agreements, other binding documents, correspondence, minutes, by-laws, purchases, payables and payments.

The effective date of this delegation is _____ and shall run until _____ unless revoked earlier.

Mayor Grant Jones
Date: _____

I acknowledge and agree to accept the above delegation of authority pursuant to Resolution XX XXXX

Date: _____