



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A

Inaugural Meeting of Council of the Township of Esquimalt
Monday, December 8, 2008, 7:00 p.m.
Council Chambers, Municipal Hall

- I. **CALL TO ORDER** (Manager of Corporate Services, Larry Randle)
- II. **OATH OF OFFICE – MAYOR** (Presided by the Honourable Judge Evan Blake)
- III. **INTRODUCTION OF COUNCILLORS** (Mayor Desjardins)
- IV. **OATH OF OFFICE – COUNCILLORS** (Presided by the Honourable Judge Evan Blake)
- V. **MAYOR’S INAUGURAL ADDRESS**
- VI. **COUNCIL APPOINTMENTS**
- VII. **RECOGNITION OF PAST COUNCIL**
- VIII. **STAFF REPORTS**

Finance
(1) Banking and Cheque Signing Resolution, Staff Report No. FIN-08-025
- IX. **ADJOURNMENT**





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: December 2, 2008 **REPORT NO.** FIN 08-025
TO: Tom Day, CAO
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: Banking and Cheque Signing Resolution

RECOMMENDATION:

That Council adopt the attached resolution for banking and cheque signing authority for the Township.

BACKGROUND:

There is currently a resolution on file with our banking institution to authorize certain positions in the Township to sign financial documents on behalf of the Township. As a result of the changes in elected officials it is necessary to update this document.

DISCUSSION:

The attached resolution has been modified and will satisfy the requirements with the Bank of Montreal to update our signing authority documents.

ALTERNATIVES:

N/A

Submitted by:

Laurie Hurst, CGA
Director of Financial Services

Approved for Council's consideration:

Tom Day, CAO

Dated:
Dec 3/08

Banking and Cheque Signing Resolution

1. That, except as hereinafter provided, all cheques of the Corporation of the Township of Esquimalt (the "Corporation") drawn on its accounts at the Bank of Montreal (the "Bank") be signed on its behalf by the Mayor, or in his/her absence by Donald Linge, and by the Director of Financial Services, or in his/her absence by the Chief Administrative Officer or by the Deputy Director of Financial Services.
2. (1) That the Bank is and is hereby authorized and directed to pay any and all cheques or instruments purporting to be cheques of the Corporation presented for payment bearing the facsimile signatures of the Mayor and the Director of Financial Services.

(2) That such cheques or instruments shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the Corporation as fully and effectually as if signed in the handwriting of and duly issued by such officers for and on behalf of the Corporation, regardless of howsoever or by whomever the said facsimile signatures shall have been mechanically or electronically affixed.
3. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation to negotiate with, deposit with or transfer to the Bank (but for the credit of the Corporation's accounts only) all or any bills of exchange, promissory notes, cheques and orders for payment of money and other negotiable paper, and for the said purpose to endorse the same on behalf the Corporation, in writing, by rubber stamp or by other means.
4. (1) That the Director of Financial Services, or in his/her absence, the Chief Administrative Officer or the Deputy Director of Financial Services, be and are hereby authorized for and on behalf of the Corporation to transfer funds between accounts of the Corporation at the Bank.

(2) That the Director of Financial Services, or in his/her absence, the Chief Administrative Officer or the Deputy Director of Financial Services, be and are hereby authorized for and on behalf of Corporation to transfer funds between accounts of the Corporation at the Bank and accounts of other governments or governmental agencies for the credit of the Corporation.
5. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation from time to time arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments.
6. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation to obtain delivery from the Bank of any or all

stocks, bonds, and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and give valid and binding receipts therefore.

7. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized to access the Corporation's safety deposit box(es) at the bank.
8. That a certified copy of this Resolution be communicated to the Bank and shall remain in force until written notice to the contrary shall have been given to the Bank and receipt of such notice duly acknowledged in writing.
9. That the Corporate Administrator shall, from time to time, advise the Bank in writing of the names of the Officers of the Corporation referred to in this Resolution and provide certified specimens of the facsimile signatures to be used pursuant to Section 2 of this Resolution.