

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 16, 2014
SUBJECT: Signing Officers Update

BACKGROUND

Signing Officers on behalf of the Corporation of the Town of Fort Frances are the Mayor, CAO, Treasurer and Clerk. Any two of these four signing officers are authorized to conduct financial transactions.

With the recent retirement of the Clerk, CIBC has been instructed to remove Glenn Treftlin, from the list of authourized signing officers. In order to maintain the structure of the signing officers, Elizabeth Slomke, Clerk should be added on as an authourized Signing Officer for the Corporation.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval to amend the Elizabeth Slomke, Clerk as a signing officer authorized to conduct financial transactions on behalf of the Corporation.

Council Approval of This Report Will Approve the Administration & Finance Executive Committee recommendation to amended the list of Signing Officers authorized to conduct financial transactions on behalf of the Corporation of the Town of Fort Frances, are any two of the following:

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|------|-----------|--------------------|
| i) | Mayor | Roy Avis |
| ii) | CAO | Mark McCaig |
| iii) | Treasurer | Laurie Witherspoon |
| iv) | Clerk | Elizabeth Slomke |