

## **Municipality of Waltham**

This public sitting of the Council is recorded.

Minutes of a special meeting called in accordance to article 152 of the municipal code being held at the town hall at 6:45 P.M. on December 11<sup>th</sup> 2025, under the chairmanship of Mayor Jordan Evans with the presence of the following councillors # 1 Mrs. Chantal Fortin, #2 Mr. Francis Turner, #3 Mrs. Holli Lair #4 Mr. Brendan Adam, #5 Mr. Elwood Allard and # 6 Mr. Tyler Rochon

Mrs. Annik Plante Director General is also present.

### **Opening of the meeting**

Mayor Evans called the meeting to order at 6:45 pm.

Statement by the mayor (Decorum)

### **S1-01-11-12-25 ADOPTION OF THE AGENDA**

Moved by councillor Adam and seconded by councillor Allard to adopt the agenda as presented.

Adopted

### **S1-02-11-12-25 ESTABLISHING SIGNING AUTHORITY FOR THE MUNICIPALITY OF WALTHAM**

**WHEREAS** following the November 2025 council meeting, a draft resolution concerning signing authority was transmitted externally before Council had reviewed or adopted a written version;

**WHEREAS** the draft transmitted did not reflect Council's deliberations or intentions, particularly regarding the scope of documents and the required combination of signature;

**WHEREAS** Council must correct the municipal, record and establish a clear, accurate, and secure signing-authority structure consistent with the Code municipal du Québec;

**WHEREAS** Council wishes to ensure proper financial, legal, and administrative controls and maintain democratic oversight of all binding municipal documents;

**IT IS MOVED BY** councillor Adam  
**AND SECONDED BY** councillor Rochon

### **AND RESOLVED THAT:**

#### **1. DUAL-SIGNATURE REQUIREMENT**

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For all categories of binding municipal documents listed below, the required signatures are:

##### **Primary combination:**

- The mayor and the Director General

##### **Secondary combination (only when one or both are absent):**

- The Pro-Mayor in place of the mayor, and the Administrative Officer in place of the Director General

##### **No other signature combination is authorised.**

- Two administrators may not sign together;
- Two elected officials may not sign together;
- An administrator may not sign alone;
- An elected official may not sign alone.

**Dual signatures are required for:**

- a. Municipal contracts, agreements, and legal and judicial documents;
- b. Banking instruction, including changes to signing officers, account structures, and credit instrument;
- c. Any document binding the municipality financially beyond the Director General's delegated authority;
- d. Any document binding the municipality to obligation exceeding \$10 000.

**2. DIRECTOR GENERAL – ADMINISTRATIVE AUTHORITY**

The Director General is authorised to sign routine administrative documents that do not bind the municipality financially or legally beyond limits established by Council.

The Director General discretionary expenditure authority is confirmed at up to \$5000, with reporting to council at the council meeting immediately following the expenditure.

**3. PROHIBITIONS**

- a. No administrator or elected official may issue, authorize, or modify banking instruction alone.
- b. No administrator or elected official may bind the municipality beyond established limits without the required signature of an elected official.

**4. CERTIFICATION AUTHORITY**

- a. The Director General is authorized to prepare and certify true copies of resolutions duly adopted by Council.
- b. Draft or non-adopted versions may not be certified or transmitted externally.

**5. CORRECTION CLAUSE**

This resolution replaces and supersedes any prior resolution or draft concerning signing authority that was transmitted externally before Council adopted an accurate and valid version.

The Director General is instructed to notify the financial institution immediately and provide a certified true copy of this corrected resolution.

**6. EFFECTIVE DATE**

This resolution comes into effect immediately upon adoption.

Adopted

**S1-03-11-12-25 CLOSED**

Moved by councillor Adam and seconded by councillor Rochon to close the meeting at 7:07 P.M.

Adopted

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Mayor Jordan Evans

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Director General/Secretary Treasure Mrs. Annik Plante