

**Title: Signing Authority**

**Policy No: 1027**

**Effective Date: May 11, 2020**

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**Purpose:** The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

**DEFINITIONS**

**Act** means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.

**ACAO** means the Assistant Chief Administrative Officer.

**CAO** means the Chief Administrative Officer of the M.D of Greenview.

**CFO** means Chief Financial Officer.

**FCSS** means Family and Community Support Services.

**GM** means General Manager referring to the Chief Financial Officer and General Managers of each of the Infrastructure and Planning and Community Services.

**MOU** means a Memorandum of Understanding.

**Routine Nature** means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

**POLICY**

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the *Act* to a designated officer or employee of Greenview. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.

4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. In the absence of the CAO, the ACAO has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
7. All individuals authorized as a result of this policy are responsible for:
  - a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;
  - b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

## **PROCEDURE**

### **Bylaws**

8. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

### **Council Minutes**

9. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the designated Acting CAO.

### **Board and Committee Minutes**

10. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
11. Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
12. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
13. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

### **Agreements and MOUs**

14. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
  - a. Inter-municipal agreements
  - b. Inter-governmental MOUs
  - c. Professional services agreements
  - d. Revenue sharing agreements
15. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the GM of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

### **Routine Service and Maintenance Contracts**

16. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview

programs should be signed by the applicable GM or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:

- a. Janitorial agreements
- b. Equipment rentals
- c. Maintenance agreements
- d. Contractual agreements
- e. Service agreements
- f. MOUs not relating to inter-governmental relations

### **Cheques and Financial Instruments**

17. Cheque signing authority is limited to the following people:
  - a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
  - b. The CAO, and the ACAO.
18. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the ACAO.
19. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.
20. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the ACAO.
21. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

### **Employment Contracts**

22. All Offers of Employment shall be signed by a Human Resources Officer.
23. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and GM responsible for the position, or the CAO in the absence of either signatory.
24. For the hiring of Managers, Recommendations for Hire shall be signed by the GM responsible for the position and the CAO.
25. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
26. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

### **Land Title Documents and other Documents relating to Greenview Land**

27. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
28. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the GM of Infrastructure and Planning or their designate.
29. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

## Documents Pursuant to the Land Use Bylaw

30. Documents which are approved subject to Greenview’s current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

## Tax Recovery Documents

31. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the CFO or the CAO.

## Digital Signatures

- 32. Digital signatures may be used internally by Managers for the signing and coding of invoices.
- 33. Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.
- 34. Unless otherwise provided for in this policy, digital signatures may not be used for the signing of external or official documents.

## Other

- 35. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve’s absence.
- 36. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

## Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/ACAO	GMs/CFO	Manager	Recording Secretary
<b>Council/ Boards and Committees</b>								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal	✓		✓		✓			

Agreements ★								
Revenue Sharing Agreements ★	✓		✓		✓			
<b>CAO SERVICES</b>								
Provincial Registry documents		✓			✓			
<b>INFRASTRUCTURE AND PLANNING</b>								
Contracts						✓		
Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
<b>Construction and Maintenance</b>								
Project related scopes of works							✓	
<b>Operations</b>								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
<b>Planning and Development</b>								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening						✓		

Purchases (As per Policy)								
<b>Environmental Services</b>								
GRWMC				✓			✓	
<b>COMMUNITY SERVICES</b>								
MOUs	✓						✓	
Agreements	✓						✓	
Community Grants	✓						✓	
Donor Agreements	✓						✓	
<b>Agriculture Services</b>								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
<b>Economic Development</b>								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
<b>FCSS</b>								
School Board Division Liaison Agreements							✓	
<b>CORPORATE SERVICES</b>								
Banking ★			✓		✓		✓	
Agreements							✓	
Contracts							✓	
<b>Finance</b>								
Insurance and Registrations							✓	

Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated