

Title: Signing Authority

Policy No: 1027

Effective Date: May 10, 2022

Motion Number: 22.05.248

Supersedes Policy No: 1027

Review Date: May, 2025



Purpose: The purpose of this Policy is to establish signing authorities for internal and external Greenview documents. 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. For purchasing authority see Policy 1018.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.
- 1.2. **ASB** means the Agricultural Service Board.
- 1.3. **CAO** means the Chief Administrative Officer of the M.D of Greenview.
- 1.4. **Director** means a Greenview employee who holds the title of Director or Executive Director.
- 1.5. **Electronic Signature** means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.
- 1.6. **FCSS** means Family and Community Support Services.
- 1.7. **GIG** means the Greenview Industrial Gateway.
- 1.8. **Greenview** means the Municipal District of Greenview No 16.
- 1.9. **GRWMC** means the Greenview Regional Waste Management Commission.
- 1.10. **MPC** means the Municipal Planning Commission.
- 1.11. **MOU** means a Memorandum of Understanding.
- 1.12. **Routine Nature** means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

2. POLICY STATEMENT

- 2.1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
- 2.2. 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.
- 2.3. 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.
- 2.4. Any employee who is in a designated position 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.
- 2.5. 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.
- 2.6. During an extended or planned absence the CAO will, in writing, appoint a designate. That designate has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
- 2.7. All individuals authorized as a result of this policy are responsible for:
 - A) Complying with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority; and
 - B) Understanding the powers, duties and functions that have been delegated to them.

3. PROCEDURE

- 3.1. Bylaws
 - A) All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.
- 3.1. Council Minutes
 - A) All Council Meeting minutes shall be signed by the Chair presiding at the meeting and the CAO or designate.
- 3.2. Board and Committee Minutes
 - A) All Board and Committee minutes shall be signed by the Chair presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
 - B) Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
 - C) FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
 - D) Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.
- 3.3. Agreements and MOUs

- A) 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. This includes, but is not limited to the following:
 - i. Inter-municipal agreements;
 - ii. Inter-governmental MOUs;
 - iii. Professional services agreements; and
 - iv. Revenue sharing agreements.
- B) Generally, all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the Director of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

3.4. Routine Service and Maintenance Contracts

- A) 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 Director or the CAO in their absence. Directors 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:
 - i. Janitorial agreements;
 - ii. Equipment rentals;
 - iii. Maintenance agreements;
 - iv. Contractual agreements;
 - v. Service agreements; and
 - vi. MOUs not relating to inter-governmental relations.

3.5. Cheques and Financial Instruments

- A) Cheque signing authority is limited to the following people:
 - i. 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
 - ii. The CAO or designate.
- B) Accounts payable cheques and accounts payable electronic fund transfers require the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or designate.
- C) Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review of the Reeve, or Deputy Reeve in the Reeves absence, or a Member of Council.
- D) 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.
- E) 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 Act.

3.6. Employment Contracts

- A) All Offers of Employment shall be signed by a Human Resources Officer.

- B) All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and Director responsible for the position, as well as the CAO.
- C) For the hiring of Managers, Recommendations for Hire shall be signed by the Director responsible for the position and the CAO.
- D) For the hiring of Directors, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
- E) The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

3.7. Land Title Documents and other Documents relating to Greenview Land

- A) 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 an agent of the Caveator (Director). 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 Director of Economic Development and Planning or their designate.
- B) Documents relating to surface rights agreements with oil and gas companies or easement agreements with utility service providers shall be signed by the Director of Economic Development and Planning or their designate.
- C) 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.

3.8. Documents Pursuant to the Land Use Bylaw

- A) Documents which are approved, subject to Greenview's current Land Use Bylaw shall be signed by the Manager of Planning and Development or designate, upon approval from the Municipal Planning Commission where required.

3.9. Tax Recovery Documents

- A) Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the Director of Corporate Services or the CAO.

3.10. Electronic Signatures

- A) Greenview supports the use of electronic signatures to sign documents. Electronic signatures may be used, for any documents addressed in this policy provided that each electronic signature adheres to the relevant requirements of the *Municipal Government Act*, *Electronic Transactions Act* and *Freedom of Information and Protection of Privacy Regulation*, subject to the following:
 - i. No person shall be compelled or required to transact using electronic signatures.
 - ii. Where a traditional (wet) signature is requested, Greenview shall consent;
 - iii. The manner in which documents bearing electronic signatures are provided and received must, in the opinion of the CAO, be reasonably reliable for the purpose of identifying the person and signing by electronic signature shall be accepted or declined at the sole discretion of the responsible Director, and

- iv. No person, through the transmission of a document bearing an electronic signature shall represent themselves in a way that is false or misleading. Where a department head believes that a misrepresentation has occurred, the documents shall be considered unsigned and shall not be processed.
 - B) Any document requiring a corporate seal cannot be signed electronically and will require a traditional wet signature.
 - C) 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.
- 3.11. Other
- A) 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.
 - B) 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.

4. SIGNING AUTHORITY AND APPROVAL REQUIREMENTS

| Description | Council Approval | Corporate Seal if Required | Signatories | | | | | |
|---------------------------------------|------------------|----------------------------|-------------------|-------|---------------------|----------|---------|------------------------|
| | | | Reeve/ Council | Chair | CAO/Or Designate | Director | Manager | Recording Secretary |
| Council/ Boards and Committees | | | | | | | | |
| Council Meeting Minutes ★ | ✓ | | ✓ | | ✓ | | | |
| Board and Committee Meeting Minutes ★ | | | | ✓ | | | | ✓ |
| MPC Meeting Minutes ★ | | | | ✓ | | | ✓ | |
| FCSS Board Meeting Minutes ★ | | | | ✓ | | | ✓ | |
| Bylaws ★ | ✓ | | ✓ | | ✓ | | | |
| Inter-municipal Agreements ★ | ✓ | | ✓ | | ✓ | | | |
| Revenue Sharing Agreements ★ | ✓ | | ✓ | | ✓ | | | |
| CAO SERVICES | | | | | | | | |

| Description | Council Approval | Corporate Seal if Required | Signatories | | | | | |
|---|------------------|----------------------------|-------------------|-------|---------------------|----------|---------|------------------------|
| | | | Reeve/ Council | Chair | CAO/Or Designate | Director | Manager | Recording Secretary |
| Provincial Registry Documents | | ✓ | | | ✓ | | | |
| INFRASTRUCTURE | | | | | | | | |
| Contracts | | | | | | ✓ | | |
| Agreements | | | | | | ✓ | | |
| Construction and Maintenance | | | | | | | | |
| Project related scopes of works | | | | | | | ✓ | |
| Operations | | | | | | | | |
| Road Use Agreements | | | | | | | ✓ | |
| Crushing Contracts | | | | | | | ✓ | |
| Road Bonds | | | | | | | ✓ | |
| Environmental Services | | | | | | | | |
| GRWMC | | | | ✓ | | | ✓ | |
| ECONOMIC DEVELOPMENT AND PLANNING | | | | | | | | |
| Caveats and documents relating to Land Titles | | ✓ | | | | ✓ | | |
| Documents that do not require registration with Land Titles | | | | | | ✓ | | |
| Planning and Development | | | | | | | | |
| Municipal Planning Commission Decisions and other documents | | | | | | | ✓ | |
| Permitted Uses | | | | | | | ✓ | |

| Description | Council Approval | Corporate Seal if Required | Signatories | | | | | |
|---|------------------|----------------------------|-------------------|-------|---------------------|----------|---------|------------------------|
| | | | Reeve/ Council | Chair | CAO/Or Designate | Director | Manager | Recording Secretary |
| Road Widening Purchases (As per Policy) | | | | | | ✓ | | |
| COMMUNITY SERVICES | | | | | | | | |
| MOUs | ✓ | | | | | ✓ | | |
| Agreements | ✓ | | | | | ✓ | | |
| Community Grants | ✓ | | | | | ✓ | | |
| Donor Agreements | ✓ | | | | | ✓ | | |
| <i>Agriculture Services</i> | | | | | | | | |
| Rental Agents | | | | | | | ✓ | |
| ASB Meeting Minutes★ | | | | ✓ | | | ✓ | |
| Documents related to ASB and Agriculture Fieldman | | | | | | | ✓ | |
| INDUSTRIAL DEVELOPMENT | | | | | | | | |
| GIG Contracts | | | | | | ✓ | | |
| <i>FCSS</i> | | | | | | | | |
| School Board Division Liaison Agreements | | | | | | | ✓ | |
| CORPORATE SERVICES | | | | | | | | |
| Banking ★ | | | ✓ | | ✓ | ✓ | | |
| Agreements | | | | | | ✓ | | |
| Contracts | | | | | | ✓ | | |
| <i>Finance</i> | | | | | | | | |
| Insurance and Registrations | | | | | | | ✓ | |
| Minor Operational Agreement | | | | | | | ✓ | |

| Description | Council Approval | Corporate Seal if Required | Signatories | | | | | |
|-----------------------------|------------------|----------------------------|-------------------|-------|---------------------|----------|---------|------------------------|
| | | | Reeve/ Council | Chair | CAO/Or Designate | Director | Manager | Recording Secretary |
| Audit Financial Statements★ | | | | | ✓ | ✓ | ✓ | |
| GRWMC | | | | | | | ✓ | |

★ Dual signing authority requires signatures of both parties indicated