

## SIGNING AUTHORITY

<b>POLICY NO</b>	CP184.24
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 3 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act (MGA)*, authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

### 2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
- 2.3. Provide clarity of roles and responsibilities.

### 3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds,
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).

**4. SCOPE**

4.1. This Policy applies to all Town Employees and Elected Officials.

**5. AUTHORITY AND RESPONSIBILITIES**

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

**6. POLICY**

6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.

6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

6.3. A delegation of authority to an Employee also confers authority on that Employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.

6.4. Only Employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.

6.5. Employees who have been delegated signing authority are responsible for:

6.5.1. Ensuring documents are signed in accordance with this Policy; and

6.5.2. Ensuring the accuracy of the document being signed.

6.6. Employees who have been delegated authority in this Policy are responsible for:

6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;

6.6.2. Providing for sub-delegation in writing as required;

6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

**6.7 Minutes of Meetings**

**6.7.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

<b>1<sup>st</sup> Signature</b>	<b>2<sup>nd</sup> Signature</b>
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

**6.7.2 Council Committee Meetings**

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

<b>1<sup>st</sup> Signature</b>	<b>2<sup>nd</sup> Signature</b>
Person presiding at the Meeting	Recording Secretary or CAO

**6.8 Bylaws**

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

<b>1<sup>st</sup> Signature</b>	<b>2<sup>nd</sup> Signature</b>
Mayor or Deputy Mayor	CAO or Acting CAO

**6.9 Banking Instruments, Agreements and Other Municipal Documents**

**6.9.1 Banking Instruments**

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 <sup>st</sup> Signature	Agreement – Purchasing	2 <sup>nd</sup> Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget up to \$2,500</li> </ul>	Supervisor or Manager  <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget up to \$10,000</li> </ul>	Manager
Managers	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget up to \$75,000</li> </ul>	Director
Directors Police Chief	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget less than \$100,000</li> </ul>	CAO
CAO	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the up to \$500,000</li> </ul>	Mayor
Council Resolution	<ul style="list-style-type: none"> <li>Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value.</li> </ul>	Council authorization

**6.10 Intergovernmental Agreements**

Authority is delegated as follows to sign Intergovernmental Agreements:

1 <sup>st</sup> Signature	Documents	2 <sup>nd</sup> Signature Required
CAO or Acting CAO	<ul style="list-style-type: none"> <li>Intergovernmental Agreements</li> </ul>	Mayor or Deputy Mayor

**6.10.1 Signing authority in this section:**

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

**7 EXCLUSIONS**

None

**8 SPECIAL SITUATIONS**

None

**9 RELATED DOCUMENTS**

- 9.1. Appendix “A” – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

**10 END OF POLICY**

-Original Signed-  
 \_\_\_\_\_  
 Mayor

-Original Dated-  
 \_\_\_\_\_  
 Date

-Original Signed-  
 \_\_\_\_\_  
 Chief Administrative Officer

-Original Dated-  
 \_\_\_\_\_  
 Date

**POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted	<b>RCM 131/24</b>	<b>April 23, 2024</b>
Policy Reviewed	<b>SCC 021/25</b>	<b>April 14, 2025</b>
Policy Revised	<b>RCM 093/25</b>	<b>April 22, 2025</b>

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>

## Town of Blackfalds Delegation of Signing Authority

I \_\_\_\_\_ delegate to \_\_\_\_\_  
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of \_\_\_\_\_  
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: \_\_\_\_\_  
Signature of Person Authorizing

Date: \_\_\_\_\_

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: \_\_\_\_\_  
Delegate Acknowledging Responsibility

Date: \_\_\_\_\_

Per: \_\_\_\_\_  
CAO

Date: \_\_\_\_\_