



POLICY # AD 028

SIGNING AUTHORITY POLICY

DEPARTMENT: ADMINISTRATION

APPROVAL DATE:	2017-10-30 (October 10, 2017)
REVISION DATE (s):	
REVIEW DATE (s):	

POLICY STATEMENT

The policy designates the general legal signing authorities for the County of Vermilion River.

The authority for the signing of Purchase Orders and approving Accounts Payable is set out in Purchasing Policy AD 004.

PURPOSE

The policy establishes the signing authorities for agreements, contracts and other municipal documents. The policy provides the municipality with flexibility in the signing of various documents to improve the efficiency of operations and also ensure effective internal controls and approval processes.

DEFINITIONS

Council Minutes: Includes minutes of all Council Meetings as defined under Part 5, Division 9 of the *Municipal Government Act*.



Perpetual Agreement/Perpetual Contract: Agreement or Contract that automatically renews for successive terms of a specified number of years unless a party provides notice of non-renewal. This includes Gas agreements, Right-of-Way Agreements, and any other agreement with no specified end date.

POLICY

Delegation

- 1) As per section 209 of the *Municipal Government Act* a chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions to a designated officer or an employee of the municipality. Any employee who is in any of the designated positions in an acting capacity and has been delegated all the powers and responsibilities of that position in writing may sign municipal documents as outlined in this policy.
- 2) A document signed by the Reeve may be signed by the Deputy Reeve in the Reeve's absence and with consent.
- 3) A document signed by the Chief Administrative Officer may be signed by the Director of Corporate Services in the Chief Administrative Officer's absence and with consent.

Bylaws

- 4) All enacted bylaws shall be signed by the Reeve and Chief Administrative Officer.

Council Minutes and Policy & Priorities Committee Minutes

- 5) All Council Minutes shall be signed by the Reeve and the Chief Administrative Officer.

Agreements and Contracts

- 6) All agreement and contracts require two signatures.
- 7) All agreements must be in the form prescribed by the Information and Records Coordinator (Contract Coordinator) or approved by the Contract Coordinator prior to usage.



- 8) All Original Agreements are to be filed with the Information and Records Coordinator (Contract Coordinator) within two working days after County signatures have been acquired, as well as after final signatures have been acquired.

Agreements and Contracts Approved by Council

- 9) Unless otherwise provided for in this policy, all approved agreements and contracts approved by council shall be signed by the Reeve and by the Chief Administrative Officer. This shall include but is not limited to the following:
 - a) Intermunicipal and intergovernmental agencies
 - b) Construction, capital project agreements, and tendered goods and services (cumulative value over the lifespan of the contract greater than \$500,000.00)
 - c) Revenue sharing agreements
- 10) Agreements and Contracts \$15,000.00 to \$500,000.00 (cumulative value over the lifespan of the contract)
 - a) Unless otherwise provided for in this policy, all contracts of a routine nature for the provision of service, maintenance of municipal programs with a cumulative value greater than \$15,000.00 but less than \$500,000.00 shall be signed by the applicable Director or Manager and by the Chief Administrative Officer. This shall include but is not limited to the following operational agreements.
 - i. Janitorial agreements
 - ii. Equipment rentals
 - iii. Maintenance agreements
 - iv. Contractual agreements
 - v. Professional Service agreements
 - b) Any perpetual agreement must be signed by the Reeve and the Chief Administrative Officer.
- 11) Agreements and Contracts under \$15,000.00 (cumulative value over the lifespan of the contract).



- a) Unless otherwise provided for in this policy, all contracts of a routine nature for the provision of service, or maintenance of municipal programs under \$15,000.00 shall be signed by the applicable Director, Manager or the Chief Administrative Officer.
- b) Directors may designate signing authority in writing, for routine repetitive agreements or contracts. These agreements also require two signatures.
- c) Any perpetual agreement must be signed by the Reeve and the Chief Administrative Officer.

Cheques and Financial Instruments

- 12) Cheque signing authority is limited to the following people:
 - a) Reeve
 - b) Chief Administrative Officer
- 13) Accounts payables cheques and accounts payable electronic fund transfers require the signature of the Reeve and the Chief Administrative Officer.
- 14) Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signature of the Reeve and Chief Administrative Officer.
- 15) Council authorizes the use of lithographed, printed or digital signature of the Reeve and Chief Administrative Officer for the signing of all cheques as per Section 213(5) of the *Municipal Government Act*.

Employment Contracts

- 16) All approved Employment Contracts, with the exception of the Employment Contract for the Chief Administrative Officer, shall be signed by the Chief Administrative Officer.
- 17) The approved employment contract of the Chief Administrative Officer shall be signed by the Reeve and Deputy Reeve.

Land Title Documents

- 18) Land title documents which are required to be registered at Land titles, and not otherwise provided for under this policy, such as caveats, development



securities, easements, encumbrances, liens, utility right-of-way etc., shall be signed by the Reeve and/or the Chief Administrative Officer, as is required or acceptable by the Land Titles Officer.

Documents Pursuant to the Land Use Bylaw

19) Documents which are approved subject to the County's current Land Use Bylaw, such as subdivision endorsements, development permits, development agreements, stop orders etc., shall be signed by the Director of Planning, Development, Development Authority, Subdivision Authority or Chief Administrative Officer.

Documents Relating to County Land

20) Documents relating to 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 Chief Administrative Officer and Director of Public Works or the Director of Planning and Development.

Permits under Traffic Bylaw

21) Only one signature is required for Heavy Haul Permits, Commercial / Industrial and Agricultural Permits.

- a) County Heavy Haul Permits may be signed by the Industry Liaison or Director of Public Works.
- b) Commercial / Industrial Permits shall be signed by the Industry Liaison, Director of Public Works, or Chief Administrative Officer.
- c) Agricultural Permits shall be signed by Industry Liaison. In the absence of the Industry Liaison a Public Works Administrative Assistant may sign.

Tax Recovery Documents

22) Documents related to Tax Recovery, under Part 10, Division 8 and 9 of the *Municipal Government Act*, shall be signed by Chief Administrative Officer.

Other

23)



- a) All other financial documents, options, agreements and letters of intent shall be signed by the Chief Administrative Officer and the Reeve.

- b) Extension agreements of existing utility right of way agreements, where an the existing agreement has been properly executed by the Reeve and the Chief Administrative Officer, shall be signed by the Director of Gas Utility or Chief Administrative Officer.