



POLICY # AD 028

SIGNING AUTHORITY POLICY

DEPARTMENT: ADMINISTRATION

APPROVAL DATE:	2017-10-30 (October 10, 2017)
REVISION DATE (s):	May 11, 2021
REVIEW DATE (s):	

1.0 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.

2.0 PURPOSE

The purpose of this policy is to:

- ✓ clarify who in the organization may sign or authorize which municipal documents;
- ✓ support accountability for financial and non-financial transactions; and
- ✓ provide clarity of roles and responsibilities.

3.0 SCOPE

This policy applies to signing authority held by the County Manager (C.A.O.) and designated officers of the County.



4.0 DEFINITIONS

4.1 In this policy:

- a) Agreements means a document, intended to be enforceable by law, that records an arrangement between the County and one or more other parties to perform a course of action, and includes agreements, contracts, memorandums of understanding, and settlements.
- b) Where this policy references a County staff position or department, the reference is deemed to be the current name that the staff position or department is known by.

5.0 RESPONSIBILITIES

5.1 Council is responsible for approving this policy and any amendments to it.

5.2 The County Manager is responsible for:

- a) ensuring the management team are aware of and understand the implications of this policy;
- b) implementing and monitoring the policy;
- c) regularly reviewing and making necessary amendments to the policy.

5.3 The management team is responsible for ensuring employees are aware of the policy.

5.4 Unless specified elsewhere in this policy, authority is delegated to a position as opposed to a person.

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

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

5.7 Only employees who have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced here.

5.8 Employees who have been delegated signing authority are responsible for:

- a) ensuring documents are signed in accordance with this policy, and
- b) ensuring the accuracy of the document being signed.



5.9 Employees who have been delegated authority in this policy are responsible for:

- a) being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;
- b) providing for sub-delegation in writing as required;
- c) ensuring that all the sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.0 MINUTES OF MEETINGS

6.1 Council Meetings

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

First Signature	Second Signature
Reeve or councillor presiding at the meeting	Recording Secretary at the meeting or C.A.O.

6.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows, in accordance with section 123(2) of the MGA; the Procedures Bylaw; and the CAO and Designated Officer Bylaw.

First Signature	Second Signature
Reeve or councillor presiding at the meeting	Recording Secretary at the meeting or C.A.O.

7.0 BYLAWS

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

First Signature	Second Signature
Reeve	C.A.O.

8.0 CHEQUES, AGREEMENTS AND OTHER MUNICIPAL DOCUMENTS



8.1 Cheques Authority for signing cheques is as follows, in accordance with Section 213(4) of the MGA and the CAO and Designated Officer Bylaw. This authority may NOT be further delegated.

First Signature	Second Signature
Reeve or Deputy Reeve or Councillor delegated authority by Council motion	C.A.O. or Director of Corporate Services,

8.2 Agreements for Budgeted Expenditures (Purchasing)

a) Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the County of Vermilion River Purchasing Policy. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature or Initial	Agreements – Purchasing	2 nd Signature Required
Employee initiating agreement (with Designated Purchasing Authority or purchasing approval in writing)	Any purchase agreement approved within the budget up to \$5,000	Not required
Employee initiating agreement (with Designated Purchasing Authority in writing)	Any purchase agreement approved within the budget with a total value between \$5,000 and \$50,000.	Manager, foremen, and co-ordinators
Manager	Any purchase agreement approved within the budget with a total value between \$50,000 and \$100,000	Directors
PW or GAS Manager	Any purchase agreement approved within the budget with a total value between \$50,000 and \$250,000	Respective Director of PW or Gas
Manager	Any purchase agreement approved within the budget with a total value between \$100,000 and \$250,000	Director of corporate Service or C.A.O.
Manager	Any purchase agreement approved within the budget	C.A.O.



	with a total value between \$250,000 and \$500,000	
C.A.O	Any purchase agreement commitment or renewal longer than three years and greater than \$500,000 in value.	Council Authorization

i) Signing authority delegated in this section does not preclude the Reeve from providing a second signature on any agreement.

8.3 Other Documents and Agreements

a) Authority is delegated as follows to sign or authorize the following:

1 st Signature	Documents	2 nd Signature Required
C.A.O.	<ul style="list-style-type: none"> • Intergovernmental Agreements • Council Policies 	Reeve
Director	<ul style="list-style-type: none"> • Documents required to be registered at Land Titles • Grants of Easement (ROW) • Discharge of ROW No • Documents related to Tax Recovery (Part 10, Division 8 and 9 of the MGA) 	None
Respective Dept. Director	<ul style="list-style-type: none"> • Grant funding applications • Grant funding agreements • Agency partnership agreements • Non-purchasing agreements, negotiable instruments and documents related to engineering. 	C.A.O. or Director of Corporate Services if 2 nd signature is required.
Director of Planning	<ul style="list-style-type: none"> • Registerable Agreements and negotiable instruments related to land use planning and development. (e.g. Subdivision Agreements, Development Agreements) • Statutory Declarations Pertaining to Ownership of Lands 	None
Director of Planning and Development or Senior Planner	<ul style="list-style-type: none"> • Non-registerable documents referred to in the Planning and Development part of the Municipal Government Act and 	None



	the current Land Use Bylaw (e.g. permit approvals)	
Finance Manager	• Tax Certificates	Director of Corporate Services or C.A.O. in absence of Finance Manager

b) Signing authority in this section:

i) may be further delegated to a County employee as long as the delegation has been confirmed in writing by the authority holder or the C.A.O.;

ii) does not preclude the C.A.O. or Director of Corporate Services from providing a signature on any agreement or document.

iii) does not preclude the Reeve from providing a signature on any agreement or document.

8.4 Bank Accounts and Investments

Authority for signing authorizing documents that open and close the accounts that hold the money for the County and to invest the money of the County is as follows,

First Signature	2 nd Signature	Substitute
C.A.O.	Director of Corporate Services	Reeve or Deputy Reeve can substitute either signer