

# POLICY Signing Authority



## Policy C1004

---

<b>Adopted by Council:</b>	2016.09.12	<b>Administrative Responsibility:</b>	Corporate Services
<b>Council Resolution #:</b>	COU16-215	<b>Last Review Date:</b>	2016.09
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2020
<b>Replaces:</b>	C098		

### 1.0 POLICY

In accordance with the Municipal Government Act, 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 Municipal Government Act (MGA), and in other various bylaws and council policies.

### 2.0 PURPOSE

This 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 Town Manager and designated officers of the Town.

### 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 Town 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 Town 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 Town 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 employee's 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:
- ensuring documents are signed in accordance with this policy, and
  - ensuring the accuracy of the document being signed.
- 5.9 Employees who have been delegated authority in this policy are responsible for:
- being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;
  - providing for sub-delegation in writing as required;
  - 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.

<u>First Signature</u>	<u>Second Signature</u>
Mayor or councillor presiding at the meeting.	Recording secretary at the meeting or Town Manager

### 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.

<u>First Signature</u>	<u>Second Signature</u>
Person presiding at the meeting.	Recording secretary at the meeting or Town Manager

## 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.

<u>First Signature</u>	<u>Second Signature</u>
Mayor	Town Manager

## 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.

<u>First Signature</u>	<u>Second Signature</u>
Town Manager or Manager of Corporate Services	Mayor or councillor delegated authority by Council motion

### 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 Town of Banff Purchasing Policy. The position listed has the authority to sign all agreements appearing across from and above the position title.

<b>1<sup>st</sup> Signature</b>	<b>Agreements – Purchasing</b>	<b>2<sup>nd</sup> Signature Required</b>
<b>Employee initiating agreement (with Designated Purchasing Authority or purchasing approval in writing)</b>	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget up to \$5,000.</li> </ul>	Supervisor or Manager  (A signed Designated Purchasing Authority Form may serve as the second signature)
<b>Employee initiating agreement (with Designated Purchasing Authority in writing)</b>	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget with a total value between \$5,000 and \$50,000.</li> </ul>	Manager, or Manager of Corporate Services
<b>Manager</b>	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget with a total value between \$50,000 and \$250,000.</li> </ul>	Manager of Corporate Services
<b>Manager</b>	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget with a total value greater than \$250,000</li> </ul>	Town Manager
<b>Town Manager</b>	<ul style="list-style-type: none"> <li>Any purchase agreement commitment or renewal longer than three years and greater than \$200,000 in value.</li> </ul>	Council authorization

- i) Signing authority delegated in this section does not preclude the Mayor 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 <sup>st</sup> Signature	Documents	2 <sup>nd</sup> Signature Required
<b>Town Manager</b>	<ul style="list-style-type: none"> <li>• Intergovernmental Agreements</li> <li>• Council Policies</li> </ul>	Mayor
<b>Manager of Corporate Services</b>	<ul style="list-style-type: none"> <li>• Documents required to be registered at Land Titles</li> </ul>	Mayor
	<ul style="list-style-type: none"> <li>• Grants of Easement (ROW)</li> <li>• Discharge of ROW</li> </ul>	No
	<ul style="list-style-type: none"> <li>• Documents related to Tax Recovery (Part 10, Division 8 and 9 of the MGA)</li> </ul>	No
<b>Department Managers</b>	<ul style="list-style-type: none"> <li>• Grant funding applications</li> <li>• Grant funding agreements</li> <li>• Agency partnership agreements</li> </ul>	Town Manager or Manager of Corporate Services
<b>Manager of Engineering</b>	<ul style="list-style-type: none"> <li>• Non-purchasing agreements, negotiable instruments and documents related to engineering.</li> </ul>	Manager of Corporate Services
<b>Manager of Planning and Development</b>	<ul style="list-style-type: none"> <li>• Registerable Agreements and negotiable instruments related to land use planning and development. (e.g. Subdivision Agreements, Development Agreements)</li> </ul>	Manager of Corporate Services
<b>Manager of Planning and Development or Senior Planner</b>	<ul style="list-style-type: none"> <li>• Non-registerable documents referred to in the Planning and Development part of the Municipal Government Act and the current Land Use Bylaw (e.g. permit approvals)</li> </ul>	No
<b>Senior Accountant</b>	<ul style="list-style-type: none"> <li>• Tax Certificates</li> <li>• Statutory Declarations Pertaining to Ownership of Lands</li> </ul>	No

b) Signing authority in this section:

- i) may be further delegated to a Town employee as long as the delegation has been confirmed in writing by the authority holder or the Town Manager;
- ii) does not preclude the Town Manager or Manager of Corporate Services from providing a signature on any agreement or document.
- iii) does not preclude the Mayor 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 Town and to invest the money of the Town is as follows, in accordance with CAO and Designated Officer Bylaw and the Town’s banking agreements. This authority may not be further delegated.

<u>First Signature</u>	<u>Second Signature</u>
Town Manager or Manager of Corporate Services	Mayor or councillor delegated authority by Council motion

**9.0 SCHEDULES**

Schedule A - Delegation of Purchasing Authority Form

**10.0 RELATED DOCUMENTS**

- 10.1 Municipal Government Act
- 10.2 CAO and Designated Officer Bylaw
- 10.3 Procedures Bylaw
- 10.4 Purchasing Policy

This policy shall be in effect on the date it is approved by resolution of Council.

On original  


---

 Karen Sorensen  
 Mayor

On original  


---

 Robert Earl  
 Town Manager

# Purchasing Procedures



## DELEGATION OF PURCHASING AUTHORITY FORM

I designate the following Town employee to issue and approve department purchase requests.  
Effective date: \_\_\_\_\_, 2016.

Name:	Sub-Department:
Department:	Job Title:
Authorization Limit: \$	Employee Signature:

Additional Information:

---

### Manager Approval

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

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

### Reviewed by Senior Accountant

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

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

### Important:

1. A Purchasing Policy orientation is required with the Purchasing Coordinator prior to initiating any purchasing authority or invoice orientation.
2. For temporary purchasing approval a Delegation of Purchasing Authority Form is not required. Acting employees shall add **“Acting”** to their signatures for purchase authorization or invoice approvals.