



## **Delegation of Authority**

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**Authority:** Town Manager

**Effective Date:** February 22, 2021

**Signature:**  \_\_\_\_\_

**Future Review Date:** 2022

**Responsibility:** Corporate Services

**Last Review/Revision:** NEW

**References:** Chief Administrative Officer Bylaw; Signing Authority of Municipal Documents Policy

**Replaces:** No Prior Policy

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**1.0 Purpose:** To establish a delegation of certain administrative powers required to authorize Agreements, payments, documents and performance of certain duties on behalf of the Town Manager.

**2.0 Scope:** This policy covers authorization levels for all employees.

**3.0 Definitions:**

“Agreement” 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 but is not limited to agreements, contracts, and memorandums of understanding.

“Delegation of Authority” is authority assigned to a position within the organizational chart from the Town Manager which creates authorization to commit, bind or perform certain duties on behalf of the Town.

“Temporary Authority” is the act of delegating to an employee in an acting capacity for a position above their normal level due to a leave, vacation, or other short-term absence. Delegation may not be given to anyone outside of the organizational chart of the Town.

**4.0 Standards:**

**4.1 FINANCIAL**

**Responsibilities:**

All employees acting on behalf of the Town share in the overall stewardship of financial resources and each person has a responsibility to understand and comply with the policies, procedures and methods of internal control.

In exercising signing authority granted under this policy, the delegate must take responsibility:

1. That the Town can meet its obligations resulting from the authorization action;
2. That risks and liabilities presented by the authorization action have been addressed. Any unusual or acceptance of named risks must be brought to the attention of the unit General Manager and reviewed by the Town insurance provider **prior** to any authorization;
3. That the benefit of the authorization action to the Town is clear and demonstrable;
4. That the authorization action complies with labour legislation, collective agreements, tax legislation, or other legislation and regulatory requirements, and applicable Town policies including financial and procurement policies;
5. That required consultation, review, or approval has been completed **before** authorization is provided;
6. That sufficient funds are available in the unit's budget to cover any expenditure. If the authorization will put the unit over budget, the direct supervisor's approval shall be obtained before authorization;
7. That any expenditure is incurred for the purpose described and the goods / services have been received in good order.

A delegate cannot authorize expenditures from which they may be seen as receiving personal benefit.

The CAO may authorize over-expenditures within the operating or capital budgets (3.17.0 of CAO Bylaw), however, at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets.

The CAO delegates authority based upon position within the organization as detailed in the chart below:

### Authorization limits on Council approved activities

Unless otherwise specified, authorization for own operational unit only

Position	Authorization Limit	Authorization Type
Town Manager	No Limit	All Types for all operational units
General Managers	\$1,000,000	All Types for own operational unit
General Manager, Corporate Services	\$1,000,000	All Types for all operational units
Manager, Financial Services	\$100,000	All Types for all operational units
Manager	\$100,000	A, B, C
Fire Chief	\$100,000	A, B, C
Deputy Fire Chief	\$10,000	B, C
Supervisor*	\$10,000	B, C
Officer**	\$10,000	B, C
Golf Course Superintendent	\$10,000	B, C

OHS Advisor	\$10,000	B, C
Senior Financial Analyst	\$10,000	B, C
Community Services Coordinators	\$2,500	B
Purchasing Card holder	Up to \$5,000	Authority to purchase to extent of transaction and monthly limits established with approval by direct supervisor.

\*Supervisor includes Facility, Revenue Services, Operations, Peace Officer, Development, Projects (P&I), Utilities and Youth Services.

\*\*Officer includes Economic Development, Culture & Tourism, Communications, Community Development, Volunteer Development.

**Authorization Types:**

- A Agreement <sup>(1)</sup>
- B Accounts Payable requisition/ vendor invoice
- C Purchase Order

(1) Based on the value over the term of the Agreement including any options or extensions rather than the annual value of the Agreement. A PO is **not** considered a contract for these purposes.

**5.0 LAND USE PLANNING AND DEVELOPMENT**

The following positions are established to sign or authorize documents referred to in the Planning and Development part of the Municipal Government Act:

- a) Town Manager;
- b) General Manager, Planning & Infrastructure; and
- c) Manager, Planning & Development.

Refer to Appendix 2 for further information.

**6.0 ASSESSMENT AND TAXATION**

The Manager, Financial Services is the delegated authority for the following:

- a) receiving assessment complaints;
- b) receiving tax notice complaints;
- c) certifying the date tax notices are sent;
- d) applying tax payments;
- e) issuing tax certificates;
- f) authorizing tax arrears payment Agreements; and
- g) taking possession of land in tax arrears.

## **7.0 FOIP HEAD**

The Manager, Legislative Services is the delegated authority for the purposes of the Freedom of Information and Protection and Privacy Act.

## **8.0 TEMPORARY AUTHORITY**

8.1 Persons unavailable to perform their delegated approval function due to vacation or other short-term leave may delegate Temporary Authority to another employee. For clarity, the authority cannot be delegated to a contractor or individual outside of the organizational chart.

8.2 Evidence of this temporary Delegation of Authority must be documented and records of such must be retained for audit and examination purposes.

**9.0 Policy Review:** This administrative policy shall be reviewed within one year of being implemented, with any changes being submitted to the Town Manager for approval.

## APPENDIX I - Exceptions:

Regular contracted payments may exceed the delegated authorization limit, however, due to the positional oversight and direct expert, knowledge of the expenditure, authorization for these payments may be made by exception as approved by the Town Manager and documented below.

<b>Vendor</b>	<b>Good/Service</b>	<b>Delegated Authority</b>	<b>Frequency</b>	<b>Reason for Delegation</b>
Alberta Capital Region Wastewater Commission	Wastewater	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
Alberta Municipal Services Corporation	Power/Gas	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
AMSC Insurance Services Ltd	Annual Insurance Premiums	Manager, Legislative Services	Yearly	Recurring and Regular course of business
Bell Mobility	Smart phone usage	Manager, Financial Services	Monthly	Payment timelines don't allow for receipt of individual authorizations
Corporate Payment Systems	Visa Statement	Manager, Financial Services	Monthly	Payment timelines don't allow for receipt of individual authorizations. Individual authorizations are received within 2 weeks.
Capital Region Parkland Water Services Commission	Water	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
GFL Environmental Inc	Waste/Recycling	Manager, Operations	Monthly	Recurring, contract amount
Canada Revenue Agency	Payroll remittances	Manager, Financial Services	Bi-weekly	Time Sensitive, Recurring and Regular course of business
RCMP	Policing	General Manager, Community & Protective Services	Quarterly	Time Sensitive, Recurring and Regular course of business

Updated: December 2020

**APPENDIX 2 – Planning and Infrastructure Agreements:**

(to be updated upon policy review)