



Signing Authority of Municipal Documents

Authority: Council

Effective Date: December 14, 2020

Date Approved by Council: December 14, 2020

Resolution No.: 284/12/20/SP

Future Review Date: 2024

Last Review/Revision: 2006

Responsibility: Legislative Services

References: Chief Administrative Officer Bylaw, Delegation of Authority policy

Replaces: Signing or Authorization of Municipal Documents 178/05/06/SP

1.0 Purpose: To establish signing authority of municipal documents including bylaws, minutes, cheques, negotiable instruments and Agreements.

2.0 Scope: This policy covers authorization of municipal documents for all facets of the Town's operation applicable for all employees and Council.

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 agreements, contracts, memorandums of understanding, employment agreements, and settlements.

“Negotiable instrument” means a legal document that is payable to the bearer.

4.0 Statement: The Town requires clarity and flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

5.0 Standards:

5.1 Council Minutes and Bylaws (*S. 213(1) and 213(2)*)

Council minutes and bylaws shall be signed by the Mayor and any one of the following in order of succession:

- (a) General Manager, Corporate Services
- (b) Manager, Legislative Services
- (c) Town Manager

The signing authorities may be delegated to anyone acting in this role.

5.2 Board and Committee Minutes (s. 213(2))

Council board and committee minutes shall be signed by the person presiding at the meeting and the Recording Secretary.

5.3 Authorization of Electronic Signatures (S. 213(5))

Council authorizes the use of printed or lithographed signatures for the signing of cheques, bylaws, minutes and other relevant documents.

5.4 Delegation of Signing of cheques and Negotiable instruments (S. 213(4))

Council authorizes the following positions to sign or authorize cheques and Negotiable instruments for amounts included in an operating budget or capital budget or otherwise authorized by Council:

- (a) Town Manager;
- (b) General Manager, Corporate Services;
- (c) General Manager, Community and Protective Services;
- (d) General Manager, Planning and Infrastructure;
- (e) General Manager, Strategic Services, and
- (f) Manager, Financial Services.

Cheques and Negotiable instruments must be signed by two of the above positions.

5.5 Delegation of Signing of Agreements

Council authorizes the Town Manager to sign or authorize Agreements for amounts included in an operating budget or capital budget or otherwise authorized by Council. The Town Manager delegates his authority in the Delegation of Authority policy.

6.0 Policy Review: This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.