

SIGNING AUTHORITY

POLICY NO	CP -184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act (MGA)*, 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 MGA, and in other various Bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions.
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds.
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act, RSA 2000, c M-26* and amendments thereto.

4. SCOPE

4.1. This Policy applies to all Elected Officials and Employees.

5. AUTHORITY AND RESPONSIBILITIES

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Further delegate authority to Employees in accordance with the CAO Bylaw and the delegation provisions of the *Municipal Government Act*.

5.2.4. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1 Minutes of Meetings

6.1.1 Council Meetings

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

1 st Signature	2 nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.1.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.2 Bylaws

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

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.3 Banking Instruments, Agreements and Other Municipal Documents

6.3.1 Banking Instruments

Authority for signing all papers, payments and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.3.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows, in accordance with the Town of Blackfalds Procurement Council Policy and the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement Purchasing –	2 nd Signature Required
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$500,000 and not more than 3 years in length 	No
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,000 in value. 	Council authorization

6.4 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none"> Intergovernmental Agreements 	Mayor or Deputy Mayor

6.4.1 Signing authority in this section:

- 6.4.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.4.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.4.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. *Municipal Government Act*
- 9.2. CAO Bylaw
- 9.3. Council Policy - Procurement
- 9.4. Administrative Procedure Procurement Authorities
- 9.5. Administrative Procedure - Signing Authority
- 9.6. Administrative Procedure - Digital and Electronic Signature

10. END OF POLICY

-Original Signed-

 Mayor
 -Original Dated-

 Date

-Original Signed-

 Chief Administrative Officer
 -Original Dated-

 Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 131/24	April 23, 2024
Policy Reviewed	SCC 021/25	April 14, 2025
Policy Revised	RCM 093/25	April 22, 2025
Policy Reviewed	SCC 047/26	May 19, 2026
Policy Revised	RCM 183/26	May 26, 2026

ADMINISTRATIVE REVISIONS

Date	Description