



POLICY MANUAL

<p>Legal References:</p> <ul style="list-style-type: none"> • Municipal Government Act Section 213, 270, 272 and 	<p>Policy department: Corporate Services</p>
<p>Cross References:</p> <ul style="list-style-type: none"> • CAO Bylaw • Policy B28 – Acting Incumbency/Authority • AD-2 County Contracts – Guidelines and Procedures • FN-2 Guidelines and Procedures for Purchasing Card Program • C19 – Unbudgeted Expenditures 	<p>Policy Number: 19</p>
<p>Adoption Date:</p> <ul style="list-style-type: none"> • December 16, 2019 – CM20191216.042 <p>Revision Date:</p> <ul style="list-style-type: none"> • 	<p>Policy Title: Signing and Approval Authority</p>
	<p>Review Date: December 2022</p>

POLICY PURPOSE:

The purpose of this policy is to designate or delegate authority to approve and sign official documents in accordance with the Municipal Government Act, to ensure sound stewardship of resources and assets. As well, the policy provides consistent accountability and reporting throughout the municipality, so that every individual signing an official document on behalf of the County of Grande Prairie understands that, in doing so, he/she is binding the organization to a specific course of action.

DEFINITIONS:

“**CAO**” means Chief Administrative Officer or delegate appointed by Council under the *Municipal Government Act* for the County of Grande Prairie No.1.

“**CEO**” means Chief Elected Official or delegate.

“**County**” means the geographic area contained within the boundaries of the municipality of the County of Grande Prairie No. 1.

“**Designate**” means an employee that is authorized in writing to act on behalf of the CAO, Director, or Manager.

“**Director**” means senior administration as outlined in the County’s organizational chart that report directly to the CAO.



“**Manager**” means middle management as outlined in the County’s organizational chart that reports directly to a Director.

“**Agreement**” means an agreement, contract, or purchase order for the provision of goods and/or services between an outside vendor and the County.

“**Signing and Approval Authority(s)**” – means CAO, Director or Manager that have the authority to sign official County documents as outlined in Schedule “A” - Signing and Approval Requirements.

POLICY STATEMENT AND GUIDELINES:

1. In accordance with the Municipal Government Act, Council may delegate signing authority and responsibility for matters necessary for the management of day-to-day operations to the CAO or other Designated Officers. Schedule “A” sets out the current signing and approval requirements that have been delegated by Council.
2. All contracts are to be entered into in the name of The County of Grande Prairie No. 1.
3. No person is authorized to sign any document that creates an obligation or undertaking on behalf of the County unless:
 - a. that contract has been reviewed and approved in accordance with this policy and procedures; and
 - b. that individual has signing authority in accordance with this policy and procedures.
4. **The signing and approving authority must ensure that all required approvals, including sufficient capital or operating budget allocations, have been obtained prior to awarding or agreement execution.** Signing and Approval Authority is limited to items/expenditures approved in budget. Unbudgeted expenditures must comply with Policy C19 – Unbudgeted Expenditures.
5. **Use of contingency allowances (change orders):**
 - a. Chief Administrative Officer or Director may authorize spending of contingency allowances within their respective signing and approving authorities to meet the costs of unforeseen and unexpected events (i.e. site conditions), which prevent the contractor from meeting the project specifications as approved by Council;
 - b. Any use of contingency allowances or project funds to be applied to changes in project specifications for the project outside of the pre-approved project specifications must be approved by Council.
6. All employees with the signing and approving authority as the result of this policy are responsible for:
 - a. Providing the designation in writing as required in this policy;
 - b. Ensuring that all the designated individuals understand the powers, duties, functions and limits that have been designated to them.



7. A position that is supervisory to a position that has been delegated signing under this policy also has the authority to sign that contract, unless the supervisor does not hold the required certification under the Safety Codes Act or another piece of legislation.
8. The appropriate Director is responsible to bring to the attention of Council any contract, regardless of value, that has an unusually high-risk factor; that brings the activities of the county under scrutiny; or that involves controversial matters.
9. A request for a review of a County document by the County's solicitor is at the discretion of the CAO or Director or at the request of Council. If legal advice is sought, the CAO, in all cases, must be notified.
10. County departments may choose to use electronic signatures to replace handwritten signatures as valid and legally binding authentication and/or approval on various municipally generated documents. Electronic signatures **shall not** be used for the following documents:
 - Bylaws
 - Registered Documents
 - Council Minutes
 - Any other documents requiring a Corporate Seal

COMPLIANCE

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP), the County of Grande Prairie's Records Management Policy and any other applicable legislation, regulation or act.

Non-compliance of County policies may lead to disciplinary action up to and including termination of employment.

POLICY AUTHORITY:

The Chief Administrative Officer may make recommendations to Council to revise the Policy or related Schedules of Policy I9 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.

ATTACHMENTS:

Schedule "A" – Signing and Approval Requirements

Schedule "A" Signing & Approval Requirements



* Requires 2 signatures

C.S - Director of Corporate Services

P.W. - Director of Public Works

P. - Director of Planning

Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	Director	Manager	Designate
LEGISLATIVE/ADMINISTRATIVE								
Council Minutes *	✓			✓	✓			
Council Committee of the Whole Minutes *	✓			✓		✓		
Bylaws (upon third reading) *	✓	✓	✓		✓			
SDAB/ARB Documents				✓				
MPC, FCSS and ASB Minutes *				✓				✓
ASB Program Agreements *				✓				✓
FINANCIAL								
Opening & Closing a Bank or Investment Account *					✓	✓	C.S.	
Cheques *			✓		✓			
Councillor & Committee Member Honoraria & Expense Claims					✓			
Grant Applications to Federal or Provincial Bodies	✓ If req'd					✓		
Grant Agreements with Federal or Provincial Bodies			✓ If req'd		✓			
Funding Agreements with Non-Profits	✓				✓	✓		
Audited Financial Statements	✓		✓			✓	C.S.	
Annual Budgets	✓							
Bad Debts (non-taxation related)						✓	C.S.	
Tax Recovery Documents						✓	C.S.	
Awarding of agreements:								
Under \$10,000							✓	✓
\$10,000 to \$75,000						✓	✓	
\$75,000 to \$200,000 *					✓	✓		
Over \$200,000 *	✓				✓	✓		
Purchasing and approving payments:								
Under \$10,000							✓	✓



Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	Director	Manager	Designate
\$10,000 to \$20,000							✓	
\$20,000 to \$75,000						✓		
Over \$75,000 *					✓	✓		
Other:								
Mileage Claims							✓	
Visa Statements							✓	
Authorization for Accounts Receivable Invoices								✓
Bill of Sale *					✓	✓		
Proof of Loss								✓
Insurance Coverage Certificates						✓ C.S.		
INTER-MUNICIPAL AGREEMENTS								
Inter-Municipal Agreements *	✓	✓ If req'd	✓		✓			
Inter-Municipal Development Plans *	✓	✓ If req'd	✓		✓			
LAND								
Land sale or purchase		✓			✓			
Land acquisitions for road projects							✓	✓
Oil and Gas Land Agreements						✓ P.W.		✓
Land Title Documents		✓			✓	✓ C.S.		
Road Use Agreements & Permits						✓ P.W.		
Access agreements								✓
Easements, Caveats & Restrictive Covenants *		✓			✓	✓ P.		
PLANNING & DEVELOPMENT								
Development Agreements *		✓			✓	✓ P.		
Stop Work Orders								✓
Subdivision Authority Approvals						✓ P.		
Subdivision Decision and Condition Notices						✓ P		



Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	Director	Manager	Designate
Development Permits								✓
Plans, Reports, Permits & Orders under the Alberta Safety Code Act, Weed Control Act, and Forest and Fire Protection Act								✓
Subdivision Infrastructure Design Plans								✓
HUMAN RESOURCES								
Union Agreements *	✓		✓		✓			
Organizational Chart	✓							
Employment Documents						✓	✓	✓
Timesheets					✓	✓	✓	✓
PPE Claims							✓	
Performance Reviews *					✓	✓	✓	✓