



# Signing and Approval Authority

Corporate Services and Strategy  
Policy I9

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<b>Policy:</b>	I9 – Signing and Approval Authority
<b>Policy Department(s):</b>	Corporate Services and Strategy
<b>Adoption Date:</b>	December 16, 2019
<b>Adoption Reference:</b>	CM20191216.042
<b>Effective Date:</b>	December 16, 2019
<b>Last Amended:</b>	October 16, 2023

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## Policy Purpose

The purpose of this policy is to establish the authority to approve and sign official documents in accordance with the Municipal Government Act, and to ensure sound stewardship of resources and assets.

## Policy Statement

To provide consistency, transparency, 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, they are binding the corporation to a specific course of action.

## Definitions

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

“CAO” means the person appointed by Council to the position of Chief Administrative Officer (or County Manager) under the Municipal Government Act for the County or designate.

“Chief Elected Official (CEO)” means the person elected or appointed as chief elected official under the Municipal Government Act or designate.

“Chair” means the person appointed as the Presiding Officer to a Committee or Board established by Council.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

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

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



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“Employee” means any person employed by the County of Grande Prairie on a permanent, temporary, seasonal, full-time, part-time or casual basis including all unionized, non-unionized and management staff.

“General Manager” means senior administration as outlined in the County’s organizational chart that reports directly to the CAO.

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

### Policy 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 Designate. 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:
  - 3.1. that contract has been reviewed and approved in accordance with this policy and related procedures; and
  - 3.2. that individual has signing authority in accordance with this policy and related 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 executing an Agreement. 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):
  - 5.1. The CAO or General Manager 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;
  - 5.2. 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.



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6. All Employees with the Signing and Approving Authority as the result of this policy are responsible for:
  - 6.1. Providing the Designation of Signing and Approval Authority in writing as required in this policy;
  - 6.2. 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 General Manager 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 General Manager or at the request of Council. If legal advice is sought, the CAO must be notified.
10. Electronic Signatures
  - 10.1. 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.
  - 10.2. Electronic signatures shall not be used for bylaws, registered documents, council minutes and any other documents requiring a Corporate Seal.
11. Credit Card and Purchasing Card Program
  - 11.1. Cards are used to facilitate ease of purchase of goods and services and booking of travel costs.
  - 11.2. Cards will be issued to Employees who require one, at the discretion of the General Manager.
  - 11.3. All invoices and receipts shall be approved by the authorized signing authority as noted in Schedule A of this Policy.
  - 11.4. The CAO or Designate shall approve guidelines and procedures for the security and appropriate use of cards.

## Attachments

Schedule A – Signing and Approval Requirements



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## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy C19 – Unbudgeted Expenditures Policy N12 – Land Agreements and Acquisitions Chief Administrative Officer Bylaw Administrative Directive AD2 - Contract and Agreement Process Administrative Directive - Designation of Signing and Approving Authority (to be developed) Administrative Directive – Guidelines and Procedures for Use of Credit Cards and Purchasing Cards (to be developed)
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
October 16, 2023	Reviewed and Amended CM20231016.016
August 31, 2023	Reviewed and Amended CAO Approval
August 14, 2023	Reviewed and Amended CM20230814.005
December 16, 2019	Adoption Date CM20191216.042



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## Schedule A – Signing and Approval Requirements

\* Requires 2 signatures

\*\* Designates authority does not automatically revert to supervisor, requires authorization by Alberta Safety Codes Council

FNS – General Manager, Financial and Business Planning Services

PDS – General Manager, Planning & Development Services

POD – General Manager, People and Organizational Development

TRU – General Manager, Transportation and Utilities

Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	General Manager	Director	Designate
LEGISLATIVE/ADMINISTRATIVE								
Council Minutes *	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Council Committee of the Whole Minutes *	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Bylaws (upon third reading) *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
SDAB/ARB Documents				<input checked="" type="checkbox"/>				
MPC, FCSS and ASB Minutes *				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
ASB Program Agreements *				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
FINANCIAL								
Opening & Closing a Bank or Investment Account *					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> FNS		
Cheques *			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Councillor & Committee Member Honoraria & Expense Claims					<input checked="" type="checkbox"/>			
Grant Applications and Agreements to / with Federal or Provincial Bodies*	<input checked="" type="checkbox"/> If req'd		<input checked="" type="checkbox"/> If req'd		<input checked="" type="checkbox"/> If req'd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> If req'd	<input checked="" type="checkbox"/>
Funding Agreements with Non-Profits	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Operating Agreements with Non-Profits	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Audited Financial Statements – Management Report*					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> FNS		
Audited Financial Statements*	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> FNS		
Annual Budgets	<input checked="" type="checkbox"/>							



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Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	General Manager	Director	Designate
Bad Debts (non-taxation related)						✓ FNS		
Tax Recovery Documents						✓ FNS		
<b>Awarding of Agreements within Approved Budget (including land purchase):</b>								
Under \$10,000		✓ If req'd						✓
\$10,000 to \$50,000		✓ If req'd					✓	
\$50,000 to \$100,000		✓ If req'd				✓		
Over \$100,000 *		✓ If req'd			✓	✓		
<b>Purchasing and approving payments:</b>								
Under \$10,000								✓
\$10,000 to \$50,000							✓	
\$50,000 to \$100,000						✓		
Over \$100,000 *					✓	✓		
<b>Other:</b>								
Mileage and Employee Expense Claims							✓	
Credit Card Statements							✓	✓
Authorization for Accounts Receivable Invoices								✓
Bill of Sale * (unless approved by Council)					✓	✓		
Proof of Loss								✓
Insurance Coverage Certificates						✓ FNS		
<b>INTERMUNICIPAL AGREEMENTS</b>								
Intermunicipal Agreements *	✓	✓ If req'd	✓		✓			



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Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	General Manager	Director	Designate
Intermunicipal Development Plans *	✓	✓ If req'd	✓		✓			
<b>LAND</b>								
Land acquisitions for road projects								✓
Land Sales Agreement *	✓	✓			✓	✓		
Utility and Resource Agreements Through County Land								✓
Land Transfer Documents		✓			✓			
Road Use Agreements & Permits								✓
Leases / Licenses Of County Land (excluding County's undeveloped right-of-ways and reserve land)*	✓					✓ PDS	✓	
Leases / Licenses Of County undeveloped right-of-ways and reserve land*	✓					✓ PDS	✓	
Access agreements – to third party land		✓ If req'd						✓
Easements, Caveats & Restrictive Covenants, Encroachments, Subdivision Authority Approval (SAA)		✓				✓ PDS		
Plans, Reports, Permits & Orders under the Weed Control Act and Agricultural Pests Act							✓	
Plans, Reports, Permits & Orders under the Forest and Fire Protection Act							✓	
<b>PLANNING &amp; DEVELOPMENT</b>								
Development Agreements (including the landscaping agreements) *		✓			✓	✓ PDS		
Stop Work Orders								✓



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Description of Documents	Council Approval	Corporate Seal Required	Signatories					
			CEO	Chair	CAO	General Manager	Director	Designate
Subdivision Decision and Condition Notices								✓
Development Permits								✓
Subdivision Infrastructure Design Plans and Reports								✓
Safety Codes Permits**								✓
<b>PEOPLE AND ORGANIZATIONAL DEVELOPMENT</b>								
Union Agreements *	✓		✓		✓	✓ POD		
Organizational Chart	✓							
Employment Documents						✓	✓	✓
Timesheets					✓	✓	✓	✓
PPE Claims							✓	✓
Performance Reviews *					✓	✓	✓	✓