



Signing or Authorization of Municipal Documents

Policy No.: ADM-10	Council Resolution No.: 383/2022
Department: Administrative	Authority: Council
Effective Date: November 25, 2019	Revision Date:
Review Date: November 2025	Repealed Date:
Supersedes: Cheque Signing Authority CS-FIN-6	
Related Procedure No.: ADM-10	
Related Procedure Name: Signing or Authorization of Municipal Documents	

1.0 PURPOSE

- 1.1 To establish the signing authorities for agreements, contracts and other municipal documents. The policy provides the municipality with flexibility in the signing of various documents to improve the efficiency of operations and also ensure effective internal controls and approval processes.

2.0 POLICY STATEMENT

- 2.1 The Chief Administrative Officer (CAO) as per section 209 of the *Municipal Government Act*, RSA 2000, Chapter M-26 hereby delegates their authority to sign cheques, agreements, other negotiable instruments and other municipal documents as outlined in Signing or Authorization of Municipal Documents Procedure, to those employees in the positions indicated in the procedure and in order of succession.
- 2.2 Any employee who is in any of the designated position in an acting capacity and has been delegated with all the powers and responsibilities of that position in writing may sign municipal documents as outlined in the Signing or Authorization of Municipal Documents Procedure and in order of succession.
- 2.3 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- *Municipal Government Act*, RSA 2000, Chapter M-26
- Procurement Policy and Procedure CS-FIN-1
- Traffic Control Bylaw



Carol Puckoff
MAYOR

Dec. 7, 2022
DATE

Dennis Schuller
CHIEF ADMINISTRATIVE OFFICER

Nov. 30/22
DATE

