



Title: Signing Authority of Municipal Documents	Policy: CP 015
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County recognizes the importance of governance responsibilities including ensuring compliance with the Municipal Government Act and providing efficient municipal business operations.

POLICY STATEMENT

The purpose of this policy is to establish signing authorities for cheques, agreements, contracts and other municipal documents. This provides Flagstaff County with flexibility to improve the efficiency of business operations, maintaining effective internal controls and approval processes.

This policy designates the general legal signing authorities for the municipality. Specific signing authorities may be designated in various bylaws and policies.

DEFINITIONS

1. CAO – means the Chief Administrative Officer
2. ACAO – means the Assistant Chief Administrative Officer
3. Digital Signature – means a type of Electronic Signature that uses a unique digital encryption embedded into a document linking the signer and document using a certificate-based digital ID unique to the signer.
4. Electronic Signature – means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.

GUIDELINES

In accordance with Section 213 of the Municipal Government Act (MGA), signing or authorization of municipal documents stipulates the manner in which documents are executed. Specific signing authorities may be designated in the Municipal Government Act and in other various bylaws and Council policies. The MGA provides some flexibility for Council, the Chief Administrative Officer (CAO), and a designated officer to delegate signing authority.

1. DELEGATED SIGNING AUTHORITY

Authority is delegated as follows to sign or authorize the following:

Title	Description or Legislation	First Signature(s)	Second Signature
Agreements/ Contracts approved by Council	Resolution recorded in Council minutes	Reeve or Deputy Reeve	CAO or ACAO
Bylaws	MGA, Section 213(3)	Reeve or Deputy Reeve	CAO or ACAO
Canada Revenue Agency (CRA)	All CRA related documents including Payroll, GST, Business Number (BN)	Corporate Services Director or CAO	N/A
Cheques and Transfers	MGA, Section 213(4) Accounts payable cheques and accounts payable electronic transfers	Two signatures required from the Reeve, or Deputy Reeve, or CAO	

Council Meeting Minutes	MGA, Section 213(1)	Presiding Officer	CAO or ACAO
Council Board and Committee Minutes	MGA, Section 213(1)	Chairperson presiding at the meeting	Recording Secretary
County Land Related Documents	Surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as Phoenix Gas or Fortis Alberta or similar agreements	CAO, ACAO or Municipal Services Director	N/A
Customer Automated Funds Transfer (CAFT)	Transfer documents for payroll	Corporate Services Director, CAO or ACAO	N/A
Employment Contracts	All staff except the CAO	Department Director	CAO or ACAO
Employment Contract (CAO)	CAO employment contract	Reeve and/or Deputy Reeve	N/A
Financial Service Agreements	Agreements that open or close financial accounts	Reeve or Deputy Reeve	CAO or ACAO
Grant Funding Applications and Agreements		Corporate Services Director, CAO or ACAO	N/A
Land Title Documents	Documents required to be registered at Land Titles such as caveats, development securities, easements, encumbrances, liens, utility rights-of-way, etc	Reeve or Deputy Reeve	CAO or ACAO
Land Use Bylaw Documents	Subdivision endorsements, development permits, stop orders, etc	Development Officer, CAO or delegate	N/A
Payroll Remittances remitted through direct deposit	Payroll Clerk and Finance Clerk will review.	Corporate Services Director, CAO or ACAO	N/A
Policies	Municipal policy approved by Council	CAO or ACAO	N/A
Procedures	Procedures are to be associated with an approved policy	CAO or ACAO	N/A
Service and Maintenance Contracts and Agreements	Routine service, maintenance or municipal program agreements approved in the Business Plan and Budget, such as Contractual agreements, Service agreements, Equipment rentals and leases, and Maintenance agreements	Department Director, CAO or ACAO	N/A
Tax Recovery Documents	Documents related to MGA, Part 10, Divisions 8 and 9, such as tax arrears list, tax notification letters, tax sale notification letters, and public auction notification	CAO or ACAO	N/A
Utility and Tax Letters	Relating to overdue utilities and taxes	Corporate Services Director, CAO or ACAO	N/A
Other financial documents, options, agreements and letters of intent		CAO or delegate	N/A

2. COMMISSIONERS OF OATHS

A. Council

Under the Commissioners for Oath Act, members of a municipal council in Alberta are by virtue of the membership a commissioner empowered to administer oaths and take and receive affidavits, declarations and affirmations in or outside Alberta for use in Alberta.

B. Municipal Employees

Flagstaff County shall ensure that the CAO, ACAO and Corporate Services Director are appointed as Commissioner for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations and affirmations within the Province of Alberta for Flagstaff County related business.

3. ELECTRONIC SIGNATURES

Through the *Alberta Electronic Transactions Act*, Flagstaff County is permitted to make use of Electronic Signatures unless other legislation requires the information to remain in physical form.

- A. Contracts that contain a provision that allows for the use of a Digital Signature may be digitally signed only through the use of Adobe Sign software. The following types of documents may be actioned in this manner:
 - i. Third party contracts, agreements and memorandums of understanding;
 - ii. Third party leases
 - iii. Grant submissions

- B. Digital Signatures shall not be used to commit the County to action through the following documents:
 - i. Transfers of land, including interest in minerals;
 - ii. Negotiable instruments;
 - iii. Documents that require a corporate seal;
 - iv. Documents that have archival or historical value;
 - v. Documents where an enactment or law prohibit the use of records in electronic form; and
 - vi. Any other documents that the Corporate Services Department may determine, from time to time, should fall within this exclusion.

- C. A scan or image of a handwritten signature may be applied to the following documents in electronic format provided the document is only sent outside the organization in a format that prevents the signature from being lifted (e.g. PDF) and the scan or image is either applied personally by the person authorized to sign the document or by a person explicitly delegated to do so by the person authorized to sign the document:
 - i. Letters of support;
 - ii. Letters informing external parties of Council decisions;
 - iii. Notification letters to landowners regarding road recovery, arterial dust suppressant, mulching, and similar projects.
 - iv. Multiple Load Road Use Agreement approvals
 - v. Approach, Pipeline Crossing, and Proximity approvals
 - vi. Letters informing of Tender Results
 - vii. Letters informing of Lead Testing Results

Council Approved: June 12, 2024	Resolution #: FC20240612.1026
Reference: Municipal Government Act	Signature: <i>S. Armstrong</i>
Review Cycle:	Next Review Year:
Every three (3) years	2027