

# GHOST LAKE

---

## POLICY – SIGNING AUTHORITY

---

### PURPOSE

This purpose of this policy is to:

- clarify who in the organization may sign or authorize which municipal documents;
- support accountability for financial and non-financial transactions; and
- provide clarity of roles and responsibilities.

### POLICY

In accordance with the Municipal Government Act, 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 Municipal Government Act (MGA), and in other various bylaws and council policies.

### SCOPE

This policy applies to signing authority held by Council the Chief Administrative Officer and delegates.

### DEFINITIONS

In this policy:

- **Agreements** means a document, intended to be enforceable by law, that records an arrangement between the Summer Village and one or more other parties to perform a course of action, and includes agreements, contracts, memorandums of understanding, and settlements.

### RESPONSIBILITIES

- Council is responsible for approving this policy and any amendments to it.
  - The Chief Administrative Officer is responsible for:
    - implementing and monitoring the policy;
    - regularly reviewing and making necessary amendment recommendations to the policy.
  - Unless specified elsewhere in this policy, authority is delegated to a position as opposed to a person.
  - Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
  - Only persons who have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced here.
  - No person shall be delegated signing authority if they hold Dual Citizenship with another sovereign nation who requires the disclosure of financial information including signing authorities. This includes agreements such as The Foreign Account Tax Compliance Act (FATCA) of the United States between the IRS and the Canada Revenue Agency.
  - Persons who have been delegated signing authority are responsible for:
    - ensuring documents are signed in accordance with this policy, and
-

# GHOST LAKE

## POLICY – SIGNING AUTHORITY

- ensuring the accuracy of the document being signed.
- Persons who have been delegated authority in this policy are responsible for:
  - being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;

### MINUTES OF MEETINGS

#### Council Meetings

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA; Bylaw 225 – Procedural; and Bylaw 178 – Establishing Position of CAO.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Mayor or councillor presiding at the meeting.	Chief Administrative Officer

#### Council Committee Meetings

Authority for signing council committee meeting minutes is as follows, in accordance with section 123(2) of the MGA; Bylaw 225 – Procedural; and Bylaw 178 – Establishing Position of CAO.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Person presiding at the meeting.	Recording secretary at the meeting or Chief Administrative Officer

### BYLAWS

Authority for signing of bylaws is as follows, in accordance with Section 213(3) of the MGA and Bylaw 178 – Establishing Position of CAO.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Mayor	Chief Administrative Officer

# GHOST LAKE

## POLICY – SIGNING AUTHORITY

### CHEQUES, AGREEMENTS AND OTHER MUNICIPAL DOCUMENTS

#### Cheques

Authority for signing cheques is as follows, in accordance with Section 213(4) of the MGA and the Bylaw 178 – Establishing Position of CAO. This authority may not be further delegated.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Chief Administrative Officer	Mayor or in their absence any other member of Council

#### Agreements or Contracts for Budgeted Expenditures (Purchasing)

Authority for signing or authorizing agreements or contracts for the acquisition of goods and services is as follows in accordance with the Summer Village of Ghost Lake Purchasing Policy.

1 <sup>st</sup> Signature	Agreements – Purchasing	2 <sup>nd</sup> Signature
Chief Administrative Officer	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget up to \$5,000</li> </ul>	Not required
Chief Administrative Officer	<ul style="list-style-type: none"> <li>Any purchase agreement approved within the budget with a total value over \$5,000</li> </ul>	Mayor, or in their absence any member of Council
Mayor with Council Authorization by Resolution	<ul style="list-style-type: none"> <li>Any purchase agreement commitment or renewal longer than three years and greater than \$200,000 in value.</li> </ul>	Chief Administrative Officer

# GHOST LAKE

## POLICY – SIGNING AUTHORITY

### Expense Forms

Authority for approving Volunteer Expense Forms is as follows in accordance with the Summer Village of Ghost Lake Purchasing Policy and the Employee & Volunteer Expense Policy.

#### Non- Council Member

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Committee Chair	Chief Administrative Officer

#### Council Member

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Chief Administrative Officer	Mayor or other member of Council if expense incurred by Mayor

### Invoices

Authority for signing or authorizing Accounts Payable batch approvals and individual vendor invoices is as follows in accordance with the Summer Village of Ghost Lake Purchasing Policy.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Chief Administrative Officer	Mayor or in their absence any other member of Council

### Bank Accounts and Investments

Authority for signing authorizing documents that open and close the accounts that hold the money for the Summer Village and to invest the money of the Summer Village is as follows, in accordance with Bylaw 178 – Establishing Position of CAO and the Summer Village’s banking agreements. This authority may not be further delegated.

1 <sup>st</sup> Signature	2 <sup>nd</sup> Signature
Chief Administrative Officer	Mayor, or in their absence any member of Council

**GHOST LAKE**

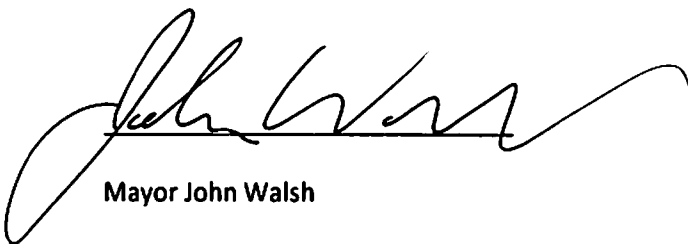
**POLICY – SIGNING AUTHORITY**

Other Documents and Agreements

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

1 <sup>st</sup> Signature	Documents	2 <sup>nd</sup> Signature
Mayor	<ul style="list-style-type: none"> <li>• Intergovernmental Agreements</li> <li>• Municipal Bylaws</li> <li>• Policies</li> </ul>	Chief Administrative Officer
Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Documents required to be registered at Land Titles</li> </ul>	Mayor
	<ul style="list-style-type: none"> <li>• Grants of Easement (ROW)</li> <li>• Discharge of ROW</li> </ul>	None
	<ul style="list-style-type: none"> <li>• Documents related to Tax Recovery (Part 10, Division 8 and 9 of the MGA)</li> </ul>	Mayor
	<ul style="list-style-type: none"> <li>• Grant funding applications</li> <li>• Grant funding agreements</li> <li>• Agency partnership agreements</li> </ul>	Mayor
	<ul style="list-style-type: none"> <li>• Tax Certificates</li> <li>• Statutory Declarations Pertaining to Ownership of Lands</li> </ul>	None
	<ul style="list-style-type: none"> <li>• Insurance documents and Schedules</li> </ul>	None
Development Officer of Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Registerable Agreements and negotiable instruments related to land use planning and development. (e.g. Subdivision Agreements, Development Agreements)</li> </ul>	Mayor
	<ul style="list-style-type: none"> <li>• Non-registerable documents referred to in the Planning and Development part of the Municipal Government Act and the current Land Use Bylaw (e.g. permit approvals)</li> </ul>	None

Approved by Council this 26<sup>th</sup> day of February 2019



Mayor John Walsh



Sherri Bureyko  
Chief Administrative Officer