

Document Number:	1507
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1.0 Purpose

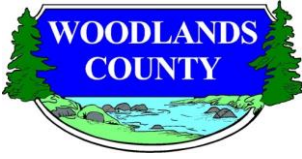
- 1.1 Woodlands County recognizes the importance of separating on-going operational authorization and the requirements to provide elected officials authorization within the organization, in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls.

2.0 Policy Details

- 2.1 This policy designates the legal signing authorities for Woodlands County. Specific signing authorities may be designated in various bylaws and policies.
- 2.2 The CAO may delegate any of the powers, duties or functions under the Act to a designated officer or employee of the municipality as indicated in this policy.
- 2.3 Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.
- 2.4 Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Woodlands County documents as outlined in this policy.
- 2.5 In the absence of the Mayor, the Deputy Mayor has the authority to sign Woodlands County documents requiring the signature of the Chief Elected Official as outlined in this policy.

3.0 Definitions

- 3.1 “Act” means the Municipal Government Act, R.S.A 2000, Chapter M-26. as amended.
- 3.2 “CAO” means the Chief Administrative Officer of the Woodlands County.
- 3.3 “Director” means the Director of each of the major departments as shown in the organizational chart.



3.4 “MOU” means a Memorandum of Understanding.

3.5 “Operational Agreements” means a negotiated and legally binding arrangement between parties as to a course of action that effect programs and service that are approved in the operating and capital budget.

3.6 “Inter-Municipal Agreements” means a negotiated legally binding arrangement between two government parties for funding.

4.0 Procedures

4.1 Agreements and MOUs

4.1.1 All Inter-municipal agreements must be approved by Council and shall be signed by the Mayor or the Deputy Mayor in the Mayor’s absence and by the Chief Administrative Officer. Inter-municipal agreements may include but not limited to the following:

- Inter-municipal agreements
- Governmental MOUs
- Government grants
- Inter-agency agreements

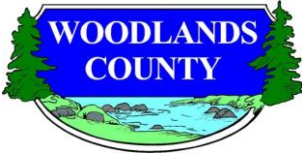
4.1.2 The use of lithographed, printed or digital signatures of the Mayor and CAO for the signing of inter-municipal agreements may be used if approved in writing by the person

4.2 Boards and Committee Minutes

4.2.1 All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the designated officer assigned to that committee unless otherwise indicated in this policy

4.3 Bylaws

4.3.1 All enacted bylaws shall be signed by the Mayor and the Chief Administrative Officer



4.4 Cheques and Financial Instruments

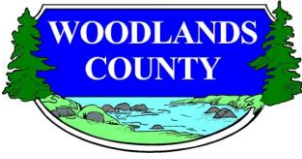
- 4.4.1 Cheque signing authority shall require two signatures with the Mayor, and or the Deputy Mayor in the Mayor's absence, or any member of Council in the absence of the Mayor and Deputy Mayor; plus the Director of Corporate Services or in the absence of the Director of Corporate Services the CAO.
- 4.4.2 Accounts payable electronic fund transfers shall require two signatures with the Mayor, and or the Deputy Mayor in the Mayor's absence, or any member of Council in the absence of the Mayor and Deputy Mayor; plus the Director of Corporate Services or in the absence of the Director of Corporate Services the CAO.
- 4.4.3 Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Mayor or Deputy Mayor in the Mayors absence, or a Member of Council.
- 4.4.4 Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the Director of Corporate Services and the CAO.
- 4.4.5 Council authorizes the use of lithographed, printed or digital signatures of the Mayor and CAO for the signing of all cheques as per the Act.

4.5 Council Minutes

- 4.5.1 All Council Meeting minutes shall be signed by the Mayor or the Chairperson presiding at the meeting and the CAO, or in their absence the Designated Acting CAO.

4.6 Employment Contracts

- 4.6.1 All Offers of Employment shall be signed by the CAO or his designate.
- 4.6.2 The approved employment contract of the CAO shall be signed by the Mayor and Deputy Mayor



4.7 Operational Agreements

4.7.1 Operational agreements that effect programs and service that are approved in the annual operating and capital budgets will be signed by the CAO or his designated. Operational agreements may include but not limited to the following:

- Janitorial agreements
- Equipment rentals;
- Maintenance agreements;
- Goods and services agreements;
- Professional Services agreements;
- MOUs not relating to inter-governmental relations

4.7.2 Land titles documents which are required to be registered at Land Titles, and not otherwise provided for under this policy, such as caveats, development securities, easements, encumbrances, liens, utility rights-of-way, etc., shall be signed by the CAO, as required or acceptable by the Land Titles Office and should include the corporate seal.

4.7.3 Planning documents such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Community Services and/or upon approval from the Municipal Planning Commission where required.

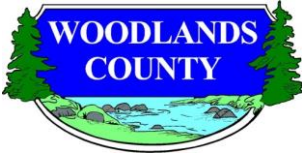
4.7.4 Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the CAO or his designate.

4.8 Tax Recovery Documents

4.8.1 Documents related to Tax Recovery in accordance with the Act shall be signed by the Director of Corporate Services or the CAO

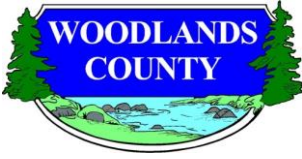
5.0 Exhibits / Appendices / Forms

Appendix A - Signing Authority and Approval Table Examples.



APPENDIX A – Signing Authority and Approval Table Examples

Description	Council Approval	Corporate Seal						
			Mayor	Chairperson	CAO	Director	Manager	Recording Secretary
Council Meetings Minutes	P		P		P			
Board and Committee Minutes				P				P
Bylaws	P		P		P			
MOU	P		P		P			
Inter-Municipal Agreements	P	P	P		P			
Operational Agreements					P	P	P	
Registration					P			
Land Purchase					P			
Offer of Employment					P			
Environmental Reserve Easements					P			
Caveats					P			
Banking Requirements					P	P		
Cheques			P			P		
Community Grants							P	
Insurance						P		
Cell phone							P	
Road Crossings							P	



Policy Manual

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Developer's Agreement						P		
Encumbrances						P		
Subdivision Endorsement						P		
Road Use Agreements						P		
Road Widening						P		
Donor Agreements						P		
ASB Rentals							P	
VSI							P	
Road Crossings							P	