



## FLAGSTAFF COUNTY POLICY

<b>Title:     Signing Authority of Municipal Documents</b>	<b>Policy:   CP 015</b>
<b>Section: Corporate</b>	

### ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County recognizes the importance of governance responsibilities including ensuring compliance with the Municipal Government Act and providing effective 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 – Chief Administrative Officer
2. ACAO – Assistant Chief Administrative Officer
3. Director – refers to the Corporate Services Director or Community Services Director or Municipal Services Director
4. Digital Signature – A form of electronic signature using unique digital encryption linked to a signer's certificate-based digital ID.
5. Electronic Signature – Electronic information that a person uses to sign a record, which is attached to or associated with that record.

### GUIDELINES

In accordance with Section 213 of the Municipal Government Act (MGA), this policy outlines the procedures for the signing and authorization of municipal documents. Specific signing authorities may be designated within the MGA or other bylaws and policies. The MGA allows flexibility for the delegation of signing authority to Council, the CAO, or other designated officers.

#### 1. DELEGATED SIGNING AUTHORITY

The following table designates the authority for signing or authorizing various municipal documents:

Title	Description/Authority	First Signature(s)	Second Signature
Agreements/Contracts approved by Council	Council resolution recorded in minutes	Reeve or Deputy Reeve	CAO or ACAO
Bylaws	MGA, Section 213(3)	Reeve or Deputy Reeve	CAO or ACAO
Canada Revenue Agency (CRA)	Includes payroll, GST, Business Number (BN)	Corporate Services Director or CAO	N/A

Title	Description/Authority	First Signature(s)	Second Signature
Cheques and Transfers	MGA, Section 213(4) Cheques, Interac e-Transfers, Customer automated funds transfers (CAFT) for Accounts Payables, Bank Account Transfers	Reeve or Deputy Reeve	CAO or Corporate Services Director
Council Meeting Minutes	MGA, Section 213(1)	Presiding Officer	CAO or ACAO
Council Committee Minutes	MGA, Section 213(1)	Chairperson	Recording Secretary
County Land Documents	Surface rights, easements, etc.	CAO, ACAO, or Municipal Services Director	N/A
Customer Automated Funds Transfer (CAFT)	Payroll Payments	Corporate Services Director, CAO or ACAO	N/A
Employment Contracts (General)	All staff except CAO	Department Director	CAO or ACAO
Employment Contract (CAO)	CAO employment contract	Reeve and/or Deputy Reeve	N/A
Financial Service Agreements	Opening/closing financial accounts	Reeve or Deputy Reeve	CAO or ACAO
Grant Funding Applications/Agreements		Corporate Services Director, CAO, or ACAO	N/A
Land Title Documents	Caveats, development securities, etc.	Reeve or Deputy Reeve	CAO or ACAO
Land Use Bylaw Documents	Subdivision endorsements, development permits, stop work orders, etc.	Development Officer, CAO, or delegate	N/A
Policies	Municipal policies approved by Council	CAO or ACAO	N/A
Procedures	Linked to approved policies	CAO or ACAO	N/A
Service/Maintenance Contracts and Agreements	Routine agreements for services, maintenance, equipment rentals	Department Director, CAO or ACAO	N/A
Tax Recovery Documents	Documents related to tax arrears and sales	CAO or ACAO	N/A
Utility and Tax Letters	Overdue notices for taxes and utilities	Corporate Services Director or CAO, ACAO	N/A
Other Financial Documents	Agreements and letters of intent	CAO or delegate	N/A

## 2. COMMISSIONERS FOR OATHS

### A. Council

Under the Commissioners for Oaths 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 Directors 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. Digital Signatures

Digital signatures may be used in contracts that specifically allow them, through Adobe Sign software. Documents eligible for digital signatures include:

- Third-party contracts, agreements, and Memorandum Of Understandings (MOU's)
- Third-party leases
- Grant submissions

#### B. Restrictions on Digital Signatures

Digital signatures cannot be used for:


- Land transfers or mineral interests
- Negotiable instruments
- Documents requiring a corporate seal
- Documents with archival or historical value
- Documents prohibited by law from being in electronic form
- Other documents as deemed necessary by the Corporate Services Department

#### C. Scanned Handwritten Signatures

A scanned image of a handwritten signature may be applied to certain documents in electronic format, provided they are sent in a format (e.g., PDF) that prevents the signature from being copied. Authorized individuals must either apply their own signature or delegate this task explicitly to someone else.

Eligible documents include:

- Letters of support
- Council decision notifications
- Letters regarding road recovery, dust suppressant projects, etc.
- Multiple Load Road Use Agreement approvals
- Approach, pipeline crossing, and proximity approvals
- Tender and lead testing result notifications

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<b>Reference:</b> Municipal Government Act	<b>Signature:</b> 
<b>Review Cycle:</b> Every three (3) years	<b>Next Review Year:</b> 2028