VILLAGE OF MYRNAM

Policy Title: **Signing Authority Policy**
Policy Number: **2021-05**
Date of Adoption: **October 21, 2021**
Reviewed: **October 20, 2022**
October 19, 2023
October 31, 2024
November 3, 2025
Amended: **October 20, 2026**

POLICY STATEMENT:

The purpose of this policy is to establish signing authorities for agreements, contracts, banking transactions, electronic payments, and other municipal documents, and to provide appropriate financial controls and accountability.

1. DEFINITIONS

1.1 "CAO" means the Chief Administrative Officer of the Village of Myrnam.

1.2 "Routine payment" means an ordinary municipal obligation, including recurring bills, invoices for goods or services previously authorized, payroll, statutory deductions and remittances, and other routine obligations that do not require additional approval under a Council decision or another applicable policy.

1.3 "Designated alternate" means the designated Deputy Mayor or, if the Deputy Mayor is unavailable, the designated Councillor acting as alternate.

2. STANDARDS

2.1 Unless otherwise provided by legislation, policy, or Council direction, agreements and contracts shall be signed by the Mayor and the CAO.

2.2 Enacted bylaws shall be signed by the Mayor and the CAO.

2.3 Council minutes shall be signed by the presiding Mayor or Deputy Mayor and the CAO.

2.4 Board and committee minutes shall be signed by the presiding Chairperson or alternate and the Recording Secretary.

2.5 Employment contracts shall be signed by the CAO and the applicable department manager. The CAO's employment contract shall be signed by the Mayor, Deputy Mayor, and the CAO.

2.6 Documents required for registration at the provincial Land Titles Office shall be signed by the CAO.

2.7 Routine service, maintenance, and municipal program contracts with a term not exceeding three years may be signed by the CAO, unless Council directs otherwise.

The CAO may delegate this authority where appropriate.

3. BANKING AND ELECTRONIC PAYMENTS

3.1 Routine electronic payments by the CAO. The CAO is authorized to initiate and release routine electronic payments through the Village's banking services without a second approver, provided the payment is a legitimate municipal obligation, is supported by appropriate documentation, and is within applicable purchasing authority, approved budget, grant conditions, and other Council-approved limits. This authority does not require a separate Council resolution for each routine payment.

3.2 Payments initiated by other employees. Where an employee other than the CAO prepares or initiates an electronic payment, the CAO shall review and approve the payment before it is released.

3.3 Payments payable to the CAO. A payment payable to the CAO, other than the CAO's regular payroll, must be reviewed and approved by the Mayor before the payment is issued or released. If the Mayor is unavailable, the designated Deputy Mayor shall act as alternate; if both are unavailable, the designated Councillor shall act as alternate. This requirement applies to cheques and electronic payments.

3.4 CAO payroll review. The CAO may initiate and process payroll. After payroll has been initiated, but before the payroll records are filed, the Mayor shall review the CAO's payroll. If the Mayor is unavailable, the designated Deputy Mayor shall review it; if both are unavailable, the designated Councillor shall review it.

3.5 Payments payable to the Mayor. A payment payable to the Mayor must be reviewed and signed or initialled by another elected official before the CAO issues or releases the payment. The designated Deputy Mayor shall perform this review first; if unavailable, the designated Councillor shall act as alternate. This requirement applies to cheques and electronic payments.

3.6 Cheques and negotiable instruments. Cheques and other financial instruments requiring formal signing shall be signed by the Mayor and the CAO. If the Mayor is absent, the Deputy Mayor shall act in the Mayor's place; if both are absent, a Councillor designated by Council may act. The specific review and approval requirements in sections 3.3, 3.4, and 3.5 apply where relevant.

3.7 Review of accounts payable. After payments have been processed, but before the accounts payable records are filed, the Mayor shall review the completed accounts payable, including cheque and electronic payment records. If the Mayor is unavailable, the designated Deputy Mayor shall perform the review; if both are unavailable, the designated Councillor shall act as alternate. This review is a post-payment control and does not replace any prior approval required under this policy or another applicable policy.

4. OTHER BANKING TRANSACTIONS AND INVESTMENTS

4.1 The CAO is authorized to manage the Village's operating bank accounts and transfer funds between Village accounts for operational and cash-management purposes.

4.2 The CAO is authorized to place funds not immediately required for operations into interest-bearing savings accounts and guaranteed investment certificates (GICs), including terms of one, two, three, or five years, as appropriate to the Village's cash-flow requirements.

4.3 When managing funds or making investments under this section, the CAO shall consider the Village's anticipated cash-flow needs, access to funds, term, interest rate, security, and applicable legislative requirements.

4.4 Transfers and investments under sections 4.1 and 4.2 may be carried out without a separate Council resolution for each transaction, provided they are consistent with applicable legislation and any investment restrictions or directions established by Council.

4.5 Borrowing, establishing credit facilities, changing authorized account signatories, opening or closing operating bank accounts, and other significant banking arrangements require Council authorization by resolution unless already authorized by law or an existing Council resolution. This section does not prevent the CAO from placing funds in an interest-bearing savings account or GIC as authorized under section 4.2.

5. ACCOUNTABILITY AND RECORDS

5.1 Payments shall be supported by appropriate documentation, which may include invoices, payroll records, contracts, purchase documentation, or other records relevant to the transaction.

5.2 Purchasing and expenditure commitments must comply with the Village's Purchasing Policy and Manual, including applicable purchasing authority limits, budget requirements, grant conditions, and approval requirements.

5.3 The CAO is responsible for ensuring that payments and banking transactions are properly recorded and that supporting documentation is retained in accordance with the Village's recordkeeping practices and applicable requirements.

5.4 The post-payment review of accounts payable and payroll does not replace any required prior authorization, including the specific requirements for payments payable to the CAO or Mayor.

5.5 Council may amend or revoke signing and banking authorities established under this policy by resolution.

6. POLICY REVIEW

6.1 This policy shall be reviewed at the first Organizational Meeting of each new Council term and as requested or required by Council.

VILLAGE OF MYRNAM

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PAUL MYSHANIUK, MAYOR

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ELSIE KIZIAK, C.A.O.