

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

POLICY STATEMENT:

The purpose of this policy is to designate signing authorities for agreements, contracts, banking and other municipal documents on behalf of the Village of Myrnam to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.

1. Definitions

1.1 “CAO” means the chief administrative officer of the Municipality or their delegate.

2. Standards

2.1 The Village of Myrnam authorizes the following signing authority on behalf of the Village of Myrnam, a Municipality in the Province of Alberta:

- (a) **Agreements and Contracts:** Unless provided for in this policy, all approved agreements and contracts shall be signed by the Mayor and CAO.
- (b) **Bylaws:** All enacted bylaws shall be signed by the Mayor and CAO.
- (c) **Council Minutes:** All Council Minutes shall be signed by the person presiding at the meeting (Mayor or Deputy Mayor) and CAO.
- (d) **Board and Committee Minutes:** All Board and Committee Minutes shall be signed by the person presiding at the meeting (Chairperson or alternate) and Recording Secretary.
- (e) **Employment Contracts:** All approved employment contracts shall be signed by the CAO and applicable department manager. The CAO contract shall be signed by the Mayor, Deputy Mayor, and CAO.
- (f) **Land Titles Documents:** All Land Titles documents that must be registered at the Provincial Land Titles Office shall be signed by the CAO.
- (g) **Service and Maintenance Contracts:** Unless otherwise directed by Council resolution, all contracts of a routine nature for the provision of service, maintenance, or municipal programs of no longer than three (3) years in duration shall be signed by the CAO. The CAO may delegate signing authority.

- (h) Banking and Financial Documents: Cheques, financial documents and other negotiable instruments shall be signed by the Mayor and CAO. In the absence of the Mayor, the Deputy Mayor shall have signing authority. In the absence of both the Mayor and Deputy Mayor, the Councillor shall have signing authority.

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DONNA RUDOLF, MAYOR

ELSIE KIZIAK, C.A.O.