



# City of Lloydminster

# Policy

<b>Policy Title:</b>	Signing Authority Policy	<b>Policy Number:</b>	120-10
<b>Date of Adoption:</b>	October 23, 2023	<b>Motion Number:</b>	375-2023
<b>Date of Amendment:</b>		<b>Motion Number:</b>	

## 1. Purpose:

- 1.1. To designate individuals who are authorized to execute, approve, and sign contracts and other documents on behalf of the City of Lloydminster;
- 1.2. To define an authorized signatory and establish transparent limits on the scope of that authority;
- 1.3. To provide clarity of roles and responsibilities.

## 2. Definitions:

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>CFO</b>	Chief Financial Officer of the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Council</b>	The municipal Council of the City of Lloydminster.
<b>ELT</b>	A member of the Executive Leadership Team of the City of Lloydminster.
<b>Legal Financial Signatories</b>	Persons who are authorized to sign financial documents on behalf of the City including the CFO, City Manager, and Mayor.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.

## 3. Scope:

- 3.1. This policy applies to all Members of Council and Administration.

#### **4. Policy Administration:**

- 4.1. Unless specified elsewhere in this policy, authority is delegated to a position as opposed to a person.
- 4.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
- 4.3. Only employees who have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced in Schedule "A" and Schedule "B".
- 4.4. Renewal and extension options may be approved and signed by the initial signor, unless otherwise delegated.
- 4.5. Employees who have been delegated signing authority are responsible for:
  - 4.5.1. ensuring documents are signed in accordance with this policy, and
  - 4.5.2. ensuring the accuracy of the document being signed.
- 4.6. Signing authority for payroll, health benefits, insurance, legal fees, and utilities are exempt from the thresholds in Schedule "B" and shall have signing authority delegated by the City Manager.

#### **5. Electronic Documents:**

- 5.1. The use of electronic documents and/or electronic and digital signatures shall be as per the *"Records Management Bylaw"*.

#### **6. Commissioners of Oaths:**

- 6.1. Council
  - 6.1.1. Members of Council are by virtue of their office, an Alberta Commissioner of Oaths empowered to administer oaths and take and receive affidavits, declarations, and affirmations within the boundaries of the City of Lloydminster.
- 6.2. Municipal Employees
  - 6.2.1. The City of Lloydminster shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta and/or Saskatchewan, and as such are authorized to administer oaths and take and receive affidavits, declarations, and affirmations within the Provinces of Alberta and/or Saskatchewan for City of Lloydminster related business only.

## **7. Penalty:**

- 7.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.
- 7.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter.*"

## **8. Responsibility:**

- 8.1. City Council shall review and approve all policies.

## SCHEDULE "A"

### Signing Authorities

Department	Document	Signors (in order of signing)
<b>City Manager</b>	Funding Requests	ELT Member, CFO, and City Manager
	Situations of Urgency	City Manager
<b>Finance</b>	Financial Statements	Council Approval – Mayor and Deputy Mayor
	Audit Engagement	CFO and City Manager
	Management Letter	
	Municipal Annual Expenditure Report Audit - Management Letter	
	Banking Institutions	Two (2) Legal Financial Signatories
	Cheques	
	Investments	
	Canada Revenue Agency	CFO
	Goods and Services Tax Audit	
	Operational Transactions	
	Tax Arrears List & Caveats	
	Grant Applications	As required by grant authority
	Audit Approval (Council Approval) Forms	Mayor
	Audit Draft Statement and Journal Entry Approval	Senior Manager, Finance or CFO
	Audit Representation Letter	CFO or City Manager
	Financial Information Return Audit	CFO and Auditor
Audit Letter	Auditor	
Municipal Annual Expenditure Report Audit - Audit Letter	Auditor	
<b>Land Division</b>	Land Sale Agreements	City Clerk and Mayor
	Discharge of Caveat or Interest	
	Offer to Purchase Agreements	
	Land Division Applications to the City Planning Department (i.e. Subdivisions, consolidation, land use rezone)	Land Sales Coordinator and Economic Development Officer
	Development Agreements	
	Offers to Negotiate	
	Easement Registration Agreements on City Lands	
	Residential Land Sale Negotiation	City Manager

<b>Legislative Services/Office of the City Clerk</b>	Bylaws	City Clerk and Mayor
	Meeting Minutes	City Clerk and Meeting Chair
	Leases and License of Occupations	City Clerk and City Manager
	LAFOIP Correspondence	Mayor (or delegate)
	SDAB Correspondence	City Clerk
<b>Planning</b>	Subdivision	Executive Manager, Operations, City Clerk, and Subdivision Approving Authority
	Registered Easements	
	Forbearance Agreements	City Clerk and City Manager
	Crossing Agreements	Executive Manager, Operations and City Manager
	Development Agreements	
	Easement Agreements	
<b>Project Management</b>	Construction Completion/Final Acceptance/Inspections	Project Manager
	Contracts and Agreements	As per Schedule "B"
	Contract Amendments	Original Signor(s)
	Change Orders (*within contingency)	Project Manager and Supervisor
	Permits	Project Manager and Supervisor
	Renewal Options	Original Signor(s)
	Reporting	Project Manager or Supervisor
	Sponsorship Agreements	As per Sponsorship and Advertising Policy.
	Warranty Options	As per Schedule "B"

## SCHEDULE "B"

### Approval Thresholds

Purchaser	Approver
1 <sup>st</sup> signatory – purchaser	2 <sup>nd</sup> signatory – as per thresholds listed below
Approver	Amount
Council	Greater than \$500,000
City Manager	\$500,000
ELT	\$150,000
Directors, Senior Managers, Economic Development Officer, and Fire Chief	\$75,000
Managers	\$50,000
Supervisor, Executive Coordinator, and Executive Assistants	\$25,000

- Purchases that are greater than \$500,000 and have been approved by Council shall be authorized by the City Manager.

### Single or Sole Source

Approver	Amount
Council	\$50,000 and over
City Manager	\$25,000.01 – 49,999.99
City Clerk	\$10,000.01 - \$25,000