



City of Lloydminster

Policy

Policy Title:	Signing Authority Policy	Policy Number:	120-10
Date of Adoption:	October 23, 2023	Motion Number:	375-2023
Date of Amendment:	August 18, 2025	Motion Number:	234-2025

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:

Administration	An employee or Contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Council	The municipal Council of the City of Lloydminster.
ELT	A member of the Executive Leadership Team of the City of Lloydminster.
Legal Financial Signatories	Persons who are authorized to sign financial documents on behalf of the City including the Executive Manager, Corporate Services, City Manager, and Mayor.
Member of Council	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*, as amended from time to time.

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 "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*."

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration may administer this Policy through the use of a supporting procedure, as required.

SCHEDULE "A"

Signing Authorities

Department	Document	Signors (in order of signing)
City Manager	Funding Requests	ELT, Executive Manager, Corporate Services, and City Manager
	Situations of Urgency	City Manager
Finance	Financial Statements	Council Approval – Mayor and Deputy Mayor
	Audit Engagement	Executive Manager, Corporate Services and City Manager
	Management Letter	
	Municipal Annual Expenditure Report Audit - Management Letter	
	Financial Institutions	Two (2) Legal Financial Signatories
	Cheques	
	Investments	
	Debenture Certificate	
	Canada Revenue Agency	Executive Manager, Corporate Services
	Goods and Services Tax Audit	
	Operational Transactions	
	Tax Arrears List & Caveats	
	Grant Applications	As required by grant authority
	Audit Draft Financial Statements (on behalf of Council Approval)	Mayor
	Audit Draft Financial Statements and Journal Entry Approval	Executive Manager, Corporate Services
	Audit Representation Letter	Executive Manager, Corporate Services or City Manager
	Financial Information Return Audit	Executive Manager, Corporate Services and Auditor
	Audit Letter	Auditor
	Municipal Annual Expenditure Report Audit - Audit Letter	Auditor
Land Division	Land Sale Agreements	City Manager 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)	Coordinator, Investment and Economic Development Officer
	Development Agreements	
	Offers to Negotiate	

	Easement Registration Agreements on City Lands	
	Residential Land Sale Negotiation	City Manager
Legislative Services	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	SDAB Clerk
Planning	Subdivision	Executive Manager, Operations and Subdivision Approving Authority
	Registered Easements	
	Forbearance Agreements	Executive Manager, Operations and City Manager
	Crossing Agreements	
	Development Agreements	
	Easement Agreements	
Project Management	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 st signatory – purchaser	2 nd signatory – as per thresholds listed below
Approver	Amount
Council*	Greater than \$500,000
City Manager	\$500,000
ELT	\$150,000
Directors, Senior Manager, Capital Infrastructure, City Clerk, Economic Development Officer, and Fire Chief	\$75,000
Managers, Assistant Fire Chief	\$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	Over \$50,001
City Manager	\$25,001 – \$50,000
ELT	\$10,000 - \$25,000