

Town of Mundare
Policy

12.18 Signing Authority

Intent: To provide the flexibility in signing of various documents to improve the efficiency of business operations.

Policy

1. In this policy:
 - a. CEO means the Mayor or Deputy Mayor
 - b. CAO means the Chief Administrative Officer or Deputy Chief Administrative Officer.
2. The CAO is authorized to enter into and sign agreements/contracts if the expenditure or revenue contemplated in the agreement or contract is included in an operating budget, interim operating budget, capital budget, authorized by Town bylaw or policy, Federal/Provincial enactment or any other document/reason authorized by council except:
 - a. Minutes

Minutes must be signed by the chair of the meeting and the CAO. After a general election or byelection, the last formal minutes of an outgoing Chair of a meeting can be signed by the new CEO.

A new CAO may sign the minutes for the previous CAO.
 - b. Cheques

Cheques must be signed by the CEO and CAO.
 - c. Land Titles

Transfers of land are to be signed by the CEO and CAO.
 - d. Other

Any documents or contracts, or negotiable instruments requiring the signature of the CEO.
3. The CAO may delegate their signing authority as deemed appropriate except for cheques, land titles transfers, and minutes.

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4. Corporate Seal

The presence of the Town's corporate seal on any document verifies that the signatories are authorized to sign on behalf of the organization.

5. Digital Signatures

The CAO may sign documents or contracts with a digital signature. The CAO may sign the digital signature of the CEO with their approval.