POLICY 25-11	Signing Authority

DATE OF ADOPTION:	June 24, 2025	**MOTION NUMBER:**	25/06/90
DATE OF AMENDMENT:		**DEPARTMENT:**	Corporate Services

PURPOSE

To designate individuals who are authorized to execute, approve, and sign contracts and other documents on behalf of the Town of Vermilion and establish transparent limits on the scope of that authority.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Council is the municipal Council of the Town of Vermilion.

CFO is the Director of Corporate Services for the Town of Vermilion.

ELT is a member of the Executive Leadership Team of the Town of Vermilion.

Employee is an employee of the Town of Vermilion.

FOIP is the Freedom of Information and Protection of Privacy Act, the Protection of Privacy Act and/or the Access to Information Act, as amended from time to time.

Legal Financial Signatories are persons who are authorized to sign financial documents on behalf of the Town of Vermilion including the Director of Corporate Services, the Chief Administrative Officer and Mayor.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

SDAB is the Subdivision and Development Appeal Board.

Town is the Town of Vermilion in the Province of Alberta.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Director of Corporate Services

GUIDING PRINCIPLES

- Unless otherwise specified within this policy, signing authority is delegated to a position as opposed to a person.
- Unless otherwise specified within this policy, signing authority delegated to a position extends to any person acting in the position.
- 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".
- Renewal and extension options may be approved and signed by the initial signor, unless otherwise delegated.
- Employees who have been delegated signing authority are responsible for:
    - ensuring documents are signed in accordance with this policy, and
    - ensuring the accuracy of the document being signed.
- 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 Chief Administrative Officer.
- 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 Town of Vermilion.
- The Town of Vermilion shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta, and as such are authorized to administer oaths and take and

receive affidavits, declarations, and affirmations within the Province of Alberta for Town of Vermilion related business only.

SCHEDULE "A" – SIGNING AUTHORITIES

DEPARTMENT	DOCUMENT	SIGNORS (in order of signing)
Chief Administrative Officer	Funding Requests	ELT, CFO and CAO
	Situations of Urgency	CAO
Finance	Financial Statements	Mayor or Deputy Mayor and Member of Council
	Audit Engagement	CFO and CAO
	Management Letter	
	Banking Institutions	Two (2) Legal Financial Signatories
	Cheques	
	Investments	
	Canada Revenue Agency Documents	CFO or CAO
	Operational Transactions	
	Tax Arrears Lists & Caveats	
	Grant Applications	As required by Grant Authority
	Audit Approval Forms (Council)	Mayor or Deputy Mayor
	Audit Draft Statement and Journal Entry Approval	CFO or CAO
	Audit Representation Letter	CFO or CAO
	Financial Information Return	CFO and Auditor
	Audit Letter	Auditor
Planning & Development	Land Sale Agreements	Two (2) Legal Financial Signatories
	Discharge of Caveat or Interest	
	Offer to Purchase Agreements	
	Subdivisions, consolidations, rezoning, etc.	Planning & Development Officer and CAO
	Development Agreements	
	Crossing or Easement Agreements	Director of Infrastructure & Planning
	Offers to Negotiate	Planning & Development Officer and Economic Development Manager

	Easement Registration on Municipal Land	Planning & Development Officer and CAO
	Residential Land Sale Negotiation	CAO
Legislative Services	Bylaws	Mayor or Deputy Mayor and CAO
	Meeting Minutes	
	Leases and Licenses of Occupation	CFO and CAO
	FOIP	CAO or delegate
	SDAB	CAO or delegate
Project Management	Construction Completion/Final Acceptance/Inspections	Employee designated as Project Manager
	Contracts and Agreements	As per Schedule "B"
	Contract Amendments	Original Signor(s) or CAO
	Change Orders	
	Permits	Employee designated as Project Manager
	Renewal Options	Original Signor(s) or CAO
	Reporting	Employee designated as Project Manager
	Warranty Options	As per Schedule "B"

SCHEDULE "B" – APPROVAL THRESHOLDS

PURCHASER	APPROVER
1ST Signatory – purchaser	2nd signatory – as per thresholds listed below
APPROVER	**AMOUNT**
Council	Greater than $150,000
CAO	$150,000
ELT	$10,000
Supervisors or delegate	$5,000

Purchases that are greater than $150,000 and have been approved by Council shall be authorized by the CAO.

Single or Sole Source

APPROVER	AMOUNT
Council	$50,000 and over
CAO	$10,000.01 - $49,999.99
ELT	$0 - $10,000