

**TOWN OF DAYSLAND  
PROVINCE OF ALBERTA**

**Signing Authorities Bylaw**

**Being a bylaw of the Town of Daysland to establish signing or authorization of municipal documents**

**Bylaw No. 2022-672**

**WHEREAS** under the authority and subject to the provisions of Section 203(1) of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto (hereinafter referred to as the MGA), the Council of the Town of Daysland may pass bylaws delegating any of its powers, duties or functions to a council committee or any person unless an enactment or bylaw provides otherwise; and

**WHEREAS** under Section 203(3) of the MGA a council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter; and

**WHEREAS** Section 213 of the MGA provides for the signing or authorization of municipal documents; and

**WHEREAS** the Council of the Town of Daysland deems it desirable to establish a Bylaw to designate signing authorities for the Town of Daysland;

**NOW THEREFORE** the Council of the Town of Daysland duly assembled enacts as follows:

1. TITLE

This Bylaw may be cited as the "Signing Authorities Bylaw".

2. INTERPRETATION

2.1 Each provision of the Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

2.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or licence.

2.3 Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.

2.4 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.

2.5 Where the context requires or permits, words importing the singular include the plural and vice versa and words importing the masculine gender include the feminine and vice versa.



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3. TYPE OF SIGNATURE

3.1 Unless stated otherwise, a signature may be printed, lithographed or electronic as determined by the Chief Administrative Officer for the Town of Daysland and third-party electronic signatures must be digital in accordance with the Electronic Transactions Act.

4. MINUTES – COUNCIL MEETINGS

4.1 Minutes of Council meetings must be signed by:

- the person presiding at the meeting (Mayor, Deputy-Mayor or Acting Mayor); and
- a designated officer (the Chief Administrative Officer, who has delegated their signing authority to the Assistant Chief Administrative Officer).

5. MINUTES – COUNCIL COMMITTEE MEETINGS

5.1 Minutes of a Council committee meeting must be signed by:

- the person presiding at the meeting (Chair, Vice-Chair or Acting Chair); and
- a designated officer (the Chief Administrative Officer, who has delegated his signing authority to the Recording Secretary).

6. BYLAWS

6.1 Bylaws must be signed by:

- the chief elected official (Mayor, Deputy-Mayor or Acting Mayor); and
- a designated officer (the Chief Administrative Officer, who has delegated his signing authority to the Assistant Chief Administrative Officer).

7. AGREEMENTS AND DOCUMENTS

7.1 As outlined in the MGA, the Chief Administrative Officer is a signing authority for agreements and documents together with the Chief Elected Official or another person authorized by Council.

7.2 Unless as otherwise specified herein, two signatures are required for agreements and documents – the Chief Administrative Officer or his delegate together with the Chief Elected Official or his delegate.

7.3 The Assistant Chief Administrative Officer is a delegate for the Chief Administrative Officer for the signing of agreements and documents specified herein.

7.4 As outlined below, alternate signing authorities for the Chief Elected Official will be:

- the Deputy-Mayor or Acting Mayor

7.5 In all instances, the resolution number authorizing the execution of the agreement must be noted within the signature section of the document.

7.6 Following are a list of the types of Agreements requiring dual signatories:

- Engineering Agreements which include subdivision servicing agreements, general utility agreements, development agreements, interim indemnity and security agreements, including the associated Final Acceptance Certificates and Construction Completion Certificates.



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- Gas and Electricity Agreements
- Human Resources Agreements - which includes Employee Assistance Agreements, Employment Agreements as it relates to the hiring or contracting of the Chief Administrative Officer or the Assistant Chief Administrative Officer, and Investigation Agreements.
- Planning Agreements which include Utility Right-of-Way Agreements, Overland Drainage Agreements, Restrictive Covenants, Temporary Access Agreements, Maintenance Access Agreements and Postponement Agreements. Also included are Caveats Forbidding Registration regarding Subdivision Servicing Agreements, Deferred Reserves and Deferred Servicing Agreements; subdivision authority approvals Consent to Register a Plan; and certificates of municipal authority for condominium.
- Sale or acquisition of municipal land
- Tax Arrears Agreements
- Grant Agreements – Provincial, Federal or other
- Intermunicipal Agreements

7.7 Following are a list of the types of Agreements where the Chief Administrative Officer or his/her delegate may sign in their sole capacity unless otherwise specified:

- Grant Applications  
(Any financial reporting required under a grant program is to be signed off by the Chief Administrative Officer.)
- Planning Agreements as it relates to withdrawals and discharges of caveats
- Tax Caveats – as sole signing authority for withdrawals and discharges of tax caveats
- Credit applications for trade activity less than \$10,000.00
- Arts and Culture Performance Agreements
- Software and Licensing Agreements

## 8. CHEQUES AND OTHER NEGOTIABLE INSTRUMENTS

8.1 As outlined in the MGA, the Chief Administrative Officer is a signing authority for general accounts together with the Chief Elected Official or another person authorized by Council.

8.2 Unless as specified otherwise herein, two signatures are required for general accounts – the Chief Administrative Officer or his/her delegate together with the Chief Elected Official or his/her delegate.

8.3 General Bank Accounts include:

- Banking Agreements
- Electronic Fund Transfers - All electronic fund transfers are to be supported by formal authorization processes both internally and externally with the banks and with full audit controls in place.
- Payroll Bank Accounts – All payroll and employee expense re-imbusement transactions are to be approved by the Chief Administrative Officer or his/her delegate prior to being paid via electronic funds transferred. Employee payroll transactions can be conducted with one signature from the Chief Administrative Officer or his/her delegate.



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- Negotiable Instruments (Cheques) Less than \$40,000

The Mayor and the Chief Administrative Officer by electronic signature for negotiable instruments (cheques) in an amount less than Forty Thousand (\$40,000) Dollars drawn on the general bank account.

- Negotiable Instruments (Cheques) Over \$40,000

After receiving approval from Council, the Mayor and the Chief Administrative Officer by electronic signature for negotiable instruments (cheques) in an amount over Forty Thousand (\$40,000) Dollars drawn on the general bank account

- Establishing Investment Accounts

The Mayor and the Chief Administrative for establishing investment accounts in accordance with the Town of Daysland Governance and Operational Policies.

- Investment Transactions

Chief Administrative Officer or his/her delegate as signing authorities for investment transactions. Investment portfolio activity is to be reported to Council a minimum of quarterly at regular Council meetings of Council.

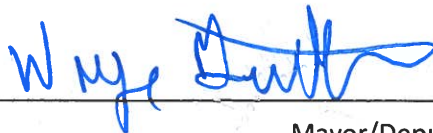
9. Effective Date

This bylaw comes into force on the final passing thereof.

READ a first time this 24th day of May, 2022.

READ a second time this 24th day of May, 2022.

READ a third time and finally passed this 24th day of May, 2022.

  
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Mayor/Deputy Mayor

  
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Chief Administrative Officer



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