




Summer Village of Nakamun Park

Council Policy

Number	Title			
C-COU-AUTH-1	SIGNING OR AUTHORIZATION OF MUNICIPAL DOCUMENTS POLICY			
Approval	Originally Approved		Last Revised	
 (CAO initials)	Resolution No:	15-2020	Resolution No:	
	Date:	January 22 nd , 2020	Date:	

Purpose

Whereas Council for the Summer Village of Nakamun Park, having duly passed a Chief Administrative Officer (CAO) and /or Designated Officers bylaw which authorizes the CAO or Designated Officer(s) to exercise all of the powers, duties and functions assigned by Council and/or defined and assigned under the Municipal Government Act (MGA), Council further refines the critical duties of signing or authorizing municipal documents, as per Section 213 of the Act. Specifically, Council wishes to authorize the CAO/designated officer(s) to be granted sole authority to exercise certain instruments as allowed under 213(4). Doing so will ensure efficient execution of municipal business.

Policy Statement

- 1) Council, through various bylaws and policies or resolution of Council, duly passed, authorize the municipality to purchase, garner, solicit or otherwise engage and procure services or assets. As those actions often require the signed commitment of the municipality by way of an executed instrument, Council assigns, in certain instances, the authority to execute such documents where same have been previously authorized by Council, explicitly (as in an agreement) or implicitly (as through general budget approval).
- 2) For clarity:
 - a) Section 213(1) requires two signatures;
 - b) Section 213(2) requires two signatures;
 - c) Section 213(3) requires two signatures;



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- d) Section 213(4) requires two signatures, except where (3) of this policy applies.
- 3) Issuing of sole authority to execute municipal documents, as per 213(4), shall be as follows:
- CAO or designate may solely sign or authorize execution of:
- a) payment of services or procurements – as per purchasing policy as long they form part of the approved budget;
 - b) letters or instruments of engagement, so long as they have been approved by Council in substance;
 - c) policies, administrative correspondence and directives as applicable;
 - d) any other agreement, cheque or negotiable instruments as long as the substance of same has been approved by Council.

Legal References: MGA Sections 207, 210; 213

Cross References:

Revisions:

Resolution Number	MM/DD/YY