

Contract Signing and Financial Spending Authority

References: *Municipal Government Act, RSA 2000, c M-26*
Chief Commissioner's Bylaw

Directive Statement

Section 209 of the *Municipal Government Act* (MGA) states that the Chief Commissioner " ... may delegate any of the chief administrative officer's powers, duties or functions ... to a designated officer or an employee of the municipality."

Section 212 of the MGA states that a " ... designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality."

Section 10(1) of the Chief Commissioner's Bylaw states that "The Chief Commissioner is authorized to further delegate any power, duty, or function delegated to the Chief Commissioner, and is authorized to permit or prohibit further delegations of any power, duty, or function delegated by Council to the Chief Commissioner."

Purpose

The purpose of this Directive is to provide Associate Commissioners (AC) with oversight of high value contracts and expenditures occurring within their division.

Definitions

"Delegation of Authority" is a document that sets out the scope and limits of the powers, authorities, and responsibilities delegated to AC's, Directors and Managers, and meets the requirements of the *Municipal Government Act*.

"Delegation of Financial Spending Authority" is the process managed by Financial Services and Human resources for purchasing and payroll expenditures.

Guidelines

Any Director's Delegation of Authority to sign agreements and contracts under section 213(4)(b) of the MGA for any expenditure or revenue will be limited to the following circumstances:

1. The expenditure or revenue is contemplated in the agreement or contract that is included in an operating budget, interim operating budget, capital budget, or is

otherwise authorized by County bylaw or policy;

2. The funds contemplated for use in the expenditure or revenue are included in that Department's budget; and
3. The value is less than \$1,000,000

Any agreement or contract that has a value greater than \$1,000,000 (including the value of all extensions and contingencies) will need to be routed to the AC for the respective department for approval.

Delegations of Financial Spending Authority for purchase orders of \$1,000,000 or greater will need to be routed to the AC for the respective department for approval.

Procedures

1. Contracts or agreements that have a value greater than \$1,000,000 are to be signed by the AC of the respective division or expressly approved by the AC in writing by way of e-mail.
2. Directors are to initial the approval stamp to indicate approval of the contract prior to sending the contract or agreement to the AC.
3. The AC will sign the contract or agreement and send it to Legislative and Legal Services for final execution. NOTE: If the AC has expressly approved in writing by way of e-mail, the e-mail must be included with the contract or agreement when it is sent to LLS for final execution.
4. Purchase orders of \$1,000,000 or greater are to be routed through Resource Information System (RIS) for AC approval.

Directive Record

Next Review Date: September 17, 2023

Directive No: GOV-002-035D

Last Review Date: September 17, 2020

Replaces: N/A

Administrative Review: Legislative and Legal Services

Approved by:

Signed – Darrell Reid
Chief Commissioner

September 17, 2020
Date