



POLICY

SIGNING AUTHORITY	
Policy Number 120-011	Supersedes Policy Number 1221-43 & 1221-21
Effective Date 2001-12-17 2008-04-21 Amended 2010-12-06 Amended 2012-12-17 Amended 2022-10-18 2025-01-25	Approval By Council (Motion Number) 09-12-01 06-04-08 029-2010 004-2012 33-10-22 17-01-25

1.0 Purpose

To adopt a policy permitted under the Municipal Government Act Section 13 (3) that permits Council to authorize designated officials to sign various documents, including deeds, contracts, agreements, and cheques.

2.0 Scope

This Policy is applicable to Town officials responsible for signing Town of Wolfville documentation.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Bylaw Ch03 – Town Seal

4.0 Definitions

- 4.1 **Town Seal** - The seal kept by the Town Clerk per Municipal Government Act Section 13 (2) requirement, the nature of which is described in bylaw Chapter 3 Town Seal.
- 4.2 **CAO** - Chief Administrative Officer

5.0 Policy

- 5.1 Any legal agreement, agreement amendment, amending agreement, development agreement, servicing agreement, or labour agreement approved by resolution of Council shall be signed by The Mayor or Deputy Mayor and the Town Clerk or CAO, under the seal of the Town if required.
- 5.2 Any bylaw, bylaw amendment or bylaw repeal approved by Council resolution shall be signed by the Town Clerk or CAO, under the seal of the Town if required.
- 5.3 Any Policy approved, amended or repealed by Council by resolution shall be signed by the Town Clerk or CAO.



POLICY

- 5.4 The Director of Finance and Corporate Services, and if required, the Mayor or Deputy Mayor, shall sign all Temporary Borrowing Resolutions, Municipal Finance Corporation Debenture Approval resolutions approved by Council as well as Municipal Finance Corporation debenture documentation under the seal of the Town if required.
- 5.5 Any contracts and agreements not covered by numbers 1 and 4 of this Policy can be signed by the following individuals:
- Up to \$5,000 – Designated employees, approved by the CAO.
 - \$5,000 to \$30,000 – Directors
 - Greater than \$30,000 – CAO
- 5.6 For all Town bank accounts, any cheques or bank transfer slips, regardless of payee, one of the following three officials shall have signing authority:
- Chief Administrative Officer
 - Director of Finance & Corporate Services
 - Manager of Financial & Accounting Services

With one of the following five officials having co-signing authority:

- Mayor
- Deputy Mayor
- Chief Administrative Officer
- Director of Finance & Corporate Services
- Manager of Financial & Accounting Services

Town Clerk

January 25, 2025

Date