TOWN OF STONY PLAIN

A-FS-075

Delegation of Authority

Authority: Chief Administrative Officer

Effective Date: November 2, 2026

Signature: _____

Future Review Date: 2028

Responsibility: Corporate Services

References: Chief Administrative Officer Bylaw; Signing Authority of Municipal Documents Policy

Replaces: Delegation of Authority A-FS-063 (2024)

1.0 Purpose: To establish a delegation of certain administrative powers required to authorize Agreements, payments, documents and performance of certain duties on behalf of the Town Manager.

2.0 Scope: This policy covers authorization levels for all employees.

3.0 Definitions:

Agreement: means a document, intended to be enforceable by law, that records an arrangement between the Town and one or more other parties to perform a course of action, and includes but is not limited to agreements, contracts, and memorandums of understanding.

Chief Administrative Officer: means the Chief Administrative Officer for the Town of Stony Plain or designate.

Delegation of Authority: means authority assigned to a position within the organizational chart from the Town Manager which creates authorization to commit, bind or perform certain duties on behalf of the Town.

Temporary Authority: means the act of delegating to an employee in an acting capacity for a position above their normal level due to a leave, vacation, or other short-term absence. Delegation may not be given to anyone outside of the organizational chart of the Town.

4.0 Standards:

4.1 FINANCIAL

Responsibilities:

All employees acting on behalf of the Town share in the overall stewardship of financial resources and each person has a responsibility to understand and comply with the policies, procedures and methods of internal control.

In exercising signing authority granted under this policy, the delegate must take responsibility:

1. That the Town can meet its obligations resulting from the authorization action;
2. That risks and liabilities presented by the authorization action have been addressed. Any unusual or acceptance of named risks must be brought to the attention of the appropriate General Manager and may be reviewed by the Town insurance provider **prior** to any authorization;
3. That the benefit of the authorization action to the Town is clear and demonstrable;
4. That the authorization action complies with labour legislation, collective agreements, tax legislation, or other legislation and regulatory requirements, and applicable Town policies including financial and procurement policies;
5. That required consultation, review, or approval has been completed **before** authorization is provided;
6. That sufficient funds are available in the unit's budget to cover any expenditure. If the authorization will put the unit over budget, the direct supervisor's approval shall be obtained before authorization;
7. That any expenditure is incurred for the purpose described and the goods / services have been received in good order.

A delegate cannot authorize expenditures from which they may be seen as receiving personal benefit.

The CAO may authorize over-expenditures within the operating or capital budgets (*per CAO Bylaw*), however, at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets.

The CAO delegates authority based upon position within the organization as detailed in the chart below:

Authorization limits on Council approved activities

Unless otherwise specified, authorization for own operational unit only

Position	Authorization Limit	Authorization Type
CAO	No Limit	All Types for all operational units
General Managers	$1,000,000	All Types for own operational unit
General Manager, Corporate Services	$1,000,000	All Types for all operational units
Manager, Financial Services	$100,000	All Types for all operational units
Manager*	$100,000	A, B, C
Fire Chief	$100,000	A, B, C
Deputy Fire Chief	$10,000	A, B, C
Supervisor*	$10,000	A, B, C
Officer**	$10,000	A, B, C
Snr Project Manager/ Project Engineer	$10,000	A, B, C

Golf Course Superintendent	$10,000	A, B, C
OHS Advisor	$10,000	A, B, C
Senior Financial Analyst	$10,000	A, B, C
Community Services Coordinators, Economic Development Specialist, Executive Assistant	$5,000	A, B, C
Purchasing Card holder	Up to $5,000	Authority to purchase to extent of transaction and monthly limits established with approval by direct supervisor.

*Manager includes Legislative Services, Technology, Human Resources, Engineering, Planning & Development, Infrastructure Assets, Parks & Leisure Services, Recreation Services, Golf Operations

*Supervisor includes Facility, Revenue Services, Senior Communications Officer, Operations, Peace Officer, Development, Projects (P&I), Utilities and Youth Services.

**Officer includes Economic Development, Culture & Tourism, Community Development, Volunteer Development.

Authorization Types:

A Agreement (1)
B Accounts Payable requisition/ vendor invoice
C Purchase Order

(1) Based on the value over the term of the Agreement including any options or extensions rather than the annual value of the Agreement. A PO is **not** considered a contract for these purposes.

Further delegation can be granted through a Formal Letter for the signing of specific agreement types, however the responsibility for the agreement remains with the position noted in the above chart.

4.2 LAND USE PLANNING AND DEVELOPMENT

The following positions are established to sign or authorize documents referred to in the Planning and Development part of the Municipal Government Act:
a) CAO;
b) General Manager, Planning & Infrastructure; and
c) Manager, Planning & Development.

4.3 ASSESSMENT AND TAXATION

The Manager, Financial Services is the delegated authority for the following:
a) receiving assessment complaints;
b) receiving tax notice complaints;
c) certifying the date tax notices are sent;
d) applying tax payments;
e) issuing tax certificates;

f) authorizing tax arrears payment Agreements; and
g) taking possession of land in tax arrears.

4.4 GRANTS

The CAO delegates authority for the signing of all Grant Agreements to the applicable General Manager, the Manager, Financial Services or any combination of the above if prescribed by the grant authority.

4.5 PRIVACY OFFICER

The Manager of Legislative Services is the delegated authority and performs the duties, powers and functions of the Head of the Town for the purposes of the *Access to Information Act* and *Protection of Privacy Act.*

The Information Management and Privacy Coordinator is delegated responsibility for the overall administration and coordination of access to information and privacy as outlined in the position job duties.

4.6 TEMPORARY AUTHORITY

4.6.1 Persons unavailable to perform their delegated approval function due to vacation or other short-term leave may delegate Temporary Authority to another employee. For clarity, the authority cannot be delegated to a contractor or individual outside of the organizational chart.

4.6.2 Evidence of this temporary Delegation of Authority must be documented and records of such must be retained for audit and examination purposes.

5.0 Policy Review: This Administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the CAO for approval.

APPENDIX I - Exceptions:

Regular contracted payments may exceed the delegated authorization limit, however, due to the positional oversight and direct expert, knowledge of the expenditure, authorization for these payments may be made by exception as approved by the CAO and documented below.

Vendor	Good/Service	Delegated Authority	Frequency	Reason for Delegation
ARROW Utilities	Wastewater	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
Alberta Municipal Services Corporation	Power/Gas	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
AMSC Insurance Services Ltd	Annual Insurance Premiums	Manager, Legislative Services	Yearly	Recurring and Regular course of business
Bell Mobility	Smart phone usage	Manager, Technology Services	Monthly	Payment timelines don't allow for receipt of individual authorizations
Corporate Payment Systems	Visa Statement	Manager, Financial Services	Monthly	Payment timelines don't allow for receipt of individual authorizations. Individual authorizations are received within 2 weeks.
Capital Region Parkland Water Services Commission	Water	Manager, Financial Services	Monthly	Time Sensitive, Recurring and Regular course of business
GFL Environmental Inc Integrity Waste Solutions	Waste/Recycling	Manager, Infrastructure Assets	Monthly	Recurring, contract amount
Canada Revenue Agency	Payroll remittances	Manager, Financial Services	Bi-weekly	Time Sensitive, Recurring and Regular course of business
RCMP	Policing	General Manager, Community & Protective Services	Quarterly	Time Sensitive, Recurring and Regular course of business
CBMAX	CRPWSC Commission Operations	Commission Manager/ Senior Project Manager	Monthly	Recurring, contract amount