

SIGNING AUTHORITY

PURPOSE

The City of Lethbridge Library Board has a broad mandate to manage and control the library. The purpose of this policy is to establish signing authorities and procedures for bylaws, minutes, contracts, agreements or any other contractual agreement binding the City of Lethbridge Library Board.

This policy mirrors the spirit and intent of the City of Lethbridge Signing Authority policy (CC38) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/CEO/Library employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that the signing authorities and procedures be designated for bylaws, minutes, contracts, agreements or any other contractual agreement binding the City of Lethbridge Library Board.

RESPONSIBILITIES

Library Board to:

- Approve the signing authority policy

Board Chair and one other board trustee to sign:

- Bylaws
- Board Meeting Minutes
- CEO employment agreement

Board Chair and CEO (or designates) to sign:

- Grant agreements requiring 2 signatures
- Collective agreements
- Any other agreements or documents required by legislation or directed by the Board to be signed by the Board Chair and CEO

CEO (or designate) to:

- Be the person authorized by the Board to sign (alone or with others) all agreements or documents that are not signed by the Board Chair

PROCEDURES FOR CONTRACTS AND AGREEMENTS

1. All documentation binding the City of Lethbridge Library Board and requiring execution may be directed to legal counsel for review.
2. Upon completion of review by legal counsel, the documentation will be forwarded to the CEO requesting execution.

PROCEDURE FOR ACCEPTANCE OF ELECTRONIC SIGNATURE

When an in-person signature is not possible, an electronic signature is acceptable on the following document types:

- Board Minutes
- Bylaws
- Contracts and agreements (assuming 3rd parties accept electronic signatures.)
- Human resource forms

To be accepted, the electronic signature software must use encryption and allow the signature to be password/PIN protected.

DEFINITION

Electronic signature or e-signature: is electronic information that a person creates or adopts in order to sign a record. It does not create a different legal meaning of “signature” in the electronic world but it allows electronic signatures to have the same status as written ones. An electronic signature does not need to “look like” a handwritten signature, though it is possible to digitize handwriting so that it is displayed in that way.

REFERENCES

Electronic Transactions Act

<https://www.qp.alberta.ca/documents/Acts/E05P5.pdf>

A Guide to Alberta’s Electronic Transactions Act -

<http://www.assembly.ab.ca/lao/library/egovdocs/2003/alis/143290.pdf>

REVISION HISTORY

- March 12, 2014: New policy
- January 22, 2018: Reviewed
- June 10, 2020: Revised
- April 14, 2021: Revised