



## CITY OF PRINCE RUPERT

### AUTHORIZED SIGNATORIES BYLAW NO. 3545, 2024

#### A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT

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**WHEREAS** the Council of the City of Prince Rupert, by bylaw, may delegate certain defined authorities to Officers of the City of Prince Rupert under the *Local Government Act* and *Community Charter*;

**NOW THEREFORE**, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

#### Citation

1. This bylaw may be cited for all purposes as the “City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024”;

#### Definitions

2. In this Bylaw:

- (a) **Act** means the *Local Government Act* or *Community Charter*.
- (b) **Authorized Designate** means an Employee or an Officer provided with the written authority to act on another person’s behalf.
- (c) **City** means the Corporation of the City of Prince Rupert, a municipality incorporated under the *City of Prince Rupert Incorporation Act 1910*.
- (d) **City Manager** means the person appointed by Council as City Manager or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
- (e) **Corporate Officer** means the person appointed by Council as the Corporate Officer or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
- (f) **Council** means the elected Council of the City of Prince Rupert.
- (g) **Employee** means an exempt or union employee of the City other than an Officer.

**(h) Officer** means the persons defined as Officers in the City of Prince Rupert Officers Bylaw No. 3544, 2024.

## **General**

3. All bylaws adopted by the Council and any contracts authorized by Council shall be signed by the Mayor and City Manager or Mayor and Corporate Officer.
4. All minutes of Council shall be signed by the Mayor or presiding member, and the Corporate Officer.
5. All minutes of Standing Committees of Council and all other administrative bodies in the City, shall be signed by the chairperson or presiding member.
6. All development permits, development variance permits and temporary use permits issued by Council shall be signed by the Corporate Officer and the City Planner.
7. All contracts made between the City and His Majesty the King in Right of Canada and his lawful agents or representatives of His Majesty the King in Right of the Province of British Columbia and his lawful agents shall be signed by the Mayor and Corporate Officer.
8. All documents to be registered in the Land Title Office shall be signed by the Corporate Officer and an Officer or Authorized Designate.
9. All documents initiated, generated or processed in any department other than those specified in this bylaw shall be signed by the Corporate Officer and an Officer or Authorized Designate when two signatories are required; for documents initiated, generated or processed in any department other than those specified in this bylaw whereby one may sign, an Officer or Authorized Designate may sign.
10. The authorization to sign herein are granted to the foregoing person provided that all necessary pre-requisites of the *Act*, as amended from time to time, or other statutes, City bylaws and City policies have been met.

## **Delegation of Purchasing Power**

11. Council hereby delegates to the City Manager all of the powers, duties and functions of Council under the *Act* to make agreements respecting the City's activities, works or services, and transact land, subject to the limitations on that delegated authority as set out in the City's purchasing policy.

## **Delegation To Persons Holding Position**

12. Where this Bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position and to any person who from time to time is the deputy of that person so appointed by Council for Officers and by the City Manager for non-

Officers.

### **Repeal**

13. That the City of Prince Rupert Bylaw No. 3162, 2003, and any amended thereto, be repealed.

Read a First time this 24th day of June, 2024.

Read a Second time this 24th day of June, 2024.

Read a Third time this 24th day of June, 2024.

Read a Fourth & Final time this 22nd day of July, 2024.

This Bylaw was adopted by Council.

To view the signed original,  
contact City Hall Administration at  
(250) 627 0934 or email  
cityhall@princerupert.ca

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MAYOR

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CORPORATE OFFICER