CITY OF PRINCE RUPERT

CORPORATE SIGNING AUTHORITY AND DELEGATION BYLAW NO. 3568, 2026

A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH CORPORATE SIGNING AUTHORITIES

WHEREAS Council may, by bylaw, delegate powers, duties and functions to Officers and employees of the City;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as the "City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026".

Definitions

2. In this Bylaw:

Act means the *Community Charter*, *Local Government Act*, and any successor legislation.

Authorized Designate means an Officer or Employee authorized in writing pursuant to this Bylaw.

CAO means the Chief Administrative Officer appointed by Council and includes any person lawfully acting in that position.

City means the Corporation of the City of Prince Rupert.

Corporate Officer means the Corporate Officer appointed by Council and includes any person lawfully acting in that position.

Council means the elected Council of the City of Prince Rupert.

Electronic Signature means an electronic sound, symbol, process, approval or signature attached to or associated with a record and adopted by a person with the intent to sign or approve the record.

Employee means a person employed by the City other than an Officer.

Officer means an Officer designated under the City's Officers Bylaw, as amended or replaced from time to time.

Record means recorded information in any form, including paper and electronic records.

General Signing Authority

3. Every bylaw adopted by Council shall be signed by the Mayor and Corporate Officer.
4. Council minutes shall be signed by the Mayor or presiding member and the Corporate Officer.
5. Minutes of Committees, Commissions and other advisory or administrative bodies established by Council may be signed by the chair or presiding member and the recording officer or secretary.

Electronic Signatures and Records

6. Electronic signatures are authorized for all City business where permitted by law.
7. An electronic signature has the same force and effect as an original handwritten signature.
8. Documents executed electronically are deemed to have been duly signed and delivered.
9. Electronic approvals and workflows administered through approved City systems constitute valid approvals for City business.
10. Electronic records maintained by the City are deemed to be original records.

Delegation of Authority

11. Council delegates to the CAO all powers, duties and functions that may lawfully be delegated under the Act, except those powers expressly reserved to Council by legislation or this Bylaw.
12. Subject to approved budgets, applicable legislation, and City policies, the CAO may approve and execute agreements, contracts and other documents required for the administration and operation of the City.
13. The CAO may delegate, in writing, any approval authority, signing authority, administrative function, power, duty or responsibility delegated under this Bylaw to an Officer or Employee.
14. The CAO may establish conditions, limitations or restrictions respecting any delegation made under section 13.
15. An Officer may exercise any authority delegated by this Bylaw, the CAO, City policy or applicable legislation.

Permits, Approvals and Regulatory Documents

16. Permits, licences, approvals, notices and other regulatory documents may be signed by:

(a) the Corporate Officer, where required by legislation; and

(b) the Officer or Employee responsible for the applicable service area, or their Authorized Designate.

17. The CAO may designate, in writing, Employees or Officers authorized to execute planning, development, building, engineering, licensing or other regulatory documents.

Land Title and Property Documents

18. Documents required to be filed, deposited or registered in the Land Title Office or any government registry may be signed by:

(a) the Corporate Officer; and

(b) an Officer or Authorized Designate.

19. Property and land-related documents authorized by Council may be executed in accordance with this Bylaw and the applicable Council authorization.

Limitations

20. Nothing in this Bylaw authorizes any person to:

(a) exercise a power that legislation requires Council to exercise directly;
(b) adopt, amend or repeal a bylaw;

(c) borrow money except as authorized by legislation or Council; or
(d) exercise any authority specifically reserved to Council.

21. All authority exercised under this Bylaw must be exercised in accordance with:
(a) applicable legislation;

(b) City bylaws;

(c) City policies;

(d) approved budgets; and

(e) applicable procurement and financial controls.

Schedule "A"

22. Schedule "A" forms part of this Bylaw and may be amended by Council resolution, provided that such amendments do not alter the powers delegated by this Bylaw.

Repeal

23. City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024 and all amendments thereto are repealed.

Effective Date

24. This Bylaw comes into force and takes effect upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this 8th day of September, 2026.

_____
Mayor

_____
Corporate Officer

This Bylaw was adopted by Council.
To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca

Schedule "A"

Corporate Signing Authority Matrix

The following Schedule forms part of the City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026.

1. General Principles

1. Signing authority does not, by itself, confer spending authority or authority to approve a transaction.
2. All signatories must act within:
    - approved budgets;
    - Council-approved policies;
    - applicable legislation;
    - delegated authority granted under this Bylaw; and
    - any limitations established by the CAO.
3. Where two signatures are required, at least one signatory must be an Officer unless otherwise authorized by the CAO.

2. Corporate Documents

Document Type	Authorized Signatory
Bylaws	Mayor and Corporate Officer
Council Minutes	Mayor or Presiding Member and Corporate Officer
Committee Minutes	Chair or Presiding Member and Recording Officer
Corporate Correspondence	CAO, Officer, or Authorized Designate
Statutory Declarations	Officer or employee authorized by legislation

3. Agreements and Contracts

Document Type	Authorized Signatory
Council-approved agreements	Mayor and Corporate Officer, or as directed by Council
Operational agreements within delegated authority	CAO

Departmental agreements within delegated authority	Responsible Officer
Agreements delegated by the CAO	Authorized Designate as approved by the CAO

4. Financial and Procurement Documents

Document Type	Authorized Signatory
Purchase orders	In accordance with procurement policy
Contract change orders	In accordance with procurement policy
Grant applications	CAO, responsible Officer, or Authorized Designate
Grant agreements	CAO or Corporate Officer
Grant reporting documents	Responsible Officer or Authorized Designate
Banking documentation	Persons authorized by Council resolution and banking authorities
Financial reports and filings	Chief Financial Officer, CAO, or Corporate Officer as applicable

5. Planning, Development and Regulatory Documents

Document Type	Authorized Signatory
Development Permits	Corporate Officer and designated planning authority
Development Variance Permits	Corporate Officer and designated planning authority
Temporary Use Permits	Corporate Officer and designated planning authority
Building Permits	Designated building official, or designate
Business Licences	Designated licensing authority
Regulatory notices and orders	Officer or employee authorized by legislation or the CAO
Development application correspondence	Designated planning authority

6. Land and Property Documents

Document Type	Authorized Signatory
Land Title Office documents	Corporate Officer and an Officer or Authorized Designate
Statutory Right of Way documents	Corporate Officer and an Officer
Easements and covenants	Corporate Officer and an Officer
Property transfer documents authorized by Council	Mayor and Corporate Officer unless otherwise authorized

7. Human Resources Documents

Document Type	Authorized Signatory
Employment agreements	CAO or designate
Offer letters	CAO or designate
Personnel documentation	CAO, Director, or Authorized Designate
Collective agreement administration documents	CAO or Designate

8. Electronic Execution

1. Any person authorized to sign a document under this Schedule may execute that document electronically.
2. Electronic approvals within approved City systems are deemed equivalent to written approvals.
1. A document signed electronically is deemed an original.

9. Chief Administrative Officer Authority

The CAO may:

(a) designate signing authorities in writing;

(b) establish internal approval processes;

(c) assign alternate signatories during absences or vacancies;

(d) issue administrative procedures respecting execution of documents; and

(e) suspend or revoke administrative signing authority granted under this Schedule.