

CITY OF SURREY

BY-LAW NO. 12507

As amended by By-laws No. 12908, 09/23/96; 13005, 06/23/97; 13566, 11/02/98 and 14687, 04/22/02.

A by-law to authorize the signatories of City/corporate documents.

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THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

WHEREAS Section 216 of the Municipal Act, being Chapter 290, R.S.B.C., provides that a municipality shall have a Corporate Seal, kept in the custody of the City Clerk who shall cause the Corporate Seal to be affixed when required by this or any other Act, by a by-law under Section 231, or as otherwise required by Council.

NOW, THEREFORE, the City Council of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

1. That the Mayor and the City Clerk shall be the authorized signatories for the City with respect to all by-laws adopted by Council in accordance with Section 295 of the Municipal Act.
2. That all Minutes of Council be signed in accordance with Section 235 of the Municipal Act, namely by the Mayor or presiding member.
3. That all Minutes of Standing Committees of Council, the Court of Revision and all other administrative bodies in the City, including the Board of Variance, be signed in accordance with Section 236 of the Municipal Act, namely the chairperson or presiding member.

4. That the Mayor and Clerk shall be the authorized signatories with respect to all Development Permits, Development Variance Permits and Temporary Commercial and Industrial Permits issued by Council in accordance with Sections 974, 975 and 976 of the Municipal Act and as amended, respectively.
5. That the Mayor and Clerk shall be the authorized signatories of all Agreements or Contracts made between the City and Her Majesty the Queen in Right of Canada and her lawful agents or representatives and Her Majesty the Queen in Right of the Province of British Columbia and her lawful agents or representatives.
6. That the City Manager or General Managers of the Engineering Department, Planning and Development Department, Parks and Recreation Department, Human Resources Department, Finance Department and the Fire Chief or designates shall be the authorized signatories of all corporate documents initiated, generated or processed by his department including those documents outlined in Schedule "A" attached hereto, but not necessarily limited thereto, along with the City Clerk who shall affix the Corporate Seal, as required.
7. With respect to the foregoing authorized signatories, if the Mayor is absent, the Acting Mayor shall be the authorized signatory in his place, if the City Clerk is absent the Deputy City Clerk shall be the authorized signatory in her place, if the City Manager is absent the Acting City Manager shall be the authorized signatory in his place, if the General Manager of Engineering Department, Planning and Development Department, Parks and Recreation Department, Human Resources Department or Finance Department is absent, then a Division Manager within his respective department or designate shall be the authorized signatory in his place and if the Fire Chief is absent, then a Deputy Fire Chief shall be the authorized signatory in his place.
8. That the authorizations to execute City/corporate documents herein are granted to the foregoing persons provided that all necessary prerequisites of the Municipal Act or other applicable statutes, City By-laws, if applicable, and City policy requirements, if applicable, have been met.
9. If there is any conflict or inconsistency between the provisions of this by-law and the provisions of the Municipal Act or any other Act, then the provisions of the Municipal Act or other Act shall apply.

10. This by-law does not modify or rescind Municipal Policy No. G-3 dated January 18, 1993 a copy of which is attached to and forms Schedule "B" to this by-law and which Policy shall remain in force and effect, and as such policy may hereinafter be amended.
11. This by-law may be cited for all purposes as "Surrey Authorized Signatories By-law, 1994, No. 12507."

PASSED THREE READINGS on the 28th day of November, 1994.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 5th day of December, 1994.

 "R.J. BOSE" MAYOR
 "D.B. KENNY" CLERK

SCHEDULE "A" TO BY-LAW NO. 12507

Amended: B/L 14687, 04/22/02;

ENGINEERING DEPARTMENT

- Servicing Agreements
- Latecomer Agreements
- Easements
- Restrictive Covenants
- Capital Contracts
- Consultants Agreements
- Land and right-of-way acquisition for Public Works and Utility

PLANNING & DEVELOPMENT DEPARTMENT

- Restrictive Covenants
- Amenity Agreements
- Freehold Transfers
- Leases
- Options to Purchase Life Estates
- Right of Way Agreements
- Capital Contracts & Agreements
- Consultants Agreements

FINANCE AND TECHNOLOGY DEPARTMENT

- Mortgages
- Debentures
- Securities

PARKS, RECREATION & CULTURE DEPARTMENT

- Capital Contracts
- Agreements

HUMAN RESOURCES DEPARTMENT

- Capital Contracts
- Agreements

FIRE DEPARTMENT

- Capital Contracts
- Agreements

SCHEDULE "B" TO BY-LAW NO. 12507

Amended: B/L 12908, 09/23/96, 14687, 04/22/02



CITY POLICY

No. G-3

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 9 JAN 1978 PAGE 34	DATE:	15 APRIL 2002 (RES.R02-802)
	HISTORY:	9 JAN 1978; 24 AUG 1981; 27 JUL 1987; 18 JAN 1993; 23 JAN 1995

TITLE: MANAGER'S SIGNING AUTHORITY

The City Manager has the authority to approve and sign the following on behalf of the Corporation:

1. Service Contracts.
2. Vehicle registration and vehicle insurance cards.
3. Insurance documents and releases.
4. Authority to settle property acquisitions and rights-of-way for public works projects and utilities projects and settle claims for rights-of-way not exceeding \$75,000.
5. Authority to sign purchase orders (delegated to Treasurer) and contracts shall be \$350,000 when purchases or contracts are publicly tendered or competitive quotations are received.
6. Authority to settle property acquisitions and rights-of-way (may be delegated to the General Manager, Engineering) for approved and funded public works and utilities projects, in set circumstances where the total value does not exceed \$40,000.

**NOTICE:
THIS POLICY HAS BEEN AMENDED BY POLICY Q-7.
PLEASE SEE SECTION Q-7 PAGES 6 & 7**

*This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.