

CITY OF SURREY

BY-LAW NO. 15912

A by-law to establish Officer positions and to provide
for the indemnification of the Officers, Employees
and members of the Council of the City of Surrey.
.....

As amended by By-law No. 16614, 04/14/08; 19309, 07/24/17

THIS IS A CONSOLIDATED BYLAW 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 BYLAW PROVISIONS.

WHEREAS the City Council, pursuant to Section 146 of the Community Charter must by by-law establish officer positions in relation to the duties prescribed under Sections 147, 148 and 149;

AND WHEREAS the City Council, pursuant to Section 187 of the Community Charter may provide for the indemnification of Municipal Officials referred to in Section 287.2 of the Local Government Act;

AND WHEREAS the City Council, pursuant to Section 287.2(2) of the Local Government Act may, by by-law, provide that the City will indemnify its officers, employees and members of Council against any claim for damages against an officer, an employee or a member of Council, arising out of the performance of their duties and, in addition, pay legal costs incurred in a court proceeding arising out of such claims;

AND WHEREAS the City Council, pursuant to Section 287.2(5) of the Local Government Act may, by by-law, provide that the City will not seek indemnity against its officers, employees and members of Council where the actions of those officers, employees, and members of Council result in a claim for damages against the City by a third party;

Under its statutory powers, including Section 146 of the Community Charter and Section 287.2 of the Local Government Act, the Council of the City of Surrey enacts the following provisions:

CONTENTS

1. Title
2. Definitions
3. Officers
4. Powers and Duties

5. Suspension of Officers
6. Termination
7. Indemnification
8. Effective Date
9. Repeal

1. TITLE

This By-law may be cited as the "Surrey Officer and Indemnification By-law, 2006, No. 15912."

2. DEFINITIONS

In this By-law:

- (a) "City" means the City of Surrey;
- (b) "City Manager" means the Officer position of the city manager;
- (c) "City Solicitor" means the Officer position of the city solicitor;
- (d) "Clerk" means the Officer position of the city clerk;
- (e) "Community Charter" means the *Community Charter*, S.B.C. 2003, c. 26, as amended;
- (f) "Council" means the elected Council of the City;
- (g) "Employee" means an exempt or union employee of the City other than an Officer;
- (h) "Fire Chief" means the Officer position as chief of the Surrey Fire Services Department;
- (i) "General Manager, Engineering" means the Officer position of the engineering department;
- (j) "General Manager, Finance and Technology" means the Officer position of the City financial administration officer;
- (k) "General Manager, Parks, Recreation and Culture" means the Officer position of the parks, recreation and culture department;
- (l) "General Manager, Planning & Development" means the Officer position of the planning and development department;

- (m) "Indemnification" has the meaning set out in Section 287.2(1) of the Local Government Act;
- (n) "Local Government Act" means the *Local Government Act*, R.S.B.C. 1996, c. 323, as amended;
- (o) "Municipal Official" has the meaning set out in Section 287.2(1) of the Local Government Act and includes Employees, Officers and members of Council; and
- (p) "Officer" means a person holding a position set out in Section 3.1.

3. OFFICERS

3.1 Pursuant to Section 146 of the Community Charter, the Officers of the City of Surrey shall be those persons holding the following positions:

- City Manager (Chief Administrative Officer),
- Acting City Manager (Acting Chief Administrative Officer),
- City Clerk (Corporate Officer),
- General Manager – Finance (Financial Officer),
- General Manager – Engineering,
- General Manager – Parks, Recreation and Culture,
- General Manager – Planning & Development, and
- Manager - Legal Services (City Solicitor).

3.2 Selection of the City Manager may be made by Council and the selection of all other Officers of the City may be made by the City Manager, subject to Council approval.

3.3 Selection of the Acting City Manager may be made by the City Manager, subject to Council approval.

3.4 In the event of incapacitation of the City Manager or vacancy in that position, the selection of the Acting City Manager may be made by the Mayor and Council.

4. POWERS AND DUTIES

City Manager (Chief Administrative Officer):

4.1 The City Manager shall have, in addition to the powers and duties prescribed by by-law or resolution, the Community Charter, the Local Government Act or any provincial statute, the following powers, duties and functions:

- (a) To provide overall management of the operations of the municipality;
- (b) To coordinate, direct and broadly supervise the implementation of policies and programs approved by Council;
- (c) To plan, coordinate, direct, supervise and control the day-to-day business affairs of the City in accordance with the policies and plans approved and established by Council;

- (d) To develop, establish and maintain comprehensive policies to direct the activities of all departments of the municipal service;
- (e) To receive, compile, consider, and present to Council recommendations arising from departmental operations which require Council approval, and to propose by-laws or resolutions arising from such recommendations;
- (f) To direct the preparation of, and to present to Council for consideration and approval, the annual budget and five year financial plan; and
- (g) To select department heads and Officers and to coordinate, motivate, direct and supervise these key officials and prescribe their duties and responsibilities.

Acting City Manager (Acting Chief Administrative Officer):

4.2 In the absence of the City Manager, the Acting City Manager shall have, in addition to the powers and duties prescribed by by-law or resolution, the Community Charter, the Local Government Act or any provincial statute, the following powers, duties and functions:

- (a) To provide overall management of the operations of the municipality;
- (b) To coordinate, direct and broadly supervise the implementation of policies and programs approved by Council;
- (c) To plan, coordinate, direct, supervise and control the day-to-day business affairs of the City in accordance with the policies and plans approved and established by Council;
- (d) To develop, establish and maintain comprehensive policies to direct the activities of all departments of the municipal service;
- (e) To receive, compile, consider, and present to Council recommendations arising from departmental operations which require Council approval, and to propose by-laws or resolutions arising from such recommendations;
- (f) To direct the preparation of, and to present to Council for consideration and approval, the annual budget and five year financial plan; and
- (g) To select department heads and Officers and to coordinate, motivate, direct and supervise these key officials and prescribe their duties and responsibilities.

City Clerk (Corporate Officer):

4.3 The City Clerk (Corporate Officer) shall have, in addition to the powers and duties prescribed by the City Manager, by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute, the following powers, duties and functions:

- (a) To ensure that accurate minutes of the meetings of the City and its committees are prepared and that the minutes, by-laws and other records of the business of the City and its committees are maintained and kept safe;
- (b) To ensure that access is provided to records of the City and its committees as required by law or authorized by the local government;
- (c) To certify copies of by-laws and other documents, as required or requested;
- (d) To administer oaths and take affirmations, declarations and affidavits required to be taken under the Community Charter or any other Act in relation to City matters;
- (e) To accept, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City; and
- (f) To keep the corporate seal, if any, and have it affixed to documents as required.

Fire Chief:

4.4 The Fire Chief shall have powers and duties prescribed by the City Manager in addition to those powers, duties and responsibilities which may be specifically assigned to the Officer by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute.

General Manager – Finance (Financial Officer):

4.5 The General Manager – Finance (Financial Officer) shall have, in addition to the powers and duties prescribed by the City Manager, by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute, the following powers, duties and functions:

- (a) To receive all money paid to the City;
- (b) To ensure the keeping of all funds and securities of the City;
- (c) To expend and disburse money in the manner referred to in Section 173 of the Community Charter;
- (d) To invest funds, until required, in investments referred to in Section 183 of the Community Charter;
- (e) To ensure that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept; and
- (f) To exercise control and supervision over all other financial affairs of the City.

General Manager – Engineering:

4.6 The General Manager – Engineering shall have powers and duties prescribed by the City Manager in addition to those powers, duties and responsibilities which may be

specifically assigned to the Officer by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute.

General Manager – Parks, Recreation and Culture:

- 4.7 The General Manager – Parks, Recreation and Culture shall have powers and duties prescribed by the City Manager in addition to those powers, duties and responsibilities which may be specifically assigned to the Officer by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute.

General Manager – Planning & Development:

- 4.8 The General Manager – Planning & Development shall have powers and duties prescribed by the City Manager in addition to those powers, duties and responsibilities which may be specifically assigned to the Officer by by-law or resolution, the Community Charter, the Local Government Act or any other provincial statute.

City Solicitor:

- 4.9 The City Solicitor shall have powers and duties prescribed by the City Manager in addition to those powers, duties and responsibilities which may be specifically assigned to the Officer by by-law or resolution, the Local Government Act or any other provincial statute.

5. SUSPENSION OF OFFICERS

Suspension of an Officer shall be in accordance with Section 151 of the Community Charter.

6. TERMINATION

Termination of employment of any Officer shall be in accordance with Section 152 of the Community Charter.

7. INDEMNIFICATION

- 7.1 The City will indemnify its Municipal Officials against payment of amounts required or incurred to defend an action, prosecution or claim brought against a Municipal Official in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions including satisfaction of a judgment, award or penalty imposed in relation to the foregoing. The City will indemnify its Municipal Officials against amounts required or incurred in relation to an inquiry under Part 2 of the *Inquiry Act*, R.S.B.C. 1996, c. 224 or to any other proceeding that involves the administration of the municipality or the conduct of municipal business.

- 7.2 As a limit on Indemnification under section 7.1, no fine shall be paid by the City that is imposed as a result of a Municipal Official's conviction for an offence that is not a strict or absolute liability offence.

7.3 The City will not seek indemnity against its Municipal Officials where the actions or conduct of those Municipal Officials result in a claim for damages against the City by a third party, unless the Municipal Official has been guilty of dishonesty, gross negligence, or malicious or wilful misconduct.

8. EFFECTIVE DATE

This by-law shall come in force on the date of final adoption thereof.

9. REPEAL

The following By-law is hereby repealed:

"Surrey Establishment of Officer Positions and Officer and Employee Indemnification By-law, 2001, No. 14381".

PASSED 1ST AND 2ND READING on the 16th day of January, 2006.

PASSED THIRD READING, AS AMENDED on the 13th day of February, 2006.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 20th day of February, 2006.

_____MAYOR

_____CLERK