

CITY OF SURREY

BY-LAW NO. 16895

Authorized Signatory By-law

.....

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

**1. TITLE**

1.1 This By-law may be cited as the "Authorized Signatories By-law, 2009, No. 16895."

**2. DEFINITIONS**

2.2 In this By-law:

- (a) "Authorized Designate" means an Employee or an Officer provided with the written authority to act on another person's behalf;
- (b) "City" means the City of Surrey;
- (c) "Clerk" means the Officer position of the city clerk;
- (d) "Council" means the elected Council of the City;
- (e) "Employee" means an exempt or union employee of the City other than an Officer; and
- (f) "Officer" means the persons defined as officers in Surrey Officer and Indemnification By-law, 2006, No. 15912, as amended.

**3. GENERAL**

- 3.1 All by-laws adopted by Council and any contracts adopted by by-law shall be signed by the Mayor and Clerk.
- 3.2 All minutes of Council shall be signed by the Mayor or presiding member.
- 3.3 All minutes of Standing Committees of Council, the Court of Revision and all other administrative bodies in the City, including the Board of Variance, shall be signed by the chairperson or presiding member.
- 3.4 All development permits, development variance permits and temporary commercial and

industrial use permits issued by Council shall be signed by the Mayor and Clerk.

- 3.5 All 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 shall be signed by the Mayor and Clerk.
- 3.6 All documents to be registered in the Land Title Office shall be signed by the Clerk and an Officer or his Authorized Designate.
- 3.7 All documents initiated, generated or processed in any department other than those specified in this by-law shall be signed by an Officer or his Authorized Designate.
- 3.8 The authorizations to sign herein are granted to the foregoing persons provided that all necessary prerequisites of the *Local Government Act*, R.S.B.C. 1996, c. 323, as amended, and *Community Charter*, S.B.C. 2003, c. 26, as amended, or other statutes, City by-laws and City policies have been met.

**4. REPEAL**

- 4.1 Surrey Authorized Signatories By-law, 1994, No. 12507, and all amendments thereto are hereby repealed.
- 4.2 Municipal Policy No. G-3 dated January 18, 1993 and all amendments thereto are hereby repealed.

PASSED THREE READINGS on the 30<sup>th</sup> day of March, 2009.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 20th day of April, 2009.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK