

Officer and Delegation of Authority Bylaw No. 8048-2025 and Fundraising Policy 5.61

Recommendation:

THAT *Maple Ridge Officer and Delegation of Authority Bylaw No. 8048-2025* be given first, second, and third reading;

AND THAT Council adopt Finance Policy 5.61 at the adoption of Bylaw No. 8048-2025.

Report Purpose and Summary Statement:

To recommend that Council consider first, second, and third reading of the proposed *Officer and Delegation of Authority Bylaw No. 8048-2025* and that Council consider adopting Fundraising Policy 5.61.

Previous Council Action:

February 26, 2008 - *Maple Ridge Consolidation Authority Bylaw No. 6547-2008*;

May 25, 2021 - *Maple Ridge Officers Designation Bylaw No. 7717*

November 28, 2023 - *Maple Ridge Delegation of Development Agreement Authority Bylaw No. 7973-2023*

Strategic Alignment:

Governance & Corporate Excellence

Applicable Legislation/ Bylaw/Policy:

Community Charter, Local Government Act, Cannabis Control and Licensing Act, Liquor Control and Licensing Act, Land Title Act, Builders Lien Act. The Bylaws listed under Previous Council Action establish the City's current delegated authorities and would be repealed upon adoption of the draft *Delegation of Authority Bylaw No. 8048-2025*.

Officer and Delegation of Authority Bylaw No. 8048-2025 and Fundraising Policy 5.61

BACKGROUND:

The City is committed to continuously improving its processes by consolidating bylaws to simplify governance and enhance clarity.

As part of this ongoing effort, Staff have reviewed the *Officers Designation Bylaw 7717-2021*, *Delegation of Development of Development Agreement Bylaw 7973-2023*, and the *Consolidation Authority Bylaw No. 6547-2008*. The review was done in tandem with the Planning and Building Department's review of the *Maple Ridge Development Procedures Bylaw No. 5978-1999*. These reviews identified opportunities to streamline procedures, reduce redundancies, provide clarity, and improve efficiency, with the goal of enabling faster, more consistent service delivery benefiting residents through clearer regulations and more responsive municipal operations.

The Fundraising Policy establishes a standardized and transparent framework for all City-led fundraising activities, ensuring they align with Council-approved initiatives and the City's strategic priorities. It outlines Director responsibilities for conducting ethical fundraising that respects donor privacy, avoids conflicts of interest, and upholds the City's integrity. The Policy requires that funds be used solely for approved purposes, mandates detailed record-keeping for audit and review and requires annual reporting to Council on fundraising activities, sources of funds, and allocation of proceeds.

ANALYSIS:

Discussion:

The *Community Charter* sets out the requirements for municipalities to establish the positions of Chief Administrative Officer (CAO), Corporate Officer (CO), and Financial Officer, and to define the powers, duties, and functions of municipal officers by bylaw. Specifically, Section 154 authorizes Council, by bylaw, to delegate many of its powers, duties, and functions, subject to statutory limits, to:

- (a) A council member or council committee,
- (b) An officer or employee of the municipality, or
- (c) Another body established by the council.

The City's current delegation framework has developed over time through a mix of legacy bylaws, policy decisions, and Council resolutions. This incremental approach has led to inconsistencies in authority across departments, duplicated approval processes, and unclear

processes in key operational areas such as contract execution, land transactions, and routine statutory approvals. To address these challenges, a modernized Officer and Delegation Bylaw consolidates officer roles and standardizes delegation authorities, ensuring alignment with the City's current organizational structure, procurement practices, and risk management controls.

Building on the foundation of the current *Officers Designation Bylaw* and *Delegation of Development Authority Bylaw*, the proposed Officer and Delegation Bylaw incorporates updated content that reflects current practices. Key updates include:

Agreements (Section 5.1 and Schedule A)

The Chief Administrative Officer and Director of Legislative Services are each designated the powers, duties, and functions to enter, accept, execute, amend, and terminate any agreement subject to the applicable provisions of the Delegation of Procurement Authority Bylaw and related policies.

Schedule A of the draft bylaw clarifies signing authority for specific agreements and permits. It identifies which types of agreements department heads are authorized to execute, ensuring alignment with their responsibilities and helping staff determine their authority. This streamlines approvals and reduces administrative delays.

Legal Actions and Claims (Section 6.1)

The Municipal Insurance Association British Columbia manages the City's third party liability claims (bodily injury, personal injury, and property damage). For matters outside that scope, this section is proposed to authorize the CAO and Director of Legislative Services to:

1. Retain and instruct legal counsel;
2. Commence or defend proceedings in any court or tribunal, or before an arbitrator or mediator, whether or not proceedings have already begun; and
3. Settle uninsured claims up to \$200,000, subject to sufficient funds in the Council approved financial plan.

Land Acquisition (Section 9.1)

This section proposes providing authority to the Chief Administrative Officer and the Director of Legislative Services to acquire land or interest in land, subject to the purchase being for a City project approved by Council and where sufficient funds have been allocated and approved by Council under the financial plan.

Liquor and Cannabis Licences (Section 11.1)

This section proposes providing authority to the Director of Bylaw, Licensing & Community Safety to issue comments and recommendations in relation to liquor and cannabis licence applications. Historically, staff would prepare comments and recommendations for Council approval through resolution. Comments and recommendations are guided by the Council-

approved Cannabis Retail Store Processing and Evaluation Criteria Policy, which future comments and recommendations will still be subject to, as amended from time to time.

Under section 34 of the *Cannabis Control and Licensing Act* and section 38 of the *Liquor Control and Licensing Act*, despite section 154(2)(c) of the *Community Charter*, a Council may delegate their authority to staff to provide recommendations on cannabis and liquor licence applications. The applicant whose application is the subject of comments and recommendation made by staff has the right to have those comments and recommendations reconsidered by Council.

Fundraising (Section 12.1)

Council is asked to delegate Directors with the authority to fundraise for specific events such as the ACT and community events. Additionally, a Fundraising Policy is also included with this report for consideration aligning with transparency and strategic priorities.

Reporting (Section 13.1)

Directors of each respective department will provide the Chief Administrative Officer with a bi-annual update on the authority that has been executed under the Bylaw within the scope of their department except for Development Agreements and Land Title Documents.

Officer Authorities (Section 4)

Additions to the content from Maple Ridge Officers Designation Bylaw No. 7717-2021 include the following:

- The Chief Administrative Officer is authorized to act in the Corporate Officer's place during closed meetings for the purposes of ensuring accurate minutes of the closed meeting are recorded, maintained, and kept secure.
- The Corporate Officer is authorized to Issue any development variance permits, including Minor Development Variance Permits, as defined in the Development Procedures Bylaw and to issue or acquire any legal documents or other permits on behalf of the City, as directed by Council.

Strategic Alignment:

Governance & Corporate Excellence

Financial Impact:

No additional budget allocation is required for adoption of this bylaw. The changes are anticipated to create administrative efficiencies, reducing staff time currently spent on preparing routine Council reports and approvals. Existing financial controls remain in place through established budget approvals, adherence to the purchasing policy, and ongoing audit processes, ensuring accountability and fiscal responsibility.

Applicable Legislation/Bylaw/Policy:

Community Charter, Local Government Act, Cannabis Control and Licensing Act, Liquor Control and Licensing Act, Land Title Act, Builders Lien Act.

NEXT STEPS:

Should Council read Maple Ridge Officer and Delegation of Authority Bylaw No. 8084-2025 a first, second, and third time, the Bylaw would then be forwarded to Council for final adoption and approval, at an upcoming Council Meeting.

If the proposed Maple Ridge Officer and Delegation of Authority Bylaw is adopted, the following bylaws would be repealed:

- Maple Ridge Consolidation Authority Bylaw No. 6547-2008
- Maple Ridge Officers Designation Bylaw No.7717-2021
- Maple Ridge Delegation of Development Agreement Authority Bylaw No. 7973-2023

A new Fundraising Policy will be presented to Council for consideration.

CONCLUSION:

The proposed Officer and Delegation of Authority bylaw clarifies roles, streamlines routine approvals, and strengthens accountability. Adoption will enable faster service delivery while ensuring Council retains decision-making on strategic, high-impact matters. In alignment with this approach the Fundraising Policy further supports transparency and good governance by establishing clear parameters for how fundraising activities are authorized, monitored, and reported. Integrating both the bylaw and the Fundraising Policy will ensure consistent oversight while enabling staff to efficiently manage day to day operational needs. Staff recommend three readings of the bylaw and direction to bring it forward for adoption and adoption of the policy.

Prepared by: Carolyn Mushata, CMC, MMC
Director of Legislative Services

Attachments:

- (A) Officer and Delegation of Authority Bylaw No. 8048-2025
- (B) Maple Ridge Consolidation Authority Bylaw No. 6547-2008
- (C) Maple Ridge Officers Designation Bylaw No.7717-2021
- (D) Maple Ridge Delegation of Development Agreement Authority Bylaw No. 7973-2023

Report Approval Details

Document Title:	Officer Delegation of Authority Bylaw and Fundraising Policy.docx
Attachments:	<ul style="list-style-type: none">- Maple Ridge Officer and Delegation of Authority Bylaw No. 8048-2025.docx- Maple Ridge Consolidation Authority Bylaw No. 6547-2008.pdf- Maple Ridge Officers Designation Bylaw No. 7717-2021.pdf- Maple Ridge Delegation of Development Agreement Authority Bylaw No. 7973-2023.pdf- Fundraising Policy 5.61.docx
Final Approval Date:	Jan 15, 2026

This report and all of its attachments were approved and signed as outlined below:

Scott Hartman, Chief Administrative Officer