

**CITY OF MAPLE RIDGE
BYLAW NO. 8048-2025**

A Bylaw to provide for Council's delegation of authority.

The Council of the City of Maple Ridge enact as follows:

1. Citation

This Bylaw will be cited as "Maple Ridge Officer and Delegation of Authority Bylaw No. 8048-2025".

2. Interpretation and Scope

- 2.1 Except as otherwise defined in this Bylaw, any words or phrases herein will be construed with their respective meanings under the *Community Charter*, SBC 2003, c.26, *Local Government Act*, RSBC 2015, c.1 and *Interpretation Act*, RSBC 1996, c.238, or any other applicable statutes, as the context and circumstances may require.
- 2.2 A reference to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation, or bylaw refers to that enactment as amended or replaced from time to time.
- 2.3 Headings in this Bylaw are for convenience only and do not define, or in any way limit, the scope or intent of this Bylaw.
- 2.4 Any schedules attached to this Bylaw are for reference only, do not form part of this Bylaw, and do not limit the scope or intent of this Bylaw in any way.
- 2.5 If any part of this Bylaw is determined to be invalid by a court of competent jurisdiction, then that invalid part will be severed, and the remainder of this Bylaw will continue to be valid.
- 2.6 If there is a conflict between this Bylaw and:
- (a) a statute granting delegation of authority, that statute will prevail; or
 - (b) another City bylaw or policy granting specific delegations of authority where such authority is also set out in this Bylaw, this Bylaw will prevail.
- 2.7 Unless a power, duty, or function of Council has been expressly delegated by this Bylaw or another City bylaw, all the powers, duties, and functions of Council remain with Council. Nothing in this Bylaw affects Council's authority to exercise any of the powers, duties, and functions delegated by this Bylaw or another City bylaw, or Council's authority to reconsider decisions delegated by this Bylaw or another City bylaw.

3. Definitions

3.1 In this Bylaw:

"Approving Officer" means the Statutory Officer appointed as the Approving Officer for the City, pursuant to the *Land Title Act*.

"Chief Administrative Officer" means the Statutory Officer appointed as the Chief Administrative Officer for the City, pursuant to the *Community Charter*.

"Bylaw Compliance Officer" means Community Safety Officers, Bylaw Compliance Officers, and Parking Officers.

"City" means the City of Maple Ridge.

"Community Charter" means the *Community Charter*, SBC 2003, c 26.

"Corporate Officer" means the Statutory Officer appointed as the Corporate Officer for the City, pursuant to the *Community Charter*.

"Council" means Council of the City of Maple Ridge.

"Designate" means an Employee who is delegated the powers, duties, and functions of a Statutory Officer or an Employee, either in the absence of that Statutory Officer or Employee, or where such delegation has been approved by that Statutory Officer, the Chief Administrative Officer, or the Employee's Director.

"Director" means an Employee of the City who is responsible for managing a specific department within the City on a senior level and who supervises Employees and oversees activities under that specific department.

"Employee" means an exempt or union employee of the City, but does not include contractors, consultants, or other such similar individuals hired to work on behalf of the City, or volunteers.

"Financial Officer" means the Statutory Officer appointed as the Financial Officer for the City, pursuant to the *Community Charter*.

"Land Title Act" means the *Land Title Act*, RSBC 1996 c 250.

"Local Government Act" means the *Local Government Act*, RSBC 2015 c 1.

"Statutory Officer" means an Employee appointed under the *Community Charter* who holds a position of statutory authority to carry out certain powers, duties, and functions as set out in this Bylaw.

4. General Delegation of Authority

Statutory Officers

4.1 Employees holding Statutory Officer positions at the City pursuant to the *Community Charter* are as follows:

- (a) Chief Administrative Officer;
- (b) Director of Legislative Services is the Corporate Officer; and
- (c) Director of Finance is the Financial Officer.

4.2 The selection of the Chief Administrative Officer will be made by resolution of Council.

4.3 The selection of the Corporate Officer and the Financial Officer will be made by the Chief Administrative Officer and appointed by resolution of Council.

Chief Administrative Officer

4.4 The Chief Administrative Officer is assigned the powers, duties, and functions of the Chief Administrative Officer under the *Community Charter*, including but not limited to:

- (a) carrying out the powers, duties, and functions specified in the *Community Charter* and other provisions applicable to the Chief Administrative Officer in other enactments;
- (b) carrying out and administering any powers, duties, and functions set out under this Bylaw;
- (c) coordinating, motivating, directing, and supervising Directors and establishing their duties and responsibilities;
- (d) administering exempt Employees' compensation in accordance with the corporate policies and budgets established by Council;
- (e) subject to Council approval, negotiating all collective agreements;
- (f) developing and recommending for Council approval any policies dealing with non-administrative matters, as directed by Council, and may initiate such policies for consideration by Council;
- (g) implementing all Council approved policies and directives;
- (h) developing, approving, and implementing policies, procedures, and practices dealing with administrative matters;
- (i) preparing and submitting reports and recommendations as may be required by Council;
- (j) taking whatever legal actions or measures are deemed necessary to respond to an emergency;
- (k) acting 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; and
- (l) the authority to assign additional responsibilities to a Statutory Officer, including acting on behalf of another Statutory Officer in their absence.

Corporate Officer

4.5 The Director of Legislative Services is assigned the powers, duties, and functions of the Corporate Officer under the *Community Charter*.

- 4.6 The Director of Legislative Services, in their capacity as the Corporate Officer, is authorized by Council to:
- (a) issue any development variance permits, including Minor Development Variance Permits, as defined in the Development Procedures Bylaw;
 - (b) issue or acquire any legal documents or other permits on behalf of the City, as directed by Council;
 - (c) administer a records management program for the City; and
 - (d) provide any notice required by statute or other law in relation to a bylaw or to an action, decision, or other matter.

Financial Officer

- 4.7 The Director of Finance is assigned the powers, duties, and functions of the Financial Officer under the *Community Charter*.

Municipal Tax Collector

- 4.8 The Director of Finance is assigned the powers, duties, and functions of the collector, as defined under the *Community Charter*, for the purposes of collecting taxes for the City.

City Engineer

- 4.9 The Director of Engineering is designated as the City Engineer on behalf of the City.

Designates of the Chief Administrative Officer

- 4.10 The Chief Administrative Officer is delegated the powers, duties, and functions, at their discretion, to designate an Employee, Statutory Officer, or any other person to temporarily act in the Chief Administrative Officer's absence from which the Chief Administrative Officer intends to return.

Designates of Statutory Officers

- 4.11 In the temporary absence of a Statutory Officer who has been delegated powers, duties, or functions by bylaw, the Chief Administrative Officer may temporarily assign that Statutory Officer's powers, duties, or functions to:
- (a) the deputy of the Statutory Officer;
 - (b) the immediate supervisor of the Statutory Officer;
 - (c) the Chief Administrative Officer; or
 - (d) any other Employee that the Chief Administrative Officer wishes to designate.

Appointment and Designates of Employees

- 4.12 The Chief Administrative Officer is delegated the powers, duties, and functions, at their discretion, to appoint, promote, discipline, suspend, and terminate Employees, not including Statutory Officers, subject to the terms of an employment contract or collective agreement, or both.

- 4.13 The Director of Legislative Services is assigned the responsibility of administering local government elections and other voting procedures as the Chief Election Officer.
- 4.14 The Director of Planning and Building is appointed as the City's Approving Officer, except in circumstances where the Director of Planning and Building's position is temporarily vacant, in which case the Chief Administrative Officer has the authority and discretion to appoint another Employee or person to the Approving Officer role.
- 4.15 In the absence of an Employee who is not a Statutory Officer, and who has been delegated powers, duties, or functions by bylaw, the Director of that Employee or the Chief Administrative Officer may assign such powers, duties, or functions to:
- (a) the supervisor or manager of the Employee;
 - (b) the Director of the Employee; or
 - (c) any other Employee or any other person that the Director or Chief Administrative Officer wishes to designate.

Appointment to Multiple Positions

- 4.16 Nothing in this Bylaw prevents the appointment of the same Employee to two (2) or more positions or statutory offices.

Changes in Position Title

- 4.17 If the title of a position is changed, or if a position is replaced with a similar position that absorbs those same roles and responsibilities, then the delegated authority assigned under this Bylaw will continue to apply regardless of such change or replacement.

Limitation of Employee Powers

- 4.18 An Employee to whom powers, duties, or functions are delegated under this Bylaw may only exercise those powers, duties, or functions in accordance with any applicable requirements or restrictions established by statute, regulation, or law in relation to such powers, duties, or functions.

Power to Enter on and Use Property

- 4.19 The Chief Administrative Officer, the Director of Engineering, and the Director of Facilities, Parks, and Properties are each delegated authority, in accordance with the *Community Charter*, to cause on behalf of the City entry onto real property and undertake works of construction, maintenance, and repair or mitigation of injury done or anticipated, or in reduction of compensation, if they consider that real property may be injuriously affected by the exercise of a Council power.

5. Agreements

- 5.1 The Chief Administrative Officer and the Director of Legislative Services are each delegated the powers, duties, and functions to:
- (a) negotiate, enter into, accept, execute, amend, and terminate any agreement in accordance with Schedule A of this Bylaw, or any other type of agreement not set out in Schedule A, in accordance with applicable provisions of the Delegation of Procurement Authority Bylaw and related policies, where applicable;
 - (b) permit, at their discretion, the negotiation, entering into, acceptance, execution, amendment, and termination of any agreement in accordance with Schedule A of this Bylaw, including any other type of agreement not set out in Schedule A, by any Director, Statutory Officer, or Employee (as delegated by a Director or that Employee's manager), as circumstances prescribe and in accordance with applicable provisions of the Delegation of Procurement Authority Bylaw and related policies, where applicable.

6. Legal Actions and Claims

- 6.1 The Chief Administrative Officer and the Director of Legislative Services are each delegated the authority to:
- (a) obtain and instruct legal counsel to commence or defend any legal action or proceeding in any court of law, or before any tribunal, arbitrator, mediator, or any other person, for or on behalf of the City; and
 - (b) settle uninsured claims or causes of action, whether legal proceedings have been commenced or not, subject to the settlement being for not more than \$200,000 and sufficient funds have been allocated and approved by Council under the Financial Plan to satisfy the settlement.

7. Bylaw Enforcement and Exemptions

- 7.1 The Chief Administrative Officer and the Director of Bylaw, Licensing, and Community Safety are delegated the powers, duties, and functions to appoint Bylaw Compliance Officers.
- 7.2 By virtue of their appointment, Bylaw Compliance Officers may exercise the following powers:
- (a) enforcement of the City's bylaws and policies;
 - (b) entry onto or into private premises to verify compliance with Council resolutions, prohibitions, or requirements, pursuant to the *Community Charter*;
 - (c) the service of summons under the *Offence Act*;
 - (d) the issuance and enforcement of Municipal Ticket Information under the Maple Ridge Ticket Information Utilization Bylaw;
 - (e) the issuance and enforcement of bylaw notices under the Maple Ridge Bylaw Notice Enforcement Bylaw; and
 - (f) any other powers delegated unto Bylaw Compliance Officers by legislation or by other City bylaws and policies.

8. Land Use and Development

Covenants, Statutory Rights-of-Way, and Easements

- 8.1 The Director of Planning and Building, the Director of Legislative Services, and the Director of Engineering are each delegated the following powers, duties, and functions:
- (a) the power to enter into, accept, execute, amend, have registered on title, and discharge a statutory, positive, or restrictive covenant on behalf of the City under the *Community Charter* or *Local Government Act*; and
 - (b) the power to enter into, accept, execute, amend, have registered on title, and discharge a statutory right-of-way or easement on behalf of the City in connection with the operation of a sewer, water, or drainage works, or for the purpose of trails or pedestrian or vehicle access.
- 8.2 The Director of Planning and Building and the Director of Legislative Services are delegated the powers, duties, and functions to register statutory rights-of-way, easements, and covenants over land, releases, partial releases, discharges, modifications, and amendments to such agreements, where required as a condition of planning or building approval.

Builders Lien

- 8.3 The Director of Planning and Building is delegated the powers, duties, and functions to file and discharge notices of interest under the *Builders Lien Act*.

9. Land Acquisition

- 9.1 The Director of Legislative Services and the Chief Administrative Officer are each delegated the powers, duties, and functions to acquire land, or interests 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.

10. Land Title

- 10.1 The Director of Legislative Services is delegated the powers, duties, and functions to register, amend, and discharge any charges or legal notations in relation to the title of real property.
- 10.2 The Approving Officer is delegated the powers, duties, and functions to discharge any obsolete charges and legal notations from the title of real property where such charges or notations are no longer required for the purposes of subdivision, building, planning, or engineering.

11. Licensing

Liquor and Cannabis Licences

- 11.1 The Director of Bylaw, Licensing & Community Safety is delegated the powers, duties, and functions to:

- (a) Issue comments and recommendations as outlined under section 38(3) of the *Liquor Control and Licensing Act*;
- (b) Issue comments and recommendations as outlined under section 33 of the *Cannabis Control and Licensing Act*; and
- (c) do any other thing relating to liquor and cannabis licences that is within the scope of their powers.

11.2 The Director of Bylaw, Licensing & Community Safety may delegate any of the powers, duties, and functions set out in 11.1 to City staff.

Business Licences

11.3 The Chief Administrative Officer, the Director of Bylaw, Licensing & Community Safety, and the Chief Operating Officer are each delegated the powers, duties, and functions to:

- (a) issue business licences;
- (b) impose requirements or restrictions on business licences;
- (c) make decisions regarding business licences;
- (d) collect fees in relation to business licences;
- (e) suspend or cancel business licences; and
- (f) do any other thing relating to business licences that is within the scope of their powers.

11.4 The Chief Administrative Officer, the Director of Bylaw, Licensing & Community Safety, and the Chief Operating Officer may delegate any of the powers, duties, and functions set out in section 11.3 to City staff.

12. Fundraising

12.1 Directors are delegated the authority to develop and conduct fundraising activities, subject to Council policy, for the purpose of supporting local government initiatives and projects.

13. Reporting

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

14. Miscellaneous

14.1 The Director of Legislative Services is delegated the powers, duties, and functions to consolidate any of the City's bylaws to produce consolidated copies of those bylaws for ease of reference purposes.

14.2 The Chief Administrative Officer and the Director of Legislative Services are each delegated the powers, duties, and functions to act as the authorized signatory for the City and to execute any document on the City's behalf.

15. Repealed

15.1 The following Bylaws are hereby repealed in their entirety upon adoption of this Bylaw:

(a) Maple Ridge Officers Designation Bylaw No. 7717-2021;

(b) Maple Ridge Delegation of Development Agreement Authority Bylaw No. 7973-2023;
and

(c) Maple Ridge Consolidation Authority Bylaw No. 6547-2008.

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

Schedule A – Agreements

1. This table is a non-exhaustive list of the types of agreements that may be executed at the City.
2. Refer to section 5.1(a) of the Bylaw for direction on any agreements outside the scope of this table.

Permitted authority to execute	Types of agreements
<i>All Directors</i>	<ul style="list-style-type: none"> • Operating agreements • Consultant agreements • Contractor agreements • Cost-sharing agreements • Confidentiality/Non-disclosure agreements
<i>Chief Administrative Officer</i>	<ul style="list-style-type: none"> • All agreements, as set out in section 5.1(a) • When signing acquisition/disposition of land agreements, a signature by the Corporate Officer and by the Chief Administrative Officer are both required
<i>Deputy Chief Administrative Officer</i>	<ul style="list-style-type: none"> • All agreements, when acting as delegate of the Chief Administrative Officer
<i>Director of Legislative Services (including as the Corporate Officer)</i>	<ul style="list-style-type: none"> • All agreements, as set out in section 5.1(a) • When signing acquisition/disposition of land agreements, a signature by the Corporate Officer and by the Chief Administrative Officer are both required
<i>Director of Human Resources</i>	<ul style="list-style-type: none"> • Employment and labour contracts • Union/CUPE agreements • Agreements related specifically to the Human Resources Department
<i>Director of Corporate Strategy/Chief Strategy Officer</i>	<ul style="list-style-type: none"> • Advertising/Marketing agreements • Event agreements • Agreements related specifically to the department for Corporate Strategy
<i>Director of Communications, External Engagement, and Public Affairs</i>	<ul style="list-style-type: none"> • Intergovernmental and public affairs agreements • External engagement agreements • Agreements related specifically to the department for Communications, External Engagement, and Public Affairs
<i>Director of Economic Development</i>	<ul style="list-style-type: none"> • Filming agreements • Business agreements • Sponsorship and advertising/marketing agreements • Agreements related specifically to the Economic Development department
<i>Director of Planning and Building</i>	<ul style="list-style-type: none"> • Road/property encroachment and rights-of-way agreements • Covenants • Housing agreements • Fee for service agreements • Development agreements • Agreements related specifically to the Planning and Building department

Director of Facilities, Parks and Properties	<ul style="list-style-type: none"> • Park facilities rental agreements • Sponsorship and advertising/marketing agreements • Temporary land/facility use agreements • Construction agreements • Tenancy agreements • Lease agreements • Donation agreements • Public art agreements • Caretaker agreements • Agreements related specifically to Facilities, Parks and Properties
Director of Recreation Services	<ul style="list-style-type: none"> • Facility rental agreements • Sponsorship and advertising/marketing agreements • Temporary land/facility use agreements • Construction agreements • Tenancy agreements • Lease agreements • Donation agreements • Caretaker agreements • Agreements related specifically to Recreation Services
Director of City Operations	<ul style="list-style-type: none"> • Access agreements • Construction/repair/maintenance agreements • Agreements related specifically to the Operations department
Director of Finance	<ul style="list-style-type: none"> • Requests for Proposal (RFPs) • Invitations to Quote (ITQs) • Invitation to Tender (ITTs) • Canadian Construction Documents Committee (CCDC)/Master Municipal Construction Documents (MMCD) contracts • Agreements related specifically to the Finance department
Director of Engineering	<ul style="list-style-type: none"> • Construction/repair/maintenance agreements • Development agreements • Encroachment agreements • Infrastructure and service agreements • Highway use permits and other Engineering permits • Latecomer agreements • Agreements related specifically to the Engineering department
Chief Information Officer/Director of Information Technology	<ul style="list-style-type: none"> • Information Technology agreements • Information/data-sharing agreements • Agreements related specifically to the Information Technology department
Director of Bylaw, Licensing & Community Safety	<ul style="list-style-type: none"> • Operating agreements • Information/data-sharing agreements • Agreements related specifically to the Bylaw, Licensing & Community Safety Department