

CONSOLIDATED FOR CONVENIENCE ONLY

APPOINTMENT OF OFFICERS AND DELEGATION OF AUTHORITY BYLAW NO. 1742, 2014



**CITY OF QUESNEL
APPOINTMENT OF OFFICERS AND
DELEGATION OF AUTHORITY
BYLAW NO. 1742, 2014**

Consolidated: September 15, 2025

CONSOLIDATED FOR CONVENIENCE ONLY TO INCLUDE:

Amending Bylaw	Adopted
1776, 2015	October 5, 2015
1914, 2021	December 7, 2021
1940, 2023	February 21, 2023
1966, 2024	July 30, 2024

***This bylaw is a “consolidated” version and includes amendments up to the date listed in the bylaw heading. It is placed on the Internet for convenience only, is not the official or legal version, and should not be used in place of certified copies which can be obtained through the Deputy Corporate Administrator at City Hall. Plan, pictures, other graphics or text in the legal version may be missing or altered in this electronic version**

**CITY OF QUESNEL
BYLAW NO. 1742**

A Bylaw to Provide for the appointment of Officers and delegation of authority

WHEREAS the Council of the City of Quesnel must, by bylaw, under section 146 of the *Community Charter*, establish officer positions in relation to the powers, duties and functions of the corporate officer and the financial officer;

AND WHEREAS the Council of the City of Quesnel may, by bylaw, under section 146 of the *Community Charter*, establish other officer positions, including in relation to the powers, duties and functions of the chief administrative officer;

AND WHEREAS Council of the City of Quesnel may, by bylaw, under section 154 of the *Community Charter*, enact a bylaw to delegate certain powers, duties and functions of Council, to an officer or employee of the City;

AND WHEREAS the Council of the City of Quesnel has deemed it desirable to delegate to its officers and authorized designates, the powers, duties and functions under the *Community Charter* and the *Local Government Act* as set out in this Bylaw.

NOW THEREFORE the Council of the City of Quesnel in an open meeting assembled enacts as follows:

1. OFFICERS

1.1. Establishment of City Officers

1.1.1. Pursuant to section 146 of the *Community Charter*, the Officers of the City of Quesnel shall be those persons holding the following positions:

- (a) City Manager (Chief Administrative Officer and Corporate Officer);
- (b) Acting City Manager (Acting Chief Administrative Officer);
- (c) Director of Corporate and Financial Services (Financial Officer); and

1.1.2. The selection of the City Manager shall be made by Council.

1.1.3. The selection of the Director of Corporate and Financial Services shall be made by the City Manager, subject to Council approval.

1914, 2021

1.1.4. The selection of the Acting City Manager shall be made by the City Manager. The Deputy City Manager will act as Acting City Manager, unless the City Manager appoints another alternative in writing. In the event of incapacitation of the City Manager or vacancy in that position, the selection of the Acting City Manager shall be made by Council. The selection of the Deputy City Manager shall be made by the City Manager, subject to Council approval.

1.2. Powers, Duties and Functions of City Officers

1.2.1. City Manager (Chief Administrative Officer and Corporate Officer)

1.2.1.1. The City Manager is assigned all the powers, duties and functions specified in section 147 of the *Community Charter* and is assigned the responsibility of corporate administration, including the powers, duties and functions specified in section 148 of the *Community Charter*.

1.2.1.2. Without limiting the generality of all the powers, duties and functions assigned under section 147 and section 148 of the *Community Charter*, the City Manager is assigned the following specific powers, duties and functions:

(a) the responsibility for the administration of exempt staff compensation within the corporate policies and budget established by Council;

(b) the authority to plan, coordinate, direct, supervise and control the day-to-day business affairs of the City in accordance with the policies and plans established and approved by Council;

(c) the authority to develop, establish and maintain comprehensive procedures to implement and carry out Council approved policies and to direct the activities of all departments of the City;

(d) the authority to receive, compile, consider, approve and bring to Council reports and recommendations arising from departmental operations which require Council approval, and to propose bylaws or resolutions arising from such recommendations;

(e) the authority to negotiate proposed terms and conditions of business arrangements by contract, memorandum of understanding, letters of intent, or similar instruments, and to submit recommendations to Council for consideration;

(f) the authority to direct the preparation of the annual budget and five year financial plan;

(g) the authority to select department heads and to coordinate, motivate, direct and supervise these key employees and prescribe their duties and responsibilities;

(h) the authority to hire and terminate any Employee; and

(i) the authority to perform the duties and functions of the other Officers of the City in their absence.

1.2.2. Acting City Manager (Acting Chief Administrative Officer)

1966, 2024

1.2.2.1. In the absence of the City Manager, the Acting City Manager shall have all the powers, duties and functions assigned to the City Manager under section 1.2.1.1

1.2.3. Director of Corporate and Financial Services (Financial Officer)

1.2.3.1. The Director of Corporate Services is assigned the responsibility as collector of taxes, and the responsibility of financial administration, including the powers, duties and functions, pursuant to section 149 of the *Community Charter*.

1.2.4. Acting Collector

1940, 2023

1.2.4.1. In the absence of the Director of Corporate and Financial Services, the Revenue Accountant will be assigned the responsibility of collector of taxes.

2. DELEGATES AND AUTHORIZED DESIGNATES

2.1. In accordance with section 4 of the Schedule to the *Community Charter*, where this Bylaw assigns or delegates a power, duty, or function to an Officer, the assignment or delegation of the power, duty or function applies to the person who from time to time holds that Officer position, to the Officer's deputy, and to any person designated by Council to act in the Officer's place.

2.2. Where this Bylaw assigns or delegates a power, duty, or function to an Employee, the assignment or delegation of the power, duty or function is to the person who from time to time holds that position.

2.3. Where any Officer or Employee is authorized to take any action pursuant to this Bylaw, in the absence of the Officer or Employee, such action may be carried out by that person's Authorized Designate.

2.4. For the position of Corporate Officer, the Deputy Corporate Administrator is designated as the Authorized Designate to carry out the duties as per section 148 of the *Community Charter*.

3. NO DELEGATION BY AN AUTHORIZED DESIGNATE

- 3.1. An Authorized Designate to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

4. GENERAL AUTHORIZED SIGNATORIES FOR CONTRACTS

- 4.1. Schedule A contains the list of authorizations to sign a contract provided all necessary prerequisites of the *Community Charter*, the *Local Government Act*, other applicable statutes, City Bylaws and City policies have been met in relation to the contract.

5. SCOPE AND SEVERABILITY OF BYLAW

- 5.1. Unless a power, duty or function of Council has been expressly delegated by this Bylaw or by another City Bylaw, all the powers, duties and functions of Council remain with Council.
- 5.2. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
- 5.3. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.
6. This Bylaw may be cited for all purposes as "City of Quesnel Appointment of Officers and Delegation of Authority Bylaw No. 1742 of 2014"

READ A FIRST TIME this 25th day of August, 2014.

READ A SECOND TIME this 25th day of August, 2014.

READ A THIRD TIME this 25th day of August, 2014.

FINALLY ADOPTED by a Majority of Council this 8th day of September, 2014.

Duly signed:

MAYOR,
Mary Sjostrom

CORPORATE OFFICER,
Byron Johnson

I hereby certify that the foregoing is a true and current copy of the "City of Quesnel Appointment of Officers and Delegation of Authority Bylaw No. 1742 of 2014".

Duly signed:

DEPUTY CORPORATE ADMINISTRATOR,
Gina Albers

SCHEDULE A - BYLAW 1914 APPOINTMENT OF OFFICERS AND DELEGATION OF AUTHORITY BYLAW

Adopted July 30, 2024

Contracts approved by Council	Authorized Signatory
Contracts approved by bylaw	Mayor, Acting Mayor City Manager, Acting City Manager
Contracts approved by resolution between the City and another government or First Nation	Mayor, Acting Mayor City Manager, Acting City Manager
All other contracts by Council Resolution	Mayor, Acting Mayor City Manager, Acting City Manager Directors
Encroachment Agreements (City Manager's discretion if agreement goes to Council for approval)	City Manager/Director of Development Services
Covenants (City Manager's discretion if covenant goes to Council for approval)	City Manager/Director of Development Services
Real Estate transactions approved by Council	Mayor, Acting Mayor City Manager, Acting City Manager Director of Corporate and Financial Services
Grant Agreements (requiring contribution from City)	Mayor, Acting Mayor City Manager, Acting City Manager Directors up to \$50,000 Manager of Economic Development and Tourism all online grant requirements Community Development Coordinator
Contracts not requiring Council approval	Approver/Authorized Signatory
Single Year Contracts - costs included in operating budget	As per Purchasing Policy Approval Levels
Multi Year Contracts - costs included in operating budget	As per Purchasing Policy Approval Levels
Lease renewals - extensions within original lease or leases under \$25,000 per year	City Manager, Acting City Manager Directors
Licence of Occupations - extensions within original Licence or licences under \$25,000 per year	City Manager, Acting City Manager Directors
Grant Agreements (not requiring contribution from City)	City Manager, Acting City Manager Directors up to \$50,000 Manager of Economic Development and Tourism all online grant requirements Community Development Coordinator
Other documents	Approver/Authorized Signatory
Development Permits (may also require Council approval)	Director of Development Services
Subdivision Preliminary Layout Reviews /Approvals	Approving Officer
Servicing Agreements	Director of Development Services Director of Capital Works & Infrastructure

**SCHEDULE A - BYLAW 1914 APPOINTMENT OF OFFICERS AND DELEGATION OF AUTHORITY BYLAW
(Continued)**

Treasury Activities	Approver/Authorized Signatory
Cheque Signing - two signatures	One member of Council <i>- autosigned for under \$100,000</i> One Staff member from: - City Manager - Director of Corporate and Financial Services - Manager of Finance - Revenue Accountant <\$5,000 - Financial Accountant <\$5,000
Electronic Funds Transfers/Bill Payments - under \$100,000	One Staff member from: - City Manager - Director of Corporate and Financial Services - Manager of Finance
- over \$100,000	One staff member from above and one member of Council
Payroll	One Staff member from: - City Manager - Director of Corporate and Financial Services - Manager of Finance
Investments outside Operating Bank	Two Staff from: - City Manager - Director of Corporate and Financial Services - Deputy Corporate Administrator
Write off Bad Debt Less than \$5,000 Less than \$10,000 Greater than \$10,000	Director of Corporate and Financial Services City Manager Council