

**CITY OF MAPLE RIDGE  
BYLAW NO. 7987-2024**

A Bylaw to delegate Procurement powers, duties and functions to officers  
and employees at the City of Maple Ridge.

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**WHEREAS**, Section 154(1) of the *Community Charter*, Chapter 26 [SBC 2003] (the "Charter") permits that a council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to officers and employees of a municipality;

**AND WHEREAS**, Council of the City of Maple Ridge wishes to delegate to its officers and employees certain powers, duties and functions, including the authority to execute certain documents on behalf of the City;

**NOW THEREFORE**, Council of the City of Maple Ridge enacts as follows:

**1. Citation**

This Bylaw may be cited as "Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024".

**2. Interpretation**

For the purposes of this Bylaw:

- (a) except as otherwise defined in this Bylaw, any words or phrases herein will be construed in accordance with their meanings under the *Community Charter* or the *Interpretation Act*, Chapter 1-21, [RSC 1985].
- (b) headings are for convenience only and are not to be construed as defining, or in any way limiting, the scope or intent of this Bylaw.
- (c) any references made to a statute or regulation refers to the most current enactment of that statute or regulation in the Province of British Columbia, as amended or replaced from time to time.
- (d) any references made to a bylaw or policy refers to the most current enactment of that bylaw or policy at the City, as amended or replaced from time to time.

**3. Definitions**

In this Bylaw:

**"Approved Financial Plan"** means the annual financial plan for the City approved by Council, which includes the approved Capital Plan.

**“Chief Administrative Officer”** means the person designated by Council as the City’s Chief Administrative Officer.

**“City”** means the City of Maple Ridge.

**“Council”** means the elected Council for the City of Maple Ridge.

**“Deputy”** means an employee or officer of the City holding the position of Deputy Chief Administrative Officer, Deputy Corporate Officer, Deputy Fire Chief, Deputy Director, or their designate.

**“Deputy Chief Administrative Officer”** means the person designated by Council as the City’s Deputy Chief Administrative Officer.

**“Director”** means an employee or officer of the City holding one of the following positions:

- a) Director of a City department;
- b) Executive Director;
- c) Chief Building Officer;
- d) Chief Financial Officer;
- e) Chief Information Officer; or
- f) Fire Chief;

**“Manager”** means an employee of the City holding a position as a Manager, Superintendent, or Assistant Chief of a City Department.

**“Manager of Procurement”** means the person holding the position of Manager of Procurement, or their designate.

**“Signing Authority”** means the person(s) authorized to sign and execute the contract on behalf of the City.

#### **4. Delegation of Procurement Authority**

As set out in Schedule “A” to this Bylaw, Council hereby delegates its powers, duties, and functions to the officers and employees as defined herein, to:

- a) authorize the acquisition of goods, services or construction on behalf and for the benefit of the City (collectively “Goods or Services”) to the maximum amounts specified; and
- b) execute agreements that have been authorized under section 4(a) of this Bylaw.

#### **5. Surplus Asset Disposal Delegation**

- a) Where certain City assets, other than real property, have been identified as having reached end of serviceable life or are no longer required by any City department but retain some value, then as set out in Schedule “A” to this Bylaw, Council hereby delegates its powers, duties, and functions to declare these City assets as surplus, to the following officers and employees of the City:

- (i) the Manager of Procurement, who may dispose of the surplus assets through auction or for value through trade or other formal or informal process;
  - (ii) the Chief Administrative Officer, who may dispose of the surplus assets through donation without compensation, to any non-profit corporation, association, or entity; and
  - (iii) the Managers or Directors, who may dispose of the surplus assets through City recycling or disposal as garbage.
- b) Council hereby delegates to the Manager of Procurement the authority to dispose of any unclaimed property:
- (i) that has come into the possession of the City through the RCMP, in accordance with Section 67 of the Charter; or
  - (ii) that has otherwise come into the possession of the City, in accordance with the City's Disposal of Found Goods Policy.

## **6. Delegation**

- a) Council's delegation of a power, duty, or function under this Bylaw includes delegation to a designated person who may, from time to time:
- (i) be appointed to act on behalf of the delegate; or
  - (ii) be appointed by Council to act in the capacity of the delegate in the delegate's absence.
- b) In the absence of the delegate, Council may also delegate their powers, duties or functions, to the following employees to act in the capacity of the delegate:
- (i) the Director of the delegate's department;
  - (ii) in the absence of a Director, the Chief Administrative Officer or the person designated as the acting Chief Administrative Officer; or
  - (iii) in the event of a state of local emergency, the appointed Emergency Operations Centre Director.

## **7. Position Changes**

- a) Where this Bylaw delegates a power, duty or function to an elected official, an officer or an employee, the assignment or delegation of that power, duty or function is to the person who, from time to time, holds that position or any successor position in title.
- b) If a position referenced in this Bylaw is modified or eliminated, each authority, power, duty or function delegated to that position will be deemed to have transferred to the position that has assumed responsibility for the subject matter of the delegated authority, power, duty or function or that is most closely connected to the modified or eliminated position.

## **8. Conditions on Use of Delegated Authority**

- a) Any delegation of authority pursuant to this Bylaw is subject to the condition that any requirements under the *Community Charter*, the *Local Government Act*, other applicable statutes and regulations, City bylaws and City policies, including the Procurement Policy, and applicable trade agreements, have been met and that the value of the contract or other document is within the City's Approved Financial Plan.
- b) Despite the authority granted under Part 4 of this Bylaw, an officer or employee of the City must not enter into an agreement that is a debenture debt and is of a capital nature under which the City would incur a liability payable after the end of the then current year for a term that is for more than five years, including all rights of renewal and extension.
- c) An expenditure made by a person to whom the City has delegated authority under this Bylaw must be authorized under the City's Approved Financial Plan.
- d) This Bylaw does not authorize the execution of any agreement that requires elector approval under the *Local Government Act*, whether by stated term of the agreement or any provision for extension or renewal.
- e) Subject to the *Local Government Act*, unless a power, duty or function of the City has been expressly delegated by this Bylaw or another City bylaw, all of the powers, duties and functions of the City remain with the City.
- f) A summary of expenditures exceeding \$750,000 shall be reported to Council every quarter.
- g) Council approval is required in each individual case for all expenditures that do not comply with the Approved Financial Plan.

## **9. Required Notices**

All delegations of powers, duties and functions pursuant to this Bylaw are inclusive of a grant of authority to provide any notice required under a statute or other law in relation to an action, decision or other matter.

## **10. Inconsistency or Invalidity**

- a) If any section, subsection, clause or other part of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw; and
- b) If any section, subsection, clause or other part of this Bylaw conflicts with, or could be interpreted to conflict with, the Charter or *Local Government Act*, then the Charter or *Local Government Act* will prevail.

## 11. Repealed


The Maple Ridge Delegation of Procurement Authority Bylaw No. 7711-2021 and any amendments thereto are hereby repealed in their entirety and replaced by the Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024.

READ a first time the 27<sup>th</sup> day of February, 2024.

READ a second time the 27<sup>th</sup> day of February, 2024.

READ a third time the 27<sup>th</sup> day of February, 2024.

ADOPTED, the 12<sup>th</sup> day of March, 2024.

  
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PRESIDING MEMBER

  
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CORPORATE OFFICER

### Schedule "A"

In accordance with Part 4 of this Bylaw, the delegated authority for various procurement limits, agreement signing and execution is as follows:

Delegated Signing Authority and Concurring Signature*	Delegated Approval Authority Limit
Chief Administrative Officer <i>and</i> Director of Finance (CFO)	Over \$750,000
Deputy Chief Administrative Officer <i>and</i> Director of Finance (CFO)	Up to \$750,000
Director <i>and</i> Manager of Procurement	Up to \$200,000
Deputy <i>and</i> Manager of Procurement	Up to \$150,000
Manager	Up to \$ 75,000

\*Concurring signature required for Procurements \$75,000 and over.

The annual value of an agreement determines the authorization required.

In accordance with Part 5 of the Bylaw, the delegated authority to declare an item as surplus for disposal is as follows:

Position	Authority to Declare as Surplus
Chief Administrative Officer or Deputy Chief Administrative Officer	Over \$200,000
Manager or Director	Up to \$200,000