

DELEGATION OF SIGNING AUTHORITY BYLAW, AMENDMENT BYLAW (NO. 1)

A BYLAW OF THE CITY OF VICTORIA

The purpose of this bylaw is to streamline City processes by delegating execution of certain documents on behalf of the City to appropriate City staff.

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Under its statutory powers, including section 154 of the *Community Charter*, the Council of the Corporation of the City of Victoria in a public meeting assembled enacts the following provisions:

Title

- 1 This Bylaw may be cited as the “DELEGATION OF SIGNING AUTHORITY BYLAW, AMENDMENT BYLAW (NO. 1)”.

Amendments

- 2 Bylaw No. 09-031, the Delegation of Signing Authority Bylaw, is amended in section 2 by renumbering the existing section 2 as section 2(1) and adding the following as the new subsection (2):

“(2) Without limiting the scope of the delegation in subsection (1), Council delegates the power to execute on behalf of the City any agreement, contract, deed, debenture, instrument or plan that has been approved or authorized by Council that is listed in column A of Schedule 1 to staff identified in a corresponding row in column B of that Schedule.”

- 3 Bylaw No. 09-031, the Delegation of Signing Authority Bylaw, is amended by deleting section 3 and replacing it with the following new section 3:

“Land Title Documents

3 An application, instrument or form that is filed in a land title office under the *Land Title Act* in order to complete an agreement or transaction that has been approved or authorized by Council may be executed on behalf of the City by:

- (a) the Mayor;
- (b) the City Clerk; or

(c) the City Solicitor,

provided the signature is certified, in accordance with section 42 of the *Land Title Act*, by the City Clerk in the case of the Mayor's signature, or by a lawyer acting on behalf of the City in the case of the other signatories."

- 4 The schedule attached to this bylaw as Schedule A is added to Bylaw No. 09-031, the Delegation of Signing Authority Bylaw, as the new Schedule 1.

Commencement

- 5 This Bylaw comes into force on adoption.

READ A FIRST TIME the **28th** day of **November** 2019

READ A SECOND TIME the **28th** day of **November** 2019

READ A THIRD TIME the **28th** day of **November** 2019

ADOPTED on the **12th** day of **December** 2019

"CHRIS COATES"
CITY CLERK

"LISA HELPS"
MAYOR

Schedule A:

Schedule 1

Delegation of Signing Authority Table

	Column A: Agreements	Column B: Authorized Signatory
1	Procurement contracts up to \$500,000	Chief Financial Officer
2	Procurement contracts above \$500,000	City Manager
3	Offers to purchase land	Head of Strategic Real Estate
4	Purchase and sale agreements in relation to land	Head of Strategic Real Estate
5	Leases and licences for use of City property other than streets	Head of Strategic Real Estate
6	Leases and licences for use of City owned property within road-right-of-way	Director of Engineering and Public Works
7	Licences and operating agreements for parks or outdoor recreation facilities	Director of Parks, Recreation and Facilities