



Last Update:
April 29, 2015

**Officer Positions and Delegation of
Authority Bylaw
No. 8340, 2011**

Consolidated

Amendment Bylaws to
City of Prince George Officer Positions and Delegations of Authority Bylaw No. 8340, 2011

Bylaw No. 8429, 2012

Adopted: May 28, 2012

Bylaw No. 8663, 2015

Adopted: April 27, 2015

CITY OF PRINCE GEORGE
BYLAW NO. 8340

A Bylaw of the City of Prince George to provide for the appointment of Officers, and to Delegate certain Powers, Duties and Responsibilities to such Officers and other Employees

WHEREAS the Council of the City of Prince George 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 Prince George 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 Prince George 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 Prince George 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 Prince George in open meeting assembled, **ENACTS AS FOLLOWS:**

CONTENTS

1. Short Title
2. Definitions
3. Officers
4. General Authorized Signatories for Contracts
5. Authorized Signatory for Council Approved Property Transactions
6. Delegation of Authority to Approve Certain Property Transactions
7. Miscellaneous Delegation of Authority
8. Delegates and Authorized Designates
9. No Delegation by an Authorized Designate
10. Other Bylaws Delegating Authority
11. Scope and Severability of Bylaw

12. Repeal of Previous Bylaws

1. **SHORT TITLE**

This Bylaw may be cited for all purposes as the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”.

2. **DEFINITIONS**

In this Bylaw:

- (a) “Authorized Designate” means an Employee or an Officer provided with the written authority to act on another person’s behalf in that person’s absence, notice of which shall be filed with the General Manager of Administrative Services;
- (b) “City” means the municipality of the City of Prince George;
- (c) “City Manager” means the Officer position of the City chief administrative officer;
- (d) “Council” means the elected Council of the City;
- (e) “Director of Finance” means the Officer position of the City financial officer;
- (f) “Employee” means an exempt or union employee of the City other than an Officer;
- (g) “General Manager of Administrative Services” means the Officer position of the City corporate officer;
- (h) “Officer” means a person holding a position set out in section 3.1.

3. **OFFICERS**

3.1 **Establishment of City Officers**

3.1.1 Pursuant to section 146 of the *Community Charter*, the Officers of the City of Prince George shall be those persons holding the following positions:

- (a) City Manager (Chief Administrative Officer);
- (b) Acting City Manager (Acting Chief Administrative Officer);

- (c) Director of Finance (Financial Officer); and
- (d) General Manager of Administrative Services (Corporate Officer).

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

3.1.3 The selection of the Director of Finance and General Manager of Administrative Services shall be made by the City Manager, subject to Council approval.

3.1.4 The selection of the Acting City Manager shall be made by the City Manager. 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.

3.2 Powers, Duties and Functions of City Officers

3.2.1 City Manager (Chief Administrative Officer)

3.2.1.1 The City Manager is assigned all the powers, duties and functions specified in section 147 of the *Community Charter*, including, without limitation:

- (a) overall management of the operations of the City;
- (b) ensuring that the policies, programs and other directions of the Council are implemented; and
- (c) advising and informing the Council on the operation and affairs of the City.

3.2.1.2 Without limiting the generality of all the powers, duties and functions assigned under section 3.2.1.1, 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 present 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, and to present to Council for consideration and approval, 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.

3.2.2 Acting City Manager (Acting Chief Administrative Officer)

- 3.2.2.1 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 3.2.1.1.

3.2.3 Director of Finance (Financial Officer)

- 3.2.3.1 The Director of Finance is assigned the responsibility as collector of taxes, and the responsibility of financial administration, including the following powers, duties and functions, pursuant to section 149 of the *Community Charter*:
 - (a) receiving all money paid to the City;
 - (b) ensuring the keeping of all funds and securities of the City;
 - (c) investing municipal funds, until required, in investments referred to in section 183 of the *Community Charter*;
 - (d) expending municipal money in the manner referred to in section 173 of the *Community Charter*;
 - (e) ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe; and
 - (f) exercising control and supervision over all other financial affairs of the City.

3.2.4 General Manager of Administrative Services (Corporate Officer)

3.2.4.1 The General Manager of Administrative Services is assigned the responsibility of corporate administration, including the following powers, duties and functions specified in section 148 of the *Community Charter*:

- (a) ensuring that accurate minutes of the meetings of the Council and Council committees are prepared and that the minutes, bylaws, and other records of the business of the Council and Council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the Council and Council committees, as required by law or authorized by the Council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the Council or the City, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Council or the City; and
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

3.3 Suspension and Termination of Officers

3.3.1 Suspension of any Officer shall be in accordance with section 151 of the *Community Charter*.

3.3.2 Termination of employment of any Officer shall be in accordance with section 152 of the *Community Charter*.

4. GENERAL AUTHORIZED SIGNATORIES FOR CONTRACTS

4.1 The following authorizations to sign a contract in this section 4 are granted provided that 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.

4.2 Contracts approved by a bylaw shall be signed by the Mayor and General Manager of Administrative Services.

4.3 Contracts approved by a Council resolution, between the City and the government of Canada, the government of British Columbia or the

government of another province, or an agent of any of them, shall be signed by any two of the following persons:

- (a) the Mayor;
- (b) the City Manager;
- (c) the Director of Finance;
- (d) the General Manager of Community Services;
- (e) the General Manager of Planning & Development
- (f) the Director of Public Works;
- (g) the General Manager of Engineering and & Public Works;
- (h) the General Manager of Administrative Services.

4.4 Contracts approved by a Council resolution, between the City and a first nation, shall be signed by the Mayor and the General Manager of Administrative Services.

4.5 Save and except for contracts described elsewhere within this Bylaw or contracts authorized to be signed by another City Bylaw, all contracts approved by a Council resolution between the City and a third party shall be signed by any one Officer or his/her Authorized Designate.

5. AUTHORIZED SIGNATORY FOR COUNCIL APPROVED PROPERTY TRANSACTIONS

5.1 In addition to the authorizations granted in section 4, in regard to transactions involving the acquisition or disposal of land or improvements which have been approved by Council resolution or bylaw, the General Manager of Planning & Development is assigned the authority to negotiate, approve and execute on behalf of the City all contracts and other documents necessary or desirable to complete such approved property transactions, including without limitation the following documents:

- (a) Contracts of Purchase and Sale;
- (b) Options to Purchase;
- (c) *Land Title Act* Form A Transfers;
- (d) Statements of Adjustment;
- (e) Statutory Declarations;
- (f) GST/HST Certificates;
- (g) Special Property Transfer Tax Returns;
- (h) Easement Agreements;
- (i) Restrictive Covenant Agreements;
- (j) Covenants under section 219 of the *Land Title Act*;
- (k) Statutory Rights of Way under section 218 of the *Land Title Act*;
- (l) Lease Agreements and renewals thereof;
- (m) License to Occupy Agreements and renewals thereof;
- (n) Land Title Office documents necessary to release obsolete charges from title to property.

6. DELEGATION OF AUTHORITY TO APPROVE CERTAIN PROPERTY TRANSACTIONS

6.1 Provided that all necessary prerequisites of the *Community Charter*, the *Local Government Act*, other applicable statutes, City Bylaws and City policies have been met, the General Manager of Planning & Development is assigned the authority to approve transactions for an acquisition or disposal of land or improvements, up to a maximum fair market value of \$100,000.00 per transaction, under circumstances that the General Manager of Planning & Development considers appropriate. For the purposes of this section, the value of the transaction shall be determined as follows:

- (a) in regard to an acquisition or disposal of a fee-simple interest in land, by the purchase price or sale price of the land;
- (b) in regard to a lease, by the basic rent payable under the lease for the term of the lease and any rights of renewal;
- (c) in regard to a statutory right of way, easement or licence, by the fee payable under the applicable instrument for the term of the instrument and any rights of renewal.

6.2 The General Manager of Planning & Development is assigned the authority to negotiate, approve and execute on behalf of the City all contracts and other documents necessary or desirable to complete property transactions approved by the General Manager of Planning & Development under section 6.1, including without limitation the following documents:

- (a) Contracts of Purchase and Sale;
- (b) Options to Purchase;
- (c) *Land Title Act* Form A Transfers;
- (d) Statements of Adjustment;
- (e) Statutory Declarations;
- (f) GST/HST Certificates;
- (g) Special Property Transfer Tax Returns;
- (h) Easement Agreements;
- (i) Restrictive Covenant Agreements;
- (j) Covenants under section 219 of the *Land Title Act*;
- (k) Statutory Rights of Way under section 218 of the *Land Title Act*;
- (l) Lease Agreements and renewals thereof;
- (m) License to Occupy Agreements and renewals thereof;
- (n) Land Title Office documents necessary to release obsolete charges from title to property.

6.3 The General Manager of Planning & Development shall provide a quarterly informational report to Council regarding completed property transactions approved under section 6.1. The quarterly reports to Council

shall be prepared for the three months ended March 31, June 30, September 31 and December 31 of each year.

7. MISCELLANEOUS DELEGATION OF AUTHORITY

- 7.1** Council delegates to the City's Officers and Employees set out in Column 3 of Schedule "A", all of the powers, duties and functions of Council under the *Community Charter* as set out in the corresponding Column 1 of Schedule "A".
- 7.2** A general description of the powers, duties and functions of the Council delegated under this Bylaw is set out in Column 2 of Schedule "A" in relation to each of the powers, duties and functions delegated under Column 1 of Schedule "A".
- 7.3** For certainty, the general description set out in Column 2 of Schedule "A" is not to be interpreted as limiting the corresponding power, duty or function set out in Column 1 of Schedule "A".

8. DELEGATES AND AUTHORIZED DESIGNATES

- 8.1** 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.
- 8.2** 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.
- 8.3** 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.

9. NO DELEGATION BY AN AUTHORIZED DESIGNATE

- 9.1** 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.

10. OTHER BYLAWS DELEGATING AUTHORITY

10.1 Schedule “B” to this bylaw sets out a list of some other bylaws containing delegation of Council authority for various matters, and also includes a general description of the powers, duties and functions delegated under each listed bylaw, and the persons to whom the authority has been delegated.

10.2 Schedule “B” is included as part of this bylaw for convenience of reference only, and the general description of the bylaws set out in Schedule “B” must not be used to interpret or otherwise affect the bylaws referred to in Schedule “B”. For certainty, the general description of the bylaws set out in Schedule “B” must not be interpreted as limiting the delegation of authority within such bylaws.

11. SCOPE AND SEVERABILITY OF BYLAW

11.1 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.

11.2 The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.

11.3 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.

12. REPEAL OF PREVIOUS BYLAWS

12.1 The “City of Prince George Officer Positions Establishment Bylaw No. 7364, 2002”, is hereby repealed.

12.2 The “City of Prince George Delegation of Authority – Real Estate Bylaw No. 7388, 2002”, is hereby repealed.

READ A FIRST TIME THIS THE **14th** DAY OF **MARCH** , **2011**.

READ A SECOND TIME THIS THE **14th** DAY OF **MARCH** , **2011**.

First two readings passed by a **unanimous** decision of members of City Council present and eligible to vote.

READ A THIRD TIME THIS THE **28th** DAY OF **MARCH** , **2011**.

Third reading passed by a **unanimous** decision of members of City Council present and eligible to vote.

ADOPTED THIS THE **4th** DAY OF **APRIL**, **2011**, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER

Schedule "A"
To Bylaw No. 8340

Column 1	Column 2	Column 3
Community Charter Section	Powers, Duties and Functions	Delegated Position(s)
Section 17	Direction that a required action, matter or thing must be done at the expense of the defaulter, with all costs and expenses recovered as debt	City Manager, General Manager of Community Services, General Manager of Planning and Development, or Manager of Bylaw Services
Section 32(3)	Entry on land to mitigate damage that may be caused by the City	City Manager, General Manager of Planning and Development, General Manager of Engineering & Public Works or Director of Public Works
Section 35(11)	Granting licences of occupation, easements or encroachment agreements in respect of highways vested in the City	City Manager, General Manager of Community Services, or General Manager of Planning and Development
Section 43	Requiring a person permitted to erect poles on highways to provide reasonable accommodation on the poles for wires and equipment of the City on agreed terms	City Manager General Manager of Community Services, Director of Finance, General Manager of Planning and Development, General Manager of Engineering & Public Works or Director of Public Works
Section 67	Disposal of property in police possession	General Manager of Community Services or Director of Finance
Section 114(4)	All necessary power to do anything incidental or conducive to the exercise or performance of Council's powers, duties and functions	City Manager
Sections 231, 250 and 251	Commencement of legal proceedings to collect unpaid taxes	Director of Finance or Manager of Financial Services
Section 252	Recovery of taxes by the legal remedy of distress	Director of Finance or Manager of Financial Services
Section 260(2)	Prosecution of bylaw contraventions	City Manager, General Manager of Planning & Development, or Manager of Bylaw Services
Sections 269(1)	Referral of disputed ticket to Provincial Court for a hearing	City Manager, General Manager of Planning & Development, or Manager of

		Bylaw Services
Column 1	Column 2	Column 3
Community Charter Section	Powers, Duties and Functions	Delegated Position(s)
Section 274	Commencement of civil proceedings to enforce, or to prevent or restrain the contravention of, a bylaw or resolution of Council, or a provision of the <i>Community Charter</i> or the <i>Local Government Act</i> or a regulation under those Acts, or relating to any damage to or interference with a highway in the City.	City Manager, General Manager of Community Services, or General Manager of Planning and Development

Schedule "B"
To Bylaw No. 8340

Bylaw	Delegated Authority	Delegated Position(s)
Storm Sewer By-Law no. 2656, 1974.	Designating locations of service connections, directing that illegal connections be disconnected. Entering onto property to ascertain whether bylaw requirements are being obeyed.	Engineer and his/her authorized deputy Engineer, City Works Superintendent, City Foremen, Building Inspectors and Bylaw Enforcement Officers
City of Prince George Building Bylaw No. 5912, 1993.	Administration of the bylaw, issuing and authorizing changes to building permits, plumbing permits and demolition permits, refusing to issue a permit, issuing occupancy permits and provisional occupancy permits, requiring security as a condition of a permit, issuing correction orders and stop work orders, and revoking permits.	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Tree Protection Bylaw No. 6343, 1995.	Issuing tree cutting permits, refusing to issue tree cutting permits, issuing stop work orders, revoking tree cutting permits	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Sign Bylaw No. 7202, 2001.	Issuing sign permits, refusing to issue sign permits, requiring security, ordering demolition and removal of signs, and enforcement of the bylaw. Enforcing the bylaw, issuing tickets, and referring disputed tickets to Provincial Court	General Manager of Planning & Development, and his/her authorized designates. Bylaw Enforcement Officers
Bylaw	Delegated Authority	Delegated Position(s)
Water Regulation and Rates Bylaw No. 7479, 2003.	Suspending permits and water supply, issuing public notices prohibiting or restricting the use of water, entering onto property to respond to risks of contamination to waterworks, approving	General Manager of Planning & Development, and his/her authorized designates.

	installation of service connections, ordering correction of connections, ordering disconnections, requiring installation of water meters, approving extensions, entering property to inspect and test water systems	
City of Prince George Subdivision and Development Servicing Bylaw No. 7652, 2004.	Negotiating and executing various agreements in connection with the subdivision or development of land, including without limitation subdivision servicing agreements, parkland provision agreements and latecomer agreements, taking security under agreements, requiring an owner of land that is being subdivided or developed to provide excess or extended services	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Garbage Collection Regulation Bylaw No. 7661, 2004.	Administration of the bylaw	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Development Procedures Bylaw No. 7635, 2005.	Requiring development approval information for any application to amend the zoning bylaw or for any application for the issuance of a development permit, temporary commercial use permit or temporary industrial use permit, providing opportunities for appropriate consultation with persons, organizations and authorities considered to be affected by an amendment to the official community plan, issuing, amending, refusing to issue, requiring security, and imposing requirements or conditions on development permits, requiring security as a condition of a development variance permit, temporary commercial use permit and temporary industrial use permit	General Manager of Planning & Development, and Manager of Development Services
Bylaw	Delegated Authority	Delegated Position(s)
City of Prince George Fire Protection and Fireworks Bylaw No. 7775, 2006.	Authority to appoint the Fire Chief	City Manager

Emergency Program Bylaw No. 7920, 2006.	Responsibilities under the <i>Emergency Program Act</i> except for declarations of a state of local emergency, Duties as Emergency Operations Centre Director in case of a declaration of a state of local emergency	City Manager
City of Prince George Development Cost Charge Bylaw No. 7825, 2007.	Administration of the matters set out in the bylaw	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Vehicles for Hire Bylaw No. 7853, 2007.	Issuing, refusing to issue, suspending and cancelling chauffeur's permit Enforcing the bylaw, issuing tickets, and referring disputed tickets to Provincial Court	Chief of Police General Manager of Planning & Development, his/her authorized designates, and Bylaw Enforcement Officers
City of Prince George Business Regulation and Licensing Bylaw No. 7851, 2007.	Granting, refusing, suspending and cancelling business licenses Enforcing the bylaw, issuing tickets, and referring disputed tickets to Provincial Court	General Manager of Planning & Development, and his/her authorized designates General Manager of Planning & Development, his/her authorized designates, the Chief of Police, and Bylaw Enforcement Officers
City of Prince George Commercial Vehicle Licensing Bylaw No. 7852, 2007.	Collecting commercial vehicle license fees and transfer fees, and issuing commercial vehicle licenses and licence plates	General Manager of Planning & Development, and his/her authorized designates
Bylaw	Delegated Authority	Delegated Position(s)
City of Prince George Sanitary Sewer Bylaw No. 7897, 2006.	Authorizing and approving connections to the sewer system, authorizing the City to connect buildings to the sewer system as required at the owner's expense, prescribing application forms, ordering	General Manager of Planning & Development, and his/her authorized designates

	installation of service connections, entering onto property to prevent, reduce or mitigate risk to the sewer system, authorizing disconnection of illegal connections, estimating costs of un-designated extensions, entering onto property to inspect, observe, measure, sample and test a sewer system, issuing, refusing, canceling or revising waste discharge permits, and requiring post-violation inspections and sampling from industrial users	
City of Prince George Cemetery Bylaw No. 8046, 2008.	Maintaining all records and files of the cemetery as required under the bylaw and the <i>Cremation, Interment, and Funeral Services Act</i> , reviewing and issuing interment rights certificates, interment permits and exhumation permits, maintaining an accounting of monies received and expended under the bylaw, and the organization, operation and management of the cemetery	General Manager of Planning & Development, and his/her authorized designates
City of Prince George Highways Bylaw No. 8065, 2008.	Issuing permits and written approvals under the bylaw, refusing, suspending, amending, varying or rescinding permits under the bylaw, requiring payment of fees and additional security as a condition of a permit, ordering the placing, erection, maintenance, alteration and removal of traffic control devices, rescinding, revoking, amending or varying orders, assigning numbers to buildings and structures, requiring fencing along highways, closing traffic as necessary for construction or other public work, prohibiting vehicles from being driven on highways without adequate chains, winter tires or sanding devices	General Manager of Planning & Development, and his/her authorized designates
Bylaw	Delegated Authority	Delegated Position(s)
City of Prince George Highways Bylaw No. 8065, 2008...continued	Authorizing the removal of vehicles or chattels from a highway, enforcing the bylaw and issuing tickets, referring disputed tickets to Provincial Court, and entering onto property to ascertain	General Manager of Planning & Development and his/her authorized designates, Bylaw Enforcement Officers, and

	whether a default or violation has occurred	Peace Officers
<p>City of Prince George Second-Hand Dealers and Pawnbrokers Bylaw No. 8098, 2008.</p>	<p>Enforcing the bylaw and issuing tickets</p> <p>Referring disputed tickets to Provincial Court</p>	<p>General Manager of Community Services, his/her authorized designates, the Chief of Police, members of the police force, and Bylaw Enforcement Officers</p> <p>General Manager of Community Services, his/her authorized designates, and Bylaw Enforcement Officers</p>

Schedule "C"
To Bylaw No. 8340, 2011

Column 1	Column 2	Column 3
Community Services Bylaw/Agreements/Contracts	Delegated Authority	Delegated Position(s)
Agreements to Rent City Property	Negotiate and execute various agreements in connection with community use of City property	General Manager of Community Services ; Facility Scheduling Coordinator; Community Arenas Coordinator; Recreation Coordinators; Event Coordinators; Manager, Events & Civic Centre; Manager, CN Centre & Recreation Facilities; Supervisor, CN Centre & Community Arenas; Manager, Recreation & Cultural Services; Supervisor, Aquatics; Manager, Parks and Solid Waste Services; Parks Supervisor
Service Agreements; Memorandums of Understanding	Negotiate and execute various agreements in connection with service provision	General Manager of Community Services ; Manager, Events and Civic Centre; Manager, CN Centre & Recreation Facilities; Supervisor, CN Centre & Community Arenas; Manager, Recreation & Cultural Services; Supervisor, Aquatics
City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedules B1-B-9	Negotiate and execute contracts under the established fees and charges set out for the Community Services Department	General Manager of Community Services ; Facility Scheduling Coordinator; Community Arenas Coordinator; Recreation Coordinators; Event Coordinators; Aquatic Programmers; Aquatic Admin Coordinator; Manager, Events & Civic Centre; Manager, CN Centre & Recreation Facilities; Supervisor, CN Centre & Community Arenas; Supervisor, Entertainment & Marketing; Manager, Recreation & Cultural Services; Supervisor, Aquatics