



# OFFICER POSITIONS AND DELEGATION OF AUTHORITY BYLAW NO. 8340, 2011

Last Updated: November 9, 2021

CONSOLIDATED VERSION

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**CITY OF PRINCE GEORGE OFFICER POSITIONS AND DELEGATION OF**  
**AUTHORITY BYLAW NO. 8340, 2011**

This is a consolidation of the Bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original Bylaws should be consulted for all interpretations and applications of the subject Bylaw. Copies can be obtained through the Legislative Service Division at City Hall.

<b>AMENDING BYLAW NO.</b>	<b>EFFECTIVE DATE</b>	<b>AMENDMENTS</b>
<b>8429, 2012</b>	<b>May 28, 2012</b>	<i>Adding a new Section 7.4, and adding a new Schedule "C"</i>
<b>8663, 2015</b>	<b>April 27, 2015</b>	<i>Amended sections 2(a)(g)(e), 3.1.1(c), 3.1.1(d), 3.1.3, 3.2.3.1, 3.2.3, 3.2.4, 3.2.4.1, 4.2, 4.3(c)(d)(e)(f)(g)(h), 4.4, 2(e), 5.1, 6.1, 6.2, 6.3, and Replace Schedules "A", "B" and "C"</i>
<b>9251, 2021</b>	<b>November 8, 2021</b>	<i>Amended sections 2(a)(g), 3.1.1(d), 3.1.3, 3.2.4, 3.2.4.1, 4.2, 4.3, 4.4, 5.1, 6.1, 6.2, 6.3 and Schedules "A", "B" and "C"</i>

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 8340, 2011**

**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”.

Amended  
by BL9251

**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 Manager of Legislative 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) “Manager of Legislative 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) Manager of Legislative Services (Corporate Officer).

Amended  
by BL9251

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

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by BL9251

3.1.3 The selection of the Director of Finance and Manager of Legislative 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 Manager of Legislative Services (Corporate Officer)**

3.2.4.1 The Manager of Legislative 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,

Amended  
by BL9251

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approved by Council resolution or Bylaw, the Director of Planning and 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**

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**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 Director of Planning and 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 Director of Planning and 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.

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by BL9251

**6.2** The Director of Planning and 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 Director of Planning and 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) Licence to Occupy Agreements and renewals thereof;
- (n) Land Title Office documents necessary to release obsolete charges from title to property.

Amended  
by BL9251

**6.3** The Director of Planning and 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".

Amended  
by BL8429

**7.4** Council delegates to the City's Community Services Department Employees set out in Column 3 of Schedule "C", all powers, duties and functions described in the corresponding Column 1 and 2 of Schedule "C".

## **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 **14<sup>TH</sup>** DAY OF **MARCH** , **2011.**

READ A SECOND TIME THIS THE **14<sup>TH</sup>** 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 **28<sup>TH</sup>** DAY OF **MARCH**, **2011**.

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

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

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**MAYOR**

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**CORPORATE OFFICER**

**Schedule "A"**  
**to Bylaw No. 8340, 2011**

**Amended by BL9251**

<b>Community Charter Section</b>	<b>Powers, Duties and Functions</b>	<b>Delegated Position(s)</b>
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, Director of Public Safety, Director 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, Director of Planning and Development and Director of Civic Operations
Section 35(11)	Granting licenses of occupation, easements or encroachment agreements in respect of highways vested in the City	City Manager, Director of Public Safety or Director 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, Director of Public Safety, Director of Finance, Director of Planning and Development, Director of Civic Operations
Section 67	Disposal of property in police possession	Director of Public Safety 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, Director of Planning and Development or Manager of Bylaw Services
Sections 269(1)	Referral of disputed ticket to Provincial Court for a hearing	City Manager, Director of Planning and Development or Manager of Bylaw Services

<p>Section 274</p>	<p>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.</p>	<p>City Manager, Director of Public Safety or Director of Planning and Development</p>
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**Schedule "B"**  
**to Bylaw No. 8340, 2011**

**Amended by BL9251**

<b>Bylaw</b>	<b>Delegated Authority</b>	<b>Delegated Position(s)</b>
Storm Sewer Bylaw 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. 8922, 2018	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.	Director of Planning and 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	Director of Planning and 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	Director of Planning and Development, and his/her authorized designates.  Bylaw Enforcement Officers
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 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.	Director of Planning and Development, and his/her authorized designates.

<p>City of Prince George Subdivision and Development Servicing Bylaw No. 8618, 2014</p>	<p>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.</p>	<p>Director of Planning and Development, and his/her authorized designates</p>
<p>City of Prince George Garbage Collection Regulation Bylaw No. 7661, 2004</p>	<p>Administration of the Bylaw</p>	<p>Director of Planning and Development, and his/her authorized designates</p>
<p>City of Prince George Development Procedures Bylaw No. 7635, 2005.</p>	<p>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</p>	<p>Director of Planning and Development and Manager of Development Services</p>
<p>City of Prince George Fire Protection and Fireworks Bylaw No. 8272, 2013</p>	<p>Authority to appoint the Fire Chief</p>	<p>City Manager</p>
<p>Emergency Program Bylaw No. 7920, 2006.</p>	<p>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</p>	<p>City Manager</p>



<p>City of Prince George Development Cost Charge Bylaw No. 7825, 2007</p>	<p>Administration of the matters set out in the Bylaw</p>	<p>Director of Planning and Development, and his/her authorized designates</p>
<p>City of Prince George Vehicles for Hire Bylaw No. 7853, 2007</p>	<p>Issuing, refusing to issue, suspending and cancelling chauffeur's permit  Enforcing the Bylaw, issuing tickets, and referring disputed tickets to Provincial Court</p>	<p>Chief of Police  Director of Planning and Development, his/her authorized designates, and Bylaw Enforcement Officers</p>
<p>City of Prince George Business Regulation and Licensing Bylaw No. 9040, 2020</p>	<p>Granting, refusing, suspending and cancelling business licenses  Enforcing the Bylaw, issuing tickets, and referring disputed tickets to Provincial Court</p>	<p>Director of Planning and Development, and his/her authorized designates  Director of Planning and Development, his/her authorized designates, the Chief of Police, and Bylaw Enforcement Officers</p>
<p>City of Prince George Sanitary Sewer Bylaw No. 7897, 2006</p>	<p>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 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</p>	<p>Director of Planning and Development, and his/her authorized designates</p>
<p>City of Prince George Cemetery Bylaw No. 8046, 2008</p>	<p>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</p>	<p>Director of Civic Operations and his/her authorized designates</p>

	received and expended under the Bylaw, and the organization, operation and management of the cemetery	
City of Prince George Highways Bylaw No. 8065, 2008	<p>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</p> <p>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 whether a default or violation has occurred</p>	<p>Director of Planning and Development, and his/her authorized designates</p> <p>Bylaw Enforcement Officers, and Peace Officers</p>
City of Prince George Second-Hand Dealers and Pawnbrokers Bylaw No. 8098, 2008	<p>Enforcing the Bylaw and issuing tickets</p> <p>Referring disputed tickets to Provincial Court</p>	Director of Public Safety, his/her authorized designates, the Chief of Police, members of the police force, and Bylaw Enforcement Officers
City of Prince George Capital Project Budget Delegation of Authority Bylaw No. 9217, 2020	Authority to increase the budget and funding for a capital project approved by Council, and amend the funding sources for the Capital Project accordingly.	City Manager

**Schedule "C"**  
**to Bylaw No. 8340, 2011**

Amended by BL8249  
Amended by BL9251

<b>Community Services Bylaw/Agreements/Contracts</b>	<b>Delegated Authority</b>	<b>Delegated Position(s)</b>
Agreements to Rent City Property	Negotiate and execute various agreements in connection with community use of City property	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager Aquatics; Manager, Parks and Solid Waste Services; Parks Supervisor
Service Agreements; Memorandums of Understanding	Negotiate and execute various agreements in connection with service provision	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager, 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	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager, Aquatics; Aquatic Programmer; Aquatic Admin Coordinator; Aquatic Leader; Manager, Operations; Manger Entertainment; Civic Events Coordinator