



SPECIAL REGULAR AGENDA

For the **SPECIAL REGULAR MEETING** of Council to be held on Thursday, August 13, 2026, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

THAT the Agenda for the Special Regular Council Meeting of August 13, 2026, be adopted as presented.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. REPORTS

a) Report from the Chief Administrative Officer Re: Community Beautification and Water Treatment Works

Recommendation:

THAT Council direct staff to utilize up to a maximum of \$1,500,000 from the City's capital reserves to fund additional community beautification, infrastructure renewal, and water treatment works in 2026.

b) Report from the Deputy Chief Administrative Officer Re: Delegation Bylaw No. 3564, 2026

Recommendation:

THAT Council consider this report in regard to Delegation Bylaw No. 3564, 2026.

c) Report from the Deputy Chief Administrative Officer Re: Development Approval Information Amendment Bylaw No. 3565, 2026

Recommendation:

THAT Council consider this report in regard to Development Approval Information Amendment Bylaw No. 3565, 2026.

d) Report from the Deputy Chief Administrative Officer Re: Development Procedures Bylaw No. 3566, 2026

Recommendation:

THAT Council consider this report in regard to Development Procedures Bylaw No. 3566, 2026.

- e) **Report from the Deputy Chief Administrative Officer Re: Officers Bylaw No. 3567, 2026**

Recommendation:

THAT Council consider this report in regard to Officers Bylaw No. 3567, 2026.

- f) **Report from the Deputy Chief Administrative Officer Re: Corporate Signing Authority & Delegation Bylaw No. 3568, 2026**

Recommendation:

THAT Council consider this report in regard to Corporate Signing Authority & Delegation Bylaw No. 3568, 2026.

- g) **Report from the Deputy Chief Administrative Officer Re: Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026**

Recommendation:

THAT Council consider this report in regard to Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026.

5. BYLAWS

- a) **Ticket Information Bylaw Amendment No. 3559, 2025**

Recommendation:

That Council consider fourth and final reading to Ticket Information Bylaw No. 3559, 2026.

- b) **Ticket Information Bylaw Amendment No. 3560, 2025**

Recommendation:

That Council consider fourth and final reading to Ticket Information Bylaw No. 3560, 2026.

- c) **Cemetery Bylaw No. 3562, 2026**

Recommendation:

That Council consider fourth and final reading to Cemetery Bylaw No. 3562, 2026.

- d) **Delegation Bylaw No. 3564, 2026**

Recommendation:

That Council consider first, second and third readings to Delegation of Authority Bylaw No. 3564, 2026;

AND THAT Delegation Bylaw No. 3162, 2003 and Delegation Amendment Bylaw No. 3487, 2022 be repealed upon adoption of Delegation of Authority Bylaw No. 3564, 2026.

e) Development Approval Information Amendment Bylaw No. 3565, 2026

Recommendation:

THAT Council consider first, second, and third readings to Development Approval Information Bylaw Amendment Bylaw No. 3565, 2026.

f) Development Procedure Bylaw No. 3566, 2026

Recommendation:

THAT Council consider first, second and third readings to Development Procedures Bylaw No. 3566, 2026, which repeals and replaces Development Procedures Bylaw No. 3533, 2024;

AND THAT staff be directed to prepare an amendment to the City's Fees and Charges Bylaw to transfer development application fees currently contained within Development Procedures Bylaw No. 3533, 2024 into the Fees and Charges Bylaw.

g) Officers Bylaw No. 3567, 2026

Recommendation:

THAT Council consider first, second and third readings the Officers Bylaw No. 3567, 2026.

h) Corporate Signing Authority & Delegation Bylaw No. 3568, 2026

Recommendation:

THAT Council consider the repeal of the Authorized Signatories Bylaw No. 3545, 2024 and adoption of the Corporate Signing Authority and Delegation Bylaw No. 3568, 2026.

i) Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026

Recommendation:

THAT Council consider first, second and third readings to City of Prince Rupert Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026;

AND THAT Freedom of Information Bylaw No. 2913, 1994 and Freedom of Information Amendment Bylaw No. 3039, 1997 be repealed upon adoption of Bylaw No. 3569, 2026.

6. COUNCIL ROUND TABLE

7. ADJOURNMENT



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 13th, 2026
TO: Richard Pucci, Chief Administrative Officer
SUBJECT: **COMMUNITY BEAUTIFICATION AND WATER TREATMENT WORKS**

RECOMMENDATION:

THAT Council direct staff to utilize up to a maximum of \$1,500,000 from the City's capital reserves to fund additional community beautification, infrastructure renewal, and water treatment works in 2026.

BACKGROUND:

The City is currently advancing a significant number of capital projects throughout the community. Despite a challenging year that has included staffing transitions and resource constraints, most active capital projects remain on budget and continue to progress.

There are, however, several projects that Administration has recommended pausing or deferring due primarily to staffing capacity, competing priorities, and the need to ensure that adequate resources are available to properly manage and deliver the work. These projects remain important to the City and are not being cancelled.

For clarity, funding associated with any paused capital project will not be reallocated through this recommendation. Those funds will remain committed to their respective projects so that Council is not required to re-fund them when staffing capacity and resources allow the projects to resume.

Administration has reviewed the City's current capital program, available resources, and capital reserve position and believes there is an opportunity to undertake additional high-impact work in 2026 without compromising the funding allocated to existing projects.

Administration is therefore recommending that Council consider utilizing up to \$1.5 million from capital reserves to advance a targeted program of community beautification, infrastructure renewal, and water treatment improvements.

ANALYSIS:

The intent is to undertake a concentrated program of visible improvements across the community while also addressing an important component of the City's water treatment infrastructure.

Subject to Council approval:

- **Additional paving throughout the community**, targeting priority locations where pavement conditions are degraded.
- An **aggressive pothole repair blitz** to address deteriorated road surfaces and improve driving conditions throughout the community.
- A concentrated **downtown and Cow Bay clean-up and beautification blitz**, recognizing the importance of these areas to residents, local businesses, visitors, and the City's tourism sector.
- **Additional street sweeping** in priority areas to improve the appearance and condition of City streets. Due to a record snowfall year, additional sweeping is required in areas because of the buildup of extra road sand.
- **Additional line painting**, including road markings and the Cow Bay parking lot, to improve both appearance and functionality.
- **Water treatment improvements**, including top-up funding required to complete the valve chamber and tie-in of the new chlorinator. Completing this work will support a path toward water treatment and strengthen the City's overall water system.

These initiatives provide an opportunity to address several highly visible community concerns while also investing in important core infrastructure.

Based on the current assessment, Administration believes the majority of this work can be substantially completed by mid-September 2026.

BUDGET/STRATEGIC PRIORITIES:

The applicable capital reserve currently has a balance of more than \$4 million, which will grow annually. These reserve funds have been established and are available to support infrastructure renewal and capital investment.

Further, use of these funds will not increase taxes to the community.

CONCLUSION:

The City continues to manage a substantial capital program during a period of significant organizational transition and constrained staffing resources. While some projects have necessarily been paused, the majority of the City's active capital program continues to move forward, and funding for deferred projects will remain protected for their future completion.

At the same time, there is an opportunity to make a focused investment in highly visible community improvements and important water treatment infrastructure during the remainder of the 2026 construction season.

Report Prepared By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Delegation Bylaw No. 3564, 2026

RECOMMENDATION:

THAT Council consider first, second and third readings to Delegation of Authority Bylaw No. 3564, 2026;

AND THAT Delegation Bylaw No. 3162, 2003 and Delegation Amendment Bylaw No. 3487, 2022 be repealed upon adoption of Delegation of Authority Bylaw No. 3564, 2026.

REASON FOR REPORT:

The purpose of this report is to present Delegation of Authority Bylaw No. 3564, 2026, which consolidates and modernizes the City's existing delegation framework.

BACKGROUND:

The City's current delegation framework is contained in Delegation Bylaw No. 3162, 2003 and Delegation Amendment Bylaw No. 3487, 2022. Together, these bylaws delegate certain authorities related to agreements, land transactions and development permits to the Chief Administrative Officer.

Following a review of the existing framework, Administration has determined that consolidating the two bylaws into a single updated bylaw would improve clarity, transparency and ease of administration.

The proposed Delegation of Authority Bylaw No. 3564, 2026 consolidates the existing delegation authorities into a single document, updates terminology, clarifies administrative authority and limitations, and introduces reporting provisions to enhance accountability and transparency. The intent is not to significantly alter Council's governance role, but to provide a clearer and more contemporary framework for the exercise of delegated authority.

Key Changes

Consolidation

The proposed bylaw replaces two separate bylaws with one consolidated document. This improves accessibility and provides a single reference point for Council, staff, applicants and the public.

Administrative Terminology

The proposed bylaw updates terminology to reflect the City's current administrative structure and consistently refers to the Chief Administrative Officer (CAO).

Agreements and Contracts

The proposed bylaw clarifies the CAO's authority to negotiate, execute and administer agreements relating to municipal operations, services and projects, including contract amendments and implementation documents where consistent with approved budgets and City policies.

Land Transactions

The proposed bylaw maintains the City's existing delegated authority related to land transactions while providing greater clarity regarding the types of transactions covered and those that continue to require Council approval. Significant property matters, including the sale of municipal land, remain reserved to Council.

Development Permits

The current delegation of development permit authority is retained.

This approach continues to support timely processing of applications while preserving Council's ability to reconsider decisions upon request.

Reconsideration Process

The existing reconsideration process has been retained and updated for clarity and readability.

Property owners remain entitled to request Council reconsideration of delegated development permit decisions.

Reporting and Accountability

The proposed bylaw introduces formal reporting provisions to keep Council informed regarding the exercise of delegated authority. This addition improves accountability and transparency while maintaining administrative efficiency.

Summary of Changes

Area	Existing Framework	Bylaw No. 3564, 2026
Structure	Two bylaws	One consolidated bylaw
Administrative terminology	Dated terminology	Modernized terminology
Contract administration	Limited direction	Clarified authority
Land transaction authority	General delegation	Defined authority and limits
Council approval requirements	Limited guidance	Clear requirements
Development permits	Delegated authority	Delegated authority retained
Reconsideration process	Existing process	Retained and updated
Reporting requirements	None	Added

COST:

Adoption of the proposed bylaw has no direct financial implications. The bylaw is intended to improve administrative efficiency, governance clarity and accountability.

CONCLUSION:

Delegation of Authority Bylaw No. 3564, 2026 consolidates the City's existing delegation framework into a single updated bylaw. The proposed bylaw improves clarity, modernizes administrative language, provides clearer direction regarding delegated authority and Council approval requirements, and introduces reporting provisions to enhance accountability. Adoption of the bylaw will provide a more accessible and contemporary framework for the administration of delegated authority.

Report Prepared By:**Report Reviewed By:**

Rosamaria (Rosa) Miller
Deputy CAO

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Development Approval Information Amendment Bylaw No. 3565, 2026

RECOMMENDATION:

THAT Council consider first, second, and third readings to Development Approval Information Bylaw Amendment Bylaw No. 3565, 2026.

REASON FOR REPORT:

The purpose of this report is to present Development Approval Information Bylaw Amendment Bylaw No. 3565, 2026 for Council's consideration. The proposed amendment updates administrative authorities within Development Approval Information Bylaw No. 3468, 2021 to reflect the City's current organizational structure.

BACKGROUND:

Development Approval Information Bylaw No. 3468, 2021 establishes the procedures and policies through which the City may require development approval information in support of zoning amendment, development permit, and temporary use permit applications.

The bylaw currently identifies the Director of Operations, Approving Officer, and City Planner as officials authorized to require development approval information and to require peer reviews where necessary. As part of organizational changes within the City, the Director of Operations and City Planner positions no longer exist. An amendment is therefore required to ensure the bylaw remains consistent with the City's administrative structure.

The bylaw currently identifies specific staff positions authorized to require development approval information and peer reviews. As part of organizational changes within the City, amendments are required to ensure the bylaw remains consistent with the current administrative structure.

The amendment proposes the following changes:

Definitions

The amendment removes the following definitions:

- Director of Operations
- City Planner

The amendment adds the following definition:

- Chief Administrative Officer

The new definition permits the Chief Administrative Officer to designate an individual to carry out duties authorized under the bylaw.

Authority to Require Development Approval Information

Section 2.3 currently authorizes the following officials to require development approval information:

- Director of Operations
- Approving Officer
- City Planner

The amendment replaces these provisions with:

- Chief Administrative Officer or designate
- Approving Officer

This change ensures that administrative responsibilities remain with the City while providing flexibility for the Chief Administrative Officer to designate staff responsible for administering the bylaw.

Authority to Require Peer Reviews

Section 4.2 currently authorizes the Director of Operations, City Planner, or Approving Officer to require peer reviews of reports submitted by applicants.

The amendment replaces these positions with:

- Chief Administrative Officer or designate
- Approving Officer

This amendment maintains the City's ability to require independent technical review of applicant-submitted reports while aligning administrative authority with the City's current organizational structure.

Legislative and Policy Considerations

The proposed amendment is administrative in nature and does not alter the intent or operation of Development Approval Information Bylaw No. 3468, 2021. The amendment maintains the statutory role of the Approving Officer while providing administrative flexibility to the Chief Administrative Officer. As no changes are proposed to development approval information requirements, application procedures, or Council's decision-making authority, additional public engagement is not considered necessary.

COST:

There are no financial implications associated with the proposed amendment.

CONCLUSION:

Development Approval Information Bylaw Amendment Bylaw No. 3565, 2026 is an administrative housekeeping amendment that updates staff authorities within the bylaw to reflect the City's current organizational structure. The amendment removes references to positions that no longer exist, maintains the statutory role of the Approving Officer, and authorizes the Chief Administrative Officer or designate to administer the bylaw. No substantive changes are proposed to the City's development approval information requirements or processes.

Report Prepared By:**Report Reviewed By:**

Rosamaria (Rosa) Miller
Deputy CAO

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Development Procedures Bylaw No. 3566, 2026

RECOMMENDATION:

THAT Council consider first, second and third readings to Development Procedures Bylaw No. 3566, 2026, which repeals and replaces Development Procedures Bylaw No. 3533, 2024;

REASON FOR REPORT:

The purpose of this report is to present Development Procedures Bylaw No. 3566, 2026 for Council's consideration.

The proposed bylaw repeals and replaces Development Procedures Bylaw No. 3533, 2024 and provides an updated framework for the administration and processing of development applications within the City of Prince Rupert. The replacement bylaw modernizes administrative provisions, reflects the City's current organizational structure, simplifies development application procedures, and updates administrative provisions, reflects the City's current organizational structure, and simplifies development application procedures.

BACKGROUND:

Development Procedures Bylaw No. 3533, 2024 establishes procedures for the processing of Official Community Plan amendments, Zoning Bylaw amendments, Development Permits, Development Variance Permits, and Temporary Use Permits.

Following a review of the bylaw, staff identified several provisions that no longer reflect the City's organizational structure or current administrative practices. The bylaw contains numerous references to positions that no longer exist and assigns responsibilities to positions that no longer exist within the City's current organizational structure.

Given the extent of the required updates, Staff determined that preparing a replacement bylaw would be more efficient and transparent than introducing multiple housekeeping amendments to the existing bylaw. The proposed bylaw consolidates the required changes into a single updated document that is easier for applicants, staff, and Council to administer and interpret.

DISCUSSION:

The proposed Development Procedures Bylaw maintains the existing framework for the receipt, review, and processing of development applications while modernizing a number of administrative provisions.

Key changes include:

- Replacing references to the City Manager with the Chief Administrative Officer;
- Removing references to the City Planner and Director of Operations;
- Introducing the term "Designated Officer" to provide flexibility in assigning administrative responsibilities;
- Clarifying delegated authority for the review and approval of Development Permits;
- Authorizing the Chief Administrative Officer to refer applications to Council where broader consideration is appropriate;
- Modernizing application submission and administrative procedures, including electronic submissions;
- Improving the organization and readability of the bylaw; and

Summary of Key Changes

Topic	Development Procedures Bylaw No. 3533, 2024	Development Procedures Bylaw No. 3566, 2026
Administrative Structure	References City Manager, City Planner and Director of Operations.	References Chief Administrative Officer and Designated Officer.
Staff Designations	Responsibilities assigned to specific positions.	Responsibilities assigned through a flexible designation model that can adapt to organizational changes.
Development Application Fees	Fees contained within the Development Procedures Bylaw.	Existing fees retained within the Development Procedures Bylaw.
Delegated Authority	Delegation assigned to specific staff positions.	Delegation assigned to the Chief Administrative Officer and Designated Officer.
Application Submission	Focused on traditional application processes.	Expressly permits electronic submissions and modern administrative practices.
Administration of Applications	Numerous references to individual staff positions for processing and review.	Consolidated administration under the Chief Administrative Officer and Designated Officer.
Council Referral Authority	Not expressly identified as a standalone administrative authority.	Clarifies the Chief Administrative Officer may refer applications to Council where broader consideration is warranted.
Public Notice Requirements	Contains detailed notice provisions within the bylaw.	Relies on applicable provincial legislation and the City's Public Notice Bylaw.

Organization and Readability	Multiple procedural requirements contained in broader sections.	Reorganized into a clearer and more user-friendly structure.
Future Amendments	Changes to staff positions or fees would require bylaw amendments.	Improved administrative flexibility reduces the need for future housekeeping amendments.

The proposed bylaw maintains Council's existing authority over major significant land use decisions, including Official Community Plan amendments, Zoning Bylaw amendments, Development Variance Permits, and Temporary Use Permits. Routine administrative matters and Development Permit approvals continue to be delegated to administration.

The proposed changes are administrative and housekeeping in nature and do not alter the City's planning policies, development permit area guidelines, zoning regulations, or Council's role in land use decision-making.

As a procedural and administrative bylaw, the proposed Development Procedures Bylaw does not require a public hearing. The bylaw will proceed through the City's regular bylaw adoption process, which provides an opportunity for public input prior to adoption.

COST:

There are no direct financial implications associated with adoption of Development Procedures Bylaw No. 3566, 2026.

CONCLUSION:

Development Procedures Bylaw No. 3566, 2026 has been prepared to replace Development Procedures Bylaw No. 3533, 2024 and provide a clear, modern, and flexible framework for administering development applications within the City of Prince Rupert.

The proposed bylaw updates administrative references, reflects the City's current organizational structure, improves administrative flexibility, supports modern application processes, and retains the existing development application fee structure. The proposed changes are administrative and housekeeping in nature and do not introduce substantive changes to land use policy or Council's decision-making authority.

Report Prepared By:

Report Reviewed By:

Rosamaria (Rosa) Miller
Deputy CAO

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Officers Bylaw No. 3567, 2026

RECOMMENDATION:

THAT Council consider first, second and third readings the Officers Bylaw No. 3567, 2026.

REASON FOR REPORT:

The purpose of this report is to present Officers Bylaw No. 3567, 2026 for Council's consideration. The proposed bylaw repeals and replaces Officers Bylaw No. 3544, 2024 and modernizes the City's governance framework respecting statutory officer positions and responsibilities.

BACKGROUND:

The City's Officers Bylaw establishes statutory officer positions and defines the authorities and responsibilities associated with those roles.

The proposed bylaw has been prepared to reflect the City's current organizational structure and modern municipal governance practices. The bylaw maintains the statutory officer framework while clarifying authorities, responsibilities and reporting relationships.

DISCUSSION:

The proposed bylaw reflects the City's current organizational structure by formally establishing the Deputy Chief Administrative Officer/Corporate Officer position, clarifying associated responsibilities, and reinforcing the role of the Chief Administrative Officer as the senior administrative officer responsible for the overall administration and operation of the organization. The bylaw confirms the Chief Administrative Officer's authority to supervise, direct, evaluate and provide performance management for Officers, Department Heads and employees, while maintaining Council's authority with respect to the appointment, remuneration, discipline, suspension and dismissal of Officers. The proposed bylaw also clarifies reporting relationships, confirms the Chief Administrative Officer's authority to establish and manage Department Head positions, and modernizes officer responsibilities to reflect evolving municipal governance expectations related to strategic planning, regulatory compliance, asset management, emergency preparedness, information governance, organizational accountability and long-term financial sustainability. Collectively, these changes create a single, comprehensive governance document that clearly establishes officer positions, authorities, reporting relationships and

responsibilities, while enhancing administrative clarity, accountability, organizational effectiveness and operational continuity.

Summary of Key Changes

Topic	Current Bylaw	Proposed Bylaw No. 3567, 2026
Officer Positions	City Manager, Corporate Officer, Chief Financial Officer	Chief Administrative Officer, Deputy Chief Administrative Officer/Corporate Officer, Chief Financial Officer
Deputy CAO Position	Not established	Formally established
Corporate Officer Function	Separate officer position	Combined with Deputy Chief Administrative Officer position
Department Heads	Appointed by City Manager	Established by and accountable to the Chief Administrative Officer
Strategic Planning	Limited reference	Explicit responsibility for implementation of strategic priorities and long-range planning
Organizational Performance	Not specifically addressed	Organizational effectiveness and performance responsibilities included
Risk Management	Not specifically addressed	Enterprise risk management responsibilities included
Emergency Management	Not specifically addressed	Emergency preparedness and business continuity responsibilities included
Asset Management	Limited reference	Corporate asset management and infrastructure planning responsibilities included
Information Governance	Primarily records management	Expanded to include records management, privacy and information governance

COST:

There are no direct financial implications associated with adoption of the proposed bylaw.

CONCLUSION:

Officers Bylaw No. 3567, 2026 modernizes the City's officer governance framework, aligns the bylaw with the City's current organizational structure, clarifies reporting relationships and authorities, and reflects contemporary municipal governance practices. Adoption of the bylaw will provide a clear and updated framework for the administration of municipal operations and officer responsibilities.

Report Prepared By:

Rosamaria (Rosa) Miller
Deputy CAO

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Corporate Signing Authority & Delegation Bylaw No. 3568, 2026

RECOMMENDATION:

THAT Council consider the repeal of the Authorized Signatories Bylaw No. 3545, 2024 and adoption of the Corporate Signing Authority and Delegation Bylaw No. 3568, 2026.

REASON FOR REPORT:

The purpose of this report is to present Corporate Signing Authority and Delegation Bylaw No. 3568, 2026 for Council's consideration.

The proposed bylaw modernizes the City's signing authority framework, aligns delegated authorities with the current organizational structure, supports electronic signatures and digital approvals, and establishes a comprehensive framework for the execution of agreements, permits, approvals, and other corporate documents.

BACKGROUND:

Authorized Signatories Bylaw No. 3545, 2024 established signing authorities for bylaws, agreements, permits, land title documents, and other corporate records, while delegating limited authority to the City Manager for certain agreements and transactions.

Since adoption of the bylaw, the City has updated its organizational structure and Officers Bylaw. Administrative processes have also continued to evolve, with increased use of electronic records, digital approval workflows, and electronic signatures.

Staff have identified opportunities to modernize the City's signing authority framework to improve administrative efficiency, provide greater flexibility, and reduce the need for future bylaw amendments resulting from position title or organizational changes.

DISCUSSION:

The proposed bylaw modernizes the City's signing authority framework by moving beyond a traditional authorized signatory model to establish a more comprehensive governance and delegation structure. The bylaw clarifies approval, execution, and administrative responsibilities for a wide range of City documents while maintaining Council oversight and statutory responsibilities. It aligns with the City's current organizational structure by recognizing the role of the Chief Administrative Officer (CAO), formally authorizes electronic signatures, digital approvals, electronic workflows, and electronic records, and

supports more efficient and paperless business processes. The bylaw also provides greater organizational flexibility by allowing the CAO to designate planning and development signing authorities and to delegate approval and signing authority to Officers and Employees in writing. Schedule "A" further establishes a Corporate Signing Authority Matrix that provides clear direction regarding signing authorities throughout the organization, supporting consistency, accountability, and administrative efficiency while reducing the need for future bylaw amendments.

Summary of Key Changes

Subject	Authorized Signatories Bylaw No. 3545, 2024	Corporate Signing Authority and Delegation Bylaw No. 3568, 2026
Overall Approach	Authorized signatories framework	Comprehensive signing authority and delegation framework
Administrative Head	City Manager	Chief Administrative Officer
Electronic Signatures	Not addressed	Expressly authorized
Digital Workflows and Approvals	Not addressed	Recognized as valid approvals
Electronic Records	Not addressed	Recognized as original records
Delegation Authority	Limited delegation provisions	Expanded and modernized delegation framework
Written Delegations	Not addressed	CAO may delegate authority in writing
Planning Signatory	City Planner specified in bylaw	Planning authority designated by CAO
Organizational Flexibility	Position-based	Function-based and designation-based
Agreements and Contracts	Basic authority provisions	Expanded authority framework
Electronic Records	Not addressed	Recognized as original records
Planning Signatory Designation	City Planner specified in bylaw	Designated by CAO
Corporate Signing Matrix	Not included	Schedule "A" establishes signing authority matrix
Human Resources Documents	Not addressed	Included in signing matrix
Grants and Funding Documents	Not addressed	Included in signing matrix
Administrative Designations	Limited flexibility	CAO may designate authorities in writing

The proposed bylaw shifts the City's framework from one based primarily on specific position titles to one based on delegated authority and operational responsibility. This approach better reflects modern local government administration, provides flexibility to respond to future organizational changes, and ensures signing authority remains aligned with the staff responsible for delivering the associated service.

COST:

There are no direct financial implications associated with adoption of the proposed bylaw.

CONCLUSION:

Corporate Signing Authority and Delegation Bylaw No. 3568, 2026 modernizes the City's signing authority and delegation framework, replacing a position-based model with a flexible governance structure that reflects current administrative practices and organizational responsibilities.

The proposed bylaw supports electronic execution, expands and clarifies delegated authority, removes reliance on specific position titles, enables administrative designations by the CAO, and establishes a comprehensive signing authority matrix. Adoption of the bylaw will improve administrative efficiency while maintaining appropriate accountability and Council oversight.

Report Prepared By:**Report Reviewed By:**

Rosamaria (Rosa) Miller
Deputy CAO

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Special Regular Meeting of Council

DATE: August 13, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

**SUBJECT: Freedom of Information and Protection of Privacy Administration
Bylaw No. 3569, 2026**

RECOMMENDATION:

THAT Council consider first, second and third readings to City of Prince Rupert Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026; and

THAT Freedom of Information Bylaw No. 2913, 1994 and Freedom of Information Amendment Bylaw No. 3039, 1997 be repealed upon adoption of Bylaw No. 3569, 2026.

REASON FOR REPORT:

The purpose of this report is to present Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026 for Council's consideration. The proposed bylaw will repeal and replace the City's existing Freedom of Information Bylaw No. 2913, 1994 and Freedom of Information Amendment Bylaw No. 3039, 1997.

BACKGROUND:

The City's current Freedom of Information Bylaw was adopted in 1994 and subsequently amended in 1997. The bylaw established the City's administrative framework for access to information requests and privacy administration under provincial legislation.

Over the past three decades, municipal records management practices, information technology systems, privacy requirements, cybersecurity expectations, and access to information processes have evolved significantly. The current bylaw contains administrative provisions that are no longer reflective of contemporary municipal operations and includes a fee schedule based on media and technologies that are now obsolete.

A review of the existing bylaw identified an opportunity to modernize the City's approach while simplifying administration and reducing the need for future bylaw amendments.

DISCUSSION:

The proposed Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026 replaces two separate bylaws with a single, modernized administrative framework. The bylaw designates the Corporate Officer as the Head for the purposes of the Act, establishes a delegation framework for administrative responsibilities, recognizes

both electronic and physical records, and clarifies organizational responsibilities for records management, privacy protection, information security, and information governance. It also eliminates provisions that duplicate provincial legislation and removes the detailed fee schedule currently contained within the bylaw. The existing bylaw includes charges for media and services that are no longer used in the normal course of municipal operations, including floppy disks, microfiche, computer tapes, audio cassettes, and video cassette duplication. Maintaining these fees within a stand-alone Freedom of Information bylaw is no longer practical or necessary. Instead, the proposed bylaw allows applicable fees to be administered through the City's Fees and Charges Bylaw, providing greater flexibility to update fees as service delivery practices and costs evolve. Overall, the proposed bylaw maintains the City's statutory requirement to designate a Head while establishing a streamlined, modern administrative framework that better reflects current municipal operations and information management practices.

Comparison of Existing and Proposed Bylaws

Area	Existing Bylaws (1994 & 1997)	Proposed Bylaw No. 3569
Administrative Framework	Detailed and prescriptive	Streamlined and modernized
Head Designation	City Administrator, later amended to City Clerk	Corporate Officer
Delegation Authority	Extensive statutory delegations embedded in bylaw	General written delegation authority
Legislative Provisions	Reproduces numerous sections of provincial legislation	References legislation without duplication
Electronic Records	Not addressed	Explicitly recognized
Records Management	Limited provisions	Enhanced government framework
Privacy Administration	Limited privacy administration provisions	Updated administrative approach
Information Security & Cybersecurity	Not addressed	Incorporated into governance responsibilities
Fee Schedule	Embedded in bylaw	Administered through Fees and Charges Bylaw
Obsolete Media Charges	Includes floppy disks, tapes, microfiche and videocassettes	Removed
Future Amendments	More likely required as practices evolve	Greater flexibility and easier administration
Number of Bylaws	Two separate bylaws	One consolidated bylaw

COST:

There are no direct financial impacts associated with adoption of the proposed bylaw.

The proposed framework provides greater flexibility for future fee administration through the City's Fees and Charges Bylaw and reduces the need for future housekeeping amendments to the Freedom of Information bylaw.

CONCLUSION:

The City's current Freedom of Information bylaws are more than 30 years old and no longer reflect contemporary municipal practices for records management, privacy administration, and information governance. Bylaw No. 3569, 2026 modernizes the City's administrative framework, removes outdated provisions, improves administrative flexibility, and consolidates two existing bylaws into a single governing document.

Report Prepared By:

Rosamaria (Rosa) Miller
Deputy CAO

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request



CITY OF PRINCE RUPERT

CITY OF PRINCE RUPERT TICKET INFORMATION AMENDMENT BYLAW NO. 3559, 2025

A BYLAW TO AMEND THE TICKET INFORMATION BYLAW NO. 2783, 1992

The Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. Schedule "A" of the Ticket Information Bylaw No. 2783, 1992 is amended as indicated in Attachment 1 of this bylaw to include the City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.
2. Addition of Schedule "L" as indicated in Attachment 2 of this Bylaw to add municipal ticket penalties for violation of the Good Neighbour Bylaw No. 3558, 2025.
3. This Bylaw may be cited as **"City of Prince Rupert Ticket Information Amendment Bylaw No. 3559, 2025"**.

Read a First time this 10th day of March, 2025.

Read a Second time this 10th day of March, 2025.

Read a Third time this 15th day of June, 2026.

Read and Fourth & Final time ____ day of _____, 2026.

Mayor

Corporate Officer

ATTACHMENT 1

SCHEDULE "A"

Add:

Column 1

Designated Bylaws

12. City of Prince Rupert Solid Waste
Management Bylaw No. 3550, 2024

Column 2

Designated Bylaw Enforcement Officers

City Planner
Bylaw Officer
Approving Officer
Public Works Director
Corporate Administrator
Chief Administrative Officer

ATTACHMENT 2

SCHEDULE "L"

City of Prince Rupert
Good Neighbour Bylaw No. 3558, 2025

BYLAW SECTION **SCHEDULE "C"**

Column 1

Column 2

FEE REQUIRED

FEE

Vacant Building Registration Application Fee	\$540.00
Fee for special safety inspection prior to registration permit	\$500.00
Fee for subsequent inspections not related to Vacant Building Registration Permit	\$130.00 per inspection
Fee for Vacant Building Registration Permit (12 months. Max.) For each building or structure located on a single or two family zoned properties	\$1,500.00
Fee for Vacant Building Registration Permit (24 months. Max.) for each building or structure located on all other zoned properties	\$3,500.00
Fee for additional Vacant Building Registration (12 months. Max)	\$1,500.00
Attendance by City of Prince Rupert Fire Services	Actual costs incurred by the City for related labour, materials, & equipment.
Fee reduction for Vacant Building Registration Permit Notwithstanding any outstanding fees, utility charges, or penalties imposed on the owner.	75% of Vacant Building Permit Fee may be refunded if it is remediated or demolished within first six months of registration.



CITY OF PRINCE RUPERT

**CITY OF PRINCE RUPERT TICKET INFORMATION AMENDMENT BYLAW NO. 3560,
2025**

A BYLAW TO AMEND THE TICKET INFORMATION BYLAW NO. 2783, 1992

The Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. Schedule "A" of the Ticket Information Bylaw No. 2783, 1992 is amended as follows:
 - a) Amend references to the "City of Prince Rupert Building Bylaw No. 2420, 1982" to "City of Prince Rupert Building Bylaw No. 3314, 2012";
 - b) Amend references to the "City of Prince Rupert Trade or Business Licence Bylaw No. 2426, 1982" to "City of Prince Rupert Trade or Business Licence Bylaw No. 3532, 2024";
 - c) Add Peace Officer/Bylaw Officer as a designated Bylaw Enforcement Officers for the City of Prince Rupert Business Regulations & Licensing Bylaw (Rentals) Bylaw No. 3476, 2021;
 - d) Amend references to the "City of Prince Rupert Cemetery Bylaw No. 3238, 2007" and any amendments thereto to "City of Prince Rupert Cemetery Bylaw No. 3562" and add schedule A of same.
2. This Bylaw may be cited as **"City of Prince Rupert Ticket Information Amendment Bylaw No. 3560, 2025"**.

Read a First time this 10th day of March, 2025.

Read a Second time this 10th day of March, 2025.

Read a Third time this 15th day of June, 2025.

Read and Fourth & Final time ____ day of _____, 2025.

Mayor

Corporate Officer

ATTACHMENT 1

SCHEDULE "A"

Add:

Column 1

Designated Bylaws

12. City of Prince Rupert Good Neighbour Bylaw
No. 3558, 2025

Column 2

Designated Bylaw Enforcement Officers

Bylaw Officer / Peace Officer
Building Inspector
Corporate Administrator
Chief Administrative Officer

ATTACHMENT 2

SCHEDULE "L"

City of Prince Rupert
Good Neighbour Bylaw No. 3558, 2025

BYLAW SECTION **SCHEDULE "C"**

Column 1

Column 2

FEE REQUIRED

FEE

Vacant Building Registration Application Fee	\$540.00
Fee for special safety inspection prior to registration permit	\$500.00
Fee for subsequent inspections not related to Vacant Building Registration Permit	\$130.00 per inspection
Fee for Vacant Building Registration Permit (12 months. Max.) For each building or structure located on a single or two family zoned properties	\$1,500.00
Fee for Vacant Building Registration Permit (24 months. Max.) for each building or structure located on all other zoned properties	\$3,500.00
Fee for additional Vacant Building Registration (12 months. Max)	\$1,500.00
Attendance by City of Prince Rupert Fire Services	Actual costs incurred by the City for related labour, materials, & equipment.
Fee reduction for Vacant Building Registration Permit Notwithstanding any outstanding fees, utility charges, or penalties imposed on the owner.	75% of Vacant Building Permit Fee may be refunded if it is remediated or demolished within first six months of registration.



CEMETERY BYLAW NO. 3562, 2026

A BYLAW RELATING TO THE OPERATION, REGULATION, AND MAINTENANCE OF THE CITY OF PRINCE RUPERT CEMETERY, COLUMBARIUM, AND OSSUARY

WHEREAS the Council of the City of Prince Rupert has authority under the Local Government Act and the Cremation, Interment and Funeral Services Act to regulate cemeteries and cemetery operations within the City;

AND WHEREAS Council wishes to repeal and replace Cemetery Bylaw No. 3237, 2007 with an updated and modernized bylaw;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 – DEFINITIONS AND INTERPRETATION

1. Title

This Bylaw may be cited as the “City of Prince Rupert Cemetery Bylaw No. 3562, 2026.”

2. Definitions

In this Bylaw:

“**Adult**” means a person twelve (12) years of age or older.

“**Cemetery**” means land designated, owned, maintained, or operated by the City for interments and includes columbaria and mausoleums.

“**Cemetery Care Fund**” means money collected and maintained for the perpetual care and maintenance of the cemetery.

“**City**” means the City of Prince Rupert.

“**Columbarium**” means a structure containing niches for the interment of cremated remains.

“**Engineer**” means the City official responsible for administering this Bylaw or their authorized designate.

“**Interment**” means the burial or placement of human remains or cremated remains.

“Niche” means a compartment within a columbarium.

“Non-resident” means a person who does not meet the definition of Resident immediately prior to death.

“Ossuary” means a communal underground container for cremated remains.

“Plot” means a designated area of land within the cemetery for interment.

“Plot Liner” means a rigid shell or container placed over a casket.

“Resident” means a person who resided in or owned property within Prince Rupert for at least one (1) year immediately prior to death.

“Standard Memorial” means a flat memorial marker installed flush with ground level.

“Urn” means a container designed to hold cremated human remains.

PART 2 – APPLICATION AND ADMINISTRATION

Application of Bylaw and Cremation, Interment and *Funeral Services Act*

3. Application

This Bylaw applies to all cemeteries, columbaria, and ossuaries owned, operated, or maintained by the City, and to any real or personal property now or hereafter acquired by the City for cemetery purposes, whether within or outside the City.

All interments, use of plots, niches and the ossuary, and all management, operation, and preservation of cemetery facilities shall be carried out in accordance with this Bylaw and in conformity with the *Cremation, Interment and Funeral Services Act* and the regulations made under that Act.

4. Cemetery Designation

The real property owned by the City and dedicated for cemetery purposes shall continue to be used, operated, and maintained as a municipal cemetery known as Fairview Cemetery, and shall not be used for any other purpose.

5. Cemetery Facilities

The City establishes, maintains, and operates within Fairview Cemetery:

- cemetery plots for interment;
- columbaria units containing niches; and
- an ossuary,

all of which shall be managed and regulated in accordance with this Bylaw.

6. Administration

This Bylaw shall be administered by the Engineer, who is responsible for:

- issuing all licences and permits required under this Bylaw;
- maintaining records necessary for the administration and management of the cemetery; and
- fulfilling all record-keeping and administrative requirements under the *Cremation, Interment and Funeral Services Act*.

PART 3 – CEMETERY LICENSING

7. Cemetery Licenses

A Cemetery Licence may be issued for one or more vacant and unlicensed plots or niches upon payment of the applicable fees set out in Schedule “A”, for the exclusive right of use by the licence holder.

The City may refuse to issue licences for more than two (2) plots or niches to any one person.

8. Licence Conditions

All Cemetery Licences are issued subject to this Bylaw and all applicable City bylaws and regulations in force at the time of issuance and at the time of interment.

9. Applications

Applications for Cemetery Licences shall be made at City Hall during regular business hours on forms provided by the City.

10. Form of License

All Cemetery Licences shall be issued in the form approved by the Engineer.

11. Transfers

No sale, assignment, or transfer of a Cemetery Licence, plot, niche, or interment right shall be made without the prior written approval of the City.

After an interment has occurred, no transfer shall be permitted except to an immediate relative of the Cemetery Licence holder.

The right to use a vacant plot or niche may be transferred provided that:

- the licence holder or legal representative submits a written request to the City;
- full particulars of the proposed transferee are provided;

- any unpaid Cemetery Care Fund contribution is paid in accordance with Schedule “A”;
- where applicable, the difference between resident and non-resident licence fees is paid;
- a transfer fee, as set out in Schedule “A”, is paid; and
- all future interments remain subject to applicable Interment Permit fees and other charges in effect at the time of interment.

12. Repurchase

The City may, upon application by the licence holder, repurchase an unused and vacant plot or niche at the original purchase price, less the Care Fund contribution and an administrative fee.

Repurchase shall not be permitted where an exhumation has occurred.

13. Licensing Errors

Where an error has occurred in the sale, description, or transfer of a plot or niche and the plot or niche is unavailable, the City shall either:

- provide an alternative plot or niche of equal or greater value and similar location acceptable to the licence holder or the person entitled to control disposition under the *Cremation, Interment and Funeral Services Act*; or
- cancel the licence and refund all monies paid, together with accrued interest at the prescribed rate.

PART 4 – INTERMENT

14. Authorization for Interment

No person shall inter human remains within a municipal cemetery except in accordance with this Bylaw and applicable legislation.

No remains other than deceased human remains or cremated human remains shall be interred in the cemetery.

15. Interment Permit Required

No interment of a body or cremated remains shall occur unless an Interment Permit has first been obtained from the City.

16. Issuance of Interment Permit

An Interment Permit may be issued to the holder of a valid Cemetery Licence upon

payment of all applicable Interment Permit fees and related service fees as set out in Schedule "A."

Interment Permits shall be obtained not less than seventy-two (72) hours in advance of the interment, excluding Saturdays, Sundays, and statutory holidays, unless:

- a Health Officer directs otherwise pursuant to applicable health legislation; or
- the Engineer authorizes a shorter notice period due to exceptional circumstances.

17. Interment Permit Applications

Applications for an Interment Permit shall be made during regular business hours by the immediate relatives of the deceased, or by a representative authorized in writing, using forms provided by the City.

Applicants shall provide all information required by the City, including but not limited to:

- the name, age, and address of the deceased;
- the date of death and proposed interment details;
- applicable disposition and death documentation; and
- any additional information reasonably required to ensure compliance with this Bylaw and applicable legislation.

18. Form of Permit

All Interment Permits shall be issued in the form approved by the Engineer.

19. Number of Interments

The maximum permitted interments are as follows:

- Large plot: one (1) adult or child body plus up to six (6) cremated remains
- Small plot: one (1) body in a casket not exceeding 1.22 metres (4 feet) plus up to two (2) cremated remains
- Cremation plot: one (1) cremated remains or one (1) double urn
- Columbarium niche: two (2) single urns or one (1) double urn
- Ossuary: cremated remains, space permitting

A single Cemetery Licence is sufficient for multiple interments within the applicable limits; however, separate Interment Permits and applicable fees are required for each interment.

20. Interment Standards

All body interments shall be made using a plot liner.

Minimum earth cover shall be:

- Body interment: not less than 0.8 metres (2.6 feet) above the plot liner;
- Cremated remains: not less than 0.4 metres (1.3 feet) above the urn.

Urns used for interment in plots shall be of approved non-deteriorative material and shall not exceed 29 centimetres (11.5 inches) in height.

A temporary plot marker identifying the deceased shall be supplied and installed by the City following each interment for record-keeping purposes and is distinct from a memorial.

21. Interment Hours

Interments shall normally take place Monday to Friday between 10:00 a.m. and 2:00 p.m.

Saturday interments or interments outside regular hours may occur only with prior written approval of the Engineer and payment of additional fees set out in Schedule "A."

22. Authorized Personnel

Only City-authorized personnel may open, close, or otherwise disturb plots, niches, or the ossuary.

Interment of cremated remains into the ossuary shall be conducted only by authorized personnel.

23. Reserved Areas

Interments within cemetery areas reserved for specific organizations or groups require written authorization confirming eligibility from the organization concerned.

24. Interment Errors

Where remains are interred in error, the City shall:

- disinter and re-inter the remains in the correct location if available; or
- re-inter the remains in an alternative location acceptable to the person entitled to control disposition under the *Cremation, Interment and Funeral Services Act*.

The City shall notify the registrar of any disinterment and re-interment within thirty (30) days.

PART 5 – COMMUNICABLE DISEASE

All interments subject to public health direction shall comply with the orders of the Medical Health Officer.

The Corporate Officer, the Engineer, or the Caretaker shall immediately report to the Medical Health Officer any request to handle a body where Medical Health Officer direction is required.

Where the *Medical Health Officer* directs, pursuant to the *Health Act Communicable Disease Regulations* or otherwise, that a body be buried in a *cemetery* during any period when the *City's* offices are closed, permission to inter in a *cemetery* shall be obtained from the *Engineer*, or in his absence, the *Corporate Administrator*, or the *caretaker*.

Where a body delivered to a *cemetery* for *interment* is subject to directions of the *Medical Health Officer* under the terms of the *Health Act Communicable Disease Regulations*, the person delivering the body to the *cemetery* shall inform the *caretaker* of the directions given by the *Medical Health Officer* respecting the *interment* and those directions shall be fully and completely followed by all those who perform the *interment*.

The caretaker who performs an interment under these circumstances shall provide full particulars of the interment to the Manager of Operations as soon as practicable after the *City's* offices reopen.

The representative of the deceased shall provide all required information and pay all applicable fees in accordance with this Bylaw and Schedule "A" as soon as practicable following the interment.

Any person who authorized the interment shall report the matter to the Manager of Operations as soon as practicable after the *City's* offices reopen.

PART 6 – EXHUMATION

No person shall exhume the remains of a deceased person who has been interred in a *plot* unless:

- (a) they have obtained a written order or permit in accordance with the requirements of the "*Cremation, Interment and Funeral Services Act*" and presented that order to the *Engineer*; or
- (b) the Engineer receives a written request to do so from a person with the right to control the disposition of the human remains in accordance with the "*Cremation, Interment and Funeral Services Act*" and the *Engineer* issues his permission in writing to disinter or exhume the body; and
- (c) they have paid the fees for disinterment/exhumation set out in Schedule "A".

Prior to the execution of the said order or request, any person wishing to exhume the remains of a deceased person must provide the *Engineer* with written proof of whether or not the deceased person at the time of death was known to have had an infectious or contagious disease or other disease dangerous to public health.

Upon receiving an order for exhumation from the proper authority, or after granting permission in writing to exhume, the Engineer shall notify the caretaker before the time of the intended exhumation, giving the name of the deceased and the number and location of the plot and tier concerned.

During exhumation, the caretaker or other person duly authorized by the *Engineers* shall open to the top of the casket only. The Funeral Director must be present to complete the exhumation.

PART 7 – CEMETERY PLOT SPACES

Plot Spaces

Plot Spaces developed in areas before the year 2002 shall be of the following sizes:

- (a) Large Size - *Plots* not less than 2.75 metres (9 feet) in length by 1.2 metres (3.94 feet) in width;
- (b) Small Size - *Plots* not less than 1.5 metres (4.92 feet) in length by 0.9 metres (2.95 feet) in width; and
- (c) Cremation - *Plots* not less than 0.9 metres (2.95 feet) in length by 0.9 metres (2.95 feet) in width.

Plots developed in the year 2002, and any future cemetery development henceforth, shall be of the following sizes:

- (a) Large Size - *Plots* not less than 2.75 metres (9 feet) in length by 1.4 metres (4.6 feet) in width;
- (b) Small Size - *Plots* not less than 1.5 metres (4.92 feet) in length by 1.0 metres (3.28 feet) in width; and
- (c) Cremation - *Plots* not less than 0.6 metres (1.96 feet) in length by 0.6 metres (1.96 feet) in width.

PART 8 – NICHES

The size of the *niche* and the size of the cremation *urns* limit the number of *urns* permitted within a *niche* but in general each *niche* may contain a maximum of two (2) single *urns* and their *cremated remains* or one (1) double *urn* and its *cremated remains*.

*Urn*s to be placed in *niches* shall be made of metal, stone, porcelain, or other pre-approved non-deteriorative material, and must be manufactured for the express purpose of containing *cremated remains*.

No alterations or embellishments of the *columbarium* or *niches* shall be undertaken without written approval of the *City*.

The *City* reserves and shall have the right to remove, alter or change any improvements, alterations or embellishments made without written *City* approval at the expense of the *niche* licensee.

The dimensions of a *niche*, which may vary in size, shall be those designed for and provided to the *City*. Memorial urn to not be more than 12" in height.

PART 9 – OSSUARY

The size of the *ossuary* dictates the number of cremated remains that can be interred. Cremated remains are interred into a communal container (*ossuary*) and once the cremated remains are interred they cannot be removed.

No containers holding individual cremated remains can be interred into the *ossuary*.

No individual or third-party alterations or embellishments of the *ossuary* area can be made. The *City* reserves and shall have the right to remove, alter or change any improvements, alterations or embellishments made.

PART 10 – MEMORIALS

Flowers, Wreaths, and Landscaping

No person other than an employee of the *City* authorized to do so, shall plant, remove, cut down, or destroy any trees, shrubs, plants, flowers, bulbs, fences or rocks in the *cemetery*.

In the *cemetery* artificial flowers or cut flowers, wreaths and floral offerings may be placed on *plots*.

At the *columbarium*, fresh cut or artificial flowers may only be placed in the flower vases built into the approved, attached *niche* memorial nameplates.

The *caretaker* may remove any artificial flowers or cut flowers, wreaths and floral offerings from *plots*, *niches* or the *ossuary* area when, in his opinion, their condition deters from the beauty of the *cemetery*, *columbarium* or *ossuary area*.

Memorials – General

All memorials in the *cemetery*, including *columbarium* memorial nameplates and memorial portrait enclosures, shall be:

- (a) consistent with the provisions of this Bylaw and supplied at the expense of the licensee; and
- (b) installed, or removed, only by the *caretaker*, unless written authorization otherwise has been provided by the *Engineer*.

No person shall place, or cause to have placed, any memorial on any plot or niche, until the Cemetery Licence, Interment Permit, Care Fund, and all other cemetery fees and charges set out in Schedule "A" are fully paid, including the installation fees and Care Fund fees in respect of each memorial to be placed.

The *City* shall not be responsible for damage to memorials caused by natural weathering or deterioration, vandalism, or faulty construction.

The *City* will not be responsible for any damage or loss to pictures on memorials, *niche* nameplates, or portraits or their enclosures, except where it can be determined to be a result of maintenance operations.

Cemetery Plot Memorials

No *plot* shall be defined by a fence, railing, coping, curbing, hedge, or by other markings except by a memorial as set out in Part 10 or approved under Part 10.

A tablet-type memorial shall be considered 'standard', and one (1) may be installed on *plots* for each interment therein provided the requirements of Part 10 are fulfilled, and subject to the following:

- (a) the memorial must be of either stone or bronze waterproof material, capable of resisting wear and decay, and shall be of one piece construction;
- (b) a standard memorial shall be installed flush with ground level and devoid of curbs; memorials that do not meet this standard may be permitted only through the application and approval process established under this Bylaw; the memorial must be laid flush with ground level and be devoid of curbs;
- (c) the size of the memorial and its placement on a plot shall at no time result in the memorial extending beyond the boundaries of the *plot*; and
- (d) no memorial shall have a greater length than 75 centimetres (29.5 inches), a greater width than 50 centimetres (19.7 inches), nor a greater depth than 15 centimetres (5.9 inches), nor be less than 7.62 centimetres (3 inches) in depth, though notwithstanding the foregoing, in the case of memorials for *cremated remains* within *plot* tiers or within cremation *plots* the maximum size memorial permitted may be excessive relative to the actual *plot* space available for such memorials and this must be taken into consideration by the person wishing to install the memorial so that the placement of the memorial does not exceed the boundaries of the *plot*.

Any person wishing to install on any *plot* a memorial other than as set out in Part 10 of this Bylaw shall submit to the *Engineer*, a Memorial Structure Application prior to creation of the memorial, a plan of the memorial, showing its size by dimension, siting on the *plot*, elevation, design, and type of material.

The *Engineer*, upon receiving an application in accordance with Part 10, will review the application, and may grant permission to erect such a memorial if, in his opinion, it will not: create undue maintenance difficulties; extend beyond the boundaries of the *plot*; pose any safety hazards to visitors or workers; or, is not out of character for the cemetery, and provided the applicant enters into any special agreement with the *City* deemed necessary regarding any aspect of the memorial including its installation, care and maintenance, temporary or permanent removal.

Any application to install a memorial in accordance with Part 10 will not be considered within one (1) year from the date of an *interment* in the *plot*, to allow for settlement of the ground within the *plot*.

Memorials cannot be placed prior to an interment.

Memorials are only for individuals interred at Fairview Cemetery.

Temporary Removal of Memorials

The *caretaker* may arrange for the temporary removal of a memorial without the owner's permission if, during the excavation of an adjoining *plot*, the memorial is found to be a hazard to the safety of workers in the excavation or to gain access to a *plot* for grave site preparation, provided that the memorial is replaced in its original position on the *plot* from which it was removed as soon as possible after the excavation has been filled, and provided that the owner of the memorial is not charged with the cost of the work, and provided also that the *City* repairs at its expense any damage occasioned to the marker so removed and replaced except in cases where the memorial removed was previously installed without proper authorization, or except where the owner of the memorial has entered into an agreement with the *City* in accordance with Part 10 which makes him responsible for such costs, or unless he is also the owner of the *plot* in which the excavation is being made.

Columbarium Memorials

Columbarium niche memorials permitted shall consist solely of nameplates and portrait enclosures, and shall be consistent in design, finish, and manufacture throughout the *columbarium*.

In order to maintain continuity of design of the *columbarium*, and to ensure that all niches with *cremated remains* interred are memorialized, the cost of a *niche* memorial nameplate, and its installation fee, in accordance with the fees established in **Schedule "A"** are included in the *Cemetery Licence* fee for a *niche*.

One memorial nameplate is permitted for each *niche*, conforming to the following specifications for columbaria units with bronze nameplates:

- (a) purchased through the City's Engineering Department; and
- (b) cast in bronze alloy with burgundy background; and
- (c) inscriptions shall consist solely of given names and/or initials and surname together with years of birth and death; and
- (d) "RIBBON" font or alternate font as approved by the *Engineer*, is to be used with surname lettering to be 1.27 centimetres (.5 inches) in height, given name and initials lettering, and dates to be 1.0 centimetres (.39 inches) in height; and
- (e) the castings are to be true and free from defects and roughness, and the colour finish is to be secured by chemical means.

A maximum of two (2) memorial portrait enclosures are permitted per *niche* conforming to the following specifications for columbaria units with bronze

nameplates:

- (a) purchased through the City's Engineering Department; and
- (b) cast in bronze alloy; and
- (c) only pictures of the deceased are allowed to be affixed to the face of a *niche*; and
pictures must be secured in the portrait frames by appropriate adhesives or sealants.

One memorial nameplate is permitted for each *niche*, conforming to the following specifications for columbaria units with etched nameplates:

- (a) purchased through the City's Engineering Department; and
- (b) etched by the approved supplier; and
- (c) inscriptions shall consist of given names and/or initials and surname together with dates of birth and death; and with either an epitaph or photo.

Ossuary Memorials

No Ossuary memorials are permitted.

PART 11 – CEMETERY CARETAKER

Cemetery Caretaker

Caretakers may be appointed by the *Engineer* and the duties of the *caretaker* so appointed shall, among other things, be:

- (a) to dig and prepare, open and close all *plots* required, open and close all *niches* required, and open and close the *ossuary* when required, whenever ordered to do so by the *Engineer*;
- (b) to install all memorials, and to install all *niche* portraits;
- (c) to ensure the general maintenance work of the *cemetery* that is necessary to keep it in a neat and tidy condition is carried out, including, but not limited to the maintenance of landscaping features, lawns, paths, gates, fences and other *cemetery* improvements;
- (d) to maintain records as required and submit to the *Engineer* whatever reports are required by him;
- (e) to complete such other work as may be directed by the *Engineer* or any person acting for him; and
- (f) to direct all funerals to the correct *plot*, tier or *niche*, or to the *ossuary* in the *cemetery*.

PART 12 – FEES AND CARE FUND

All fees are set out in Schedule “A”.

Fees and Charges

The fees for *Cemetery Licenses*, *Interment Permits* or *Disinterment* services, use and care of *plots*, use and care of *niches*, use of the *ossuary*, memorials and their installation, and the charges for goods offered for sale by the *City* for use in the *cemetery*, and any other *cemetery* fees, shall be those set out in Schedule “A” attached to and forming part of this Bylaw.

Where extra labour charges are incurred, after regular business hours, excluding *interments* and *disinterment*’s on Saturdays which have a fee established in Schedule “A”, these charges will be done through a work order and invoiced accordingly as set out in Schedule “A”.

Payment

The fees set out in **Schedule “A”**, shall be paid in advance at the *City*’s offices at the time of application for a *Cemetery Licence*, *Interment Permit*, or *disinterment* permission, and at the time of purchasing any goods or services sold by the *City* in connection with the operation of the *cemetery*.

Cemetery Care Fund

A Cemetery Care Fund shall be maintained in compliance with provincial legislation.

PART 13 – GENERAL

No person shall damage, destroy, mutilate, deface, injure, or remove, any *plot*, *niche*, tomb, vault, marker, monument, memorial, fence, gate, railing, or other work, structure or any other improvement in the *cemetery*.

No person shall willfully destroy, cut, break, or injure any shrub or plant in the *cemetery*.

No person shall play any game or sport in the *cemetery*.

No person shall willfully or unlawfully disturb persons assembled for the purpose of interring a body or *cremated remains* in the *cemetery*.

No person shall commit a nuisance, or behave in an indecent and unseemly manner, at any time in the *cemetery*.

Any person not behaving with proper decorum within the *cemetery*, or disturbing the quiet and good order of the *cemetery*, may be evicted by the *caretaker*.

No person shall deposit any rubbish or offensive matter or thing in the *cemetery*.

No person shall drive a vehicle in the *cemetery* at a speed exceeding 20 kilometres per hour.

All vehicle movements within the *cemetery* grounds shall be subject to the direction and orders of the *caretaker*.

All persons and funeral processions in the *cemetery* shall obey the reasonable instructions of the *caretaker*.

The *cemetery* shall be deemed open to visitors at 8:30 a.m. every morning and shall be deemed closed to all persons every evening at either sunset or at 9:30 p.m., whichever comes first.

No person shall enter or remain in the *cemetery* before it is deemed open or after it is deemed closed without special permission of the *Engineer* or the *caretaker*.

No person shall solicit orders for markers, tablets, memorials, or like works within the limits of the *cemetery*.

PART 14 – OFFENSES AND PENALTIES

Every *person* who violates any of the provisions of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who refuses, neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who fails to comply with any order, direction or notice given under this Bylaw, is guilty of committing an offence against this Bylaw and is liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00) or to imprisonment for not more than six (6) months, or to both, and the cost of prosecution.

Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist shall constitute a separate offence.

This Bylaw may be enforced by means of a Municipal Ticket Information Bylaw.

PART 15 – SEVERABILITY

If any section, subsection, clause, sub clause, phrase or any other part, of this Bylaw is for any reason held to be invalid, void or ineffective by the decision of any court of competent jurisdiction, the part in question is to be severed from the rest of this Bylaw and that does not affect the validity of the remainder of this Bylaw, which is to be interpreted and applied as if this Bylaw had been enacted without the severed part.

PART 16 – REPEAL

25. Repeal

The City of Prince Rupert Cemetery Bylaw No. 3237, 2007, and any amendments thereto, is repealed.

READ THE FIRST TIME this 15th day of June, 2026.

READ THE SECOND TIME this 15th day of June, 2026.

READ THE THIRD TIME this 27th day of July, 2026.

READ A FOURTH AND FINAL TIME this ____ day of _____, 2026.

MAYOR

Corporate Officer

INTERMENT - Monday to Friday - 10 am to 2:00 pm (except Statutory holidays)			
Ground Burial	Cemetery Licence Fee	Interment Fee	TOTAL
Large Plot	\$ 1,094.00	\$ 2,186.00	\$ 3,280.00
Small Plot	\$ 730.00	\$ 2186.00	\$ 2,916.00
Cremation Plot	\$ 474.00	\$ 408.00	\$ 882.00
Cremated remains in Ossuary		\$ 320.00	\$ 320.00
Disinterment/Exhumation from Plot			\$ 3,520.00
Cremated remains Disinterment from Plot			\$ 1,006.00
Cremated remains Disinterment from Niche			\$ 1,006.00
Columbarium	Cemetery Licence Fee	Interment Fee	TOTAL
Niche - Level 1 (bottom)	\$ 3682.00	\$ 320.00	\$ 4,002.00
Niche - Level 2	\$ 3,830.00	\$ 320.00	\$ 4,150.00
Niche - Level 3	\$ 4,270.00	\$ 320.00	\$ 4,590.00
Niche - Level 4 (top)	\$ 4,270.00	\$ 320.00	\$ 4,590.00
INTERMENT - Saturday			
Ground Burial	Cemetery Licence Fee	Interment Fee	TOTAL
Large Plot	\$ 1,094.00	\$ 3,520.00	\$ 4,614.00
Small Plot	\$ 730.00	\$ 3,520.00	\$ 4,250.00
Cremation Plot	\$ 474.00	\$ 1,006.00	\$ 1,480.00
Cremated remains in Ossuary		\$ 1,006.00	\$ 1,006.00
Disinterment/Exhumation from Plot			\$ 4,525.00
Cremated remains Disinterment from Plot			\$ 1,006.00
Cremated remains Disinterment from Niche			\$ 1,006.00
Columbarium	Cemetery Licence Fee	Interment Fee	TOTAL
Niche - Level 1 (bottom)	\$ 3,682.00	\$ 1,006.00	\$ 4,688.00
Niche - Level 2	\$ 3,830.00	\$ 1,006.00	\$ 4,836.00
Niche - Level 3	\$ 4,270.00	\$ 1,006.00	\$ 5,276.00
Niche - Level 4 (top)	\$ 4,270.00	\$ 1,006.00	\$ 5,276.00
MEMORIALS AND SERVICES FEE			TOTAL
Temporary Plot Marker			\$ 74.00
Standard Plot Memorial Installation			\$ 240.00
Grave Liner (when not supplied)			\$ 359.00
Niche Memorial Wreath or Portrait			at cost plus 15%
Niche Memorial Nameplate Engraving			at cost plus 15%
Niche Nameplate Installation			\$ 220.00
Niche Portrait Enclosure Installation			\$ 220.00
Supply and attach 2nd Date Bar			\$ 219.00
Opening/Closing Niche by request			\$ 160.00
Extra Plot Depth - charge for every two feet			\$ 610.00
Interment after 3 pm - per hour or portion thereof			\$ 437.00
Cemetery Licence Transfer Fee			\$ 161.00
NON-RESIDENT: An additional charge of 30% will apply to all fees detailed above for all non-residents.			
All fees shown above are before applicable taxes.			



CITY OF PRINCE RUPERT

DELEGATION OF AUTHORITY BYLAW NO. 3564, 2026

A BYLAW TO DELEGATE CERTAIN POWERS, DUTIES AND FUNCTIONS OF COUNCIL
PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*

WHEREAS The *Community Charter* authorizes Council to delegate certain powers, duties and functions to municipal officers and employees;

AND WHEREAS Council considers it desirable and in the public interest to provide for the efficient administration of municipal affairs through the delegation of specified authorities;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Delegation of Authority Bylaw No. 3564, 2026".

PART 2 - DEFINITIONS

2. Definitions

In this Bylaw:

CAO means the Chief Administrative Officer of the City of Prince Rupert, or their designate;

City means the Corporation of the City of Prince Rupert;

Council means the Council of the City of Prince Rupert;

Development Permit means a development permit issued pursuant to the Local Government Act;

Land Transaction means the acquisition, disposition, lease, licence, statutory right of way, easement, covenant, encroachment agreement, or other interest in land;

Purchasing Policy means the City's purchasing policy, as amended or replaced from time to time.

PART 3 - GENERAL DELEGATION

3. Delegation to the Chief Administrative Officer

Council delegates to the CAO all powers, duties and functions that may lawfully be delegated under:

- a. section 154 of the *Community Charter*, as amended or replaced from time to time;
- b. section 188 of the *Community Charter*, as amended or replaced from time to time;
- c. section 176(1)(a) and (d) of the *Local Government Act*, as amended or replaced from time to time;

subject to the limitations and conditions established in this Bylaw, applicable legislation, and City policies.

PART 4 - AGREEMENTS AND CONTRACTS

4. Agreements and Contracts

The CAO is authorized to:

- a. negotiate, approve, execute and administer agreements respecting the City's activities, works, programs and services;
- b. approve and execute procurement agreements in accordance with the Purchasing Policy;
- c. approve change orders, contract amendments and extensions where such approvals comply with approved budgets and the Purchasing Policy;
- d. execute all documents necessary to implement such agreements.

5. Limitations

The authority delegated under section 4 does not authorize the CAO to:

- a. enter into agreements that require borrowing authority unless previously authorized by Council;
- b. enter into agreements that would materially change adopted Council policy;
- c. enter into agreements that are expressly required by legislation to be approved by Council.

PART 5 - LAND TRANSACTIONS

6. Land Transactions

Subject to applicable legislation and City policies, the CAO is authorized to negotiate, approve and execute Land Transactions on behalf of the City.

7. Council Approval Required

Despite section 6, Council approval is required for:

- a. the sale of fee simple municipal land;
- b. the acquisition of land not contemplated within an approved budget;
- c. any Land Transaction that Council has directed be brought forward for consideration;
- d. any Land Transaction where Council approval is otherwise required by legislation.

PART 6 - DEVELOPMENT PERMITS

8. Delegation of Development Permit Authority

Council delegates to the CAO all powers, duties and functions of Council relating to the issuance of Development Permits under the *Local Government Act*.

PART 7 - RECONSIDERATION OF DEVELOPMENT PERMIT DECISIONS

9. Right of Reconsideration

Any owner of property affected by a decision made under section 8 may request Council reconsideration of the decision.

10. Reconsideration Application

A reconsideration request must:

- a. be submitted in writing to the Corporate Officer within 30 days of the decision being communicated;
- b. identify the decision being appealed;
- c. state the reasons for reconsideration;
- d. indicate the decision requested from Council;
- e. include any materials the applicant wishes Council to consider.

11. Council Reconsideration Process

Upon receipt of a reconsideration application:

- a. the Corporate Officer shall place the matter on the agenda of a regular Council meeting occurring not less than two weeks after receipt;
- b. notice shall be provided in accordance with applicable legislation and municipal bylaws;
- c. Council shall consider the materials that were before the delegate when the decision was made;

- d. the applicant and any interested persons shall be provided an opportunity to be heard;
- e. Council may adjourn the matter from time to time.

12. Council Decision

Upon reconsideration, Council may:

- a. confirm the decision;
- b. vary the decision;
- c. set aside the decision and substitute its own decision.

PART 8 - DELEGATION TO POSITION HOLDERS

13. Delegation to Position

Where authority is delegated to the CAO, such authority is delegated to the individual occupying that position from time to time and to any person lawfully appointed to act in that position.

PART 9 - REPORTING

14. Reporting to Council

The CAO shall provide periodic reports to Council respecting the exercise of delegated authorities in a form and frequency determined by Council.

PART 10 - GENERAL

15. Severability

If any portion of this Bylaw is found invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in force.

16. Repeal

The following bylaws are hereby repealed:

- a. Delegation Bylaw No. 3162, 2003;
- b. Delegation Amendment Bylaw No. 3487, 2022.

67. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this _____ day of _____, 2026.

Read a Second time this _____ day of _____, 2026.

Read a Third time this _____ day of _____, 2026.

Final Consideration and Adopted this _____ day of _____, 2026.

Mayor

Corporate Officer



CITY OF PRINCE RUPERT

DEVELOPMENT APPROVAL INFORMATION BYLAW AMENDMENT BYLAW NO. 3565, 2026

A BYLAW TO AMEND DEVELOPMENT APPROVAL INFORMATION BYLAW NO. 3468, 2021

WHEREAS the Council of the City of Prince Rupert adopted Development Approval Information Bylaw No. 3468, 2021;

AND WHEREAS Council wishes to update administrative authorities within the bylaw;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Development Approval Information Amendment Bylaw No. 3565, 2026".

PART 2 - DEFINITIONS

2. Amendments

2.1

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by deleting the definition of DIRECTOR OF OPERATIONS in its entirety.

2.2

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by deleting the definition of CITY PLANNER in its entirety.

2.3

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by adding the following definition immediately after CITY:

CHIEF ADMINISTRATIVE OFFICER means the person appointed by Council to that position and includes a person designated to act in their place or a person designated by the Chief Administrative Officer to carry out duties under this Bylaw.

2.4

Section 2.3 is deleted in its entirety and replaced with the following:

2.3 The following officials may require development approval information from an Applicant by written notice detailing the Terms of Reference for the Report:

- a. Chief Administrative Officer or designate; and
- b. Approving Officer.

2.5

Section 4.2 is deleted and replaced with the following:

4.2 Without limiting Section 4.1, the Chief Administrative Officer or designate, or the Approving Officer, may require a peer review of the submitted report after reviewing such report. The peer review shall be undertaken at the Applicant's expense where the submitted report does not satisfactorily address an applicable standard, guideline, policy, or requirement under this Bylaw.

3. Severability

If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

4. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this ____ day of _____, 2026.

Read a Second time this ____ day of _____, 2026.

Read a Third time this ____ day of _____, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer



CITY OF PRINCE RUPERT

DEVELOPMENT PROCEDURES BYLAW NO. 3566, 2026

A BYLAW TO ESTABLISH PROCEDURES FOR PROCESSING LAND DEVELOPMENT APPLICATIONS AND TO DELEGATE CERTAIN DEVELOPMENT APPROVAL POWERS

WHEREAS Council may establish procedures for processing applications under Part 14 of the *Local Government Act*;

AND WHEREAS Council wishes to establish clear, consistent, and efficient procedures for the processing of development applications and permits;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Development Procedures Bylaw No. 3566, 2026".

2. Repeal

Development Procedures Bylaw No. 3533, 2024 and all amendments thereto are hereby repealed.

3. Definitions

In this Bylaw:

Applicant means an Owner or a person authorized in writing by an Owner to act on their behalf.

Application means an application submitted under this Bylaw for:

- an Official Community Plan amendment;
- a Zoning Bylaw amendment;
- a Development Permit;
- a Development Variance Permit; or
- a Temporary Use Permit.

Chief Administrative Officer means the person appointed by Council as the Chief Administrative Officer and includes their designate.

City means the City of Prince Rupert.

Council means the Council of the City of Prince Rupert.

Designated Officer means the Chief Administrative Officer or a person designated in writing by the Chief Administrative Officer to administer this Bylaw.

Owner means the registered owner of land.

Permit means a Development Permit, Development Variance Permit, or Temporary Use Permit.

Qualified Professional means a person qualified by education, training and experience to provide professional advice or certification related to a development application.

PART 2 - APPLICATION REQUIREMENTS

4. Application Submission

An application must:

- a. be submitted in a form required by the City;
- b. be signed by the Owner or authorized Applicant;
- c. include all information required by the Designated Officer; and
- d. be accompanied by all applicable fees prescribed in Appendix A of this Bylaw.

5. Application Completeness

- (1) The Designated Officer may determine whether an application is complete.
- (2) An incomplete application may be refused.
- (3) The Designated Officer may require additional information, studies, plans, drawings, reports, or professional certifications necessary to evaluate an application.

6. Pre-Application Meetings

Applicants are encouraged to meet with City staff prior to submitting an application.

7. Electronic Submissions

Applications and supporting materials may be submitted electronically in a form acceptable to the City.

PART 3 - APPLICATION REVIEW

8. Application Processing

The Designated Officer shall process applications submitted under this Bylaw.

9. Referrals

The Designated Officer may refer an application to:

- City departments;
- provincial agencies;
- federal agencies;
- Indigenous governments;
- utility providers; or
- other agencies and organizations as considered appropriate.

10. Public Consultation

The Designated Officer may require public consultation appropriate to the nature, scale and potential impacts of an application.

Public consultation may include:

- community information meetings;
- public information notices;
- mailed notices;
- online engagement;
- applicant-led consultation; or
- other consultation methods considered appropriate.

PART 4 - DELEGATION OF AUTHORITY

11. Delegated Authority

Pursuant to the *Community Charter*, Council delegates to the Chief Administrative Officer and Designated Officer the authority to:

- a. determine application completeness;
- b. require Development Approval Information;
- c. require supporting professional studies and reports;
- d. require security for works and services;
- e. prescribe application forms and permit forms;
- f. issue and amend Development Permits;
- g. issue and amend Development Permits involving variances authorized by this Bylaw; and
- h. exercise any administrative authority delegated under this Bylaw.

12. Referral to Council

Despite any delegation under this Bylaw, the Chief Administrative Officer may refer any application to Council for consideration.

PART 5 - RECONSIDERATION

13. Reconsideration by Council

(1) An Applicant may request Council reconsider a decision made under delegated authority.

(2) A request for reconsideration must:

- a. be submitted in writing within 30 days of the decision;
- b. identify the decision being reconsidered;
- c. state the reasons for reconsideration; and
- d. include any supporting information relied upon by the Applicant.

(3) Council may:

- a. confirm the delegated decision;
- b. amend the delegated decision; or
- c. substitute its own decision.

(4) Council's decision is final.

PART 6 - OFFICIAL COMMUNITY PLAN AMENDMENTS

14. Review

Upon receipt of a complete application, the Designated Officer shall:

- a. undertake review and referrals;
- b. coordinate public consultation as required;
- c. prepare a staff report; and
- d. forward the application to Council.

15. Council Consideration

Council may:

- a. give readings to a bylaw;
- b. reject an application;
- c. defer consideration; or
- d. request additional information.

16. Notice and Public Hearing

Notice requirements and public hearings shall be conducted in accordance with the *Local Government Act* and the City's Public Notice Bylaw.

PART 7 - ZONING BYLAW AMENDMENTS

17. Review

Zoning amendment applications shall be processed in the same manner as Official Community Plan amendment applications.

18. Council Authority

Council is the approval authority for all Zoning Bylaw amendments.

PART 8 - DEVELOPMENT PERMITS

19. Development Permits

Development Permit applications shall be reviewed by the Designated Officer having regard to:

- a. applicable Development Permit Area guidelines;
- b. Official Community Plan policies;
- c. applicable bylaws;
- d. referral comments; and
- e. any other relevant planning considerations.

20. Approval Authority

Development Permits may be approved, issued, amended or refused by the Designated Officer.

PART 9 - DEVELOPMENT VARIANCE PERMITS

21. Development Variance Permits

Development Variance Permit applications shall be processed in accordance with the *Local Government Act*.

22. Approval Authority

Council is the approval authority for Development Variance Permits.

PART 10 - TEMPORARY USE PERMITS

23. Temporary Use Permits

Temporary Use Permit applications shall be processed in accordance with the *Local Government Act*.

24. Approval Authority

Council is the approval authority for Temporary Use Permits.

PART 11 - GENERAL PROVISIONS

25. Re-Application

Where Council has refused an application, a substantially similar application shall not be accepted within six months of the date of refusal unless Council directs otherwise.

26. Application Lapse

An application may be deemed abandoned where an Applicant fails to provide requested information within six months of the request.

27. Permit Expiry

Unless otherwise specified in a permit, a permit issued under this Bylaw expires two years from the date of issuance if the permitted work has not substantially commenced.

28. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in force and effect.

Read a First time this ____ day of _____, 2026.

Read a Second time this ____ day of _____, 2026.

Read a Third time this ____ day of _____, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

APPENDIX “A”

DEVELOPMENT APPLICATION FEES

Application Type	Fee
Official Community Plan Amendment	\$1,100
Zoning Bylaw Amendment	\$1,100
Official Community Plan Amendment and Zoning Bylaw Amendment	\$1,400
Development Variance Permit	\$330
Development Permit	\$225
Reconsideration of a Delegated Decision	\$60
Temporary Use Permit	\$630
Title Certificate Search	\$20
Corporate Search / BC Company Summary	\$20

Note: Where a Development Variance Permit application includes multiple requested variances, the City may charge a separate fee for each variance within a single application.



CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3567, 2026

A BYLAW TO ESTABLISH OFFICER POSITIONS AND TO PRESCRIBE THE POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE CITY OF PRINCE RUPERT

WHEREAS Council is authorized to establish officer positions and prescribe the powers, duties and responsibilities of officers;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "City of Prince Rupert Officers Bylaw No. 3567, 2026".

PART 2 - DEFINITIONS

2. In this Bylaw:

CAO means the Chief Administrative Officer.

City means the Corporation of the City of Prince Rupert.

Council means the Council of the City of Prince Rupert.

Deputy CAO/Corporate Officer means the officer appointed by Council as the Deputy Chief Administrative Officer and Corporate Officer.

Chief Financial Officer means the officer appointed by Council as Chief Financial Officer.

Department Head means an employee appointed by the CAO to lead a City department.

Officer means the CAO, Deputy CAO/Corporate Officer, or Chief Financial Officer.

PART 3 - OFFICER POSITIONS

3. The following officer positions are established:

- (a) Chief Administrative Officer;
- (b) Deputy Chief Administrative Officer/Corporate Officer; and
- (c) Chief Financial Officer.

4. Council may appoint a deputy to any Officer position established under this Bylaw, who may act in the place of the Officer during the Officer's absence or incapacity.

PART 4 - DEPARTMENT HEADS

5. Department Head positions may be established by the CAO as required for the effective administration of the City.

6. Department Heads shall report to and be accountable to the CAO or designate.

PART 5 - POWERS, DUTIES AND RESPONSIBILITIES

7. The powers, duties and responsibilities of the CAO are set out in Schedule "A".

8. The powers, duties and responsibilities of the Deputy CAO/Corporate Officer are set out in Schedule "B".

9. The powers, duties and responsibilities of the Chief Financial Officer are set out in Schedule "C".

PART 6 - OATH OF OFFICE

10. The Oath of Office in Schedule "D" is adopted as the oath of office for all Officers.

PART 7 – GENERAL PROVISIONS

11. City of Prince Rupert Officers Bylaw No. 3544, 2024 and all amendments thereto are repealed.

12. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw shall remain in force and effect.

Read a First time this ____ day of _____, 2026.

Read a Second time this ____ day of _____, 2026.

Read a Third time this ____ day of _____, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

SCHEDULE "A"

CHIEF ADMINISTRATIVE OFFICER

The CAO is responsible for the overall leadership, administration and operation of the City.

The CAO shall:

1. provide leadership for the administration and operation of all municipal services;
2. implement Council bylaws, policies, resolutions and lawful directions;
3. provide advice and recommendations to Council on municipal matters;
4. report to Council on matters affecting municipal operations and service delivery;
5. supervise, direct, evaluate and provide performance management for Officers, Department Heads, and employees of the City;
6. appoint, remunerate, discipline, suspend and dismiss Department Heads and employees of the City, except Officers appointed by Council;
7. recommend to Council the appointment, remuneration, discipline, suspension or dismissal of Officers;
8. establish organizational structures, reporting relationships and administrative procedures;
9. appoint acting Department Heads and designate acting responsibilities as required;
10. oversee labour relations, collective bargaining and workforce planning;
11. ensure the development and implementation of corporate policies and administrative practices;
12. lead the development and implementation of Council's strategic priorities;
13. oversee corporate performance measurement and organizational effectiveness;
14. ensure the effective and efficient delivery of municipal services;
15. coordinate long-range planning across all departments;
16. act as the principal administrative liaison between the City and other governments, First Nations, agencies, organizations and stakeholders;
17. oversee enterprise risk management activities;
18. oversee emergency management, business continuity and organizational preparedness;
19. oversee occupational health and safety programs;
20. oversee corporate asset management and infrastructure planning;

21. authorize procurement, purchasing activities and the execution of operational agreements within approved budgets and delegated authority;
22. obtain legal advice on behalf of the City;
23. direct legal proceedings on behalf of the City in accordance with Council direction and established authority; and
24. perform such other duties as assigned by Council.

SCHEDULE "B"

DEPUTY CHIEF ADMINISTRATIVE OFFICER/CORPORATE OFFICER

The Deputy CAO/Corporate Officer shall support the CAO in the administration of the City and perform all statutory duties of the Corporate Officer.

The Deputy CAO/Corporate Officer shall:

1. act in the place of the CAO during the CAO's temporary absence or incapacity, or when authorized by the CAO or Council;
2. act in the absence of the CAO when authorized;
3. ensure minutes of Council and Council bodies are prepared and maintained;
4. maintain bylaws, records, agreements and corporate documents of the City;
5. ensure municipal records are preserved and protected;
6. certify bylaws, resolutions and other City documents;
7. administer oaths and affidavits authorized by law;
8. receive notices, claims, petitions and legal documents on behalf of the City;
9. maintain and administer the corporate seal;
10. oversee Council meeting administration and legislative processes;
11. coordinate statutory notices and procedural requirements;
12. oversee municipal elections, assent voting and other voting processes;
13. oversee records management and records retention programs;
14. oversee corporate records classification, retention and disposition programs;
15. oversee information governance and privacy administration;
16. ensure public access to records as required by legislation;
17. oversee processing of insurance claims against the City;
18. administer rights-of-way, encroachments, licences of occupation, easements and related agreements;
19. supervise Corporate Administration staff;
20. support implementation of Council and CAO directives;
21. support intergovernmental and First Nations relationship initiatives as directed by the CAO;
22. provide governance and procedural advice to Council and City staff; and
23. perform such other duties assigned by Council or the CAO.

SCHEDULE "C"

CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for the financial administration of the City.

The Chief Financial Officer shall:

1. receive and account for all revenues of the City;
2. maintain custody of municipal funds and securities;
3. disburse funds in accordance with authorized budgets and approved expenditures;
4. invest municipal funds in accordance with applicable legislation and City policy;
5. ensure accurate accounting records are maintained;
6. prepare statutory financial statements and reports;
7. coordinate annual audits;
8. prepare annual operating and capital budgets;
9. prepare financial plans, forecasts and long-term financial projections;
10. manage reserve funds, debts, investments and treasury functions;
11. monitor financial performance and report variances;
12. establish and maintain effective financial controls;
13. advise Council and the CAO on financial matters;
14. assess financial risks and long-term financial sustainability implications of municipal decisions;
15. oversee the development and maintenance of the City's financial policies;
16. oversee taxation, revenue collection, payroll and utility billing functions;
17. oversee procurement controls and financial compliance;
18. supervise Financial Services staff; and
19. perform such other duties assigned by Council or the CAO.

SCHEDULE "D"

OATH OF OFFICE

I, _____, having been appointed to the office of _____ for the City of Prince Rupert, do solemnly affirm that:

- (a) I will faithfully, honestly and impartially perform the duties of my office;
- (b) I will uphold the laws and bylaws applicable to my office;
- (c) I will maintain the confidentiality of information received through my duties except where disclosure is authorized or required by law;
- (d) I will not permit my personal interests to conflict with my public responsibilities;
- (e) I will act in the public interest and uphold the integrity of local government;
and
- (f) I will faithfully discharge the powers, duties and responsibilities of my office.



CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3568, 2026

A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH CORPORATE SIGNING AUTHORITIES

WHEREAS Council may, by bylaw, delegate powers, duties and functions to Officers and employees of the City;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as the "City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026".

Definitions

2. In this Bylaw:

Act means the *Community Charter*, *Local Government Act*, and any successor legislation.

Authorized Designate means an Officer or Employee authorized in writing pursuant to this Bylaw.

CAO means the Chief Administrative Officer appointed by Council and includes any person lawfully acting in that position.

City means the Corporation of the City of Prince Rupert.

Corporate Officer means the Corporate Officer appointed by Council and includes any person lawfully acting in that position.

Council means the elected Council of the City of Prince Rupert.

Electronic Signature means an electronic sound, symbol, process, approval or signature attached to or associated with a record and adopted by a person with the intent to sign or approve the record.

Employee means a person employed by the City other than an Officer.

Officer means an Officer designated under the City's Officers Bylaw, as amended or replaced from time to time.

Record means recorded information in any form, including paper and electronic records.

General Signing Authority

3. Every bylaw adopted by Council shall be signed by the Mayor and Corporate Officer.
4. Council minutes shall be signed by the Mayor or presiding member and the Corporate Officer.
5. Minutes of Committees, Commissions and other advisory or administrative bodies established by Council may be signed by the chair or presiding member and the recording officer or secretary.

Electronic Signatures and Records

6. Electronic signatures are authorized for all City business where permitted by law.
7. An electronic signature has the same force and effect as an original handwritten signature.
8. Documents executed electronically are deemed to have been duly signed and delivered.
9. Electronic approvals and workflows administered through approved City systems constitute valid approvals for City business.
10. Electronic records maintained by the City are deemed to be original records.

Delegation of Authority

11. Council delegates to the CAO all powers, duties and functions that may lawfully be delegated under the Act, except those powers expressly reserved to Council by legislation or this Bylaw.
12. Subject to approved budgets, applicable legislation, and City policies, the CAO may approve and execute agreements, contracts and other documents required for the administration and operation of the City.
13. The CAO may delegate, in writing, any approval authority, signing authority, administrative function, power, duty or responsibility delegated under this Bylaw to an Officer or Employee.
14. The CAO may establish conditions, limitations or restrictions respecting any delegation made under section 13.
15. An Officer may exercise any authority delegated by this Bylaw, the CAO, City policy or applicable legislation.

Permits, Approvals and Regulatory Documents

16. Permits, licences, approvals, notices and other regulatory documents may be signed by:

- (a) the Corporate Officer, where required by legislation; and
- (b) the Officer or Employee responsible for the applicable service area, or their Authorized Designate.

17. The CAO may designate, in writing, Employees or Officers authorized to execute planning, development, building, engineering, licensing or other regulatory documents.

Land Title and Property Documents

18. Documents required to be filed, deposited or registered in the Land Title Office or any government registry may be signed by:

- (a) the Corporate Officer; and
- (b) an Officer or Authorized Designate.

19. Property and land-related documents authorized by Council may be executed in accordance with this Bylaw and the applicable Council authorization.

Limitations

20. Nothing in this Bylaw authorizes any person to:

- (a) exercise a power that legislation requires Council to exercise directly;
- (b) adopt, amend or repeal a bylaw;
- (c) borrow money except as authorized by legislation or Council; or
- (d) exercise any authority specifically reserved to Council.

21. All authority exercised under this Bylaw must be exercised in accordance with:

- (a) applicable legislation;
- (b) City bylaws;
- (c) City policies;
- (d) approved budgets; and
- (e) applicable procurement and financial controls.

Schedule "A"

22. Schedule "A" forms part of this Bylaw and may be amended by Council resolution, provided that such amendments do not alter the powers delegated by this Bylaw.

Repeal

23. City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024 and all amendments thereto are repealed.

Effective Date

24. This Bylaw comes into force and takes effect upon adoption.

Read a First time this _____ day of _____, 2026.

Read a Second time this _____ day of _____, 2026.

Read a Third time this _____ day of _____, 2026.

Final Consideration and Adopted this _____ day of _____, 2026.

Mayor

Corporate Officer

Schedule "A"

Corporate Signing Authority Matrix

The following Schedule forms part of the City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026.

1. General Principles

1. Signing authority does not, by itself, confer spending authority or authority to approve a transaction.
2. All signatories must act within:
 - approved budgets;
 - Council-approved policies;
 - applicable legislation;
 - delegated authority granted under this Bylaw; and
 - any limitations established by the CAO.
3. Where two signatures are required, at least one signatory must be an Officer unless otherwise authorized by the CAO.

2. Corporate Documents

Document Type	Authorized Signatory
Bylaws	Mayor and Corporate Officer
Council Minutes	Mayor or Presiding Member and Corporate Officer
Committee Minutes	Chair or Presiding Member and Recording Officer
Corporate Correspondence	CAO, Officer, or Authorized Designate
Statutory Declarations	Officer or employee authorized by legislation

3. Agreements and Contracts

Document Type	Authorized Signatory
Council-approved agreements	Mayor and Corporate Officer, or as directed by Council
Operational agreements within delegated authority	CAO

Departmental agreements within delegated authority	Responsible Officer
Agreements delegated by the CAO	Authorized Designate as approved by the CAO

4. Financial and Procurement Documents

Document Type	Authorized Signatory
Purchase orders	In accordance with procurement policy
Contract change orders	In accordance with procurement policy
Grant applications	CAO, responsible Officer, or Authorized Designate
Grant agreements	CAO or Corporate Officer
Grant reporting documents	Responsible Officer or Authorized Designate
Banking documentation	Persons authorized by Council resolution and banking authorities
Financial reports and filings	Chief Financial Officer, CAO, or Corporate Officer as applicable

5. Planning, Development and Regulatory Documents

Document Type	Authorized Signatory
Development Permits	Corporate Officer and designated planning authority
Development Variance Permits	Corporate Officer and designated planning authority
Temporary Use Permits	Corporate Officer and designated planning authority
Building Permits	Designated building official, or designate
Business Licences	Designated licensing authority
Regulatory notices and orders	Officer or employee authorized by legislation or the CAO
Development application correspondence	Designated planning authority

6. Land and Property Documents

Document Type	Authorized Signatory
Land Title Office documents	Corporate Officer and an Officer or Authorized Designate
Statutory Right of Way documents	Corporate Officer and an Officer
Easements and covenants	Corporate Officer and an Officer
Property transfer documents authorized by Council	Mayor and Corporate Officer unless otherwise authorized

7. Human Resources Documents

Document Type	Authorized Signatory
Employment agreements	CAO or designate
Offer letters	CAO or designate
Personnel documentation	CAO, Director, or Authorized Designate
Collective agreement administration documents	CAO or Designate

8. Electronic Execution

1. Any person authorized to sign a document under this Schedule may execute that document electronically.
2. Electronic approvals within approved City systems are deemed equivalent to written approvals.
 1. A document signed electronically is deemed an original.

9. Chief Administrative Officer Authority

The CAO may:

- (a) designate signing authorities in writing;
- (b) establish internal approval processes;
- (c) assign alternate signatories during absences or vacancies;
- (d) issue administrative procedures respecting execution of documents; and
- (e) suspend or revoke administrative signing authority granted under this Schedule.



CITY OF PRINCE RUPERT

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ADMINISTRATION BYLAW NO. 3569, 2026

A BYLAW RESPECTING THE ADMINISTRATION OF THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*.

WHEREAS The *Freedom of Information and Protection of Privacy Act* ("FOIPPA") requires a local public body to designate a Head for the purposes of the Act and authorizes the delegation of powers, duties and functions under the Act;

AND WHEREAS Council wishes to establish an efficient and modern administrative framework for the administration of access to information and protection of privacy obligations within the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

1. Title

1.1 This Bylaw may be cited as the "City of Prince Rupert Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026".

2. Definitions

2.1 In this Bylaw:

Act means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended from time to time.

City means the City of Prince Rupert.

Coordinator means the person appointed by the Chief Administrative Officer to administer requests and privacy matters under the Act.

Head means the person designated in section 3 of this Bylaw.

2.2 Terms used in this Bylaw have the same meaning as in the Act unless otherwise defined.

3. Designation of Head

3.1 The Corporate Officer is designated as the Head of the City for the purposes of the *Act*.

4. Delegation of Authority

4.1 Except where prohibited by the *Act*, the Head may delegate, in writing, any power, duty or function under the *Act* to:

- a) any officer or employee of the City;
- b) the Coordinator;
- c) a department director;

4.2 A delegation under this section may be subject to conditions or limitations specified by the Head.

5. Administration

5.1 The Chief Administrative Officer shall ensure that appropriate administrative procedures are established to support compliance with the *Act*.

5.2 City departments shall cooperate in responding to requests for access to records and in administering the City's privacy obligations under the *Act*.

5.3 All officers and employees of the City shall comply with applicable records management, privacy, information security, cybersecurity, records retention and information governance policies adopted by the City.

5.4 The City may receive, process, store and disclose records in electronic or physical form in accordance with the *Act*.

5.5 The City shall administer access to information requests and personal information in accordance with the requirements of the *Act*.

6. Fees

6.1 Fees respecting access to records may be charged in accordance with:

- a) the *Act*;
- b) any regulation enacted pursuant to the *Act*; and
- c) the City's Fees and Charges Bylaw, as amended from time to time.

6.2 The Head may require an applicant to pay a fee deposit where authorized by the Act.

6.3 The Head may waive all or part of a fee in accordance with the *Act*.

7. Severability

7.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that portion shall be severed and the remainder of the Bylaw shall remain in force and effect.

8. Repeal

8.1 City of Prince Rupert Freedom of Information Bylaw No. 2913, 1994, and Freedom of Information Amendment Bylaw No. 3039, 1997, are repealed.

9. Effective Date

9.1 This Bylaw comes into force upon adoption.

Read a First time this _____ day of _____, 2026.

Read a Second time this _____ day of _____, 2026.

Read a Third time this _____ day of _____, 2026.

Final Consideration and Adopted this _____ day of _____, 2026.

Mayor

Corporate Officer