



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. 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 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this 8th day of September, 2026.

Mayor

Corporate Officer

This Bylaw was adopted by Council.

To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca