



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Development Procedures Bylaw No. 3533, 2024 and all amendments thereto are hereby repealed.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

This Bylaw was adopted by Council.

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

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 Area (value of works over \$10,000)	\$225
Development Permit Area (value of works under \$10,000)	\$60
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.