

CITY OF PRINCE GEORGE
BYLAW NO. 9485, 2024

A Bylaw of the City of Prince George to amend the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”.

WHEREAS Council enacted “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011” to delegate certain powers, duties and functions of Council, to an Officer or the employee of the City;

AND WHEREAS Council deems it desirable that certain text be amended, added, removed, and replaced to provide consistency and clarity to the interpretation of the Officer Positions and Delegation of Authority Bylaw;

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

1. That “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”, be amended as follows:
 - a. that Section 2(e) in Section 2 – “Definitions” be deleted in its entirety and replaced with
 - “(e) “Director of Finance and IT Services” means the officer position of the City Financial Officer”;
 - b. that Section 2 – “Definitions” be amended by adding the following definition and renumbering subsequent sections accordingly
 - “(b) “Chief of Police” means the appointed officer in charge of the Prince George City detachment of the Royal Canadian Mounted Police, or their designate”;
 - c. that in Section 3.1.1(c), the words “Director of Finance” be replaced with the words “Director of Finance and IT Services”;
 - d. that in Section 3.1.3, the words “Director if Finance” be replaced with the words “Director of Finance and IT Services”;
 - e. that in Section 3.2.3, the words “Director of Finance” be replaced with the words “Director of Finance and IT Services”;
 - f. that in Section 3.2.3.1, the words “Director of Finance” be replaced with the words “Director of Finance and IT Services”;
 - g. that in Section 4.3 (c), the words “Corporate Services” be replaced with the words “Administrative Services”;
 - h. that in section 4.3 (e), the words “Director of Finance” be replaced with the words “Director of Finance and IT Services”;

- i. that in section 4.3 (f), the words “Recreation and Events” be replaced with the words “Civic Facilities and Events”;
 - j. that section 4.3 (h) be deleted in its entirety and the subsequent section be renumbered to immediately follow section 4.3 (g);
 - k. that in section 4.5, the words “his/her” be replaced with the word “their”;
 - l. that in section 7.4, the words “Community Services” be replaced with the words “Civic Facilities and Events”;
 - m. that “Schedule A” be deleted in its entirety and replaced with new “Schedule A”, attached to, and forming part of this Bylaw as Appendix “A”;
 - n. that “Schedule B” be deleted in its entirety and replaced with new “Schedule B”, attached to, and forming part of this Bylaw as Appendix “B”; and
 - o. that “Schedule C” be deleted in its entirety and replaced with new “Schedule C”, attached to, and forming part of this Bylaw as Appendix “C”.
2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
 3. That this Bylaw may be cited for all purposes as the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011, Amendment Bylaw No. 9485, 2024”.

READ A FIRST TIME THIS DAY OF , 2024.
 READ A SECOND TIME THIS DAY OF , 2024.
 READ A THIRD TIME THIS DAY OF , 2024.

First three readings passed by a decision of Members of City Council present and eligible to vote.

ADOPTED THIS DAY OF 2024,
 BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

 MAYOR

 CORPORATE OFFICER

Appendix “A” to Bylaw No. 9485, 2024

Schedule “A”
to Bylaw No. 8340, 2011

Community Charter Section	Powers, Duties and Functions	Delegated Position(s)
Section 17	Direction that a required action, matter or thing must be done at the expense of the defaulter, with all costs and expenses recovered as debt	<ul style="list-style-type: none"> • City Manager; • Director of Administrative Services; • Director of Planning and Development; • Manager of Bylaw Services.
Section 32(3)	Entry on land to mitigate damage that may be caused by the City	<ul style="list-style-type: none"> • City Manager; • Director of Planning and Development; • Director of Civic Operations.
Section 35(11)	Granting licenses of occupation, easements or encroachment agreements in respect of highways vested in the City	<ul style="list-style-type: none"> • City Manager; • Director of Administrative Services; • Director of Planning and Development.
Section 43	Requiring a person permitted to erect poles on highways to provide reasonable accommodation on the poles for wires and equipment of the City on agreed terms	<ul style="list-style-type: none"> • City Manager; • Director of Administrative Services; • Director of Finance and IT Services; • Director of Planning and Development; • Director of Civic Operations.
Section 67	Disposal of property in police possession	<ul style="list-style-type: none"> • Director of Administrative Services; • Director of Finance and IT Services.
Section 114(4)	All necessary power to do anything incidental or conducive to the exercise or performance of Council’s powers, duties and functions	<ul style="list-style-type: none"> • City Manager
Sections 231, 250 and 251	Commencement of legal proceedings to collect unpaid taxes	<ul style="list-style-type: none"> • Director of Finance and IT Services; • Manager of Financial Services.

Schedule "A" to Bylaw No. 8340, 2011

Community Charter Section	Powers, Duties and Functions	Delegated Position(s)
Section 252	Recovery of taxes by the legal remedy of distress	<ul style="list-style-type: none"> • Director of Finance and IT Services; • Manager of Financial Services.
Section 260(2)	Prosecution of Bylaw contraventions	<ul style="list-style-type: none"> • City Manager; • Director of Planning and Development; • Manager of Bylaw Services.
Sections 269(1)	Referral of disputed ticket to Provincial Court for a hearing	<ul style="list-style-type: none"> • City Manager; • Director of Planning and Development; • Manager of Bylaw Services
Section 274	Commencement of civil proceedings to enforce, or to prevent or restrain the contravention of, a bylaw or resolution of Council, or a provision of the <i>Community Charter</i> or the <i>Local Government Act</i> or a regulation under those Acts, or relating to any damage to or interference with a highway in the City.	<ul style="list-style-type: none"> • City Manager; • Director of Administrative Services; • Director of Planning and Development.

Appendix “B” to Bylaw No. 9485, 2024

Schedule “B”
to Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
Storm Sewer Bylaw No. 2656, 1974	<ul style="list-style-type: none"> • Designating locations of service connections; • Directing that illegal connections be disconnected. 	<ul style="list-style-type: none"> • Engineer and his/her authorized deputy
	<ul style="list-style-type: none"> • Entering onto property to ascertain whether bylaw requirements are being obeyed. 	<ul style="list-style-type: none"> • Director of Civic Operations; • Engineer; • City Foremen; • Building Inspectors; • Bylaw Enforcement Officers.
City of Prince George Building Bylaw No. 9482, 2024	<ul style="list-style-type: none"> • Administration of the Bylaw; • Issuing and authorizing changes to building permits, plumbing permits and demolition permits; • Refusing to issue a permit; • Issuing occupancy permits and provisional occupancy permits; • Requiring security as a condition of a permit; • Issuing correction orders and stop work orders; • Revoking permits. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
City of Prince George Tree Protection Bylaw No. 6343, 1995	<ul style="list-style-type: none"> • Issuing tree cutting permits; • Refusing to issue tree cutting permits; • Issuing stop work orders; • Revoking tree cutting permits. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
City of Prince George Sign Bylaw No. 7202, 2001	<ul style="list-style-type: none"> • Issuing sign permits; • Refusing to issue sign permits, • Requiring security; • Ordering demolition and removal of signs; • Enforcement of the Bylaw. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates.
	<ul style="list-style-type: none"> • Enforcing the Bylaw; • Issuing tickets; • Referring disputed tickets to Provincial Court. 	<ul style="list-style-type: none"> • Bylaw Enforcement Officers

Schedule B To Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
<p>Water Regulation and Rates Bylaw No. 7479, 2003</p>	<ul style="list-style-type: none"> • Suspending permits and water supply; • Issuing public notices prohibiting or restricting the use of water; • Entering onto property to respond to risks of contamination to waterworks; • Approving installation of service connections; • Ordering correction of connections; • Ordering disconnections; • Requiring installation of water meters; • Approving extensions; • Entering property to inspect and test water systems. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates.
<p>City of Prince George Subdivision and Development Servicing Bylaw No. 8618, 2014</p>	<ul style="list-style-type: none"> • Negotiating and executing various agreements in connection with the subdivision or development of land, including without limitation subdivision servicing agreements, parkland provision agreements and latecomer agreements; • Taking security under agreements; • Requiring an owner of land that is being subdivided or developed to provide excess or extended services. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
<p>City of Prince George Garbage Collection Regulation Bylaw No. 7661, 2004</p>	<ul style="list-style-type: none"> • Administration of the Bylaw 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates

Schedule B To Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
<p>City of Prince George Development Procedures Bylaw No. 9423, 2023</p>	<ul style="list-style-type: none"> • Requiring development approval information for any application to amend the zoning Bylaw or for any application for the issuance of a development permit, temporary commercial use permit or temporary industrial use permit; • Providing opportunities for appropriate consultation with persons, organizations and authorities considered to be affected by an amendment to the official community plan; • Issuing, amending, refusing to issue, requiring security, and imposing requirements or conditions on development permits; • Requiring security as a condition of a development variance permit, temporary commercial use permit, and temporary industrial use permit. 	<ul style="list-style-type: none"> • Director of Planning and Development; • Manager of Development Services
<p>City of Prince George Fire Protection and Emergency Response Bylaw No. 8272, 2013</p>	<ul style="list-style-type: none"> • Authority to appoint the Fire Chief. 	<ul style="list-style-type: none"> • City Manager
<p>Emergency Program Bylaw No. 7920, 2006.</p>	<ul style="list-style-type: none"> • Responsibilities under the <i>Emergency Program Act</i> except for declarations of a state of local emergency; • Duties as Emergency Operations Centre Director in case of a declaration of a state of local emergency. 	<ul style="list-style-type: none"> • City Manager
<p>City of Prince George Development Cost Charge Bylaw No. 7825, 2007</p>	<ul style="list-style-type: none"> • Administration of the matters set out in the Bylaw. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates

Schedule B To Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
City of Prince George Business Regulation and Licensing Bylaw No. 9040, 2020	<ul style="list-style-type: none"> • Granting, refusing, suspending and cancelling business licenses. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
	<ul style="list-style-type: none"> • Enforcing the Bylaw; • Issuing tickets; • Referring disputed tickets to Provincial Court. 	<ul style="list-style-type: none"> • Director of Planning and Development his/her authorized designates • Chief of Police • Bylaw Enforcement Officers
City of Prince George Sanitary Sewer Bylaw No. 7897, 2006	<ul style="list-style-type: none"> • Authorizing and approving connections to the sewer system; • Authorizing the City to connect buildings to the sewer system as required at the owner's expense; • Prescribing application forms; • Ordering installation of service connections; • Entering onto property to prevent, reduce or mitigate risk to the sewer system; • Authorizing disconnection of illegal connections; • Estimating costs of un-designated extensions; • Entering onto property to inspect, observe, measure, sample and test a sewer system; • Issuing, refusing, canceling or revising waste discharge permits; • Requiring post-violation inspections and sampling from industrial users. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
City of Prince George Cemetery Bylaw No. 8046, 2008	<ul style="list-style-type: none"> • Maintaining all records and files of the cemetery as required under the Bylaw and the <i>Cremation, Interment, and Funeral Services Act</i>; • Reviewing and issuing interment rights certificates, interment permits and exhumation permits; • Maintaining an accounting of monies received and expended under the Bylaw; • Organization, operation and management of the cemetery. 	<ul style="list-style-type: none"> • Director of Civic Operations and his/her authorized designates

Schedule B To Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
City of Prince George Highways Bylaw No. 8065, 2008	<ul style="list-style-type: none"> • Issuing permits and written approvals under the Bylaw; • Refusing, suspending, amending, varying or rescinding permits under the Bylaw; • Requiring payment of fees and additional security as a condition of a permit; • Ordering the placing, erection, maintenance, alteration and removal of traffic control devices; • Rescinding, revoking, amending or varying orders; • Assigning numbers to buildings and structures; • Requiring fencing along highways; • Closing traffic as necessary for construction or other public work; • Prohibiting vehicles from being driven on highways without adequate chains, winter tires or sanding devices. 	<ul style="list-style-type: none"> • Director of Planning and Development and his/her authorized designates
	<ul style="list-style-type: none"> • Authorizing the removal of vehicles or chattels from a highway; • Enforcing the Bylaw and issuing tickets; • Referring disputed tickets to Provincial Court; • Entering onto property to ascertain whether a default or violation has occurred. 	<ul style="list-style-type: none"> • Bylaw Enforcement Officers; • Peace Officers.
City of Prince George Second-Hand Dealers and Pawnbrokers Bylaw No. 8098, 2008	<ul style="list-style-type: none"> • Enforcing the Bylaw and issuing tickets • Referring disputed tickets to Provincial Court 	<ul style="list-style-type: none"> • Director of Administrative Services his/her authorized designates; • Chief of Police; • Members of the police force; • Bylaw Enforcement Officers.
City of Prince George Capital Project Budget Delegation of Authority Bylaw No. 9217, 2020	<ul style="list-style-type: none"> • Authority to increase the budget and funding for a capital project approved by Council; • Amend the funding sources for the Capital Project accordingly. 	<ul style="list-style-type: none"> • City Manager

Appendix “C” to Bylaw No. 9485, 2024

Schedule “C”
to Bylaw No. 8340, 2011

Community Services Bylaw/Agreements/Contracts	Delegated Authority	Delegated Position(s)
Agreements to Rent City Property	Negotiate and execute various agreements in connection with community use of City property	<ul style="list-style-type: none"> • Director of Civic Facilities and Events; • Manager of Entertainment; • Manager Arena Operations; • Manager Events Services; • Manager Aquatics; • Event Coordinators; • Client Services Coordinator; • Scheduling Coordinator; • Recreation Coordinators; • Director of Civic Operations; • Manager of Parks and Solid Waste; • Parks Services Supervisor; • Parks Supervisor.
Service Agreements; Memorandums of Understanding	Negotiate and execute various agreements in connection with service provision	<ul style="list-style-type: none"> • Director of Civic Facilities and Events; • Manager of Entertainment; • Manager Operations; • Manager Events Services; • Manager of Aquatics; • Event Coordinators; • Client Services Coordinator; • Scheduling Coordinator; • Recreation Coordinators; • Director of Civic Operations; • Manager of Parks and Solid Waste; • Parks Services Supervisor; • Parks Supervisor.
City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedules B1-B-9	Negotiate and execute contracts under the established fees and charges set out for the Civic Facilities & Events Department	<ul style="list-style-type: none"> • Director of Civic Facilities and Events; • Manager of Entertainment; • Manager Events Services; • Manager of Aquatics; • Event Coordinators; • Civic Events Coordinator; • Client Services Coordinator; • Scheduling Coordinator; • Recreation Coordinators; • Aquatic Programmer; • Aquatic Admin Coordinator; • Aquatic Leader; • Manager of Arenas and Operations.