FORT ST. JOHN

The Energetic City

THE CITY OF FORT ST. JOHN

Development Approval Procedures and Delegation Bylaw No. 2625, 2026

City of Fort St. John Development Approval Procedures and Delegation Bylaw

Bylaw No. 2625, 2026

A bylaw to define the procedures to apply for an official community plan amendment, zoning bylaw amendment, development permit, development variance permit, or temporary use permit under Part 14 of the *Local Government Act*.

WHEREAS the Council of the City of Fort St. John has adopted an Official Community Plan Bylaw and Zoning Bylaw; and

WHEREAS a local government must, by bylaw, define procedures to amend an Official Community Plan or Zoning Bylaw under Part 14 of the *Local Government Act*; and

WHEREAS a local government may issue a permit under Part 14 of the *Local Government Act*; and

WHEREAS a local government, having provided in an Official Community Plan for the provision of development approval information to assist in exercising its land use control authority, must, by bylaw establish procedures and policies on the process for requiring development approval information and the substance of the information; and

WHEREAS a local government may, by bylaw, specify a distance from affected land for the purpose of notifying owners and tenants in occupation of certain proposed bylaw amendments and permit applications; and

WHEREAS under the *Community Charter* and *Local Government Act*, Council may delegate certain powers, duties and functions to an officer or employee;

NOW THEREFORE the Council of the City of Fort St. John, in open meeting assembled, hereby enacts as follows:

1) **TITLE**

This bylaw may be cited as “City of Fort St. John Development Approval Procedures and Delegation Bylaw No. 2625, 2026

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PART ONE – INTRODUCTORY PROVISIONS

DEFINITIONS

2) In this bylaw:

a) "Applicant" – means any person who makes an application in respect of a development under the provisions of this bylaw, as authorized by the owner(s) of the parcel(s) of land subject to the application.

b) "City" – means the City of Fort St. John, or the lands within the corporate boundaries of the City of Fort St John, as the context may require.

c) "Council" – means the Council of the City of Fort St. John.

d) "Development" – means any improvement on any lands within the *City*, including highways and right-of-way areas, and includes but is not limited to the construction, reconstruction, repair or alteration/renovation of any building or structure.

e) "Development Approval Information" – means information on the anticipated impact of a proposed activity or development.

f) "Director" – means the *City's* Director of Development Services or their designate.

g) "Landscape Professional" – means a licensed landscape architect, landscape designer, landscape technician or technologist, horticulturalist or arborist.

h) "Landscape Security" – means security collected under section 502 of the *Local Government Act* to guarantee the performance of landscaping work, including re-vegetation and works to restore degraded natural environments.

i) "Landscaping" – means a vegetated area which includes 'soft' landscaping such as water features, earth contouring, irrigation systems and vegetation such as trees, shrubs, grass or plants, and 'hard' landscaping such as decorative stonework, retaining walls, fences, railings, lighting, benches, paved walkways or other landscape architectural elements. Landscaped areas are not to be used for driveways, loading, parking or storing of vehicles.

j) "Official Community Plan" – means the *City's* current *Official Community Plan*.

k) "Owner" – means the legal representative registered on title by the Land Titles Office as the owner of a parcel.

l) "Parcel" – means a lot, block or other area in which land is held or into which land is subdivided, but does not include a highway.

m) "Performance Security" – means security collected under section 496 of the *Local Government Act* to guarantee the performance of the terms of a temporary use permit.

PART ONE – INTRODUCTORY PROVISIONS (continued)

n) "Public Notice Bylaw" – means the *City's* current *Public Notice Bylaw*.

o) "Pre-Application Meeting" – means a meeting between the *applicant* and *City* staff that occurs prior to the *applicant* submitting an application.

p) "Qualified Professional" – means a professional architect, biologist, engineer, geoscientist, planner or other professional licensed to practice in British Columbia, with experience and qualifications relevant to the applicable matter, as determined by the *Director*.

q) "Remediation Security" – means security collected under section 502 of the *Local Government Act* to guarantee the performance of a condition of a development permit to mitigate or remediate unsafe conditions or damage to the natural environment.

r) "Zoning Bylaw" means the *City's* current *Zoning Bylaw*.

INTERPRETATION

3) A reference in this bylaw to any enactment is a reference to a law of the province of British Columbia, and regulations thereto, as amended, revised, consolidated, or replaced from time to time.

4) A reference in this bylaw to any bylaw, policy or form of the *City* is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

SEVERANCE

5) If any section, subsection, sentence, clause, definition or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

SCOPE

6) This bylaw applies to an application:
   a) For an amendment to the:
      1. Official Community Plan; and/or
      2. Zoning Bylaw
   b) For the issuance of a:
      1. Development Permit;
      2. Development Variance Permit; and/or

PART ONE – INTRODUCTORY PROVISIONS (continued)

3. Temporary Use Permit

For the subdivision application process, refer to the *City's Subdivision and Development Servicing Bylaw.*

PART TWO – GENERAL

7) The following requirements apply to all applications subject to this bylaw.

PRE-APPLICATION MEETINGS

8) The *City* may require a *pre-application meeting* for all applications. If a single project requires multiple applications, then the *pre-application meeting* will address all applications.

9) The *applicant* is responsible for requesting the *pre-application meeting* with staff.

10) The *City* requires that a preliminary concept plan be sent to staff at least one (1) week prior to any *pre-development meeting*.

11) At a *pre-application meeting*, the *applicant* will have the opportunity to provide staff with a brief overview of the proposal. Staff will provide preliminary feedback on bylaw conformance, details on the application process and identify all required applications.

12) *Applicants* are limited to two (2) *pre-application meetings* per proposed *development*, unless additional meetings are requested by the *City*.

APPLICATIONS

13) All applications shall be made to the *City* using the form prepared by the *Director*.

14) All registered *owner(s)* of a *parcel* must execute the application in writing, or provide written authorization for an *applicant* to act on their behalf. If the *owner(s)* changes their authorized *applicant* for an application, the *owner(s)* must notify the *City* of the change in writing.

15) If there is a change in ownership of a *parcel* that is subject to an application, the *City* shall require a current land title identifying the new *owner(s),* and written authorization from the new *owner* prior to application approval.

16) The application fee, in accordance with the *Fees and Charges for Various Municipal Services Bylaw*, must be paid prior to the *City* proceeding with an application.

17) All required documents must be submitted in a single application package for an application to be considered complete. The *City* will not process an application until it is complete and the associated fees have been paid.

PART TWO – GENERAL (continued)

18) An *applicant* may amend any application by providing written notice to the *City* prior to:

    a) an application going before *Council*, or

    b) issuance of a permit by the *Director* for delegated decisions.

19) The completed application form and all documents accompanying an application become the property of the *City*, and are subject to the *Freedom of Information and Protection of Privacy Act*.

20) Any amendments to an application may result in decision delays and the referral process may need to be repeated, at the discretion of the *City.*

21) An *applicant* may withdraw any application at any time by providing written notice to the *City*. The *City* will not refund any fees if an application is withdrawn.

22) *Applicant(s)* may be required to provide *development approval information* at the discretion of the *Director*, as per this bylaw.

REFERRALS

23) *Council* hereby delegates its duties and powers for statutory consultation and referral functions to the *Director,* pursuant to Section 154(1) (b) of the *Community Charter* and Section 475 of the *Local Government Act*.

24) The *Director* may refer any application(s) to any of the *City's* committees, commissions or departments, and to any external agency.

25) A maximum of twenty-one (21) calendar days are provided to respond to a referral, or to request additional time. If a response is not received within twenty-one (21) calendar days, the *City* will deem that the interests of the referred party are unaffected. Extension or reduction of a referral period shall be at the discretion of the *Director*.

    a) Referrals for applications that are legislated to require provincial agency approval may be subject to an extended timeline.

REQUIREMENTS FOR PROFESSIONAL SERVICES

26) Where plans or reports are required as part of an application, all plans and reports must be signed and sealed by an appropriate q*ualified professional* licensed to work in the province of British Columbia. Refer to Appendix I for a list of plans and reports and what is considered an appropriate *qualified professional* that can prepare that plan or report.

PART TWO – GENERAL (continued)

APPLICATION ABANDONMENT

27) If, during the application review process, an *applicant* has failed to provide requested *development approval information* or has failed to provide any other information, document or fee required under this bylaw for an application, the *City* shall:

    a) advise the *applicant* that the application will be suspended for ninety (90) calendar days; and

    b) if the required information, document or fee is not provided within those ninety (90) calendar days, the application will be deemed to have been abandoned and the City shall close the application.

28) In the case of an application that has been delegated to the *Director*, and where during final consideration the *Director* has made a written request to the *applicant* for additional *development approval information* or any other information, document or fee under this bylaw, if final consideration of the application cannot be granted within six (6) months due to the *applicant* failing to provide the requested information, the application will be deemed to be abandoned and will be closed. The *City* must provide notification to the *applicant* one (1) month prior to the deadline to submit outstanding items.

29) If an application is deemed to have been abandoned, no fee shall be returned.

30) All requests for extension to the timelines above must be made by the *applicant* in writing fifteen (15) days prior to the expiry of that timeline.

31) All extensions to the timelines above will be at the discretion of the *Director.*

RECONSIDERATION

32) An *applicant* may request that *Council* reconsider any decision made by the *Director* under this bylaw, subject to the following:

    a) the request can be made without charge, except any advertising associated with the reconsideration will be at the *applicant's* expense; and

    b) a request for reconsideration must be made to the *City* in writing within sixty (60) calendar days of the decision on which reconsideration is sought.

33) Upon receipt of a request for reconsideration, the *City's* corporate officer will schedule the reconsideration for an upcoming *Council* meeting and notify the applicant of the date of the reconsideration.

PART TWO – GENERAL (continued)

REAPPLICATION

34) An *applicant* whose application has been abandoned or withdrawn may make a new application. If an application has been abandoned or withdrawn and the *applicant* wants to reapply, a new application, including fees, will be required. A new application will be considered in accordance with the bylaws and guidelines in effect at the time of the new application.

35) Subject to section 460 of the *Local Government Act*, where an application made under this bylaw has been rejected by *Council*, including through reconsideration, or the *Director*, the *City* shall not accept an application for the same amendment or permit for a one (1) year period immediately following the date of refusal.

36) An *applicant* may, through a written request to the *City's* corporate officer, ask *Council* to waive the one (1) year limit on reapplication for a declined application. *Council* may only grant a waiver by an affirmative vote of at least two-thirds (2/3) of the *Council* members eligible to vote on the reapplication.

DEVELOPMENT APPROVAL INFORMATION

37) Pursuant to section 154(1)(b) of the *Community Charter*, *Council* hereby delegates the authority to require *development approval information* to the *Director,* under Part 14, Division 6 of the *Local Government Act.*

38) The *Official Community Plan* designates that *development approval information* may be required for *development* on all lands within its boundaries.

39) The *Director* may require *development approval information* be provided in relation to applications for:

    a) amendments to the *Zoning Bylaw*;

    b) the issuance of a development permit; and,

    c) the issuance of a temporary use permit

40) If the *Director* determines that *development approval information* is required in relation to an application, *City* staff shall:

    a) advise the *applicant* of the requirement within sixty (60) days of receiving the application;

    b) either draft terms of reference to be sent to the *applicant* or request that the *applicant* provide draft terms of reference; and,

PART TWO – GENERAL (continued)

c) review, discuss and confirm with the *applicant* the terms of reference for the required *development approval information*, as necessary. The terms of reference must define the scope of required *development approval information* and the deliverables required to be provided by the *applicant.*

41) Reports and plans required as *development approval information* must:

a) be completed by an appropriate *qualified professional*;

b) fully address and comply with the terms of reference;

c) identify and define the context, interaction, scope, magnitude, and significance of the anticipated impacts of the activity or *development* on the community, including data and methodological accuracy, assumptions, uncertainties, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing risk, stressors, and threats;

d) provide recommendations for conditions or requirements that *Council* or the *Director* may impose to mitigate or improve the anticipated impacts; and,

e) provide recommendations and detailed costs for modifications to the environment, or construction of works, required to mitigate or improve the anticipated impacts.

42) The *Director* can request following types of *development approval information*:

a) assessment of visual impacts of the proposed development on existing neighbourhood(s);

b) real estate market analysis (including but not limited to effects of additional competition and stock, effects on vacancy rates, and impacts to neighbourhood/sector stability);

c) phasing of *development*;

d) location of proposed and existing community facilities (including but not limited to schools, emergency protective and health services, parks, recreation);

e) servicing capacity and routing;

f) analysis of environmentally sensitive areas;

g) historical, cultural and archaeological features;

h) hazardous areas or geotechnical conditions (including but not limited to soil composition, profile, classification, agricultural suitability and capability, geologic process and slope stability);

PART TWO – GENERAL (continued)

i) transportation network or transportation demand management strategies (including but not limited to transportation impacts, transit service and requirements, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic operation, trip generation, site access and egress, access network connectivity and accessibility);

j) Winter City considerations; and,

k) climate action information (environmental impact design/low energy design, greenhouse gas reduction, energy conservation, water conservation).

43) If the *Director* determines that a report containing *development approval information* is incomplete or deficient, the *applicant* will be notified in writing of the nature of deficiencies and the timeframe to resubmit the corrected report.

44) The *City* shall accept and review any studies provided by the *applicant*. The *City* may require an independent review of the study results in certain circumstances, including but not limited to, lack of staff capacity and in order to ensure timely review of the study results. The *City* shall notify the *applicant* if an independent review of study results is required. Costs for independent review of studies shall be borne by the *applicant*.

45) The *City* may request, at the *applicant's* expense, that the *qualified professional(s)* conduct a presentation of their report to *Council*, the community or staff.

46) The *City* may distribute and publicize a report containing *development approval information* requested under this bylaw.

PERMIT SECURITY

47) This section only applies to *Landscaping, Remediation and Performance Securities*, as part of an application made under this bylaw. However, security pursuant to the *City's Subdivision and Development Servicing Bylaw* and *Building Bylaw* may also be required in addition to the provisions of this bylaw.

48) Under sections 496 and 502 of the *Local Government* Act, the *City* may collect any of the following three types of security as a condition of permit:

a) *landscape security;*

b) *performance security; and,*

c) *remediation security.*

49) Security must be provided in the form of an automatically renewing irrevocable letter of credit, bank draft, surety bond, personal cheque, bank card, cash or in a form satisfactory to the *Director*.

PART TWO – GENERAL (continued)

50) All estimates or quotes for security will be provided by the *applicant* at the *applicant's* expense and, unless otherwise specified by this bylaw, must be submitted by a *qualified professional* approved by the *Director*. The amount of security will be calculated as follows:

    a) For *landscape security* - the amount of security will be one hundred percent (100%) of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour, hard infrastructure and planting materials. The estimate or quote must be submitted by a *landscape professional* when the *Zoning Bylaw* requires that landscaping plans be prepared by a *landscape professional*. Otherwise, the City will calculate the estimate to be used for security purposes.

    b) For *remediation security* - the amount of security will be one hundred percent (100%) of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, materials, infrastructure, irrigation, labour and planting materials.

    c) For *performance security* - the amount of security will be one hundred percent (100%) of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such costs may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures.

    d) In extraordinary circumstances, alternate methodologies to calculate the amount of security may be approved by the *Director*.

51) Unless otherwise stated in this bylaw, the *City* will return the security (or portion thereof) upon written request by the *applicant,* which may be required to include a satisfactory report by the appropriate *qualified professional* depending on the nature of the permit conditions, at the discretion of the *Director*, certifying that:

    a) the works have been completed in substantial compliance with the approved plan(s) and permit(s); and/or

    b) the unsafe condition or damage to the natural environment has been corrected.

52) Upon receipt of a written request to return the security from the *applicant*, and any required professional reports, the *City* may conduct a site inspection to verify that the works are installed in accordance with the approved plans.

53) No inspections related to *landscaping* work will be conducted after the first heavy frost of the year and before spring growth is visible, or when it cannot be determined if plants are alive due to winter conditions or other factors.

PART TWO – GENERAL (continued)

54) An *applicant* may request that the *City* cancel a permit issued to the *applicant.* If a permit is cancelled on request of the *applicant*, or the permit otherwise lapses or expires, and no work has occurred related to the security deposit, the *City* shall return the security deposit to the *applicant* at the *Director's* discretion.

55) Upon completion of *landscaping* work, as determined by the *Director,* the *City* shall return eighty percent (80%) of the value of the *landscape security* it holds. The *City* shall withhold the remaining twenty percent (20%) for up to two years to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed). *City* staff may conduct a final inspection before the remaining twenty percent (20%) of the value of the *landscape security* is released. If the works are deficient at the end of the relevant period, the *City* may complete the works and retain the security, or permit the *applicant* to complete the works and return the security to the *applicant*.

PART THREE - OFFICIAL COMMUNITY PLAN (OCP) AND ZONING BYLAW AMENDMENTS

56) An application for an *Official Community Plan* amendment is required if an *applicant* wishes to change the future land use designation of a *parcel*, change the development permit area designation on a *parcel* or make any other amendments to the *Official Community Plan*.

57) An application for a *Zoning Bylaw* amendment is required if an *applicant* wishes to change the zoning designation of a *parcel*, change the allowed uses in a zone, introduce a new comprehensive development zone, change the regulations of any zone or make any other amendments to the *Zoning Bylaw.*

OPEN HOUSE

58) *Applicants* are required to hold a public open house at least two (2) weeks prior to *Council* consideration of an *Official Community Plan* amendment application.

59) The *applicant* is responsible for arranging and conducting the open house and providing a final report summarizing the public input received. All aspects of the open house must be to the satisfaction of the *Director*, including but not limited to the location, time, duration, and the final report submission.

60) Public notification of the open house shall be provided in accordance with the *City*'s *Public Notice Bylaw*.

61) In addition to the requirements of the *Public Notice Bylaw*, the *applicant* shall place a sign on the subject *parcel* to advertise the open house in accordance with the following:

    a) The *City* will provide the *applicant* with sign copy and dimension requirements.

PART THREE – OFFICIAL COMMUNITY PLAN (OCP) AND ZONING BYLAW AMENDMENTS (continued)

b) The *applicant* will, at their expense, print and place the sign on the street frontage of the subject *parcel*, on the same date the *City* gives public notice of the open house.

c) The sign must remain in place continuously until after the open house has been held.

d) The *applicant* will, at their own expense, take down the sign within seven (7) calendar days after the open house.

e) Failure to post or maintain a compliant sign will result in the postponement of a decision on the application by *Council*.

PUBLIC HEARING

62) A public hearing is required for all *Official Community Plan* amendments.

63) Unless prohibited under section 464(3) of the *Local Government Act*, a public hearing is required for all *Zoning Bylaw* amendments.

64) Public notification of the public hearing will be provided in accordance with the *City*'s *Public Notice Bylaw* and the *Local Government Act*.

65) In addition to the requirements of the *Public Notice Bylaw*, and in accordance with the *Local Government Act*, the *City* will mail or otherwise deliver individual notices to all owners and tenants in occupation of the subject *parcel(s)*, and all other *parcels* any parts of which are within 100 metres of the subject *parcel's* boundaries, advising of:

a) a scheduled public hearing for an *Official Community Plan* amendment or *Zoning Bylaw* amendment; or

b) where a public hearing is prohibited, the first reading of a *Zoning Bylaw* amendment.

66) In addition to the requirements of the *Public Notice Bylaw*, the *applicant* shall place a sign on the subject *parcel* to advertise the public hearing in accordance with the following:

a) The *City* will provide the *applicant* with sign copy and dimension requirements.

b) The *applicant* will, at their expense, print and place the sign on the street frontage of the subject *parcel*, on the same date the *City* gives public notice of the open house.

c) The sign must remain in place continuously until the amendment is either approved or denied after final consideration by *Council*.

d) The *applicant* will, at their own expense, take down the sign within seven (7) calendar days after final consideration by *Council*.

PART THREE – OFFICIAL COMMUNITY PLAN (OCP) AND ZONING BYLAW AMENDMENTS (continued)

e) Failure to post or maintain a compliant sign will result in the postponement of a decision on the application by *Council*.

PART FOUR - DEVELOPMENT PERMIT

67) Development permits are required for any *development* occurring within a development permit area, as defined in the *Official Community Plan*. Development permits may vary the requirements of the *Zoning Bylaw* within development permit areas.

DELEGATION OF AUTHORITY

68) Pursuant to section 154(1)(b) of the *Community Charter*, *Council* hereby delegates to the *Director:*

a) The powers of *Council* under section 490 of the *Local Government Act* to issue and amend development permits for parcels located within development permit areas established by the *Official Community Plan* including the power to establish the requirements and conditions of permits, and to determine whether such requirements and conditions have been met. A development permit issued or amended by the *Director* must not vary any provision of any bylaw unless that bylaw delegates variance authority, or the permit:

1. varies a numerical requirement by fifteen percent (15%) or less (e.g., number of trees, setbacks, driveway widths, etc.);

2. is not associated with any other application (e.g., a *Zoning Bylaw* amendment, an *Official Community Plan* amendment, etc.);

3. aligns with the intent of the *Official Community Plan*; and

4. does not vary density or use except in accordance with section 491(3) of the *Local Government Act*.

b) The powers of *Council* under section 502 of the *Local Government Act* and section 19 of the *Community Charter* to require security as a condition of the issuance of a development permit and the authority to execute all documents necessary to require security as a condition of issuance.

The *Director* may, at the *Director's* discretion, refer any development permit application to *Council* for decision.

PART FOUR – DEVELOPMENT PERMIT (continued)

AMENDMENTS

69) An *applicant* may apply to the *City* for an amendment to an approved development permit. All requests to amend an approved development permit must be made in writing.

70) The *Director* may consider a minor amendment to a development permit after issuance including but not limited to the *landscaping* plan, parking layout, access/egress and changes to form and character.

71) The Director may require a new development permit application if the *applicant* requests amendments to the siting of structures, site servicing, density and proposed uses.

72) A fee is payable for amendments to an issued development permit in accordance with the *Fees and Charges for Various Municipal Services Bylaw*.

EXTENSION

73) An *applicant* may request that a development permit be amended to extend the period under which construction must be substantially started under section 504(1) of the *Local Government Act*. All requests for extension must be made by the *applicant* in writing prior to the permit lapsing.

74) Upon request for an extension, *Council* or the *Director*, as the case may be, may extend the period in which construction must be substantially started before the development permit lapses. No more than two (2) such extensions may be granted.

75) The *Director* shall not, without the approval of the *Council*, extend the period in which construction must be substantially started before the development permit lapses to more than one hundred eighty (180) days following the date the permit application was approved.

PART FIVE - DEVELOPMENT VARIANCE PERMIT

76) Pursuant to Section 498 of the *Local Government Act,* a development variance permit is required when an *applicant* wishes to vary the requirements of the *Zoning Bylaw*, *Subdivision and Development Servicing Bylaw* or other applicable land use regulations.

DELEGATION OF AUTHORITY

77) Pursuant to section 498.1 of the *Local Government Act, Council* hereby delegates to the *Director* the powers of *Council* under section 498 of the *Local Government* Act to issue or amend a development variance permit in respect of a minor development variance. A development variance is considered minor only if it:

    a) pertains to provisions in the *City's Zoning Bylaw, Sign Bylaw* or *Subdivision and Development Servicing Bylaw;*

PART FIVE – DEVELOPMENT VARIANCE PERMIT (continued)

b) varies a numerical requirement by fifteen percent (15%) or less (e.g., number of trees, setbacks, driveway widths, etc.);

c) is not associated with any other application (e.g., development permit, zoning amendment, etc.);

d) aligns with the intent of the *Official Community Plan*; and

e) does not vary density or use.

The *Director* may, at the *Director'* discretion, refer any development variance permit application to *Council* for decision.

78) Pursuant to section 154(1)(b) of the *Community Charter*, *Council* hereby delegates to the *Director* the powers of *Council* under section 502 of the *Local Government Act* and section 19 of the *Community Charter* to require security as a condition of the issuance of a development variance permit and the authority to execute all documents necessary to require security as a condition of issuance.

COUNCIL MEETING

79) Unless a development variance permit application meets the criteria for delegation under this bylaw, all development variance permit applications will be considered at an open *Council* meeting. At this meeting the public will be given an opportunity to speak to the application.

80) Public notification of the *Council* meeting will be provided in accordance with the *City*'s *Public Notice Bylaw* and the *Local Government Act*.

81) In addition to the requirements of the *Public Notice Bylaw*, and in accordance with the *Local Government Act*, the *City* will mail or otherwise deliver individual notices to all owners and tenants in occupation of the subject *parcel(s)*, and all other *parcels* any parts of which are within 100 metres of the subject *parcel* boundaries, advising that a development variance permit will be considered by *Council.*

82) In addition to the requirements of the *Public Notice Bylaw*, the *applicant* shall place a sign on the subject *parcel* to advertise the *Council* meeting in accordance with the following:

a) The *City* will provide the *applicant* with sign copy and dimension requirements.

b) The *applicant* will, at their expense, print and place the sign on the street frontage of the subject *parcel*, on the same date the *City* gives public notice of the *Council* meeting.

c) The sign must remain in place continuously until the permit is either approved or denied after final consideration by *Council*.

PART FIVE – DEVELOPMENT VARIANCE PERMIT (continued)

d) The *applicant* will, at their own expense, take down the sign within seven (7) calendar days after final consideration by *Council*.

e) Failure to post or maintain a compliant sign will result in the postponement of a decision on the application by *Council*.

PART SIX - TEMPORARY USE PERMIT

83) Temporary use permits are required when an *applicant* wishes to use a *parcel* for a use that is not permitted by the *Zoning Bylaw*.

DELEGATION OF AUTHORITY

84) Pursuant to Section 154(1)(b) of the *Community Charter*, *Council* hereby delegates to the *Director:*

a) The powers of Council under Sections 502 of the *Local Government Act* and Section 19 of the *Community Charter* to require security as a condition of the issuance of a temporary use permit and the authority to execute all documents necessary to require security as a condition of issuance.

DURATION

85) The duration of a temporary use permit is at *Council's* discretion, to a maximum of three (3) years.

COUNCIL MEETING

86) All temporary use permits will be considered at an open *Council* meeting. At this meeting the public will be given an opportunity to speak to the application.

87) Public notification of the *Council* meeting will be provided in accordance with the *City*'s *Public Notice Bylaw* and the *Local Government Act*.

88) In addition to the requirements of the *Public Notice Bylaw*, and in accordance with the *Local Government Act*, the *City* will mail or otherwise deliver individual notices to all owners and tenants in occupation of the subject *parcel(s)*, and all other *parcels* any parts of which are within 100 metres of the subject *parcel* boundaries, advising that a temporary use permit will be considered by *Council.*

89) In addition to the requirements of the *Public Notice Bylaw*, the *applicant* shall place a sign on the subject *parcel* to advertise the *Council* meeting in accordance with the following:

a) The *City* will provide the *applicant* with sign copy and dimension requirements.

PART SIX – TEMPORARY USE PERMIT (continued)

b) The *applicant* will, at their expense, print and place the sign on the street frontage of the subject *parcel*, on the same date the *City* gives public notice of the *Council* meeting.

c) The sign must remain in place continuously until the permit is either approved or denied after final consideration by *Council*.

d) The *applicant* will, at their own expense, take down the sign within seven (7) calendar days after final consideration by *Council*.

e) Failure to post or maintain a compliant sign will result in the postponement of a decision on the application by *Council*.

RENEWAL

90) *Council* will consider only one (1) application for the renewal of a temporary use permit provided:

a) no change of the approved permit is proposed; and,

b) at the time of application the term of the permit has not lapsed or, if lapsed, shall have lapsed by no more than one (1) month.

91) A new permit application will be required if there are changes to the original permit or if the permit has lapsed for more than one (1) month.

92) A temporary use permit cannot be renewed more than once. When a temporary use permit that has been renewed expires the *applicant* must then either apply to amend the *Zoning Bylaw* to allow for the use, or cease the use on that parcel.

APPENDIX

93) Appendix I is attached to and forms part of this bylaw.

REPEAL

94) City of Fort St. John Development Approval Procedures Bylaw No. 2370, 2017 is hereby repealed in its entirety.

Read a first time the _____ day of _____, 2026

Read a second time the _____ day of _____, 2026

Read a third time the _____ day of _____, 2026

Adopted the _____ day of _____, 2026

_____	_____
Lilia Hansen	Bonnie McCue
Mayor	Corporate Officer

Appendix I

Below is a list of plans and reports and professionals qualified to prepare those reports. This is not a comprehensive list. All required plans and reports will be determined on a case-by-case basis and must be completed to the satisfaction of the *Director*.

Reports	Qualified Professionals
Surveyed site plans	Registered BC land surveyor
Building plans	Licensed architect
Visual impacts to existing neighbourhood	Licensed architect
Landscape plans	Licensed landscape architect, designer, technician, technologist, horticulturalist or arborist
Transportation network analysis or traffic impact assessment	Transportation planner or engineer
Geotechnical hazard assessments	Geotechnical engineer or licensed geoscientist
Real estate market analysis	Real estate appraiser, licensed realtor or licensed real estate agent
Environmental and climate action assessments	Environmental engineer, licensed biologist or environmental professional
Reports on utility capacity and fire flows	Civil engineer
Phasing of development	Licensed planner
Location of proposed and existing community facilities	Licensed planner

Winter City conditions	Licensed planner
Cultural and historical features	Historian
Cultural and archeological features	Registered archaeologists