



Meeting #: 1613
Date: Tuesday, January 21, 2025
Location: Council Chambers & Zoom Webinar
7400 Prospect Street

Pages

1. CALL TO ORDER

In honour of the Lílwat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lílwat Nation.

I acknowledge the Chair of Generations present in this room, a symbolic reminder of our duty to future generations. May it inspire us to strive for a sustainable and just future for all.

2. CLOSED SESSION

Recommendation:

THAT Council closes the meeting to the public pursuant to section 90 (1) of the *Community Charter* to permit discussion of items related to the following topics: (a), personal information about an identifiable individual who holds a position of officer with the municipality, (i), the receipt of advice that is subject to solicitor-client privilege, including communication necessary for that privilege, and (m), a matter that, under an other enactment, is such that the public may be excluded from the meeting.

2.1 APPROVAL OF AGENDA

2.2 APPROVAL OF MINUTES

2.2.a Closed Council Meeting No. 1612, Tuesday, December 10, 2024

2.3 REPORTS

2.3.a Financial Disclosure Statements

2.3.b Community Charter section 90 (1) (i), the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

2.4 MAYOR'S REPORT

2.5 CHIEF ADMINISTRATIVE OFFICER'S REPORT

2.5.a Statutory Right of Way, 1947 Carpenter Road
Community Charter section 90 (1) (i), the receipt of advice that is subject to solicitor client privilege, including communication necessary for that privilege, and (m), a matter that, under another enactment, is such that the public may be excluded from the meeting.

2.5.b Proposed Meeting with School District No. 48 Trustees
Community Charter section 90 (1) (m), a matter that, under another enactment, is such that the public may be excluded from the meeting.

2.6 TERMINATION

3. RECONVENE REGULAR MEETING 5:30PM

In honour of the Lílwat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lílwat Nation.

I acknowledge the Chair of Generations present in this room, a symbolic reminder of our duty to future generations. May it inspire us to strive for a sustainable and just future for all.

4.	APPROVAL OF AGENDA	
	Recommendation:	
	THAT Council approves the agenda of the Regular Council Meeting No. 1613 as presented.	
5.	RISE WITH REPORT FROM CLOSED SESSION	
6.	APPROVAL OF MINUTES	
6.1	Regular Council Meeting No. 1612, Tuesday, December 10, 2024	5
	Recommendation:	
	THAT Council approves the minutes of the Regular Council Meeting No.1612 held Tuesday, December 10, 2024, as circulated.	
7.	BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
8.	BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
9.	COMMITTEE MINUTES - FOR INFORMATION	
10.	DELEGATION	
11.	STAFF REPORTS	
11.1	Office of the CAO	
11.1.a	Chief Administrative Officer's Report	
11.1.b	Maternity and Parental Leave for Council Policy	11
	Recommendation:	
	THAT Council approves Maternity and Parental Leave Policy No. COU-014 as presented.	
11.2	Corporate & Legislative Services	
11.2.a	Recommendation to File Notice on Title, 7474 Prospect Street	17
	Recommendation:	
	THAT Council directs the corporate officer to file a notice in the land title office stating that:	
	a. a resolution relating to the land legally described as Lot 7 Block 4 District Lot 202 Lillooet District Plan 1624 has been made under section 57 of the <i>Community Charter</i> ; and	
	b. further information respecting the resolution may be inspected at the Village of Pemberton Municipal Hall.	

Recommendation:

THAT Council approves the following schedule for the role of acting mayor in 2025:

January, February, March	
April, May, June	
July, August, September	
October, November, December	

Recommendation:

THAT Council confirms the following appointments for 2025:

Committee or Board	Village Representative(s)	Alternate
Parcel Tax Roll Review Panel	<i>3 councillors to be named</i>	NA
Cemetery Committee	Councillor Nightingale	Councillor Helmer
Squamish-Lillooet Regional District Board	Mayor Richman	Councillor Ramsden
Pemberton Valley Utilities and Services Committee (PVUS)	Mayor Richman	Councillor Ramsden
Sea to Sky Regional Hospital District	Mayor Richman	C o u n c i l l o r Nightingale
Pemberton Lillooet Treaty Advisory Committee (PLTAC)	Mayor Richman	C o u n c i l l o r Nightingale
Pemberton & District Library Board	Councillor Nightingale	Councillor Ramsden
Municipal Insurance Association of BC	Councillor Craddock (voting)	Councillor Ramsden (non-voting)

12. BYLAWS

12.1 Bylaws for First, Second, and Third Readings

12.1.a	Special Event Bylaw No. 977, 2025	37
	Recommendation: THAT Council gives first, second, and third readings to Village of Pemberton Special Event Bylaw No. 977, 2025.	
12.1.b	Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025 and Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025	47
	Recommendation: THAT Council gives first, second, and third readings to Village of Pemberton Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025.	
	Recommendation: THAT Council gives first, second, and third readings to Village of Pemberton Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025.	
12.1.c	Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025	58
	Recommendation: THAT Council gives first, second, and third readings to Village of Pemberton Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025.	
13.	MAYOR'S Report	
14.	COUNCILLORS' Reports	
15.	CORRESPONDENCE	
15.1	Correspondence for Action	
15.1.a	Adam Adams, President, Pemberton and District Chamber of Commerce, December 16, 2024, sharing concerns from business owners regarding accessibility of the Industrial Park	62
	Recommendation: THAT Council directs staff to respond to Adam Adams.	
15.2	Correspondence for Information	
15.2.a	Cathy Peters, North Vancouver resident, dated December 4, 2024, regarding tariffs, UNDRIP impact, drugs and sex trafficking	63
15.2.b	Councillor Trish Mandewo, UBCM President, December 16, 2024, regarding the 2024/2025 second payment for the Canada Community Building Fund	65
15.2.c	Fiona Koza, West Coast Environmental Law, dated December 17, 2024, sharing updated global greenhouse emissions graphs	66
15.2.d	Chris Gardner, President and CEO, ICBA, dated January 7, 2025, regarding protecting taxpayers from overspending on local government construction	69
15.2.e	Sylvie Allen, Sweet Skills, dated January 14, 2025, highlighting concerns regarding the park use permit fee structure	71
16.	DECISION ON LATE BUSINESS	
17.	LATE BUSINESS	
18.	NOTICE OF MOTION	
19.	QUESTION PERIOD	
20.	TERMINATION	
	Recommendation: THAT Council terminates the regular meeting.	

VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING MINUTES-

Minutes of Regular Council Meeting No. 1612, Tuesday, December 10, 2024, 5:30 pm
Council Chambers, 7400 Prospect Street & Zoom Webinar

COUNCIL: Mayor Mike Richman
Councillor Ted Craddock
Councillor Jennie Helmer
Councillor Katrina Nightingale
Councillor Laura Ramsden, via Zoom

STAFF: Elizabeth Tracy, Chief Administrative Officer
Gwendolyn Kennedy, Manager, Corporate & Legislative Services
Elena Aranguren, Deputy Corporate Officer
Emily White, Human Resources Advisor
Gabrielle Stauber, Human Resources Advisor
Scott McRae, Manager, Development Services
Colin Brown, Planner II

PUBLIC & MEDIA: 1

1. CALL TO ORDER

In honour of the Líl'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Líl'wat Nation.

I acknowledge the Chair of Generations present in this room, a symbolic reminder of our duty to future generations. May it inspire us to strive for a sustainable and just future for all.

At 3:53 Mayor Richman called the meeting to order.

2. CLOSED SESSION

Resolution No. 1612-1

Moved and seconded

THAT Council closes the meeting to the public pursuant to section 90 (1) of the *Community Charter* to permit discussion of topics related to (f), law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; (g), litigation, or potential litigation affecting the municipality; and (m), a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

At 3:53pm Council moved in camera.

3. RECONVENE REGULAR MEETING 5:30PM

In honour of the Líl'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Líl'wat Nation.

I acknowledge the Chair of Generations present in this room, a symbolic reminder of our duty to future generations. May it inspire us to strive for a sustainable and just future for all.

At 5:30pm Mayor Richman reconvened the regular meeting.

4. APPROVAL OF AGENDA

Resolution No. 1612-6

Moved and seconded

THAT Council approves the agenda as presented.

CARRIED

5. RISE WITH REPORT FROM CLOSED SESSION

6. APPROVAL OF MINUTES

6.1 Regular Council Meeting No. 1611, Tuesday, November 19, 2024

Resolution No. 1612-7

Moved and seconded

THAT Council approves the minutes of Regular Council Meeting No. 1611, held Tuesday, November 19, 2024, as circulated.

CARRIED

7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

8. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

9. COMMITTEE MINUTES - FOR INFORMATION

10. DELEGATION

11. STAFF REPORTS

11.1 Office of the CAO

a. Chief Administrative Officer's Report

CAO Tracy provided updates on the following grant opportunities:

- The BC Air Access grant will be available for 2025. Details will follow in the new year.

- This year, the Village will serve as the applicant on behalf of interjurisdictional partners for the Union of BC Municipalities (UBCM) 2024/2025 Regional Community to Community Program for funding in support of the 2025 Nukw7ántwał Gathering.

Resolution No. 1612-8

Moved and seconded

THAT Council supports an application to Union of BC Municipalities Regional Community to Community grant funding program to support the 2025 Nukw7ántwał Gathering in the amount of \$10,000.

CARRIED

b. Human Resources Update

11.2 Corporate and Legislative Services

a. Blackbird Bakery Lease Extension

Resolution No. 1612-9

Moved and seconded

THAT Council supports a six-month extension to the lease agreement with Raven Victoria Burns, dba Blackbird Bakery, for the property located at 7424 Frontier Street; **AND THAT** Council authorizes the mayor and chief administrative officer to execute the agreement, substantially in the form presented in Appendix A of the staff report.

CARRIED

b. Water Treatment Facility Loan Authorization: Alternate Approval Process Update

Resolution No. 1612-10

Moved and seconded

THAT Council rescinds Resolution Numbers 1610-11, 1610-12, and 1610-13 passed November 5, 2024.

CARRIED

Resolution No. 1612-11

Moved and seconded

THAT, for the purposes of the alternate approval process for Water Treatment Facility Loan Authorization Bylaw No. 922, 2022, Council establishes the deadline for receipt of elector responses to be 4:00pm on Friday, January 31, 2025.

CARRIED

Resolution No. 1612-12

Moved and seconded

THAT, for the purposes of the alternate approval process for Water Treatment Facility Loan Authorization Bylaw No. 922, 2022, Council approves the elector response form as presented at the regular meeting of Council held on December 10, 2024.

CARRIED

Resolution No. 1612-13

Moved and seconded

THAT, for the purposes of the alternate approval process for Water Treatment Facility Loan Authorization Bylaw No. 922, 2022, Council estimates the number of eligible electors to be 2832.

CARRIED

12. BYLAWS

12.1 Bylaws for adoption

- a. **Zoning Amendment Bylaw No. 975, 2024 (HAF Initiatives – SSMUH – Density – Parking)**

Resolution No. 1612-14

Moved and seconded

THAT Council adopts Zoning Amendment Bylaw No. 975, 2024 (HAF Initiatives – SSMUH- Density – Parking).

CARRIED

- b. **Parking and Traffic Control Amendment Bylaw No. 976, 2024**

Resolution No. 1612-15

Moved and seconded

THAT Council adopts Parking and Traffic Control Amendment Bylaw No. 976, 2024.

CARRIED

13. MAYOR'S Report

Mayor Richman reported and attended the following meetings:

- Squamish Lillooet Regional District Board
- Pemberton Emergency Management Committee
- Pemberton Arts Council, Executive Director, and Tourism Pemberton
- Pemberton Valley Utilities & Services Committee

Mayor Richman wished everybody a happy holiday season.

14. COUNCILLORS' Reports

Councillor Craddock provided a report on the Tourism Pemberton meeting and attended the Pemberton Children's Centre Holiday Bazaar on Saturday, December 7, 2024. Additionally, Councillor Craddock expressed gratitude to the Public Works team for their dedication to enhancing Pemberton's beauty and wished everyone a happy holiday season.

Councillor Ramsden attended and reported on the Pemberton Valley Utilities & Services Committee meeting and the Pemberton and District Chamber of Commerce Roundtable.

15. CORRESPONDENCE

15.1 Correspondence for Action

15.2 Correspondence for Information

- a. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 15th, 2024, regarding applications for the 2025 West Vancouver-Sunshine Coast-Sea to Sky Country Constituency Youth Council
- b. Adam Adams, President, Pemberton and District Chamber of Commerce, dated November 19th, 2014, regarding the increased transit service for Pemberton
- c. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 20th, 2024, announcing a new call for proposals under the Community Sport for All Initiative
- d. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 20th, 2024, regarding the launch of the first call for proposals under the Youth Mental Health Fund
- e. Tom Zeleznik, Mayor, Village of Nakusp, dated November 21st, 2024, sharing their letter addressed to Honorable Josie Osborne, Minister of Health, regarding the BC Alert-Ready Program

Resolution No. 1612-16

Moved and seconded

THAT Council receives correspondence for information items 15.2.a. through 15.2.e.

CARRIED

16. DECISION ON LATE BUSINESS

17. LATE BUSINESS

18. NOTICE OF MOTION

19. QUESTION PERIOD

There were no questions from the gallery.

20. TERMINATION

At 6:16pm Council terminated the regular meeting.

Mike Richman
Mayor

Gwendolyn Kennedy
Corporate Officer

DRAFT

Date: Tuesday, January 21, 2025
To: Elizabeth Tracy, Chief Administrative Officer
From: Gabrielle Stauber, HR Advisor
Subject: Maternity and Parental Leave for Council Members

PURPOSE

The purpose of this report is to seek Council's approval of the proposed Maternity and Parental Leave policy for council members.

BACKGROUND

At Regular Council Meeting No. 1563, held Tuesday, June 7, 2022, Council discussed parental leave benefits for council members and passed the following resolution requesting that staff present information on available benefits:

***THAT** Council directs Staff to present a report regarding parental leave benefits available to councilors at a future meeting.*

Subsequently, at Committee of the Whole Meeting No. 233, held Tuesday Sept 20, 2022, HR Advisor Emily White presented a report to the Committee seeking input regarding parental and maternal leave benefits for council members. In her report, Ms. White included policies from the District of Squamish, Squamish-Lillooet Regional District (SLRD) and Resort Municipality of Whistler (RMOW) to guide the development of a maternity and parental leave policy for council members at Village of Pemberton.

The Committee discussed the level of participation while a member is on leave, whether a leave could be extended beyond six months, and the potential for flexibility in the policy, and passed the following resolution:

***THAT** the draft Parental Leave for Elected Officials Policy be supported in principle subject to staff undertaking further review of the District of Squamish Parental Leave Policy;*

***AND THAT** upon completion of the review, the Policy be brought forward for consideration by Council at a future date.*

DISCUSSION & COMMENTS

Following the direction received at Committee of the Whole Meeting No. 233, Emily White conducted an extensive review of the District of Squamish policy. Ms. White revised the VOP draft policy and sent the proposed policy, along with the District of Squamish policy, to the Village's legal counsel for final review. After Ms. White's departure, HR Advisor Gabrielle

Stauber proceeded with revision of the policy, integrating the lawyer's recommendations. The policy is attached as **Appendix A** for Council's review.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no provisions that provide direction specifically related to an elected official's remuneration during maternity leave or parental leave within the *Local Government Act* or *Community Charter*.

BUDGET & STAFFING

Should the direction be to move forward with a proposed policy for the Village of Pemberton there would be no negative impact to the budget or staffing.

INTERDEPARTMENTAL IMPACT

A maternity and parental leave policy will not impact the day-to-day operations of the organization.

COMMUNITY CLIMATE ACTION PLAN

This initiative has no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

This matter has no impact on the current strategic priorities.

IMPACT ON THE REGION

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Option 1 (recommended): THAT Council approves Maternity and Parental Leave Policy No. COU-014 as presented.

Option 2: THAT Council approves Maternity and Parental Leave Policy No. COU-014 with the following changes:

- *Council to provide the changes.*

RECOMMENDATIONS

THAT Council approves Maternity and Parental Leave Policy No. COU-014 as presented.

ATTACHMENTS:

Appendix A: VOP Maternity and Paternity leave for Council

Prepared by:	Gabrielle Stauber, HR Advisor
CAO approval:	Elizabeth Tracy, Chief Administrative Officer



COUNCIL MATERNITY AND PARENTAL LEAVE POLICY

POLICY PURPOSE

To ensure that Village elected officials are provided with paid time off to coincide with the birth or adoption of a child.

POLICY

1.0 Scope

The Village of Pemberton recognizes the physical, emotional and psychological demands of both childbirth and adoption and considers that a period of leave is important for the well-being of both the parent and the child. This policy has been created to support elected officials in their decision to become parents and in the first six months of caring for a new child.

2.0 Eligibility

Elected officials who give birth or adopt a child are eligible for maternity or parental leave benefits under this leave policy.

Elected officials who are the spouse/common law partner/co-parent of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

3.0 Leave Provisions

3.1 Maternity Leave

Paid maternity leave up to six months is available to elected officials who are pregnant or have given birth. Elected officials on paid maternity leave will continue to receive full remuneration.

3.2 Parental Leave

Paid parental leave following the birth or adoption of a child is available to elected officials regardless of family status or gender.

Elected officials are entitled to paid parental leave for up to six months following the birth or adoption of a child and will continue to receive full remuneration.



Policy Number: COU-014
Developed By: Human Resources
Updated: January 2025

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the elected official's term of office, unless re-elected.

Elected officials may request an extension to the six months leave entitlement, which would require the leave of Council, through a Council motion pursuant to section 125(7) of the *Community Charter*.

4.0 Appointments and Designations:

Despite being on maternity leave or parental leave, an elected official may attend any Council or Committee meeting as an active member of Council at any time during their leave. The elected member on maternity leave or parental leave shall provide written notice to the Mayor and CAO of their intent to continue or resume any Council-approved appointment during their leave.

An elected official on maternity or parental leave will resume all appointments and designations, including Acting Mayor, Committee Chair, and appointments representing the Village on outside committees and organizations, upon their return unless the membership(s) or appointment(s) expire before their return.

To ensure continuity, Council may authorize the temporary assignment of the elected member's committee membership(s) or appointment(s).

5.0 Notice

To ensure that the Village of Pemberton can make the necessary arrangements to accommodate individuals taking maternity or parental leave, individuals who wish to take a leave must notify the Mayor and the corporate officer in writing at least four weeks prior to the anticipated commencement of the leave indicating the expected start and end dates of the leave and include information about duties the parent intends to continue to perform during the leave. The notice requirement may be less than four weeks or waived in extraordinary circumstances.

6.0 Council Leave

For certainty, an elected official on leave pursuant to this policy will be deemed to be absent with the leave of Council for the purposes of section 125(7) of the *Community Charter*. An elected official on leave pursuant to this policy shall not be disqualified from Council for being absent from Council meetings during the leave.

Policy Number: COU-014
Developed By: Human Resources
Updated: January 2025



POLICY AMENDMENTS

The chief administrative officer may make administrative amendments to this policy.

Council is responsible for approving this policy and any substantive amendments.

Date: Tuesday, January 21, 2025

To: Elizabeth Tracy, Chief Administrative Officer

From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services

Subject: Recommendation to File Notice on Title, 7474 Prospect Street

PURPOSE

The purpose of this report is to recommend filing a notice on title of the property located at 7474 Prospect Street, legally described as Lot 7 Block 4 District Lot 202 Lillooet District Plan 1624.

BACKGROUND

A section 57 notice on title informs any potential purchasers of a property that unauthorized or uninspected construction has taken place on the site and the purchaser should investigate the matter to determine, to their own satisfaction, whether or not they wish to proceed with the purchase of the property. If a property owner, having received a notice on their title, corrects the contravention to the satisfaction of the Village, they may apply to have the notice removed at their own expense. As set out in section 57 of the *Community Charter*, the property owner must be provided an opportunity to appear before Council to respond to the Village's recommendation that a notice be registered on the title of their property.

On January 9, 2025, the corporate officer received a memo from Building Official Johannes Oving recommending that a notice be filed on the title of the property located at 7474 Prospect Street because of construction work completed without a permit (**Appendix A**). In accordance with section 57(2), staff sent correspondence to the property owner on January 9, 2025, advising them of the recommendation to file a notice on title and of the opportunity to be heard by Council at the January 21st meeting or to provide a written response in advance of the meeting. The owner responded on January 9th in an email addressed to Mayor and Council, asking for information regarding how to resolve the issues that had prompted the recommendation. The correspondence is attached as **Appendix B**. On January 10th, Building Official Johannes Oving replied, outlining the requirements that would need to be satisfied for him to withdraw the recommendation prior to the January 21st meeting of Council (**Appendix C**).

The January 9th recommendation follows a similar recommendation to register a notice on title made on July 18, 2024 (**Appendix D**). The July recommendation did not proceed to Council because the property owner indicated willingness to comply with Building Bylaw No. 912, 2021 and requested time to obtain the necessary documents. Since then, the property owner has failed to provide the documents required by Building Official Oving, prompting the second recommendation to file a section 57 notice on title.

DISCUSSION & COMMENTS

Section 57 of the *Community Charter* provides Council with a tool to protect future purchasers and others with an interest in a property deemed to be in contravention of Village bylaws or Provincial legislation in relation to buildings or land. The owner of the property located at 7474 Prospect Street has not provided documents satisfying the building official's requirements, and, as such, the recommendation to file a notice on title stands.

COMMUNICATIONS

As required under section 57(2) of the *Community Charter*, the corporate officer notified property owner of the building official's recommendation to register a notice on title and of the opportunity to respond in writing or to address Council at the Council Meeting at which the matter is being considered.

LEGAL CONSIDERATIONS

Section 57 of the *Community Charter* sets out the process by which a local government may consider placing a notice on the title of a property.

BUDGET & STAFFING

The establishment of a Section 57 Notice on Title has been facilitated in-house; however, there will be some costs associated with the registration of the Notice on Title at the Land Title Office. These costs can be accommodated.

INTERDEPARTMENTAL IMPACT

The notice on title report was prepared with the support of Development Services staff.

COMMUNITY CLIMATE ACTION PLAN

This initiative has no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

Registering this notice on title, which informs interested parties of the presence of unpermitted work on the property, aligns with the strategic priority to *operate with excellence*.

IMPACT ON THE REGION

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options.

RECOMMENDATIONS

THAT Council directs the corporate officer to file a notice in the land title office stating that:

- (a) a resolution relating to the land legally described as Lot 7 Block 4 District Lot 202 Lillooet District Plan 1624 has been made under section 57 of the *Community Charter*; and
- (b) further information respecting the resolution may be inspected at the Village of Pemberton Municipal Hall.

ATTACHMENTS:

Appendix A: Internal memo: recommendation to file a notice on title, January 9, 2025

Appendix B: Correspondence between property owner and corporate officer, January 9, 2025

Appendix C: Email correspondence from Building Official Oving to Adam Rice, January 10, 2025

Appendix D: Internal memo: recommendation to file a notice on title, July 18, 2024

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer

Date: Thursday, January 9, 2025

From: Johannes Oving RBO, Contract Building Official

Subject: Notice on Title – 7474 Prospect St. – LOT 7 BLOCK 4 DISTRICT LOT 202 LILLOOET DISTRICT PLAN 1624

This memo is written regarding the unpermitted foundation work at 7474 Prospect Street, LOT 7 BLOCK 4 DISTRICT LOT 202 LILLOOET DISTRICT PLAN 1624.

In June of 2024, the Village received a building permit application for a foundation repair at 7474 Prospect Street. The application was submitted by the property owner and was accompanied by document from the contractors quoting the work that must be done to the single-family dwelling. As per section 18.1 of the Village of Pemberton Building Bylaw No 912, 2021, the Building Official may issue the permit for which an application is made when the following conditions have been met:

- (a) the *owner* has submitted a completed application including all required supporting documentation
- (e) the *owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*

On April 24, 2024, the property owner of 7474 Prospect Street reached out to the Village for foundation work and putting up a fence. On April 25, the property owner was informed in correspondence from Mia Bojic, Building and Planning Coordinator, that they will need a building permit for the mentioned foundation work. On May 2, 2024, correspondence was exchanged between the Village and the property owner requesting that no repair or levelling of the foundation is done without issuance of a building permit.

On June 4, 2024, at 4:50pm, the property owner of 7474 Prospect Street submitted their building permit application online at Cloudpermit.com. The permit application was supported by a 4-page document that was a quotation from the contracting company hired to do the foundation work. The building permit application was assigned to the Building Official for review. On June 15, 2024, at 1:37pm, the Building Official requested changes to be made to the permit application prior to issuance. The building permit application had no sign-off or support from any engineering.

There was no correspondence from the property owner after the changes were requested.

On July 10, 2024, the Bylaw officer visited the site at 7474 Prospect Street to witness continuous active construction. The Building Officials were contacted about the ongoing work at 7474 Prospect Street by the Development Services department. A Stop Work Order was prepared and signed off by the Building Official. The Building and Planning department offered the property owner to provide sufficient engineering as per the changes requested prior to the Council meeting on July 23, 2024. This was iterated in the letter accompanying the Stop Work Order.

On July 11, 2024, the Stop Work Order was issued, and the notice was posted on the door. The property owners were not on site at the time of the Stop Work Order being issued. The contractors were informed and handed the letter notifying them of the Stop Work Order. The property owner was also notified through email correspondence regarding the Stop Work Order.

On July 15, 2024, the Bylaw officer observed that the work was continuing at 7474 Prospect Street. The Stop Work Order notice on the door of the house at 7474 Prospect Street was also physically removed off the door.

On July 15, 2024, the Village issued two tickets in contravention of the Building Bylaw No. 912, 2021. The tickets and a second letter were delivered to the contractors as the property owner was not on site. The same letter and copies of the tickets were sent via email to the property owner.

On July 16, 2024, the Building Official wrote another letter stipulating the previous correspondence and that a section 57 Notice on Title would be placed for 7474 Prospect Street. Bylaw issued another ticket for contravention of section 8.1 work without a permit as per the Building Bylaw No. 912, 2021. The property owners were not on site. The ticket and letter were hand delivered to the contractor. The same information that was hand delivered was also mailed and emailed to the property owner.

On August 19, 2024, a letter was received from the owners opposing the recommendation to place a *Section 57* Notice on Title on the basis that the application was cumbersome to submit and therefore create a hardship in completing the works on time.

On October 28, 2024, the Village received a letter from Structural Solutions Engineering Inc. regarding the foundation repairs. This letter is sealed and signed by a structural engineer. Both myself and Zara Rockwell, a contract building official for the Village have reviewed this letter and do not find it satisfactory for the works that have been completed without a permit.

It is again recommended that a *Section 57* Notice on Title is registered on the lot at 7474 Prospect Street. *Section 57* of the *Community Charter* sets out the process by which a local government may consider placing a Notice on Title in which the Building Inspector observes a condition that is contravention of a bylaw. Previous case law related to this matter has found municipalities at fault when they neglected to register a notice on title regarding bylaw infractions.



Johannes A. Oving RBO
Contract Building Official
Development Services
Village of Pemberton

From: [REDACTED] >
Sent: Thursday, January 9, 2025 4:00 PM
To: Corporate <Corporate@pemberton.ca>
Subject: 7474 Prospect

Dear Mayor and council,

I've received the email from you that the structural engineer report was not sufficient, I would like to be able to resolve this problem . What more information can I provide to have this reconciled? I forwarded the email to the engineer and that was what he provided, I would like to be able to provide whatever other information is needed to resolve this problem.

Thank you

Adam Rice
Sent from my iPhone

From: Corporate <Corporate@pemberton.ca>
Sent: Thursday, January 9, 2025 2:52 PM
To: [REDACTED]
Cc: Nikki Segovia <nsegovia@pemberton.ca>; Johannes Oving <joving@pemberton.ca>; Corporate <Corporate@pemberton.ca>
Subject: Notice on Title, 7474 Prospect Street

Hello Adam,

Please find attached correspondence regarding a recommendation from the Village building official to register a notice on the title of your property located at 7474 Prospect Street and advising you of the opportunity to respond to the recommendation before Village Council decides.

Please contact me should you have any questions.

Best regards,



Gwendolyn Kennedy

Manager, Corporate and Legislative Services

Box 100, 7400 Prospect Street

Pemberton, BC V0N2L0

T. 604.894.6135 x 221 | F. 604.894.6136

pemberton.ca

January 9, 2025

Adam Rice
7474 Prospect Street
Pemberton, BC V0N 2L1
[REDACTED]

By email to [REDACTED]

RE: 7474 Prospect Street: Section 57 Notice on Title

Dear Adam Rice,

The Village has received a recommendation from Johannes Oving, contract building official, to file a notice on title of the property located at 7474 Prospect Street, legally described as LOT 7 BLOCK 4 DISTRICT LOT 202 LILLOOET DISTRICT PLAN 1624 PID: 011-506-741, because of regulated work done on the property without a required permit, in contravention of Village of Pemberton Building Bylaw No. 912, 2021.

Pursuant to section 57 (3) of the Community Charter, you will be offered the opportunity to be heard by Council prior to their decision. You may provide a written submission prior to the meeting, or you may address Council at the regular meeting of Council to be held at 5:30pm on Tuesday, January 21, 2025.

To provide comments in writing, please submit your comments, addressed to Mayor and Council, no later than noon on **Friday, January 17, 2025**, by email to corporate@pemberton.ca, by courier or hand delivery to the Village of Pemberton office at 7400 Prospect Street, Pemberton, BC V0N 2L1, or by mail to the following address:

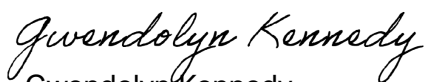
Attention: Corporate Officer
Village of Pemberton
7400 Prospect Street
PO Box 100
Pemberton, BC V0N 2L0

You may attend the January 21st meeting in person in Council Chambers at 7400 Prospect Street or by joining the Zoom webinar. To attend the meeting by Zoom, please use the following link: <https://us02web.zoom.us/j/84009977920>

The agenda of the meeting will be available at pemberton.ca on Friday, January 17, 2024. A copy of the building inspector's recommendation to Council is attached.

Please do not hesitate to contact me by telephone at 604-894-6135 extension 228 or by email at corporate@pemberton.ca should you have any questions.

Sincerely,



Gwendolyn Kennedy
Manager, Corporate & Legislative Services

Attach.: Internal memo dated January 9, 2025: Recommendation to file notice on title

Cc: Johannes Oving, Contract Building Official
Nikki Segovia, Building & Planning Coordinator

From: Johannes Oving <joving@pemberton.ca>

Sent: Friday, January 10, 2025 8:08 AM

To: [REDACTED] >

Cc: Nikki Segovia <nsegovia@pemberton.ca>; Gwendolyn Kennedy <glkennedy@pemberton.ca>; Scott McRae <smcrae@pemberton.ca>; Zara Rockwell <zrockwell@pemberton.ca>

Subject: 7474 Prospect St - Unpermitted work, Notice on Title.

Hello Mr. Rice.

In response to your email to the Manager of Corporate and Legislative Services Village of Pemberton January 9, 2024, I shall endeavour to assist you in providing the required information regarding the unpermitted foundation work that went ahead in spite of repeated attempts informing you of building bylaw and building permit requirements including placing a "stop work order" on this project.

The Foundation Repair letter from Structural Solutions Engineering Inc., Project Number K1796 dated October 28, 2024 has been reviewed by myself and my colleague. This letter is not acceptable. Please provide an acceptable comprehensive authenticated letter of compliance for the foundation work completed without permits. The letter of compliance must be site specific and confirm the following information;

1) Geotechnical adequacy of the soils supporting the foundation. The letter indicates that there is a problem with the structural adequacy of the soils located at this site. The bearing capacity of the soils must be confirmed by a geotechnical engineer. The geotechnical engineer's findings must be detailed and site specific. This may include soil testing. The Structural Solutions engineering letter anticipates future movement. This is a concern.

2) Structural adequacy. The Structural Solutions letter is vague and does not commit to the work that was undertaken without permits. This letter speaks more to the foam product than to what actually was applied to the structure. A site specific detailed letter from a structural engineer that confirms compliance with the requirements of the BC building code is required. Items including location of application, conditions during application and result of applications should be documented in this letter. Supporting third party testing of the foam product should also be included in the letter from the engineer. The structural engineer's comments must confirm compliance with the BC building code.

The above items serve only as a guide to what a Building Official may be looking for that would demonstrate building code compliance. It is up to your Professionals to provide an acceptable authenticated letter of compliance. Another option would be for your Professionals to seek guidance from their respective associations regarding letters of compliance.

It is expected that a comprehensive detailed letter of compliance with supporting documentation from structural engineers and a geotechnical engineer be provided to this office in order to deem this work in compliance with the BC building code and avoid further action.

The next Village of Pemberton Council meeting is January 21, 2024. This issue will be placed on the agenda recommending a Notice on Title if acceptable authenticated documentation is not received, reviewed and accepted by this time. More information may be required upon review of any new information.

Hope this helps to clarify what is expected.

Regards,

Johannes Oving RBO

Date: Thursday, July 18, 2024

From: Johannes Oving, Contract Building Official

Subject: Notice on Title – 7474 Prospect St. – LOT 7 BLOCK 4 DISTRICT LOT 202 LILLOOET DISTRICT PLAN 1624

This memo is written regarding the unpermitted foundation work at 7474 Prospect Street, LOT 7 BLOCK 4 DISTRICT LOT 202 LILLOOET DISTRICT PLAN 1624.

In June of 2024, the Village received a building permit application for a foundation repair at 7474 Prospect Street. The application was submitted by the property owner and was accompanied by document from the contractors quoting the work that must be done to the single-family dwelling. As per section 18.1 of the Village of Pemberton Building Bylaw No 912, 2021, the Building Official may issue the permit for which an application is made when the following conditions have been met:

- (a) the *owner* has submitted a completed application including all required supporting documentation
- (e) the *owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*

On April 24, 2024, the property owner of 7474 Prospect Street reached out to the Village for foundation work and putting up a fence. On April 25, the property owner was informed in correspondence from Mia Bojic, Building and Planning Coordinator, that they will need a building permit for the mentioned foundation work. On May 2, 2024, correspondence was exchanged between the Village and the property owner requesting that no repair or levelling of the foundation is done without issuance of a building permit.

On June 4, 2024, at 4:50pm, the property owner of 7474 Prospect Street submitted their building permit application online at Cloudpermit.com. The permit application was supported by a 4-page document that was a quotation from the contracting company hired to do the foundation work. The building permit application was assigned to the Building Official for review. On June 15, 2024, at 1:37pm, the Building Official requested changes to be made to the permit application prior to issuance. The building permit application had no sign-off or support from any engineering.

There was no correspondence from the property owner after the changes were requested.

On July 10, 2024, the Bylaw officer visited the site at 7474 Prospect Street to witness continuous active construction. The Building Officials were contacted about the ongoing work at 7474 Prospect Street by the Development Services department. A Stop Work Order was prepared and signed off by the Building Official. The Building and Planning department offered the property owner to provide sufficient engineering as per the changes requested prior to the Council meeting on July 23, 2024. This was iterated in the letter accompanying the Stop Work Order.

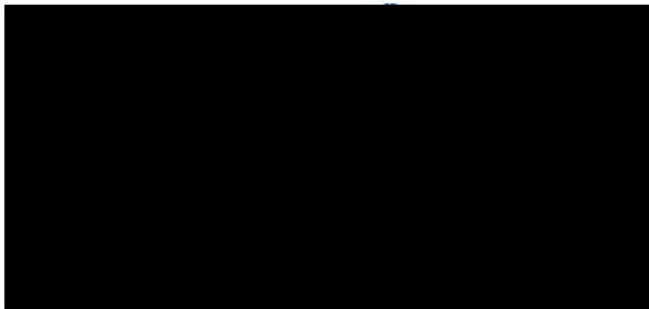
On July 11, 2024, the Stop Work Order was issued, and the notice was posted on the door. The property owners were not on site at the time of the Stop Work Order being issued. The contractors were informed and handed the letter notifying them of the Stop Work Order. The property owner was also notified through email correspondence regarding the Stop Work Order.

On July 15, 2024, the Bylaw officer observed that the work was continuing at 7474 Prospect Street. The Stop Work Order notice on the door of the house at 7474 Prospect Street was also physically removed off the door.

On July 15, 2024, the Village issued two tickets in contravention of the Building Bylaw No. 912; 2021. The tickets and a second letter were delivered to the contractors as the property owner was not on site. The same letter and copies of the tickets were sent via email to the property owner.

On July 16, 2024, the Building Official wrote another letter stipulating the previous correspondence and that a section 57 Notice on Title would be placed for 7474 Prospect Street. Bylaw issued another ticket for contravention of section 8.1 work without a permit as per the Building Bylaw No. 912, 2021. The property owners were not on site. The ticket and letter were hand delivered to the contractor. The same information that was hand delivered was also mailed and emailed to the property owner.

It is recommended that a *Section 57* Notice on Title is registered on the lot at 7474 Prospect Street. *Section 57* of the *Community Charter* sets out the process by which a local government may consider placing a Notice on Title in which the Building Inspector observes a condition that is contravention of a bylaw. Previous case law related to this matter has found municipalities at fault when they neglected to register a notice on title regarding bylaw infractions.



Johannes A. Oving, RBO
Contract Building Official
Development Services
Village of Pemberton

July 18/24

Date: Tuesday, January 21, 2025
To: Elizabeth Tracy, Chief Administrative Officer
From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services
Subject: 2025 Committee & Liaison Appointments

PURPOSE

The purpose of this report is to obtain Council’s direction regarding appointments of members to committees and boards and to establish the acting mayor schedule for 2025.

BACKGROUND

Each year, Council reviews the list of committee and board appointments and makes changes as necessary and establishes the acting mayor schedule for the year. The 2024 list of appointments is attached as **Appendix A** for reference.

DISCUSSION & COMMENTS

Acting Mayor Schedule

Council typically supports a three-month rotation for acting mayor. Alphabetical order has been used in the past to assign the rotation, except when a council member’s schedule does not align with their place in the rotation.

January, February, March	Councillor Craddock
April, May, June	Councillor Helmer
July, August, September	Councillor Nightingale
October, November, December	Councillor Ramsden

Parcel Tax Roll Review

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three persons to the Parcel Tax Review Panel. The panel must consider any complaints respecting the parcel tax roll and must authenticate the roll no later than March 16th. In 2024 Councillors Craddock, Helmer and Ramsden were appointed to the Parcel Tax Roll Review Panel.

Appointment to Council Committees

Pursuant to Section 52 (b) of the Council Procedure Bylaw the Mayor is an ex-officio member of all Village of Pemberton committees and is entitled to vote on any matter before a committee. The Village does not have any standing or select committees of Council at this time.

Committee Established by Bylaw

Emergency Planning & Operations Committee

Emergency Measures Bylaw No. 539, 2004 establishes that the Village must have an Emergency Planning & Operations Committee to facilitate emergency preparedness, response, and recovery measures. Membership includes one member of Council, the CAO, the Emergency Program Coordinator, department heads, and other members as determined by Council. Councillor Ramsden has been appointed to the committee with Councillor Helmer as the alternate.

This appointment must be reaffirmed each year. No resolution is required unless a change to the current appointments takes place.

Community Committees (Cemetery Committee)

A community committee is established by another organization or group to bring together groups or individuals to work on a specific issue or project. The Village participates on one community committee, the Cemetery Committee.

The Pemberton Cemetery Committee, funded through the Pemberton Valley Utilities and Services Committee budget, provides oversight of the cemetery. The committee is comprised of representatives from the Legion, SLRD Electoral Area C and the Village. In 2016, it was decided that it would be appropriate for a Council member to represent the Village on the Committee. Councillor Nightingale currently holds the Village appointment to the Cemetery Committee; Councillor Helmer is the alternate.

The appointments must be reaffirmed by resolution each year.

Joint Committees (Intergovernmental)

The Village participates in five joint or intergovernmental committees. The following members are currently appointed to represent the Village:

Nukw7ántwaʔ Intergovernmental Relations Committee: The Mayor, CAO and the Executive Assistant represent the Village.

Pemberton Valley Emergency Management Committee: The Mayor, CAO and Emergency Program Coordinator represent the Village.

Regional Economic Development Collaborative: The Village is represented by Councillor Ramsden and the Village's Senior Planner with Councillor Nightingale appointed as the alternate.

Sea to Sky Regional Transit Commission: The Village is represented by the Mayor and the Chief Administrative Officer.

Joint Wellness Committee – Graduating Student Bursary Review: The Village is represented by Councillor Ramsden.

A resolution of Council is required if a current sitting member wishes to step down from one of the joint committees.

Board Appointments

Squamish-Lillooet Regional District Appointments

The Village of Pemberton is represented on the Squamish-Lillooet Regional District (SLRD) Board and certain committees affiliated with the work of the SLRD. Pursuant to sections 197 and 200 of the *Local Government Act*, the Village appoints one member to act as the Village representative to the SLRD Board and a second member as an alternate, confirmed by resolution at the beginning of Council's term and reconfirmed each year before December. If either the Village representative or the alternate resigns from Council or elects to no longer be the Village representative, then Council is required to make a new appointment.

Squamish-Lillooet Regional District Board: In 2024, Mayor Richman was re-appointed as the Village of Pemberton representative with Councillor Nightingale as the alternate.

Pemberton Valley Utilities and Services Committee (PVUS): The PVUS Committee is a committee of the Squamish-Lillooet Regional District Board, convened to discuss shared services between SLRD Electoral Area C and the Village of Pemberton. PVUS Committee meetings are held based on a schedule established by the Committee each year. The current appointments are Mayor Richman and Councillor Ramsden.

Sea to Sky Regional Hospital District: Sea to Sky Regional Hospital District exists to borrow funds and finance construction projects or equipment purchases at facilities located within the hospital district boundary. Regional hospital districts are governed under the provincial *Hospital District Act*. The Sea to Sky Regional Hospital District Board is composed of the SLRD Electoral Area C and D Directors, along with the Municipal Directors from the Village of Pemberton, the Resort Municipality of Whistler, and the District of Squamish.

Currently, Mayor Richman is the Village appointee with Councillor Nightingale the alternate.

Pemberton Lillooet Treaty Advisory Committee (PLTAC): The Village must appoint two representatives to the PLTAC. The mandate of the PLTAC is to ensure that local government interests are represented in the treaties being negotiated in the Pemberton-Lillooet area under the BC Treaty Commission (BCTC) process¹.

The PLTAC has not met in several years but in anticipation that there may be work for the Committee to do in the future it is recommended that Council make an appointment.

¹ Pemberton-Lillooet Treaty Advisory Committee – Interests in Treaty Making – Draft3, December, 2006

The meeting schedule is based on the need to call a meeting and is coordinated by the SLRD.

Mayor Richman is the Village appointee with Councillor Nightingale the alternate.

Pemberton & District Library Board

The Library Board meets on the third Thursday of each month except for July and August. Trustees are required to attend a minimum of six meetings a year. The Village is represented by Councillor Nightingale with Councillor Ramsden the alternate.

The Village is required to re-confirm appointments by resolution each year.

Spełkúmtn Community Forest Board:

At the Regular Meeting No. 1851, held May 9, 2023, Council appointed Councillor Nightingale to the Spełkúmtn Community Forest Board. There are no alternates required for this governing body. As this is a three-year appointment there is no requirement for the appointment to reaffirmed by resolution.

Association Membership (Municipal Insurance Association of BC)

The Village is a member of the Municipal Insurance Association of BC. The Village must appoint two members of Council (one voting and one non-voting member) to represent the Village at the MIABC Annual General Meeting, held each year during the Union of British Columbia Municipalities meeting in September. In 2024, Councillor Craddock and Councillor Helmer were the Village representatives to MIABC.

The Village is required to confirm appointments by resolution each year.

Liaison to other entities

In 2009, to support cooperation between jurisdictions and organizations, Council determined to have a member of Council attend open meetings of other committees or organizations. Council members attending these meetings are not appointed to the body; rather, Council members are in attendance as members of the public and as observers. In 2024, Council members attended the following committee or board meetings:

- Pemberton Valley Dyking District (Councillor Craddock)
- Pemberton Valley Trails Association (Councillor Nightingale)
- SLRD Agricultural Advisory Committee (Councillor Ramsden)
- Tourism Pemberton (Councillor Craddock)
- Pemberton Arts Council (Councillor Nightingale)
- Pemberton and District Chamber of Commerce (Councillor Ramsden)

Council members typically confirm their attendance each year. Resolutions are not required.

COMMUNICATIONS

Upon confirmation of appointments, correspondence is sent to those organizations/groups that require an appointment by resolution advising who the Village representative will be and providing contact information as appropriate.

The committee appointment list will be posted on the Village website and committee appointments will be added to each Council member's biography.

LEGAL CONSIDERATIONS

Establishing Committees and appointing representatives to committees meets with legislation outlined in the *Community Charter* as noted above and the *Village of Pemberton Council Procedure Bylaw*.

BUDGET & STAFFING

This report has no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT

Appointments to committees and boards have no impact on other departments.

COMMUNITY CLIMATE ACTION PLAN

Board and committee appointments have no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

Board and committee appointments have no impact on Council's strategic priorities.

IMPACT ON THE REGION

Board and committee appointments have no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options.

RECOMMENDATIONS

Recommendation 1:

THAT Council approves the following schedule for the role of acting mayor in 2025:

January, February, March	
April, May, June	
July, August, September	
October, November, December	

Recommendation 2:

THAT Council confirms the following appointments for 2025:

Committee or Board	Village Representative(s)	Alternate
Parcel Tax Roll Review Panel	<i>3 councillors to be named</i>	NA
Cemetery Committee	Councillor Nightingale	Councillor Helmer
Squamish-Lillooet Regional District Board	Mayor Richman	Councillor Ramsden
Pemberton Valley Utilities and Services Committee (PVUS)	Mayor Richman	Councillor Ramsden
Sea to Sky Regional Hospital District	Mayor Richman	Councillor Nightingale
Pemberton Lillooet Treaty Advisory Committee (PLTAC)	Mayor Richman	Councillor Nightingale
Pemberton & District Library Board	Councillor Nightingale	Councillor Ramsden
Municipal Insurance Association of BC	Councillor Craddock (voting)	Councillor Ramsden (non-voting)

ATTACHMENTS:

Appendix A: 2024 Updated Committee and Board Appointments List

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer

2024 VILLAGE OF PEMBERTON COMMITTEES & LIAISON

Approved by Council Regular Council Meeting No. 1590, Tuesday, November 21, 2023;

COMMITTEE/BOARD	CHAIR/COUNCIL REPRESENTATIVE	ALTERNATE/OTHER	STAFF/OTHERS
Committee of the Whole Finance Airport Public Works/Parks Fire Governance Recreation Policy	Chair – Mayor or Acting Mayor Council & CAO		
Parcel Tax Review Panel <i>meets once a year as required</i>	Ted Craddock Jennie Helmer Laura Ramsden		
Emergency Planning & Operations Committee (established by Bylaw No. 539, 2004)	Laura Ramsden	Jennie Helmer	CAO Emergency Prog. Co. Fire Chief Mgr. Fin Mgr. DS Mgr. Ops
STANDING COMMITTEE - None			
WORKING COMMITTEE - None			
COMMUNITY COMMITTEE			
Cemetery Committee - Legion	Katrina Nightingale	Jennie Helmer	
JOINT COMMITTEES (INTERGOVERNMENTAL)			
Nu'kw7ántwał Intergovernmental Relations Committee	Mike Richman	Alternate Not Required	Executive Assistant
Pemberton Valley Emergency Management Committee (PVEMC) (Subcommittee of NuKwanTwal)	Mike Richman	Alternate Not Required	CAO Emergency Program Coordinator
Regional Economic Development Collaborative	Laura Ramsden	Katrina Nightingale	Village Planner
Sea to Sky Regional Transit Commission/Committee	Mike Richman	Alternate Not Required at this time	CAO
Joint Wellness Committee – Graduating Student Bursary Review	Laura Ramsden (<i>Spc Mtg 1583, May 23, 2023</i>)		
BOARD APPOINTMENTS			
Squamish-Lillooet Regional District (SLRD)	Mike Richman	Katrina Nightingale	
Pemberton Valley Utilities & Services Committee (PVUS)	Mike Richman	Laura Ramsden	CAO, Finance Manager, Recreation Services Manager (as required)
Pemberton Lillooet Treaty Advisory (PLTAC)	Mike Richman	Katrina Nightingale	
Sea to Sky Regional Hospital District Board	Mike Richman	Katrina Nightingale	
Pemberton & District Library Board	Katrina Nightingale	Laura Ramsden	
Municipal Insurance Association of BC (MIABC)	Ted Craddock	Jennie Helmer	
Spelkúmtn Community Forest Board	Katrina Nightingale (<i>Mtg No. 1581, May 9, 2023</i>)	Alternate Not Required	
LIAISON TO OTHER COMMITTEES/BOARDS			
Pemberton Valley Dyking District (PVDD)	Ted Craddock	Alternate Not Required	
Agricultural Advisory Committee (SLRD)	Laura Ramsden	Alternate Not Required	
Pemberton Valley Trails Association (PVTA)	Katrina Nightingale	Alternate Not Required	
Pemberton Arts Council – new	Katrina Nightingale	Alternate Not Required	
Tourism Pemberton (TP)	Ted Craddock	Alternate Not Required	
Chamber of Commerce – new in 2024	Laura Ramsden	Alternate Not Required	
ACTING MAYOR			
December, January, February	Laura Ramsden		
March, April, May	Jennie Helmer		
June, July, August	Katrina Nightingale		
September, October, November	Ted Craddock		
Mayor is ex officio member of all committees. Chair is in Bold if one has been established.			
All Councilors are welcome to attend any committee meetings.			

Date: Tuesday, January 21, 2025
To: Elizabeth Tracy, Chief Administrative Officer
From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services
Subject: Special Event Bylaw No. 977 for First, Second, and Third Readings

PURPOSE

The purpose of this report is to present Special Event Bylaw No. 977, 2024 to Council for first, second, and third readings.

BACKGROUND

On March 14, 2023, Council adopted [Special Event Bylaw No. 940, 2023](#). Since then, staff have identified inconsistencies in both the content and format of the bylaw that cannot be easily remedied through an amendment. Staff are proposing to repeal the bylaw and replace it with a new bylaw, Special Event Bylaw No. 977, 2025 (**Appendix A**).

DISCUSSION & COMMENTS

Special Event Bylaw No. 977, 2025 corrects formatting errors found in Bylaw 940, removes inconsistencies and duplications, and eliminates fines for late permit applications, replacing these penalties with late application fees set out in Fees and Charges Bylaw No. 905, 2021. Unlike penalty fines, fees do not require bylaw ticketing and enforcement.

Sections 5 (3) and 5 (4) were added to clarify what constitutes a bylaw offense and the reasons for which a permit may be revoked. Otherwise, the bylaw copies the permitting requirements and regulations set out in Bylaw No. 940.

COMMUNICATIONS

Once adopted, staff will post Special Event Bylaw No. 977, 2025 on the Village website and update application forms and guidelines to reflect the changes.

LEGAL CONSIDERATIONS

There are no legal considerations.

BUDGET & STAFFING

There are no impacts to the budget or staff hours.

COMMUNITY CLIMATE ACTION PLAN

Adoption of Special Event Bylaw No. 977, 2025, has no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

Updating the special event bylaw aligns with the strategic priority to *operate with excellence*.

IMPACT ON THE REGION

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council gives first, second, and third readings to Village of Pemberton Special Event Bylaw No. 977, 2025.

ATTACHMENTS:

Appendix A: Special Event Bylaw No. 977, 2025, for first, second, and third readings

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer

Village of Pemberton
Special Event Bylaw No. 977, 2025

A bylaw to regulate special events.

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

CITATION

1. This bylaw may be cited for all purposes as “Village of Pemberton Special Event Bylaw No. 977, 2025”.

INTERPRETATION

- 2 (1) The [Interpretation Act](#) applies to this bylaw.
- (2) In this bylaw, a reference to an Act refers to a statute of British Columbia and a reference to any statute, regulation or other enactment refers to that enactment as amended or replaced from time to time.
- (3) A reference to a person who holds an office includes a person appointed to act for that person from time to time.

Purpose

- (4) The purpose of this bylaw is to establish regulations and permitting requirements to promote the safe hosting of *special events* in the *Village*.

Definitions

- (5) In this bylaw:
 - a) *applicant* means an applicant for a *special event permit* and the holder of the permit once issued,
 - b) *application* means a special event permit application made in a form established by the *manager*,
 - c) *attendees* means all persons present at an event and includes all participants, staff, volunteers, and contractors,
 - d) *bylaw enforcement officer* means the person appointed to this position by the *chief administrative officer* of the *Village*,
 - e) *chief administrative officer* means the person appointed to this position by the *Village*,
 - f) *Community safety officer* means the person appointed to this position by the *chief administrative officer* of the *Village*.

- g) *Council* means the Council of the Village of Pemberton,
- h) *Fees and Charges Bylaw* means the Village of Pemberton Fees and Charges Bylaw,
- i) *highway* includes a street, road, lane, bridge, sidewalk, boulevard, road shoulder any other way open to public use, and any road shoulder, adjacent land or ditch on municipal or Crown land, but does not include a private right of way on private land;
- j) *manager* means the chief administrative officer for the *Village*;
- k) *permit* means a special event permit issued under this bylaw in a form prescribed by the *manager*;
- l) *police* means the Royal Canadian Mounted Police (RCMP) or any other police agency that is responsible for policing the Village of Pemberton;
- m) *site* means the land described in a *permit*, on which a *special event* is to be held;
- n) *special event* means any festival, concert, exhibition, show, performance, competition, involving music, sports or athletics, or of a theatrical, community or cultural nature, where any part of the event is held outdoors, and that:
 - (i) is likely to be attended by 600 or more individuals,
 - (ii) is complex because of security requirements or anticipated media attendance, or
 - (iii) is determined to be a *special event* by the manager.
- o) *Village* means the Village of Pemberton, and
- p) *Special event guidelines* means a set of guidelines approved by the *manager* for special events within parks or on land owned by or under the control of the *Village*.

Severability

- (6) If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this bylaw is held invalid by a court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

PERMIT REQUIREMENTS

- 3 (1) Prior to holding a *special event*, the person responsible for the event must obtain a *permit*.
- (2) A person must not publicize or hold a *special event*, or permit, suffer or allow the publication or holding of a *special event* in the *Village* except in accordance with this bylaw.
- (3) Prior to publicizing a *special event*, or permitting, suffering, or allowing the publicizing of a *special event*, the organizer of the *special event* must submit to the *manager* a request for provisional approval the proposed dates of the event and the expected number of attendees and must receive authorization in writing from the *manager* to proceed with publicizing the *special event*.
- (4) Such provisional approval of dates referred to in 3 (3) does not constitute a *permit*.
- (5) Notwithstanding 3 (1), a *permit* is not required for a *special event* hosted by the *Village*, School District No. 48, or School District No. 93.

APPLICATION REQUIREMENTS

- 4 (1) An *applicant* must hold a valid Village of Pemberton business licence.
- (2) An *application* is due no later than ninety (90) days prior to the *special event*.
- (3) The *manager* may refuse to accept an *application* submitted after the *application* deadline.
- (4) An *application* received between one (1) and thirteen (13) days after the *application* deadline will be subject to a surcharge of 10% of the application fee.
- (5) An *application* received between fourteen (14) and twenty (20) days after the *application* deadline will be subject to a surcharge of 20% of the application fee.
- (6) An *application* received between twenty-one (21) and thirty (30) days after the *application* deadline will be subject to a surcharge of 30% of the application fee.
- (7) An *application* received thirty-one (31) days or more after the *application* deadline will be subject to a surcharge of 40% of the application fee.
- (8) An *application* for a *permit* must be made in a form approved by the *manager* and must include the written approvals and relevant supporting documentation required by the *manager*, including, if applicable, approvals and documentation from the following parties:
- a) the registered owner and occupier of the land upon which the *special event* is to be held,
 - b) Vancouver Coastal Health - Office of the Medical Health Officer,

- c) Royal Canadian Mounted Police,
 - d) Office of the Fire Commissioner, BC Forest Service Protection Branch and Pemberton Fire Rescue (as applicable),
 - e) British Columbia Liquor Inspector (if liquor is to be sold during the event),
 - f) British Columbia Ministry of Transportation & Transit (if accessing on or near an arterial Highway),
 - g) British Columbia Ministry of Forests, Lands, and Natural Resource Operations and Rural Development, if access will be from a forest service road or if located adjacent to or within a wildfire hazard assessment area,
 - h) Agricultural Land Commission (proof of compliance with applicable requirements and approvals),
 - i) Other jurisdictions that could be affected by the special event,
 - j) Village of Pemberton emergency program coordinator, and
 - k) *manager* (for land use and service agreements).
- (9) Unless otherwise authorized by the *manager* in writing, approvals and documents from the following parties, if applicable, must be submitted to the *manager* at least ten (10) days prior to the commencement of the *special event*:
- a) Technical Safety BC,
 - b) Structural engineer,
 - c) Village of Pemberton Development Services Department,
 - d) Village of Pemberton Operations Department, and
 - e) Village of Pemberton Building Official.
- (10) The application must include the following information and documents, prepared in accordance with the *special event guidelines* and to the satisfaction of the parties listed in sections 6 (4) and (5), if applicable:
- a) public safety and security plan,
 - b) emergency preparedness plan,
 - c) emergency communications plan including relevant contact information,
 - d) noise management plan,
 - e) set-up and tear down timelines,

- f) off-site traffic management and parking plan (delivery/set-up vehicles), and
- g) site plan of special event site and neighbouring properties which includes:

- (i) site access information;
- (ii) parking and on-site traffic management plans;
- (iii) event layout and locations that include, as required, public and vendor sanitary facilities
- (iv) solid and liquid waste management plans;
- (v) location of staging, camping, attractions and vendors
- (vi) fire safety plan;
- (vii) first aid care and facilities;
- (viii) on-site security program;
- (ix) on-site and off-site signage plans; and
- (x) location of hazards, and
- (xi) any such other information and documents that the manager deems necessary or advisable in the circumstances.

- (11) An *application* for a *permit* must include a written agreement in a form acceptable to the *manager*, to release, indemnify and save harmless the *Village*, its officers, elected officials, employees, agents and volunteers from and against any and all suits, claims, demands, complaints, or claims of any kind whatsoever that do or may arise as a result of publicizing, holding or carrying out the *special event* and all related activities, including, without limitation, for compensation for loss, injury or death to persons, loss of, injury or damage to property, and for reasonable legal expenses, unless directly caused by an intentional wrongdoing of the *Village* or its officers, officials, employees, agents or volunteers.
- (12) The *manager* may exempt an *applicant* from providing some or all the information and materials described in this section.

COSTS, FEES, SECURITY DEPOSIT AND EXPENSES

- 5 (1) All costs and expenses incurred in meeting the requirements of this bylaw shall be borne by the *applicant* or the owner or occupier of land where the *special event* is held.
- (2) The *applicant* must pay the application fee, and, if applicable, the late application surcharge, at the time of submitting the application.
- (3) Fees and charges associated with this bylaw are set out in the *Fees and Charges Bylaw*.
- (4) An *application* must be accompanied by a refundable security deposit in the form of a standby irrevocable letter of credit or cash as set out in the *Fees and Charges Bylaw*.
- (5) The *applicant* and any owner or occupier of land where the *special event* is held shall be responsible for all costs incurred by the *Village* arising from or related to the *special event*, including but not limited to, the cost to provide policing, public works,

planning or building review, fire services and all costs to restore the site after the special event.

- (6) The *Village* will hold any security deposit for up to one hundred and twenty (120) days following the conclusion of the *special event*, at which time the *Village* shall return the security or such portion of the security not applied to the recovery of costs set out in section 4 (5).
- (7) Despite paragraph (6), if, in the opinion of *Village*, the *special event* causes damage or results in the *Village* incurring financial costs and expenses for the cleanup, repair, reconstruction or replacement of any public place or *Village* property which is not remedied immediately upon demand, the *Village* may from time to time draw down on the security posted to the extent of any cost incurred or expected to be incurred by the *Village* in connection with the cleanup, repair, reconstruction, or replacement.
- (8) Either one or both the *applicant* and the owner or occupier of land where the *special event* is held shall, within one hundred and twenty-seven (127) days of the special event, pay any costs incurred by the *Village* because of the *special event* that exceed the security provided under 5 (4).
- (9) For the purposes of section 4 (7), damage caused by the *special event* includes damage caused by a participant or spectator, contractor or employee at the special event or present during set up prior to the *special event* or clean up activities following the *special event*.
- (10) Any and all costs and expenses incurred by the *Village* in providing services to the land or improvements on which a *special event* is held shall be a debt owed to the *Village* by the land owners and if not paid in full by December 31st of the year in which the debt is incurred, may be collected as if for property taxes from the owner of property for which the *Village* service was provided or work carried out.

APPROVAL OF A PERMIT

- 6 (1) A *permit* for a *special event* may be withheld if:
 - a) the *application* is incomplete or inaccurate,
 - b) in the opinion of the *manager*, there are insufficient police or safety services available, or
 - c) the necessary approvals or permits from external agencies have not been obtained.
- (2) Council delegates to the *manager* the authority to approve, exempt, and revoke on behalf of the *Village*, an *application* for a *permit* under this bylaw.
- (3) The *manager* may revoke a *permit* if:
 - a) any element of the *special event* does not adhere to or comply with the information, plans, or approvals provided with the application, any conditions

attached to the *permit*, and applicable Acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the subject lands, or

- b) if the manager determines that continuing with the event poses a hazard to the community, the environment, or the participants of the event.
- (4) The *applicant* and any owner or occupier of land where the *special event* is held is responsible to ensure that the *special event* adheres to and is held in compliance with the information, plans, and approvals provided in the *application*, any conditions attached to the *permit*, and all applicable Acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the subject lands.

OFFENSE

6 (1) Any person who:

- a) contravenes a provision of this bylaw,
- b) causes or allows any act or thing to be done in contravention of any provision of this bylaw; or
- c) fails or neglects to do anything required to be done by any provision of this Bylaw,

commits an offense.

(2) A person who commits an offense under this bylaw is liable if:

- a) proceedings are brought under the Offense Act (B.C.), to pay a fine to a maximum of \$50,000 plus the costs of prosecution, and any other order imposed;
- b) a ticket is issued under the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, to pay a fine to a maximum authorized under that Act; or
- c) a bylaw notice is issued under a bylaw made under the Local Government Bylaw Notice Enforcement Act, to pay a penalty to a maximum authorized under that Act.

(3) Each day that an offence against this bylaw continues or exists shall be deemed to be a separate and distinct offence.

ENFORCEMENT

6. This bylaw may be enforced by the *manager*, the *police*, the *community safety officer*, or the *bylaw enforcement officer*.

REPEAL

7. This bylaw repeals Village of Pemberton Special Event Bylaw No. 940, 2023.

READ A FIRST TIME this 21st day of January, 2025.

READ A SECOND TIME this 21st day of January, 2025.

READ A THIRD TIME this 21st day of January, 2025.

ADOPTED this ___ day of _____, 2025.

Mike Richman
Mayor

Gwendolyn Kennedy
Corporate Officer

Date: Tuesday, January 21, 2025

To: Elizabeth Tracy, Chief Administrative Officer

From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services

Subject: Municipal Ticket Information Amendment Bylaw No. 978, 2025 and Bylaw Notice Enforcement Amendment Bylaw No. 979, 2025

PURPOSE

The purpose of this report is to present Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025, and Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025, to Council for first, second, and third readings.

BACKGROUND

Earlier during today's meeting, Council considered giving first, second, and third readings to Special Event Bylaw No. 977, 2025. The proposed bylaw, once adopted, may be enforced through the municipal ticket information system and through the bylaw notice adjudication system. To employ these enforcement options, the Village must include the new bylaw and its offenses and penalties in [Municipal Ticket Information Bylaw No. 845, 2018](#), and [Bylaw Notice Enforcement Bylaw No. 874, 2020](#), through amendments to these bylaws. The amendments must set out the bylaw offenses that are subject to ticketing, who can issue the ticket or notice, and the penalties that may be imposed for each offense.

DISCUSSION & COMMENTS

Staff have drafted amendments to Village of Pemberton Municipal Ticket Information Bylaw No. 845, 2018, and Bylaw Notice Enforcement Bylaw No. 874, 2020, adding provision for enforcement of Special Event Bylaw No. 977, 2025. Ideally, readings and adoption of these amendments should proceed concurrently with readings and adoption of the Special Event Bylaw to avoid enforcement gaps.

Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025 (**Appendix A**), adds Special Event Bylaw No. 977, 2025, to the list of designated bylaws and enforcement officers set out in Schedule 1 and adds the position of community safety officer as a bylaw officer with authority to enforce all bylaws listed in the Schedule, reflecting the new title for this position with the Village. The amendment inserts a new Schedule 16 which sets out penalty fines for bylaw infractions associated with Special Event Bylaw No. 977 as follows:

Offense	Bylaw Section Reference	Fine	Reduced Fine if paid within 30 days)
Holding a special event, or permitting, suffering, or allowing the holding of a special event, without a valid permit.	3 (1)	\$500	\$375
Publicizing a special event, or permitting, suffering, or allowing the publicizing of a special event, without prior written authorization from the manager.	3 (2)	\$500	\$375
Failing to adhere to or comply with the information, plans, and approvals provided in the application, any conditions attached to the permit, and with any applicable Acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the subject lands.	5 (4)	\$300	\$225

Similarly, Bylaw Notice Enforcement Amendment Bylaw No. 979, 2025 (**Appendix B**) replaces Schedule J with an updated schedule that includes a table of offenses and penalties, sets out the early and late payment amounts that are permitted under the bylaw notice system, and indicates that the contraventions may be subject to a compliance agreement. Also, the amendment adds the position of community safety officer as a bylaw enforcement officer and screening officer in sections 8 and 10 of the bylaw.

COMMUNICATIONS

On adoption of Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025, and Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025, staff will post consolidations of these bylaws on the Village website and will distribute the bylaws to staff who may be involved in administering or enforcing Special Event Bylaw No. 977, 2025.

LEGAL CONSIDERATIONS

There are no legal considerations.

BUDGET & STAFFING

There are no impacts to the budget or staff hours.

INTERDEPARTMENTAL IMPACT

There are no interdepartmental impacts.

COMMUNITY CLIMATE ACTION PLAN

The proposed bylaw amendments have no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

The proposed bylaw amendments align with the strategic priority to *operate with excellence*.

IMPACT ON THE REGION

The proposed bylaw amendments have no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council gives first, second, and third readings to Village of Pemberton Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025.

THAT Council gives first, second, and third readings to Village of Pemberton Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025.

ATTACHMENTS:

Appendix A: Municipal Ticket Information Amendment (Special Events) Bylaw No. 978, 2025

Appendix B: Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer

Village of Pemberton
Municipal Ticket Information Amendment Bylaw No. 978, 2025

A bylaw to amend Municipal Ticket Information Bylaw No. 845, 2018

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

CITATION

1. This bylaw may be cited for all purposes as “Village of Pemberton Municipal Ticket Information Amendment Bylaw No. 978, 2025”.

INTERPRETATION

- 2 (1) In this bylaw, a reference to an Act refers to a statute of British Columbia and a reference to any statute, regulation or other enactment refers to that enactment as amended or replaced from time to time.
- (2) A reference to a person who holds an office includes a person appointed to act for that person from time to time.

Purpose

- (3) The purpose of this bylaw is to update Municipal Ticket Information Bylaw No. 845, 2018, to include penalty fines associated with Special Event Bylaw No. 977, 2024.

Severability

- (4) If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this bylaw is held invalid by a court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

GENERAL

- 3 (1) Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, is amended by deleting Schedule 1 and replacing it with a new Schedule 1, attached to and forming part of this bylaw, that includes reference to Special Event Bylaw No. 977, 2024.
- (2) A new Schedule 16, attached to and forming part of this bylaw, is inserted.

READ A FIRST TIME this 21st day of January, 2025.

READ A SECOND TIME this 21st day of January, 2025.

READ A THIRD TIME this 21st day of January, 2025.

ADOPTED this ___ day of _____, 2025.

Mike Richman
Mayor

Gwendolyn Kennedy
Corporate Officer

Schedule 1
Designated Bylaw Enforcement Officers

1. In Column 2 of Table 1 of this schedule,
- a) Bylaw Enforcement Officer means an individual appointed to this role by the Chief Administrative Officer for the Village of Pemberton;
 - b) Community Safety Officer means an individual appointed to this role by the Chief Administrative Officer for the Village of Pemberton;
 - c) terms used for other designated positions have the same meaning as defined in the corresponding bylaw identified in Column 1.

Table 1. Bylaw Offenses and designated bylaw enforcement officers

Column 1 Bylaw	Column 2 Designated Bylaw Enforcement Officers
Unsightly Premises Bylaw No. 476, 2002	Authorized Person Bylaw Enforcement Officer Community Safety Officer RCMP
Wildlife Attractant Bylaw No. 684, 2011	Bylaw Enforcement Officer Community Safety Officer RCMP Conservation Officer
Noise Regulation Bylaw No. 699, 2012	Bylaw Enforcement Officer Community Safety Officer Authorized Person RCMP
Boulevard Maintenance Bylaw No. 713, 2012	Bylaw Enforcement Officer Community Safety Officer Village Official RCMP
Blasting Bylaw No. 714, 2012	Bylaw Enforcement Officer Community Safety Officer Building Official
Fire Prevention Bylaw No. 744, 2013	Bylaw Enforcement Officer Community Safety Officer Fire Chief Inspector RCMP
Outdoor Water Use Regulation Bylaw No. 792, 2015	Bylaw Enforcement Officer Community Safety Officer Village Official RCMP
Parks and Public Spaces Use Bylaw No. 797, 2016	Bylaw Enforcement Officer Community Safety Officer RCMP Village Official

Column 1 Bylaw	Column 2 Designated Bylaw Enforcement Officers
Public Nuisance Abatement Bylaw No. 838, 2018	Bylaw Enforcement Officer Community Safety Officer RCMP
Animal Control Bylaw No. 839, 2018	Bylaw Enforcement Officer Community Safety Officer RCMP Conservation Officer Corporate Officer
Parking and Traffic Control Bylaw No. 840, 2018	Fire Chief Bylaw Enforcement Officer RCMP Manager
Business Licence Bylaw No. 855, 2019	Bylaw Enforcement Officer Community Safety Officer Licence Inspector Corporate Officer
Smoking Regulations Bylaw No. 848, 2018	Bylaw Enforcement Officer Community Safety Officer RCMP
Cross Connection Control Bylaw No. 844, 2018	Bylaw Enforcement Officer Community Safety Officer Water Operator Village Official Manager Building Official
Special Event Bylaw No. 977, 2025	Bylaw Enforcement Officer Community Safety Officer Manager RCMP

Schedule 16
 Special Event Bylaw No. 977, 2025

1. Table 1 of this schedule sets out the bylaw offenses and corresponding penalties associated with Special Event Bylaw No. 977, 2025.

Tale 1. Bylaw offenses and penalties, Special Event Bylaw No. 977, 2025

Offense	Bylaw Section Reference	Fine	Reduced Fine if paid within 30 days)
Holding a special event, or permitting, suffering, or allowing the holding of a special event, without a valid permit.	3 (1)	\$500	\$375
Publicizing a special event, or permitting, suffering, or allowing the publicizing of a special event, without prior written authorization from the manager.	3 (2)	\$500	\$375
Failing to adhere to or comply with the information, plans, and approvals provided in the application, any conditions attached to the permit, and with any applicable Acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the subject lands.	5 (4)	\$300	\$225

Village of Pemberton
Bylaw Notice Enforcement Amendment Bylaw No. 979, 2025

A bylaw to amend Bylaw Notice Enforcement Bylaw No. 874, 2020

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

CITATION

1. This bylaw may be cited for all purposes as “Village of Pemberton Bylaw Notice Enforcement Amendment (Special Events) Bylaw No. 979, 2025”.

INTERPRETATION

- 2 (1) In this bylaw, a reference to an Act refers to a statute of British Columbia and a reference to any statute, regulation or other enactment refers to that enactment as amended or replaced from time to time.
- (2) A reference to a person who holds an office includes a person appointed to act for that person from time to time.

Purpose

- (3) The purpose of this bylaw is to update Bylaw Notice Enforcement Bylaw No. 874, 2020, to include the penalty fines associated with Special Event Bylaw No. 977, 2024.

Severability

- (4) If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this bylaw is held invalid by a court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

GENERAL

- 3 (1) Village of Pemberton Bylaw Notice Enforcement Bylaw No. 874, 2020 is amended by inserting a new section 8.2 (k) as follows:
 - (k) Community Safety Officer appointed by the chief administrative officer.
- (2) Subsection 8.2 (j) is deleted.
- (3) A new section 10.1 (j) is inserted as follows:
 - (j) Community Safety Officer appointed by the chief administrative officer.
- (4) Section 10.1 (i) is deleted.

- (5) In section 13.1, the list of schedules is updated by deleting the words “Schedule J – Special Events Bylaw No. 750, 2014,” and inserting in their place the words “Schedule J - Special Event Bylaw No. 977, 2025.”
- (6) Schedule J is deleted and a new Schedule J, attached to and forming part of this bylaw, is inserted in its place.

READ A FIRST TIME this 21st day of January, 2025.

READ A SECOND TIME this 21st day of January, 2025.

READ A THIRD TIME this 21st day of January, 2025.

ADOPTED this ___ day of _____, 2025.

Mike Richman
Mayor

Gwendolyn Kennedy
Corporate Officer

Schedule J - Special Event Bylaw No. 977, 2025

1. The following penalties apply to contraventions of Special Event Bylaw No. 977, 2025:

Bylaw Section	Contravention	A1 Penalty Amount	A2 Early Payment Amount: Within 14 Days	A3 Late Payment Amount: After 28 Days	A4 Compliance Agreement Available Yes/No	A5 Compliance Agreement Amount Payable
3 (2)	Publicizing a special event or permitting, suffering, or allowing the publication of a special event without the prior written permission of the manager.	\$500	\$450	\$500	Yes	\$350
3 (1)	Holding a special event or permitting, suffering, or allowing the holding of a special event without a permit.	\$500	\$450	\$500	Yes	\$350
5 (4)	Failing to adhere to or comply with the information, plans, and approvals provided in the application, any conditions attached to the permit, and with any applicable Acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the subject lands.	\$300	\$270	\$330	Yes	\$210

Date: Tuesday, January 21, 2025
To: Elizabeth Tracy, Chief Administrative Officer
From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services
Subject: Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025

PURPOSE

The purpose of this report is to present Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025 to Council for first, second, and third readings.

BACKGROUND

Earlier during today's meeting, Council considered giving first, second, and third readings to Special Event Bylaw No. 977, 2025. The proposed bylaw changes the fee structure which is set out in Fees and Charges Bylaw No. 905, 2021. As such, an amendment to the Fees and Charges Bylaw should accompany readings and adoption of Special Event Bylaw No. 977, 2025.

DISCUSSION & COMMENTS

Staff have prepared an amendment to Fees and Charges Bylaw No. 905, 2021, attached as **Appendix A**, that deletes Schedule Q, Special Events, and replaces it with a new Schedule Q that sets out the updated fee structure.

The fees and charges associated with a special event permit have not changed. However, rather than imposing late application fees as bylaw offense penalties as was established by Special Event Bylaw No. 940, 2023, the new fee structure includes late fees as additional charges over the base application fee. This simpler structure eliminates the need for bylaw offense notices or municipal tickets to impose late fees, reducing staff time and enforcement costs.

COMMUNICATIONS

On adoption of Fees and Charges Amendment Bylaw No. 980, 2025, staff will post a consolidation of the Fees and Charges bylaw on the Village website and distribute it to staff who may be involved in administering Special Event Bylaw No. 977, 2025.

LEGAL CONSIDERATIONS

There are no legal considerations.

BUDGET & STAFFING

There are no impacts to the budget or staff hours.

INTERDEPARTMENTAL IMPACT

There are no interdepartmental impacts.

COMMUNITY CLIMATE ACTION PLAN

Amendment of the Fees and Charges Bylaw has no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

Amendment of the Fees and Charges Bylaw aligns with the strategic priority to *operate with excellence*.

IMPACT ON THE REGION

This bylaw has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council gives first, second, and third readings to Village of Pemberton Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025.

ATTACHMENTS:

Appendix A: Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer

VILLAGE OF PEMBERTON
BYLAW No. 980, 2025

A bylaw to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

CITATION

1. This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Amendment (Special Events) Bylaw No. 980, 2025.”

PURPOSE

2. The purpose of this bylaw is to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021 to update fees and charges associated with a special event.

GENERAL

3. Village of Pemberton Council Fees and Charges Bylaw No. 905, 2021, is amended by deleting Schedule Q, Special Event, and replacing it with a new Schedule Q that is attached to and forms part of this bylaw.

READ A FIRST TIME this 21st day of January, 2025.

READ A SECOND TIME this 21st day of January, 2025.

READ A THIRD TIME this 21st day of January, 2025.

ADOPTED this day of , 2025.

Mike Richman
Mayor

Gwendolyn Kennedy
Corporate Officer

Schedule Q – Special Events

1. The following fees, charges, and deposits apply to special event permits, applications, and services.

DESCRIPTION	FEE
Application base fee	\$300.00
Additional fee for every thousand participants or any part thereof between one thousand (1,000) and four thousand nine hundred ninety-nine (4,999) participants	\$100.00
Additional fee for every thousand participants or any part thereof between five thousand (5,000) participants and nine thousand nine hundred ninety-nine (9,999) participants	\$200.00
Additional fee for every thousand participants or any part thereof over ten thousand (10,000) participants	\$300.00
Security deposit, minimum*	\$10,000.00
Additional fee if value of staff resources used exceeds the fees collected**	COSTS
Additional fee for applications received between seven and thirteen days after the application deadline	10% of application fee
Additional fee for applications received between fourteen and twenty days after the application deadline	20% of application fee
Additional fee for applications received between twenty-one and thirty days after the application deadline	30% of application fee
Additional fee for applications received thirty-one days or more after the application deadline	40% of application fee
* The chief administrative officer or their designate may set a higher or lower amount for the security deposit if they believe that the scope, scale, and nature of the proposed special event creates an increased or decreased risk of damage to land and property.	
** the owner of private lands used for the special event and the applicant named on the permit shall be responsible to pay that amount to the Village within thirty (30) days of being delivered an invoice from the Village.	

December 16, 2024

Attention: Mayor & Council

CC'd: Business Park Business Owners

In October, the Pemberton and District Chamber of Commerce hosted a gathering of the business owners and operators in the Business Park. The aim of the meeting was to better understand what the needs and wants of the businesses in the Business Park are. The discussion was very productive with the Chamber coming away with numerous issues. We have been able to group these issues into larger categories to make them easier to address.

This communication concerns the issue of accessibility to the Business Park.

- The Friendship Trail has proven to be a vital commuter route since its completion. Business owners and employees are utilizing this trail daily. Trail users reported portions of the trail are overgrown and need widening. It would be ideal if this trail was useable year-round. What are the Village's strategies to make sure this is a viable transportation route throughout the year?
- As the types of business start to vary, parking for clients and customers in the Business Park is becoming an issue. The lack of designated street parking is a deterrent to customers trying to access the businesses. As the Business Park is continually built out, what are the strategies in place to ensure adequate parking options?
- A major concern of all who attended our meeting was a reported lack of snow clearing by the VOP. These businesses understand the priority for the Village is the downtown area; however there were reports of snow clearing taking days to occur. The business owners and operators are looking for an assurance that they are not an after thought when it comes to snow clearing.
- Transportation access was raised as an issue that requires future planning by the VOP. Our members appreciate your effort in advocating for service increases for our local Route 100 and are eager to hear of future plans. Has the VOP considered permitting ride sharing services (Uber/Lyft) to operate in our region? Allowing these services to operate would benefit not only our members in the Business Park, this would benefit all businesses operating in our valley.

This communication serves as a working document for the Pemberton & District Chamber of Commerce, as we realize these are not immediately 'fixable' items. We hope to be able to liaise between the business owners/operators in the Business Park and the Village of Pemberton as progress is made on these matters. We look forward to hearing from the Village on how these concerns will be addressed.

The Pemberton & District Chamber of Commerce appreciates your time and attention to these important concerns raised by the business owners/operators in the Business Park. Should you require further information on the above issues please contact our Executive Director Ariane Larouche.

Sincerely,



Adam Adams

President

Pemberton & District Chamber of Commerce

From: [REDACTED]

Sent: December 4, 2024 8:08 PM

To: Admin <admin@pemberton.ca>

Subject: Cathy Peters on Tariffs coming, UNDRIP impact, drugs/sex trafficking

Dear Mayor Mike Richman and Pemberton Village Council,

Thank you to those that visited **my booth at the UBCM Tradeshow** this past September.

I spoke with hundreds of civic leaders, the Premier and Governor General (attached photo).

3 concerns and **what you can do:**

1. Tariffs are coming from the USA unless the border is secure and drug flows addressed.

Alert the Prime Minister and Premier Eby that the border is porous, ports are unpoliced, criminal activity is undeterred (organized crime and international crime syndicates). These need to be addressed quickly.

2. UNDRIP will be applied to all acts pertaining to the access to lands:

lands, forestry, agriculture, mines, mineral tenure, fishing, parks, ski resorts, recreational boating, etc.

Request the provincial government be transparent about the UNDRIP process allowing for ongoing input from all British Columbians.

3. Drugs and sex trafficking are dramatically increasing in every community in BC.

The full decriminalization of drugs policy in BC needs to be reversed.

"Drug decriminalization is the most horrific failure of public policy in 30 years.

Rather than reduce drug use, it has normalized the practice and acted as a catalyst for public disorder."

Shaun Wright, retired RCMP superintendent of Prince George, BC.

Note: The normalization of hard drug use has exacerbated human sex trafficking and are inextricably linked.

ASK: Please confirm this email has been shared with the Mayor and Council.

Please contact me for more information as needed.

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

beamazingcampaign.org

████████████████████

North Vancouver, BC V7J 0C3

Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work

Author: **Child Sex Trafficking in Canada and How to Stop It**

December 16, 2024

Mayor Mike Richman and Council
Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

Dear Mayor Mike Richman and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$109,273 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Thomas Sikora, Manager of Finance

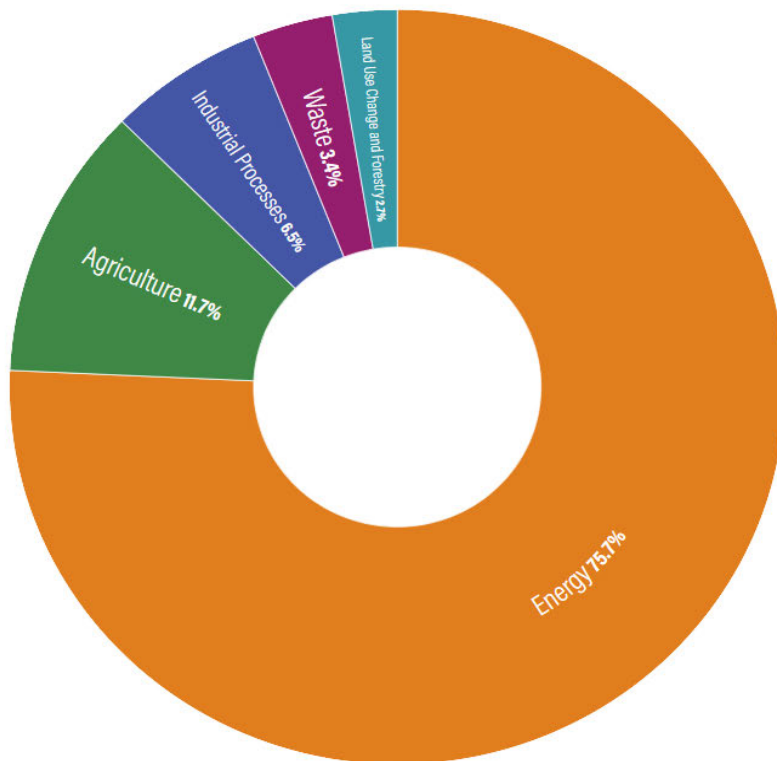
From: Fiona Koza [REDACTED]
Sent: December 17, 2024 11:40 AM
To: Mike Richman <mrichman@pemberton.ca>; Ted Craddock <TCraddock@pemberton.ca>; Jennie Helmer <jhelmer@pemberton.ca>; Katrina Nightingale <knightingale@pemberton.ca>; Laura Ramsden <lramsdn@pemberton.ca>; Corporate <Corporate@pemberton.ca>
Cc: Andrew Gage [REDACTED]
Subject: Updated graph from Sue Big Oil

Dear Mayor and Council and staff,

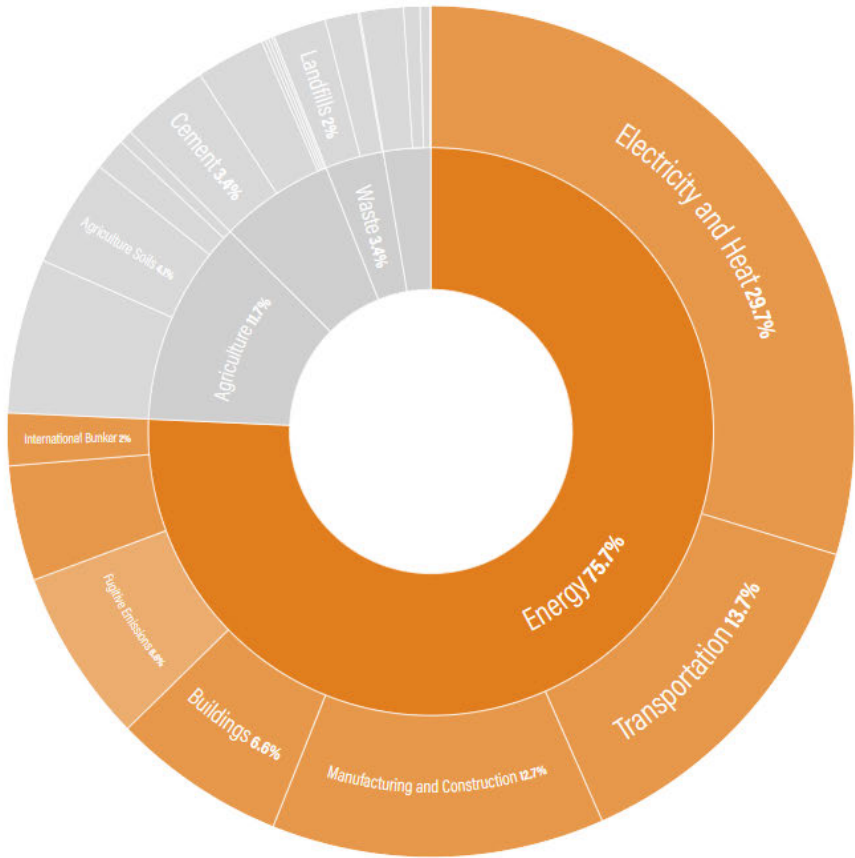
Thank you very much for the opportunity to present to Pemberton council in October. During the question and answer portion, Councillor Craddock had expressed concern that one of the graphs in my Power Point was out of date and asked for an updated version.

Here is an updated graph. (Please note that emissions data typically becomes available 2-3 years after the year of the emissions, so this graph uses recently released data from 2021).

Global greenhouse gas emissions by sector and end use, 2021



Global greenhouse gas emissions by sector and end use, 2021



These graphs are helpful because they illustrate the various ways that sectoral emissions are ultimately caused by fossil fuel use. (Other graphs tend to show oil and gas sectoral emissions as distinct from end-use emissions, such as transportation, electricity and building heating, even though those emissions are also largely attributable to oil and gas).

For more context and additional graphs, please visit this page on the World Resources Institute website.

<https://www.wri.org/insights/4-charts-explain-greenhouse-gas-emissions-countries-and-sectors>

Please don't hesitate to contact Andrew (cc'ed) or I if you have any further questions.

Fiona Koza (she/her)

Climate Accountability Strategist | West Coast Environmental Law
700-509 Richards Street, Vancouver, BC V6B 2Z6 | Coast Salish Territories
x^wməθk^wəy^əm (Musqueam), Skwxwú7mesh (Squamish) & səlilwətaʔɫ (Tsleil-Waututh)

 | 1.800.330.WCEL ext. 236

www.suebigoil.ca/localgov

January 7, 2025

RE: Protecting Taxpayers from Overspending on Local Government Construction

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada’s largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA’s B.C. corporate members account for approximately 85% of the province’s construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the “Community Benefits Agreement” (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

The province's CBA policy has the effect of restricting bidding on projects covered by the scheme. This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.¹ Cost over-runs and unexpected delays are a common theme with CBA projects.² The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at chris@icba.ca.

Sincerely,
INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



Chris Gardner
President and CEO, ICBA

¹ Brian Dijkema and Morley Gunderson, Restrictive Tendering: Protection for Whom? January 2017, CARDUS.

² Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

From: Sylvie - Sweet Skills [REDACTED]
Sent: January 14, 2025 9:04 PM
To: Corporate <Corporate@pemberton.ca>
Cc: Christine Burns <cburns@pemberton.ca>
Subject: Letter regarding park fee structure

Dear Pemberton Recreation & Council Team,

I am writing to share my thoughts and concerns regarding the booking requirements for park spaces. As the owner of Sweet Skills Mountain Bike Coaching, a small, locally owned business in Pemberton for the past 10 years, I provide mountain bike coaching services for women, with a focus on locals and a few out-of-town visitors. My programs run from April to June, and I have greatly enjoyed using the new Pemberton Skills Park, which is by far the best in the Sea to Sky region!

I'm proud to offer coaching in my own hometown, and I am thrilled to see the community make use of this fantastic facility. Over the years, I have worked hard to build a program that addresses a real demand in the community: providing women with the skills and confidence to ride safely on the trails (and in the jumps). I have also worked through all the necessary channels to secure commercial tenure for operating my business in the Sea to Sky region which was a massive amount of hours and dollars. As a small business owner, I am fully aware of the costs associated with maintaining good standing with all local organizations - \$850 annual tenure fee + \$5/pp, \$6,000 insurance costs that rise each year, donations to both PORCA and PVTA, business licenses, and park permit fees. Despite these costs and continuing economic challenges that are decreasing participant numbers, I remain passionate about continuing my business and supporting the local biking community.

With that context in mind, I would like to raise some questions and concerns about the current permitting fees and structure. I have also run similar camps in Whistler at their skills park, and while I prefer Pemberton's higher-quality jumps and pump track, I've noticed significant differences in the fees charged.

Here's a comparison of what I pay in Pemberton versus Whistler:

- **Non-refundable permit fee:** Pemberton - \$75; Whistler - \$0
- **Rental Fee/hour for Adult Commercial:** Pemberton - \$25.45; Whistler - \$21.35
- **Deposit Fee:** Pemberton - \$1,000; Whistler - \$0

I'm particularly curious about the \$75 permit fee for booking a park space for even just a single session, especially given that I am a local business with an active business license. Since staff administering the bookings are paid by the municipality (similar to Whistler), I'd

like to understand exactly what this fee covers and why we are charged this fee on top of the hourly rental rate.

Additionally, I am concerned about the \$1,000 deposit fee for park bookings like mine. I understand a larger deposit might be necessary for large events or activities that could cause significant wear and tear, but my bookings are small—up to 15 women for 1-3 hours, and we leave zero mess behind. I typically only make 1-3 bookings per year, so this deposit seems disproportionate.

Given the relatively small scale and infrequency of my bookings, I am finding that the costs associated with these park reservations no longer make sense for my business, especially as I am trying to keep my pricing affordable for locals. For example if I only did 1x 2hr Jump session for the year, the hourly cost would amount to \$62.95 (rental rate plus admin fee) plus a \$1000 deposit.

I would greatly appreciate your consideration of a more flexible fee structure for small businesses like mine that operate on a smaller scale. Thank you for taking the time to read this, and I hope we can find a way to make these fees more manageable for small local operators.

Sylvie



Sylvie Allen

Founder & Coach, Sweet Skills



www.sweetskills.ca

