

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

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