

**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

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## **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