

VILLAGE OF PEMBERTON FEES AND CHARGES BYLAW NO. 905, 2021

Adopted July 27, 2021



Office Consolidation: February 24, 2026

This document is an office consolidation of the Village of Pemberton Fees & Charges Bylaw No. 905, 2021 adopted July 27, 2021 and subsequent amendments adopted by Village Council. This consolidation has no Council sanction. Amendments have been incorporated for convenience. For all purposes of interpretation and application the original bylaws should be consulted. The Village of Pemberton will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of the Village of Pemberton Fees & Charges Bylaw No. 905, 2021, nor is it admissible in a court of law. For such purposes, official certified copies can be obtained from the Village office or by contacting us at: admin@pemberton.ca.

BYLAW NO.	SECTION	DESCRIPTION	ADOPTED
908, 2021	Schedule S	Adds Schedule S, Board of Variance Fees, and updates list of schedules	October 5, 2021
913, 2021	Schedule T	Adds Schedule T, Building Fees, and updates list of schedules	October 21, 2021
923, 2022	Schedules G, N, R, T Schedule U Schedule V	Provision is added to allow Council by resolution to waive, reduce, or refund fees and to establish conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees. Adds schedule of parking and traffic control fees. Adds schedule of civic addressing and street naming fees.	April 5, 2022
935, 2022	Schedule F (Business Licence Fees)	Replaces Schedule F	August 30, 2022

BYLAW NO.	SECTION	DESCRIPTION	ADOPTED
938, 2022	Schedule D (Blasting)	Replaces Schedule D	October 4, 2022
942, 2023	Schedule B (Airport) Schedule M (Parks and Public Spaces) Schedule Q (Special Events)	Replaces Schedule B Replaces Schedule M Replaces Schedule Q	March 14, 2023
951, 2023	Schedule T (Building)	Updates Schedule T Building Fees	October 17, 2023
980, 2025	Schedule Q (Special Events)	Replaces Schedule Q	February 11, 2025
999, 2025	Schedule H (False Alarms)	Replaces Schedule H	October 21, 2025
1001, 2025	Schedule B (Airport)	Replaces Schedule B	November 4, 2025
1002, 2025	Schedule M (Recreation)	Replaces Schedule M	December 9, 2025
1005, 2026	Schedule C (Animal Licence and Impound)	Replaces Schedule C	February 10, 2026

**VILLAGE OF PEMBERTON
BYLAW NO. 905, 2021**

A bylaw to establish fees and charges for services and information.

The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

PART 1: CITATION

- 1.1. This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021”

PART 2: 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, bylaw, or other enactment refers to that enactment as amended or replaced from time to time.
- 2.2. Except as otherwise provided in this bylaw, words and phrases used herein have the same meanings as in the *Community Charter*, *Local Government Act*, and *Interpretation Act*.
- 2.3. Headings are used for convenience only and must not be construed as defining or limiting the scope or intent.
- 2.4. Nothing in this Bylaw relieves a person from complying with any federal or provincial enactment or any other bylaw or requirement of a permit, order, or licence.
- 2.5. A reference to a more specific matter in this bylaw supersedes a reference to a more general matter.
- 2.6. In this bylaw, *Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021.

PART 3: FEES AND CHARGES

- 3.1. The Village hereby imposes the fees for the provision of services and information as specified in Schedules A to S inclusive which are attached and form part of this Bylaw.
- 3.2. Fees and charges imposed under this Bylaw for the provision of services or information shall apply instead of other fees or charges imposed under other bylaws for the same services or information in the event of any conflict between this Bylaw and any other bylaw.
- 3.3. Fees collected for cost recovery shall be subject to an administrative fee as set out in Schedule A unless otherwise specified in this bylaw.

PART 4: REPEAL

- 4.1. Village of Pemberton Administrative Fees Bylaw No. 721, 2012 is hereby repealed.

PART 5: CONSEQUENTIAL AMENDMENTS

- 5.1. **Airport Establishment, Operations and Fees Bylaw No. 817, 2017** is amended by:

- a. In Schedule B,
 - i. striking out all tables and wording except for the table labelled “FINES”;
 - ii. inserting the following before the table:

The following fines apply to any contravention of this bylaw;; and
 - iii. striking out the word “Offense” following the word “Third” and inserting in its place the words “and subsequent offenses, per offense”;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- c. striking out Part 5 and inserting the following in its place:
 - i. Council shall hereby levy fees, charges, and rates for tie-down and landing provided at the Airport.
 - ii. Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in *Fees and Charges Bylaw*.
 - iii. Council may set fees for uses not listed in *Fees and Charges Bylaw*; and
- d. inserting the following as paragraph 7. (ii):
 - ii. Fines for contravention of this bylaw shall be payable as set out in Schedule A.

- 5.2. **Animal Control Bylaw No. 839, 2018**, is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. in section 1.2, striking out the words “outlined in Schedule A” and placing a period after the word “fee.”;

- c. in section 1.4, deleting the words “prescribed in Schedule A.”;
- d. replacing subparagraph 6.9 (c) (i) with the following:
 - any applicable fines as outlined in Schedule A;
- e. striking out subparagraph 6.9 (c) (iii), and inserting in its place the following:
 - any applicable impoundment, per diem dog care and housing, or other fees;
- f. striking out section 8.3, and inserting in its place the following:
 - 8.3. A person must not keep or maintain a kennel without first having
 - a) applied for a kennel permit on a form provided by the Village;
 - b) paid the applicable kennel licence fee; and
 - c) obtained a kennel licence.
- g. in section 10.1, striking out the words “as set out in Schedule A” and placing a period after the word “fee.”;
- h. deleting Schedule A;
- i. renaming Schedule B to Schedule A;
- j. renaming Schedule C to Schedule B;
- k. striking out section 24 and replacing it with the following:
 - 24.** The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:
 - a) Schedule “A” – Fines
 - b) Schedule “B” – List Prohibited Animals; and
- l. inserting the following as section 25 and renumbering section 25 as section 26:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.3. **Blasting Regulation Bylaw No. 714, 2012** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- b. in section 4(2),
 - ii. striking out the words “in the amount of \$150.00” and inserting a period after the word “fee.”; and
 - iii. striking out subparagraph 4.2 (a);
- c. in section 4(4), striking out the words “in the amount of \$50.00” and inserting a period after the word “fee.”;
- d. inserting the following as section 4(6):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*; and
- e. in section 8(2), inserting the word “offense” immediately before the period.

5.4. **Business Licence Bylaw No. 855, 2019**, is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;
- c. renaming Schedule C to Schedule B;
- d. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- e. in section 4.3, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;
- f. in section 8.2, striking out the words “as set out in Schedule A” and inserting a period after “fee.”;
- g. in section 10.3, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;

- h. in section 10.4, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- i. in section 10.5, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- j. in section 10.6, striking out the words “as per Schedule A.”;
- k. in section 107, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- l. inserting the following as section 10.9:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;

- m. in section 12.2, striking out the words “as set out in Schedule A” and inserting a period after the word “Fee.”;
- n. in section 21.5 (a) striking out the words “Schedule C” and inserting the words “Schedule B.” in their place; and
- o. striking out section 27.3 and inserting the following in its place:

Schedules A and B are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw.

5.5. **Cross Connection Control Bylaw No. 844, 2018** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. inserting the following section 9.3:

9.3 An application for a *Hydrant or Temporary Water Use Permit* shall

9.3.1 be made in a form approved by the Manager of Operations; and

9.3.2 be accompanied by payment of all applicable fees and deposits.; and

- c. inserting the following section 9.4:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.6. **Development Procedures Bylaw No. 887, 2020**, is amended by

- b. deleting Schedule A;
- c. in paragraph 3.3 (d), striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;
- d. in section 3.6, striking out the words “as prescribed in Schedule A” and inserting a period after “Applicant.”;
- e. in section 4.3,
 - i. in the first sentence, striking out the words “Schedule A”; and
 - ii. in the third sentence, striking out the words “as set out in Schedule A.”;
- f. in section 4.7, striking out the words “as shown in Schedule A.”;
- g. in section 4.9, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in place; and
- h. inserting the following as section 4.12:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.7. **False Alarm Bylaw No. 556, 2005** is amended by

- a. in part 1, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. replacing section 7 with the following:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.8. **Filming Bylaw No. 818, 2017** is amended by:

- a. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. in paragraph 3(i), striking out the words “as set out in Schedule A” and inserting a period after the word “use.”; and

- c. inserting the following as paragraph 3(ii):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.9. **Fire Prevention Bylaw No. 744, 2013** is amended by:

- a. deleting Schedule B;
- b. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- c. striking out section 13.1 and inserting the following in its place:

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw; and

- d. inserting the following as section 14.3

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.10. **Fire Prevention (Construction Bans) Amendment Bylaw No. 794, 2015** is amended by:

- a. Inserting the following under Exemptions, Schedule A, Interface Construction and Maintenance Regulations:

A person applying for an exemption to the Interface Construction and Maintenance Regulations must pay the applicable fees for all required site-specific inspections, as set out in Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

5.11. **Freedom of Information Bylaw No. 709, 2012** is amended by:

- a. deleting Schedule A;
- b. in section 2(2), inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- c. in section 3(2), striking out the words “Administrative Assistant” and inserting the words “Legislative Assistant” in their place; and
- d. striking out section 5 and inserting the following in its place:

An applicant making a request shall pay to the Village of Pemberton the applicable fees set out in *Fees and Charges Bylaw*.

5.12. **Grow Operation, Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 546, 2005** is amended by:

- a. deleting Schedule A;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- c. in section 4(8), striking out the words “imposed by Schedule A” and inserting in their place the words “as set out in *Fees and Charges Bylaw* No. 905, 2021.”;
- d. in section 23(1), striking out the words “the administration and inspection fee stipulated in Schedule A” and inserting the words “an administration and inspection fee.” In their place;
- e. in section 23(2), striking out the words “stipulated in Schedule A”;
- f. striking out section 23(3) and inserting the following in its place:

prior to a special safety inspection, the owner or occupier must pay the Village a fee for the special safety inspection;
- g. in section 23(4), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee.”;
- h. in section 23(5), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee”; and
- i. inserting the following as section 23(7):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.13. **Outdoor Water Use Regulation Bylaw No. 792, 2015** is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;
- c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.

- d. inserting section 7.6 as follows:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*; and

- e. striking out Part 10 and inserting the following in its place:

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

5.14. Parks and Public Space Use Bylaw No. 797, 2016 is amended by:

- a. deleting Schedule A; and
b. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.

- c. in section 3, striking out the list of parks and public spaces and replacing the colon after the word "Village" with a period;
d. striking out section 21 and inserting the following in its place:

21 Payment of Fees

- a. If required by this bylaw, a person shall not use any court, green, ground, lawn, or facility without having first obtained a Park and Public Spaces Use Permit and having paid to the Village all applicable fees and charges.
b. Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.15. Public and Private Sewer Usage Regulation Bylaw No. 363, 1994 is amended by:

- a. deleting Schedule C;
b. renaming Schedule D to Schedule C.
c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- d. striking out section 3.2 and inserting the following in its place:

The owner or their agent shall apply for a permit required in section 3.1 and shall:

- a. include with the permit application any plans, specifications, or other information considered pertinent to the judgement of the Village or as required in Schedules A, B, or C;
 - b. identify the constituents of the proposed sewage discharge;
 - c. be responsible for the continued compliance with the required quality standards; and
 - d. pay the applicable permit fee as set out in *Fees and Charges Bylaw*, at the time of issuance of the building permit, where a building permit is required, and otherwise, prior to exposing the public sewer;
- e. in section 5.4, striking out the words “in Schedule C” and inserting in their place the words “in *Fees and Charges Bylaw*, shall be charged.”; and
- f. striking out Part 9 and inserting the following in its place:

Schedules A, B, and C attached hereto shall be and form part of this Bylaw.

5.16. Sign Bylaw No. 380, 1995 is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended from time to time.
- b. in paragraph 7.2.4, striking out the words “deposit \$200 cash with” and inserting in their place “pay a security deposit to”;
- c. in section 10.1, striking out the words “as set forth in this part”; and
- d. striking out section 10.2 and paragraphs 10.2.1 through 10.2.4 and inserting the following in their place:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.

5.17. Site Alteration Bylaw No. 822, 2017 is amended by:

- a. deleting Schedule A;
- b. striking out section 3.2;
- c. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- d. in section 9.1, striking out the words “as set out in Schedule A” and inserting a period after the word “deposit.”;
- e. in section 9.2, striking out the words “as set out in Schedule A” and inserting a period after the word “required.”; and
- f. inserting section 9.3 as follows:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.
- g. in section 11.6, striking out the words “as identified in Schedule A” and inserting a period after the word ‘surcharge’. And
- h. in section 13.2, striking out the words “as set out in Schedule A” and inserting a period after the word “fee”.

5.18. **Special Event Bylaw No. 750, 2014** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. striking out section 5(1) and inserting the following in its place:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;
- c. striking out section 5(2);
- d. striking out paragraph 8 (b) and inserting the following in its place:

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 *Fees and Charges Bylaw*;
- d. striking out paragraph 8 (c); and
- e. in paragraph 10 (c), replacing the reference to 9 (a) with reference to 10 (a).

5.19. **Water Regulation, Connection and Rates Bylaw No. 232, 1989** is amended by:

- a. deleting Schedules B (Bylaw No. 492, 2002); C (Bylaw No. 545, 2005); D (Bylaw No. 640, 2009); and E (Bylaw No. 496, 2002);
- b. under DEFINITIONS, inserting the following:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

Manager of Operations means the person appointed to this position by the Chief Administrative Officer and their designate.

- c. striking out section 1 under Application for Service and inserting in its place the following:

An owner seeking to establish water service to any lands or premises shall apply in writing on a form approved by the *Manager of Operations* and shall pay the applicable fees and deposits.

- d. in section 3 under Application for Service, striking out the words "Schedule A" and inserting the words with "*Fees and Charges Bylaw*." in their place;
- e. in section 1 under Connection and Installation, striking out the words "Schedule A" and inserting the words "*Fees and Charges Bylaw*." in their place;
- f. in section 2 under Connection and Installation, striking out the words "as stated in Schedule A" and inserting the words "*Fees and Charges Bylaw*." in their place;
- g. in section 6 of Connection and Installation, inserting a period after the word "fee" and striking out the following words "as set out in Schedule A.";
- h. in section 2 under Discontinuance, striking out the words "as set out in Schedule A.";
- i. in section 4 under Discontinuance, striking out the words "Schedule A" and inserting the words "*Fees and Charges Bylaw*." in their place;
- j. striking out the heading SPRINKLING and sections 1 and 2 under it;
- k. in section 1 under General Provisions, striking out the words "as per Schedule A."; and
- l. inserting a new section 13 under General Provisions as follows:

Fees and charges for services other than water rates that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

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READ A FIRST TIME this 13th day of July, 2021.

READ A SECOND TIME this 13th day of July, 2021.

READ A THIRD TIME this 13th day of July, 2021.

ADOPTED this 27TH day of July, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE A – ADMINISTRATIVE FEES

There is no charge for accessing documents online if available.

Administrative fees and charges shall be as follows:

DESCRIPTION	FEE
FINANCIAL STATEMENTS	\$25.00
NSF CHEQUE	\$25.00*
ADMINISTRATIVE FEE FOR TAX REFUNDS (FOR BANKS; UP TO 5 CORRECTIONS)	\$50.00 *
TITLE SEARCH	\$20.00
TAX CERTIFICATES	\$25.00
SERVICE CHARGES	
INTEREST CHARGE ON OVERDUE ACCOUNTS, PER MONTH	2%*
ADMINISTRATIVE FEE	10%*
POSTAGE & HANDLING	COSTS + Administrative Fee*
COPYING, SCANNING, & PRINTING	
BLACK & WHITE, PER PAGE	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$0.30
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$0.45
11 X 17, SINGLE-SIDED	\$1.00
11 X 17, DOUBLE-SIDED	\$1.50
COLOUR, PER PAGE	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$1.00
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$1.50
11 X 17, SINGLE-SIDED	\$1.50
11 X 17, DOUBLE-SIDED	\$2.25
SCANNED ELECTRONIC COPY OF PAPER RECORD, PER PAGE	\$0.18
STAFF TIME FOR OBTAINING, COPYING, SCANNING OR PRINTING DOCUMENTS, PER HOUR, AFTER FIRST QUARTER HOUR	\$30.00
LAMINATING PER PAGE	
8 1/2 X 11"	\$2.50
11 X 14"	\$3.50
11 X 17"	\$4.50
SIGNATURE WITNESS	\$30.00

INFORMATION SEARCH**	
COMFORT LETTERS	
PER HOUR	\$100.00
MINIMUM FEE	\$25.00
TAX INFORMATION INVOLVING RESEARCH OF TAX RECORDS OTHER THAN CURRENT OF PREVIOUS YEAR	
BETWEEN 15 MINUTES AND 1 HOUR	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
OTHER FINANCIAL INFORMATION	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
SEARCH OF VILLAGE RECORDS FOR THE PURPOSES OF INSURANCE CLAIMS OR COURT CASES	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
RESEARCH FOR PURPOSES NOT LISTED	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
DEPOSIT IF FEE WILL EXCEED \$5,000.00	50%
GIS / IS AND DIGITAL DATA SERVICES	
DIGITAL ORTHOPHOTO, DIGITAL ELEVATION MODELS (DEM) AND CONTOURS	
PER HOUR (MINIMUM FEE \$60.00)	\$100.00
PER DVD	\$10.00
CADASTRAL AND OTHER VILLAGE OWNED DIGITAL PROPERTY INFORMATION	
NON-REFUNDABLE PROCESSING FEE	\$25.00
PER KBYTE	\$100.00
CUSTOM MAP CREATION	
PER HOUR	\$100.00
PER MAP	\$15.00
GIS ANALYSIS AND DIGITAL COPY	
PER HOUR	\$100.00
PER KBYTE	\$100.00
GIS / IS CONSULTING WORK, PER HOUR	\$100.00

*GST does not apply

**The applicant will be provided an estimate of fees if research time will exceed 15 minutes.

SCHEDULE B – AIRPORT (Amendment Bylaw No. 1001, 2025)

1. The following fees and charges apply to aircraft tie down:

Tie Down Duration	Fee, Aircraft $\leq$ 2000kg	Fee, Aircraft > 2000kg
Overnight	\$15.00	\$20.00
Monthly	\$80.00	\$90.00
Annual	\$280.00	\$340.00

2. The following fees apply to commercial landings of fixed wing aircraft, except for aircraft owned by CYPs leaseholders, ultralight aircraft, and aircraft in the service of a government or non-profit organization that provides emergency services:

Fee	Aircraft $\leq$ 2000kg	Aircraft > 2000kg
Fee per landing	\$20.00	\$35.00
Annual fee	\$600.00	\$1,050.00

3. Airport Lease Application

Bylaw Section	Fee Type	Fee
5 iv	Lease Application Deposit	\$6,500

SCHEDULE C – ANIMAL LICENCE AND IMPOUND (Amendment Bylaw No. 1005, 2026)

1. The Village of Pemberton bylaw officer is authorized to make fee adjustments or exceptions in special circumstances, such as for medical reasons or for specific breeds, where deemed appropriate and supported by a veterinarian.
2. The following fees apply to dog licensing:

Licence type	Licence fee, annual or renewal	Renewal of dog licence after January 31st
Unneutered/unspayed dog over 18 months	\$65.00	\$85.00
Neutered/spayed dog	\$25.00	\$40.00
Under 6 months dog	\$15.00	Na
Dangerous dog	\$100.00	\$100.00
Replacement tag	\$10.00	Na

Kennel licence, one time fee	\$100
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3. The following fees apply to the impounding of domestic animals:

Impoundment	Fee
First, unlicensed dog	\$75.00
First, licensed dog	\$30.00
Second	\$100.00
Third	\$150.00
Fourth and subsequent	\$300.00
Dog care & housing	
Maintenance fee, per day	\$25.00

4. The following fees apply to backyard hen keeping:

Description	Fee
Non-refundable permit fee	\$25.00
Subsequent inspection fee, per inspection	\$25.00

SCHEDULE D – BLASTING (Amendment Bylaw No. 938, 2022)

The following fees apply to blasting permits:

PERMIT OR SERVICE	PERMIT FEE
BLASTING PERMIT, SINGLE FAMILY RESIDENTIAL LOT, FOR THE CREATION OF A DRIVEWAY OR FOUNDATION ONLY	\$150.00
ALL OTHER BLASTING PERMITS	\$250.00
PERMIT RENEWAL	\$100.00

SCHEDULE F – BUSINESS LICENCE *(Amendment Bylaw No. 935, 2022)*

1. The following fees and charges apply to business licences and services:

FEE DESCRIPTION	AS OF JANUARY 1, 2022	AS OF JANUARY 1, 2023
INSPECTION OF PREMISES		
ADDITIONAL INSPECTION, FIRE CHIEF	\$100.00	\$100.00
ADDITIONAL INSPECTION, BUILDING OFFICIAL	\$100.00	\$100.00
TRANSFER OR CHANGE AT THE REQUEST OF THE BUSINESS		
TRANSFER OR CHANGE FEE	\$25.00	\$25.00
BUSINESS LICENCE FEES		
ADMINISTRATION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$25.00	\$25.00
INSPECTION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$100.00	\$100.00
BUSINESS LICENCE FEE, RESIDENT AND NON-RESIDENT	\$150.00	\$150.00
BUSINESS SPECIFIC FEES		
CANNABIS PRODUCTION FACILITY, STANDARD	\$2,500.00	\$150.00
CANNABIS PRODUCTION FACILITY, MICRO	\$1,250.00	\$150.00
CANNABIS RETAIL STORE	\$2,500.00	\$150.00
COMMUNITY EVENT	\$75.00	\$75.00
FARMERS' MARKET	\$300.00	\$300.00
HOME OCCUPATION	\$150.00	\$150.00
MOBILE COMMERCIAL VENDOR OR MOBILE FOOD VENDOR	\$300.00	\$300.00
SHORT-TERM VACATION RENTAL	\$300.00	\$300.00
SPECIAL EVENT	\$100.00	\$100.00
TRADE CONTRACTOR	\$150.00	\$150.00
SPECIAL EVENT VENDOR	\$50.00	\$50.00
VENDING MACHINE	\$150.00	\$150.00
FEE REDUCTION FOR APPLICATIONS RECEIVED BETWEEN OCTOBER 1ST AND DECEMBER 31ST		
ALL BUSINESSES	-50%	-50%
NON-REFUNDABLE APPLICATION PROCESSING FEE		
CANNABIS RETAIL STORE	\$1000.00 + COSTS	\$1,000.00 + COSTS
CANNABIS PRODUCTION FACILITY	\$1,000.00	\$1,000.00
AUXILIARY BUSINESS		
FEE FOR BUSINESS THAT IS AUXILIARY TO AN EXISTING BUSINESS	\$50.00	\$50.00
BUSINESS LICENCE LATE PAYMENT FEE		
ALL BUSINESSES	+25%	+25%

SCHEDULE G - DEVELOPMENT PROCEDURES (Amendment Bylaw No. 923, 2022)

1. The following fees, charges, and deposits apply to development permits and services:

Application Type	Non-Refundable Application Fee			Public Notification Fee	Water and Sanitary Servicing Model Analysis Deposit
<i>Official Community Plan & Zoning Bylaw</i> Amendment	\$1200.00	Residential + \$250.00 for each additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	All Other Uses + \$250.00 for each additional 100 m2 of floor area in excess of the first 1000.00 m2	\$750.00 per Public Meeting	Water: \$3000.00 Sanitary: \$3000.00 *additional expenses may be required depending on the complexity of the required analysis
<i>Official Community Plan</i> Bylaw Amendment	\$900.00				
<i>Zoning Bylaw</i> Amendment	\$900.00				
Major Development Permit for Form and Character	\$900.00				
Minor/Major Development Permit for Environmental Protection	\$600.00				
Minor Development Permit for Land Constraints	\$400.00				
Minor Development Permit for Enhancement of Agriculture	\$400.00				
Major Development Permit Renewal	\$200.00				
Minor Development Permit	\$360.00				
Minor Development Permit Renewal	\$200.00				
Development Variance	\$450.00				
Temporary Use Permit	\$500.00				
<i>Subdivision</i>	\$500.00				
Bare Land Strata	\$500.00				
Strata Title Conversion	\$500.00				
Tentative Approval Letter Extension	\$200.00				
Discharge of a Covenant	\$200.00				
Cost Recovery	Staff and Contractor Time Expenses			Admin Fee	Total
Applies to all applications.	The cost of additional time spent processing applications above the application fee deposit will be recovered based on actual costs for <i>Village</i> of Pemberton staff and contractor time.			10% administration fee is added to the Cost Recovery Fee based on staff and contractor expenses.	Staff & Contractor Expenses at cost + 10% Admin Fee = Total Cost Recovery Fee

2 (1) Council may by resolution, waive, reduce, or refund any Schedule G fees and charges when the applicant seeks approval for:

- (a) not-for-profit or affordable rental housing, including supportive living housing;

- (b) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;
- (c) for-profit affordable rental housing; or
- (d) development for use by a not-for-profit society, provided that the use by the not-for-profit society is maintained over time.

2 (2) Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.

SCHEDULE H – FALSE ALARM (Amendment Bylaw No. 999, 2025)

The following fees and charges apply to false alarms services:

Fee Type	Fee for the Third and for Each Subsequent False Alarm in a 12-Month Period	Fee for the Fifth and Each Subsequent False Alarm in a 24-Month Period
False Alarm Fee (Police)	\$200	\$300
False Alarm Fee (Fire)	\$200	\$300
Standby Fee (Police) per hour or part thereof	NA	NA
Standby Fee (Fire) per hour or part thereof	\$350	\$350

SCHEDULE I – FILMING

1. The following fees, charges and deposits apply to filming permits and services:

DESCRIPTION	FEES*
DAILY FILMING FEE	
STUDENT	\$50.00
ALL OTHER APPLICANTS	\$300.00
APPLICATION FEE (NON-REFUNDABLE)	
STUDENT	\$75.00
ALL OTHER APPLICANTS	\$125.00
AMENDMENT TO FILM PERMIT APPLICATION OR AGREEMENT, PER AMENDMENT	\$25.00
ADDITIONAL FEES FOR FILMING ON VILLAGE PROPERTY	
HIGHWAYS AND PARKING LOTS	Refer to Parks & Public Spaces Bylaw No. 797, 2015, as amended or replaced from time to time
LAND AND BUILDINGS	Rates to be negotiated
OTHER FEES & CHARGES	
VILLAGE LIAISON**	Hourly recovery of wages and benefits and machine time as applicable
SECURITY DEPOSIT	Refer to Filming Policy
FILMING WITHOUT A PERMIT	\$250.00
* GST applies to all fees except for permit application fees.	
**Village Liaisons include Village Staff and contractors who provide oversight for filming, environment, transportation, operations, and airport use, and includes Public Works Crew and the Fire Department. The Village may require that a liaison be on site for the duration of filming.	

SCHEDULE J - FIRE PREVENTION

1. The following fees and charges apply to fire prevention inspections and services:

DESCRIPTION	FEE
FILE SEARCH FOR FIRE CODE VIOLATIONS	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTION FOR FILE SEARCH OR COMFORT LETTER	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTIONS	
SECOND AND SUBSEQUENT REINSPECTIONS, EACH	\$75.00
SITE-SPECIFIC INSPECTION FOR EXEMPTION TO INTERFACE CONSTRUCTION AND MAINTENANCE REGULATIONS, PER INSPECTION	\$150.00

SCHEDULE K – FREEDOM OF INFORMATION REQUESTS

1. The following fees and charges apply to freedom of information requests from applicants other than commercial applicants:

FREEDOM OF INFORMATION REQUEST	FEE
LOCATING AND RETRIEVING A RECORD	\$7.50 PER ¼ HOUR AFTER THE FIRST 3 HOURS
PRODUCING A RECORD MANUALLY	\$7.50 PER ¼ HOUR
PRODUCING A RECORD FROM A MACHINE-READABLE RECORD FROM A SERVER OR COMPUTER	\$7.50 PER ¼ HOUR FOR DEVELOPING A COMPUTER PROGRAM TO PRODUCE THE RECORD.
PREPARING A RECORD FOR DISCLOSURE AND HANDLING A RECORD	\$7.50 PER ¼ HOUR
SHIPPING	ACTUAL COSTS OF SHIPPING METHOD CHOSEN BY APPLICANT
COPYING RECORDS	
FLOPPY DISKS	\$2.00 PER DISK
CD'S AND DVD'S, RECORDABLE OR REWRITABLE	\$4.00 PER DISK
COMPUTER TAPES	\$40.00 PER TAPE UP TO 2400 FEET
MICROFICHE	\$3.00 PER FICHE
MICROFILM DUPLICATION	\$25.00 PER ROLL FOR 16 MM MICROFILM, \$40.00 PER ROLL FOR 35 MM MICROFILM
MICROFICHE OR MICROFILM TO PAPER DUPLICATION	\$0.50 PER ROLL PAGE (8.5" X 11")
PHOTOGRAPHS (COLOUR OR BLACK AND WHITE)	\$5.00 TO PRODUCE A NEGATIVE \$12.00 EACH FOR 16"X20" \$9.00 EACH FOR 11"X14" \$4.00 EACH FOR 8"X10" \$3.00 EACH FOR 5"X7"
PHOTOGRAPHIC PRINT OF TEXTUAL, GRAPHIC OR CARTOGRAPHIC RECORD (8"X10" BLACK AND WHITE)	\$12.50 EACH (8"X10")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, BLACK AND WHITE	\$0.25 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, COLOUR	\$1.65 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
PHOTOMECHANICAL REPRODUCTION OF 105 MM CARTOGRAPHIC RECORD/PLAN	\$3.00 EACH
SLIDE DUPLICATION	\$0.95 EACH

AUDIO CASSETTE TAPE (90 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING
VIDEO CASSETTE RECORDER (VHS) TAPE (120 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING.

For commercial applicants, for each service listed above, the cost will be the actual cost of providing that service.

SCHEDULE L – GROW OPERATION

1. The following fees and charges apply to grow operation permits, inspections, and services:

DESCRIPTION	FEE
ADMINISTRATION AND INSPECTION	\$200.00
SUBSEQUENT OR FOLLOW-UP INSPECTION	\$200.00
OCCUPANCY INSPECTION	\$150.00
INSPECTION BY ARCHITECT OR PROFESSIONAL ENGINEER ENGAGED BY THE VILLAGE	COST RECOVERY
SPECIAL SAFETY INSPECTION	\$400.00
EACH INSPECTION PRIOR TO ISSUANCE OF RE-OCCUPANCY PERMIT	\$200.00
RE-OCCUPANCY PERMIT	\$250.00

SCHEDULE M - RECREATION FEES AND CHARGES

General (*Amendment Bylaw No. 1002, 2025*)

1. Fees and charges set out in this schedule apply to rentals and services provided by Recreation Services.
2. A person or group renting a park or facility must provide proof of liability insurance coverage, in a minimum amount of \$5,000,000, naming the Village of Pemberton, the Squamish-Lillooet Regional District (SLRD), and, if applicable, School District No. 48 as additional insureds.
3. Recreation Services may deny rental requests to an applicant if the rental is not for community benefit or conflicts with existing business.
4. Facility users must obtain required permits and pay all applicable fees required by law for the event or activity.
5. In this schedule,
 - a. *not for profit* means an individual or group that is registered in British Columbia as a non-profit society and whose primary purpose is to provide a service or benefit to the community,
 - b. *local resident* means an individual or group whose year-round permanent residence is located in either the Village of Pemberton or Electoral Area C of the Squamish-Lillooet Regional District,
 - c. *community group* means a group or organization that is created and operates to provide a service in a community for the benefit of the members of the community but does not hold society status,
 - d. *government* means an individual or group which is a local government or branch or agency of the municipal, provincial or federal government, and
 - e. *commercial/private* means an individual or group that uses services/facilities for private functions or profit from the use of those services / facilities (eg. sports schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public).
 - f. *infant* means a person of 0 – 4 years of age,
 - g. *child* means a person of 5 – 12 years of age,
 - h. *youth* means a person of 13 -18 years of age
 - i. *adult* means a person of 19 – 59 years of age,
 - j. *senior* means a person of 60 + years of age
 - k. *student* means a person attending school full- or part-time and showing a valid student card from a secondary or post-secondary institution, dated for the current school year, and
 - l. *external trainer* means a personal trainer or physiotherapist instructing a client in the fitness centre.

Payment of Rental Fees

6. A 25% deposit, which will be applied towards the total rental fees, is required at time of booking the rental of space at recreation facilities, parks, or public spaces.
7. Full payment of rental fees is due thirty (30) days prior to an event.
8. Full payment is due on booking when a booking is made less than thirty (30) days prior to an event.

Refunds

9. Refunds of permit and rental fees will be provided for cancellations if notice of cancellation is provided in writing at least ten (10) days before the booked date or if the rental is cancelled by Recreation Services.
10. No permit or rental fees will be refunded for events cancelled less than ten (10) days prior to the event or cancelled solely because of inclement weather conditions.

Rental Fees and Charges for Recreation Facilities

11. The following fees apply to rental of space at the Pemberton and District Community Centre (PDCC), the Rotary Amenity Building, and the REC:

Room or Facility	User Group	Hourly Rate	Daily Rate (9 hours maximum)
PDCC Lobby	<i>Not for profit, community group</i>	\$8.75	
	<i>Government</i>	\$18.00	
	<i>Commercial/private</i>		
	<i>Local resident</i>		
PDCC Great Hall, 1/3	<i>Not for profit, community group</i>	\$17.50	
	<i>Government</i>	\$35.75	
	<i>Commercial/private</i>	\$40.25	
	<i>Local resident</i>	\$25.25	
PDCC Great Hall, 2/3	<i>Not for profit, community group</i>	\$25.25	
	<i>Government</i>	\$55.25	
	<i>Commercial/private</i>	\$68.75	
	<i>Local resident</i>	\$34.75	
PDCC Great Hall	<i>Not for profit, community group</i>	\$34.75	
	<i>Government</i>	\$73.00	
	<i>Commercial/private</i>	\$96.00	
	<i>Local resident</i>	\$51.00	
PDCC Kitchen	<i>Not for profit, community group</i>	\$24.00	\$174.00

Room or Facility	User Group	Hourly Rate	Daily Rate (9 hours maximum)
	<i>Government</i>	\$22.50	\$163.00
	<i>Commercial/private</i>	\$29.75	\$217.75
	<i>Local resident</i>	\$25.25	\$185.00
PDCC Room A, B, D, Studio	<i>Not for profit, community group</i>	\$17.50	
	<i>Government</i>	\$35.75	
	<i>Commercial/private</i>	\$40.25	
	<i>Local resident</i>	\$25.25	
The REC	<i>Not for profit, community group</i>	\$17.50	
	<i>Government</i>	\$35.75	
	<i>Commercial/private</i>	\$40.25	
	<i>Local resident</i>	\$25.25	
Rotary Amenity Building	<i>Not for profit, community group</i>	\$17.50	
	<i>Government</i>	\$35.75	
	<i>Commercial/private</i>	\$40.25	
	<i>Local resident</i>	\$25.25	

12. The director of Recreation, Culture, and Inclusion or the chief administrative officer may impose security or damage deposit fees in addition to the fees and charges for rental of space at the PDCC, the REC, or the Rotary Amenity Building set out in section 11.
13. In addition to the fees and charges set out in section 11, fees may apply for services, equipment, materials, or supplies associated with the rental of space and such fees will be set out in the rental contract.

Rental Fees and Charges for Parks and Public Spaces

14. The following fees, charges, and security deposits apply to the rental of Village of Pemberton facilities, parks, and public spaces:

Park, Facility, or Public Space	User	Permit Fee	Venue Rental Fee	Security Deposit
Downtown Community Barn	<i>Not for profit, community group for single event up to 48 hours</i>	\$30	\$100	\$300
	<i>Not for profit, community group, seasonal (six months)</i>		\$300	

Park, Facility, or Public Space	User	Permit Fee	Venue Rental Fee	Security Deposit
	<i>Not for profit, community group, annual, January 1 – December 31</i>		\$600	
	<i>Commercial/private</i>		\$500	
	<i>Commercial/private for film or photography</i>	\$75	\$1,000	\$1,000
Village streets and parking lots*	<i>Not for profit, community group</i>	\$30	NA	\$300
	<i>Commercial/private</i>	\$75	\$200 per block or part of a block	\$1,000
Parks & public spaces not otherwise noted	<i>Not for profit, government, or community group</i>	\$30	Youth – \$4.75/hr Adult – \$7.10/hr	\$300
	<i>Local resident</i>	\$30	Youth – \$5.55/hr Adult – \$8.35/hr	\$300
	<i>Commercial/private</i>	\$75	Youth – \$16.65/hr Adult – \$25.45/hr	\$1000
Outdoor volleyball courts (per court)	All users		\$2.00	
Outdoor tennis and pickleball courts (per court)	All users		\$4.00	
Additional costs if applicable for staff or contractor time, materials, or supplies	All users	NA	Cost + 20%	Cost + 20%
*A right of way use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk, or boulevard.				

15. Despite the security deposits set out in section 14, the director of Recreation, Culture and Inclusion or the chief administrative officer may waive security deposits or impose different security deposits.

Fees and Charges for Recreation Services

16. The following fees and charges apply to recreation services:

Service	Fee
Outdoor Sports and Parks Facilities	
Key Replacement Fee (Barn and Den Duyf)	\$15.75
Equipment Rental	
Great Hall Digital Projector	\$30.00 / 1/2 day
Portable Digital Projector	\$18.00 / day
Portable Microphone / sound system	\$11.50 / day

Service	Fee
Flip Chart (1 pad, no markers)	\$7.25 / day
Lifesaving Training Equipment	\$32.00 / unit
Other Services	
Photocopies	\$0.25 / page
Photocopies – 11x17	\$0.30 / page
Photocopies – colour	\$0.75 / page
Photocopies – 11x17 colour	\$1.00 / page
Fax – local	\$0.25 / page
Fax – long distance	\$0.50 / page
Laminating	\$2.50/ page
Scanning	\$0.18 / page
Garbage pickup for events that produce waste not removed by the event organizer	\$82.25/ event
Facility Attendant	\$40.00 / hour
Janitorial	\$40.00 / hour
Kitchen Cleaning	\$40.00 / hour
Dishwasher Soap Dispensing	\$2.50 / load

Fees and Charges for Fitness Centre, Open Gym, Sports, Programs, and Showers

17. The following fees apply to fitness centre, family open gym, sports, and shower use:

Service	Fee
Drop In	
Youth / Seniors Fitness Centre / Family Open Gym / Sports	\$6.00
Adult Fitness Centre / Sports	\$7.00
10 X Pass	
Youth / Student / Seniors Fitness Centre / Family Open Gym / Sports	\$46.00
Adult Fitness Centre / Sports	\$57.25
1 Month Pass Fitness Centre	
Youth / Student / Seniors	\$51.75
Adult	\$64.00
3 Month Pass Fitness Centre	
Youth / Student / Seniors	\$126.00
Adult	\$157.25
6 Month Pass Fitness Centre	
Youth / Student / Seniors	\$229.25
Adult	\$286.50
1 Year Pass Fitness Centre	
Youth / Student / Seniors	\$401.00
Adult	\$485.75
Fitness Centre Membership Card Replacement	\$2.00
Other Passes	
External Fitness Trainer Drop In*	\$14.25
External Fitness Trainer 10 x Pass*	\$128.50

Service	Fee
Pemberton and District Community Centre Employee Pass# (1 year pass)	\$131.25
Pemberton and District Community Centre Employee Pass# (6 month pass)	\$65.25
Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (6 month pass)	\$184.25
Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (1 year pass)	\$320.75
Shower Service Drop In	\$4.50
Shower Service 10 x Pass	\$32.50
Contracted Program Fees	
Programs provided by contract staff	Determined on a case-by-case basis
Other User Fees	
Program withdrawal with less than seven days' notice (does not apply with proof of illness)	\$9.50

***External Fitness Trainer** – Contract fitness instructor who teaches a minimum of two value added fitness classes per week must complete the external trainer approval process but is not required to pay the external fitness drop-in rates.

Pemberton Community Centre Employee Pass – Casual Recreation Services staff are eligible to purchase a six month or one-year fitness centre membership providing access to the fitness centre and value-added fitness classes during regular operational hours. Instructor led programs are not included. Employees are entitled to purchase a membership once their probationary period has passed, and passes are valid for active employees only. Any Recreation Services staff person who provides private instruction services is required to complete the external trainer approval process and pay applicable rates (\$14.25 drop in or \$128.50 for a ten-time pass).

^ Corporate and SLRD Staff Pass - any business located within the Village of Pemberton or SLRD Electoral Area C may purchase adult passes on behalf of their employees. The minimum number of passes to be purchased by any one organization to receive the corporate rate is five (5). Corporate rates are only applicable to six month and one-year passes. The following personnel will also be eligible for the corporate rate on an individual basis: employees of the Squamish-Lillooet Regional District and Village of Pemberton. This rate is a 20% discount off the applicable rate.

SCHEDULE N – PUBLIC AND PRIVATE SEWER USAGE CONNECTION (Amendment Bylaw No. 923, 2022)

1. The following fees, charges, and deposits apply to public and private sewer connection permits, inspections, and services:

DESCRIPTION	FEE
SINGLE OCCUPANCY	
CONNECTION AT PROPERTY LINE	\$500
MULTIPLE OCCUPANCY	
PER UNIT, CONNECTION AT PROPERTY LINE	\$200
MINIMUM FEE	\$500
INSPECTION	
INSPECTION OF HOLDING TANK CONSTRUCTION	\$250
IF INSTALLATION OF SERVICE PIPE FROM SANITARY SERVICE MAIN TO LOT BOUNDARY IS REQUIRED	
CONNECTION	ACTUAL COST** PLUS \$250
DEPOSIT	200% OF ESTIMATED COST OF INSTALLATION
**COST TO INCLUDE ENGINEERED DESIGN AND SUPERVISION IF APPLICABLE	
NOTE: THE ABOVE FEES WILL BE WAIVED IF THE CONNECTION AND THE SEWER MAIN ARE LOCATED ON THE PROPERTY WITHIN A STATUTORY RIGHT-OF-WAY OR IF THE SEWER WAS INSTALLED AT THE DEVELOPER'S COST PRIOR TO THE DATE OF ADOPTION OF BYLAW NO. 363, 1994.	

- 2 (1) Council may by resolution, waive, reduce, or refund any of the above Schedule N fees and charges when the applicant seeks approval for:
- (a) not-for-profit or affordable rental housing, including supportive living housing;
 - (b) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;
 - (c) for-profit affordable rental housing; or
 - (d) development for use by a not-for-profit society, provided the use by the not-for-profit society is maintained over time.
- 2(2) Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.

SCHEDULE O - SIGN PERMIT

1. The following fees apply to sign permits, inspections. and services:

DESCRIPTION	FEE
PERMANENT PERMITTED SIGN, PERMIT FEE	\$40.00
ADDITIONAL FEES FOR SPECIFIC SIGNS:	
(a) SIGN INVOLVING STRUTURAL DESIGN, INSPECTION AND PROCESSING FEE	\$40.00
(b) FRONT-LIT OR REAR-LIT SIGN, PROCESSING FEE	\$40.00
(c) SIGN ENCROACHING OVER A STREET, INSPECTION AND PROCESSING FEE	\$40.00
(d) SIGN THAT HAS BEEN INSTALLED OR ERECTED PRIOR TO ISSUANCE OF A REQUIRED PERMIT, INSPECTION AND PROCESSING FEE	\$100.00
CHANGE THE FACE OF EXISTING CONFORMING SIGN, PROCESSING FEE	\$30.00
PRIVATE TRAFFIC CONTROL SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, DEPOSIT	\$200.00

SCHEDULE P – SITE ALTERATION

1. The following fees, charges, and deposits apply to site alteration permits and services:

PERMIT OR SERVICE	PERMIT FEE	DEPOSIT	SURCHARGE, UNPERMITTED WORK
SITE ALTERATION PERMIT			
MORE THAN 50 m ³ AND UP TO 100 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$100.00	\$1,000.00*	\$1,000.00
MORE THAN 100 m ³ AND UP TO ≤ 1000 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$250.00	\$2,500.00*	\$2,500.00
MORE THAN 1,000 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR.	\$500.00	\$5,000.00*	\$5,000.00
PERMIT RENEWAL	\$50.00	NA	NA
*The refundable deposit shall be security for the completion of all requirements established in the Site Alteration Permit and may be used at any time by the Village to secure the completion of any requirement or undertake remediation works as required.			

SCHEDULE Q – SPECIAL EVENT (Amendment Bylaw No. 980, 2025)

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
	COSTS
Additional fee if value of staff resources used exceeds the fees collected**	
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 for paying that amount to the Village within thirty (30) days of an invoice being delivered from the Village.	

SCHEDULE R – WATER SERVICE CONNECTIONS AND OUTDOOR WATER USE

(Amendment Bylaw No. 923, 2022)

1. The following fees, charges, and deposits apply to water connections and water use, inspections, and services:

DESCRIPTION	FEE
PROPERTIES INSIDE VILLAGE BOUNDARIES EXCLUDING INDUSTRIAL PARK	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL	
¾" SERVICE	GREATER OF \$500 OR COST PLUS 15%
1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%
ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (MINIMUM 48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00
PROPERTIES IN THE INDUSTRIAL PARK**	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL	
¾" SERVICE	GREATER OF \$500 OR COST PLUS 15%

1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" AND UP TO 6" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%
ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00

*Any excess shall be refunded, and any shortfall shall be charged to the applicant.

** Service is available for industrial, commercial, or residential use only; size of service to each property will be at the sole discretion of the Works Foreman. Connection fees are payable at the time of application.

RESIDENTIAL PROPERTIES OUTSIDE VILLAGE BOUNDARIES ADJACENT TO MUNICIPAL INFRASTRUCTURE

CONDITIONS OF SERVICE:

1. Service is available for domestic or residential use only;
2. The size of service to each property is restricted to one 1-inch (25mm) connection per residential dwelling;
3. *Residential dwelling* means a self-contained unit with a separate entrance and intended for year-round occupancy;
4. The property owner shall provide irrevocable consent and support for boundary extension to include the subject property provided through a covenant registered on title of the property that will allow for service to be terminated if consent is withheld;
5. The following works will be undertaken by the owner of the property requesting the connection and all associated costs shall be the responsibility of owner:
 - a. supply and installation of all parts, labour, and materials including but not limited to:
 - i. a radio-read, in-ground meter installed at the property line;
 - ii. curb stop; and
 - iii. degal box;
 - b. if applicable, additional costs for sidewalk and/or pavement repairs; and
 - c. all costs for upsizing the water line if required by the Village;
6. Connection fees are payable on application and include the cost of inspection and a lump sum payment roughly equivalent to the present value of the cost of currently amortized water system infrastructure as well as a prorated share of the estimated cost of infrastructure proposed to be constructed/installed in the next five years (2009 to 2013);
7. An 'as-built' drawing, satisfactory to the Works Manager, must be filed with the Village and a final inspection must be conducted and approved by the Works Manager before the connection can be backfilled and the water turned on.
8. Any connection that is backfilled without a Village inspection will have to be reopened at the cost of the owner for inspection;
9. Non-conforming connections, including unfinished remedial work, may be rectified by the Village at the cost of applicant;

10. The property owner will protect and save harmless the Village of Pemberton from all claims and damages caused by leaking water, the bursting of pipes or any other damages in relation to this agreement; and	
11. The Village reserves the right to inspect the property and/or residence for any unauthorized use of water and will provide 24 hours notice to the property owner in advance of any inspection.	
CONNECTION FEE	\$5,395
INSPECTION FEE	\$500
TEMPORARY WATER CONNECTION (HYDRANT)	
PERMIT	\$50.00
DAMAGE DEPOSIT	\$500.00
SURCHARGE FOR UNPERMITTED CONNECTION	\$200.00
WATER RATE, WEEKLY	SEE WATER REGULATION CONNECTION AND RATES BYLAW NO. 232, 1989
CROSS CONNECTION CONTROL DEVICE RENTAL. PER DAY	\$35.00
DAMAGE DEPOSIT	\$1,200.00
OUTDOOR WATER USE	
PERMIT	\$30.00

- 2 (1) Council may by resolution, waive, reduce, or refund any of the above Schedule R fees and charges when the applicant seeks approval for:
- (e) not-for-profit or affordable rental housing, including supportive living housing;
 - (f) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;
 - (g) for-profit affordable rental housing; or
 - (h) development for use by a not-for-profit society, provided the use by the not-for-profit society is maintained over time.
- 2 (2) Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.

SCHEDULE S – BOARD OF VARIANCE (Amendment Bylaw No. 908, 2021)

The following fees apply to applications to appeal to the Board of Variance:

DESCRIPTION	FEE
NON-REFUNDABLE APPLICATION FEE	\$400.00
EXPENSES EXCEEDING THE APPLICATION FEE	
STAFF TIME	COST RECOVERY
CONTRACTOR TIME	COST RECOVERY
ANY OTHER EXPENSES INCURRED BY THE VILLAGE	COST RECOVERY

SCHEDULE T – BUILDING (Amendment Bylaw No. 913, 2021) (Amendment Bylaw No. 923, 2022) (Amendment Bylaw No. 951, 2023)

1. The following fees, charges, and deposits apply to services that are or may be provided under Building Bylaw No. 912, 2021:

Fee Type	Fee	Unit
Building Permit Fees		
Building permit; pool permit; pond permit*	\$10.00	/ \$1,000 of cost of construction or fraction thereof up to \$100,000
	\$7.00	/ \$1,000 of cost of construction or fraction thereof in excess of \$100,000
	\$100	minimum fee per permit
Penalty if Work Without Permit or Stop Work notice issued prior to issuance of permit	\$1,000	permit
Other Permit Fees		
Excavation permit	\$250	building or structure
Foundation permit	\$250	building or structure
Demolition permit	\$160	building or structure
Relocation permit (plus cost of capping off Village services)	\$160	building or structure
Solid fuel burning appliance permit	\$75	appliance
Fire suppression system permit	\$3	sprinkler head
	\$75	minimum fee per system
Fire detection and alarm system permit	\$75	system
Plumbing permit	\$15	fixture
	\$90	minimum fee per permit
Masonry permit	\$75	flue
Right of Way Use Permit	\$75 per permit, with an additional \$35/week if the duration exceeds 60 days	permit

Fee Type	Fee	Unit
Hoarding Permit	\$8 per sq.m of land hoarded	Permit; security deposit
Plan Processing Fee**		
Standard building	\$300	permit
Complex building	25% of permit fee	permit
Farm building	\$150	permit
Tenant improvement or building permit if cost of construction of proposed work is less than \$30,000	\$75	permit
INSPECTION FEES		
Re-inspection and special inspection	\$100	inspection
ADMINISTRATIVE AND MISCELLANEOUS FEES		
Professional design fee reduction if all aspects of the building or structure are certified in compliance with the Building Code and final Schedule Cs for all disciplines are submitted prior to occupancy	-5% of permit fee to a maximum of \$500	permit
Preparation and registration of covenants and other legal documents	\$100 + costs + 10%	document
Building Regulation Notice Against Title (Land Title and Survey Authority) Notice application/removal and administrative and registration fees	Greater of \$500 or cost + 10%	notice
Review of proposed alternative solution, in-house	\$100 + applicable taxes	hour; minimum 1 hour
Review of proposed alternative solution by third party	\$100 + costs + 10%	review
Miscellaneous services not otherwise listed	\$100 + applicable taxes	hour; minimum ¼ hour
Provisional occupancy permit	\$150	permit
Transfer of a permit to another person	\$100	permit
Building permit extension	\$100	permit
Plan revision after submission of building permit application	\$100 + applicable taxes	hour; minimum ¼ hour
SECURITY DEPOSITS		
Security deposit for site services as-built drawings	\$1,000	building permit
Security deposit for foundation permit	\$1,000	permit
Security deposit for work proposed on lands within 10 metres of Village works, detached or duplex	\$2,500	permit
Security deposit for work proposed on lands within 10 metres of Village works, multi-family residential	\$1,000	unit
Security deposit for work proposed on lands within 10 metres of Village works, other than residential	\$5,000	permit

Fee Type	Fee	Unit
Repair to damaged Village works	Costs + 10% + applicable taxes	
Temporary Placement of a Trailer During Construction	\$150 fee with a \$2500 refundable security deposit	Permit; security deposit

*See definition of *cost of construction*, Building Bylaw No. 912, 2021

** Non-refundable fee due at time of application.

2 (1) Council may by resolution, waive, reduce, or refund any Schedule T fees and charges when the applicant seeks approval for:

- (e) not-for-profit or affordable rental housing, including supportive living housing;
- (f) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;
- (g) for-profit affordable rental housing; or
- (h) development for use by a not-for-profit society, provided that the use by the not-for-profit society is maintained over time.

2 (2) Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.

SCHEDULE U – PARKING & TRAFFIC CONTROL (**Amendment Bylaw No. 923, 2022**)

1. The following fees and charges apply to parking and traffic control:

DESCRIPTION	FEE
TOWING AND IMPOUNDMENT	ACTUAL COST
ADMINISTRATIVE FEE	\$25.00

SCHEDULE V – STREET NAMING AND CIVIC ADDRESSING (*Amendment Bylaw No. 923, 2022*)

1. The following fees and charges apply to street naming and civic addressing:

DESCRIPTION	FEE
STREET RENAMING APPLICATION FEE	\$150.00
CIVIC ADDRESS CHANGE APPLICATION FEE	\$150.00
PUBLIC INFORMATION SESSION	ACTUAL COST*
DESIGN, FABRICATION, AND INSTALLATION OF NEW STREET SIGNS	ACTUAL COST*

*Actual cost includes materials, contract costs, staff wages and benefits, plus 10% administrative fee.