

## Staff Report

**To:** Mayor Bazinet and Members of Council  
**Report From:** Dave Duncan, Municipal Law Enforcement Manager  
**Meeting Date:** April 28, 2025  
**Subject:** Parks and Facilities By-Law  
**Attachment(s):** 1) Municipal Parks and Facilities By-Law 98 of 2020  
2) Amending By-Law 42 of 2025

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### **Recommendation:**

That Council receive this report for information;

And That Council approve the amendments to the Parks and Facilities By-Law and consider approval of By-Law 59 of 2025.

### **Report Summary:**

This report clarifies the definition of a term used in the By-Law and adjusts the size of a shade tent requiring a permit from the Building Services Manager/Chief Building Official.

### **Background and Analysis:**

Adjusting to meet changes to the Building Code.

### **Section Updates:**

#### **1. DEFINITIONS**

Adding a definition for:

“Handbill” means a small, printed advertisement or other notice distributed by hand.

#### **2. PROHIBITIONS**

Currently reads:

18.14 Special events requiring the use of shade tents larger than 10 square metres require a permit from the Chief Building Official and be authorized by the Director of Operations. Permits are under the discretion of the Chief Building Official, dependent on the duration and location of the tent.

To be replaced to read as follows:

18.14 Special events requiring the use of shade tents larger than 15 square meters require a permit from the Building Services Manager/Chief Building Official and must be authorized by the Director of Community Services, Infrastructure and Operations. Permits are under the discretion of the Building Services Manager/Chief Building Official dependent on the duration and location of the tent. No person shall erect such tent without permission.

**Linkage:**

- Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure
- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #4: Good Government

**Financial Impacts and/or Source of Funding:**

There is no financial impact associated with this report.

**Consulted With:**

Sean Thomas, Director of Community Services, Infrastructure and Operations  
Jason Dykstra, Building Services Manager/Chief Building Official

**Approved By:**

Janice Hallahan, Chief Administrative Officer  
Andrea Fisher, Director of Legislative Services/Clerk