

## **Purpose**

To ensure correct management of Village Bylaw documents on the Village website to facilitate public access to current and accurate versions.

## **Guidelines**

Current and correct versions of all bylaw documents should be available to the public at [pemberton.ca](http://pemberton.ca). Past versions, rescinded bylaws or duplications should be removed.

## **Bylaw Amendments**

Once a Bylaw Amendment has been approved by Council, the Amendment should be uploaded to the Village website as a new document (see '**Uploading a New Document**').

## **Consolidated Versions**

Once a consolidated version of a Bylaw has been created, it should either be uploaded to the Village website as a new document (see '**Uploading a New Document**') or replace an existing consolidated version (see '**Replacing an Existing Document**').

## **Rescinded Bylaws**

If a Bylaw is rescinded, the document should either be replaced with a new version (see '**Replacing an Existing Document**') or removed from the Village website (see '**Deleting a Document**').

## **Procedure**

### **Uploading a New Document**

When uploading a new Bylaw document, be sure to give the document a clear and accurate Title. The Title is the name that will appear on the website in the document list.

Please also ensure you select the 'Bylaw' Category and ensure 'Yes' is selected from the 'Visible on Public Listing' dropdown. (If this is set to 'No', the public can still access the document but they will need a URL, link or will have to conduct a Google search with the exact Title phrase to find it.)

Upload File
 Save or Cancel

**File**  No file chosen

**Title**

**Description**

**Publish Settings**

Category

Visible on Public Files Listing (if applicable)

**Vault Settings**

Add File to Vault

### Replacing an Existing Document

To replace an existing Bylaw document, find the document you would like to replace in the Files list and select the *pencil* icon (edit file).

Files
 Export Files
 Upload Multiple Files
 Upload File

Apply to Selected
 

50 Files / Page

Bylaws

Search...

	Title	Last Updated	Category	Size	Actions
<input type="checkbox"/>	<b>380 Sign Bylaw CONSOLIDATED</b> <small>380_Sign_Bylaw_Consolidated_August_26_2021.pdf  <a href="https://www.pemberton.ca/public/download/files/194266">https://www.pemberton.ca/public/download/files/194266</a></small>	December 13, 2021	Bylaws	199.69 KB	
<input type="checkbox"/>	<b>476 Unsightly Premises Bylaw CONSOLIDATED</b> <small>Consolidated_Unsightly_BL476.02_and_638_09_AMENDED_.pdf  <a href="https://www.pemberton.ca/public/download/documents/37217">https://www.pemberton.ca/public/download/documents/37217</a></small>	December 13, 2021	Bylaws	140 B	
<input type="checkbox"/>	<b>623 DCC Payment by Installment</b> <small>623_dcc_payment_by_installment.pdf  <a href="https://www.pemberton.ca/public/download/documents/37255">https://www.pemberton.ca/public/download/documents/37255</a></small>	December 13, 2021	Bylaws	94 B	

Select 'Choose File' and choose the new document you would like to upload. Check the 'Publish Settings' are correct and click 'Save'.

Edit File Save or Cancel

**File** Choose File No file chosen  
Currently Uploaded File: [380\\_Sign\\_Bylaw\\_Consolidated\\_August\\_26\\_2021.pdf](#)  
 File URL: <https://www.pemberton.ca/public/download/files/194266>

**Title** 380 Sign Bylaw CONSOLIDATED

**Description**

**Publish Settings**

Category  
Bylaws

Visible on Public Files Listing (if applicable)  
Yes

**Vault Settings**

Add File to Vault  
No

### Deleting a Document

To delete a Bylaw document, find the document you would like to delete in the Files list and select the delete icon.

To ensure adherence to the *Freedom of Information and Protection of Privacy Act*, please ensure the file you are deleting is saved on the Village drive.

Files Export Files Upload Multiple Files Upload File

Apply to Selected 50 Files / Page Bylaws Search...

	Title	Last Updated	Category	Size	Actions
<input type="checkbox"/>	<b>380 Sign Bylaw CONSOLIDATED</b> <small>380_Sign_Bylaw_Consolidated_August_26_2021.pdf  <a href="https://www.pemberton.ca/public/download/files/194266">https://www.pemberton.ca/public/download/files/194266</a></small>	December 13, 2021	Bylaws	199.69 KB	
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