



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

BYLAW AND POLICY REVIEW COMMITTEE MEETING

OF THE VILLAGE OF LIONS BAY

HELD ON MONDAY, JUNE 27, 2016 at 7:00 PM

COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
 - A. Bylaw and Policy Review Committee Meeting – November 16, 2015 – On Table
- 6. Business Arising from the Minutes**
- 7. New Business**
 - A. Business License Bylaw (Page 3)
- 8. Public Questions & Comments**
- 9. Adjournment**

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VILLAGE OF LIONS BAY

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Powers to require and prohibit

59 (1) A council may, by bylaw, do one or more of the following:

- (a) require operators of premises in which rooms or suites are let for living purposes to maintain, in accordance with the bylaw, a register of persons living there;
- (b) in relation to persons engaged in the business activity of purchasing, taking in barter or receiving used or second hand goods,
 - (i) require such persons, after purchasing, taking in or receiving used or second hand goods, to notify the chief constable who has jurisdiction in the municipality within the time period established by the bylaw, and
 - (ii) prohibit such persons from altering the form of, selling, exchanging or otherwise disposing of those goods during the time period established by the bylaw;
- (c) require manufacturers and processors to dispose of the waste from their plants in the manner directed by the bylaw;
- (d) prohibit the operation of a public show, exhibition, carnival or performance of any kind or in any particular location;
- (e) prohibit the operation of places of amusement to which the public has access, including halls and other buildings where public events are held;
- (f) prohibit professional boxing, professional wrestling and other professional athletic contests.

(2) Before adopting a bylaw under subsection (1) or section 8

(6) [*business regulation*], a council must

(a) give notice of its intention in accordance with subsection (3), and

(b) provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.

(3) Notice required under subsection (2) (a) may be provided in the form and manner, at the times and as often as the council considers reasonable.

Business licence authority

60 (1) An application for a business licence may be refused in any specific case, but

(a) the application must not be unreasonably refused, and

(b) on request, the person or body making the decision must give written reasons for the refusal.

(2) In addition to the authority under section 15 (1) (e) [*licences, permits and approvals — suspension and cancellation*], a business licence may be suspended or cancelled for reasonable cause.

(3) Before suspending or cancelling a business licence, the council must give the licence holder notice of the proposed action and an opportunity to be heard.

(4) Despite section 155 (2) (b) [*restriction on delegation of hearings*], a council may, by bylaw under section 154 [*delegation of council authority*], authorize a municipal officer or employee to suspend or cancel a business licence.

(5) If a municipal officer or employee exercises authority to grant, refuse, suspend or cancel a business licence, the applicant or licence holder who is subject to the decision is entitled to have the council reconsider the matter.

Restriction on authority to require examination or certification

- 61** A provision in a bylaw under section 8 (6) [*spheres of authority — business*] that requires an examination or certification of a person engaged in a trade or occupation does not apply to a person who has been granted a certificate or other evidence of competence for that trade or occupation under a Provincial or federal Act.

Division 10 — Other Spheres

Public place powers

- 62** The authority under section 8 (3) (b) [*spheres of authority — public places*] includes the authority in relation to persons, property, things and activities that are in, on or near public places.

Protection of persons and property

- 63** The authority of a council under section 8 (3) (g) [*spheres of authority — protection of persons and property*] may be exercised in relation to the following:
- (a) emergency exits in places to which the public is invited;
 - (b) smoke alarms, to the extent that any standards established under this authority do not exceed those established by the Provincial building regulations;
 - (c) any matter within the scope of the *Fire Services Act* ;
 - (d) the enclosure of swimming pools and other pools;
 - (e) trailer courts, manufactured home parks and camping grounds;
 - (f) rental units and residential property, as those are defined in the *Residential Tenancy Act* , that are subject to a tenancy agreement, as defined in that Act, to the extent that any standard established under this authority does not exceed those established by the Provincial building regulations.

Nuisances, disturbances and other objectionable situations

64 The authority of a council under section 8 (3) (h) [*spheres of authority — nuisances disturbances and other objectionable situations*] may be exercised in relation to the following:

- (a) nuisances;
- (b) noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;
- (c) the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere;
- (d) refuse, garbage or other material that is noxious, offensive or unwholesome;
- (e) the use of waste disposal and recycling services;
- (f) the accumulation of water on property;
- (g) unsanitary conditions on property;
- (h) drains, cesspools, septic tanks and outhouses;
- (i) trees, weeds or other growths that council considers should be removed, cut down or trimmed;
- (j) the carrying on of a noxious or offensive business activity;
- (k) graffiti and unsightly conditions on property;
- (l) indecency and profane, blasphemous or grossly insulting language.

Signs and other advertising

65 The authority of a council under section 8 (4) [*spheres of authority — signs and other advertising*] may be exercised in relation to the erection, placing, alteration, maintenance, demolition and removal of

signs, sign boards, advertisements, advertising devices and structures.

This is a consolidated copy of the following bylaws:

1. Anmore Business Licencing Bylaw No. 263-1999
2. Anmore Business Licencing Amendment Bylaw No. 307-2001

This consolidation is prepared for convenience only. Individual copies of the above bylaw maybe obtained by contacting the Village Office at 604-469-9877

VILLAGE OF ANMORE

BYLAW NO. 263-1999

A bylaw to provide for the Licensing
and Regulating of Businesses

WHEREAS Section 653 of the Municipal Act, being Chapter 323 of the Revised Statutes of British Columbia, 1996, provides that the Council may by bylaw provide for the licencing and regulating of businesses.

NOW THEREFORE, the Council of the Village of Anmore, in open meeting assembled,
ENACTS AS FOLLOWS:-

TITLE

1. This bylaw may be cited as "Anmore Business Licencing Bylaw No. 263-1999".

REPEAL

2. That "Village of Anmore Business Licencing Bylaw No. 14-1988", "Licencing and Regulating of Business Amending Bylaw No. 35-1989" and "Anmore Business Licencing Amending Bylaw No. 198-1993" are hereby repealed.

DEFINITIONS

3. In this bylaw, unless the context otherwise requires:
 - (a) "Act" means the "Municipal Act" being Chapter 323 of the Revised Statutes of British Columbia, 1996 as amended from time to time;
 - (b) "Accessory Home Business" means a business carried on in a residential dwelling only by a resident of that dwelling, which business is accessory and subordinate to the residential use and does not alter the residential appearance of character of the building in which it is located;

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- (c) “Accessory Home Business (Contractor)” means a person who carries on the business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvement, and is based in a residential dwelling.
- (d) “Business” means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government owned corporations;
- (e) “Collector” means the Village’s Collector appointed from time to time in accordance with the provisions of the Act and includes any acting or assistance collector;
- (f) “Contractor” means a person who carries on the business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvements for 2 or more days within the municipal boundaries;
- (g) “Council” means the Municipal Council of the Village of Anmore;
- (h) “Employee” means a person engaged on a full time or part time basis in the operation of a business, whether employed on a salaried, commission or other basis, and includes any owners, partners or principals engaged in the operation of the business;
- (i) “Home Based Business” means a business carried on in a residential dwelling by a resident and/or employees, which business is accessory and subordinate to the residential use and has regular business hours open to the public;
- (j) “Improvement” means anything constructed, or added to, in, upon or under land;
- (k) “Licence” means a valid and subsisting business licence issued pursuant to this bylaw;
- (l) “Licencee” means the person who holds a Licence;
- (m) “Licence Inspector” means a person appointed from time to time by the Council as Licence Inspector for the Village;
- (n) “Mobile Vendor” means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale goods from a mobile truck or other vehicle’
- (o) “Village” means the Village of Anmore.

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LICENCE REQUIREMENT

4. Subject to Section 654 of the Act:
 - (a) No person shall carry on a business in the Village without a Licence;
 - (b) Every person who owns or operates any business within the Village shall apply for, obtain and hold a Licence for each business.

LICENCE FEE

5. Every person who obtains a Licence shall pay, in advance, the applicable licence fee prescribed in Schedule “A” to this bylaw, provided that:
 - (a) An annual licence fee prescribed in Schedule “A” shall be reduced by one-half in respect of a Licence issued after July 31st in any year. A semi-annual licence does not qualify for this reduction.
 - (b) No refund on an annual licence fee shall be made on account of any person ceasing to do business at any time. A licence fee shall be refunded only if the Licence application is withdrawn prior to issuance of the Licence or if issuance of the Licence is refused.

LICENCE INSPECTOR’S POWERS

6. The Licence Inspector shall have to power to grant, issue or transfer licences as hereinafter provided and subject to the provisions of Section 667 of the Act.

INSPECTIONS

7. Every Licence Inspector, Fire Prevention Officer, Medical Health Officer and Bylaw Enforcement Officer of the Village may enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the regulations in this bylaw are being observed.

APPLICATIONS FOR A LICENCE

8. The application for a licence shall be on the form set out in Schedule “B” of this bylaw and shall be signed by the owner of the business or his duly authorized agent provided that in the case of partnerships or multiple owners any one of such owners or partners may apply and such owner or partner applying shall be deemed to be the duly authorized agent of all the members of the partnership.
9. The application form shall be delivery to the Licence Inspector and shall be accompanied by the fee prescribed in Schedule “A” of this bylaw.

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10. The Licence Inspector is hereby authorized to modify the forms prescribed or any of the administrative procedures prescribed and to require such additional information as may be deemed necessary by him when dealing with any owner applying for a licence pursuant to this bylaw.
11. All fees paid pursuant to the provisions of this bylaw shall be deemed to be monies paid to the Village and shall forthwith be paid to the Treasurer who shall deal with same in the manner provided by the Act.
12. All applications for licences shall give a full description in detail of the premises in or upon which the applicant intends to carry on a business for which he has made an application for a licence and no person to whom the licence has been granted shall carry on a business upon any premises other than those set forth in the said application without first making an application under this section for a new licence or for a transfer of such licence as hereinafter provided.

LICENCE FORM

13. Every licence shall be in the form set out in Schedule “C” to this bylaw and shall be made out in duplicate. One copy shall be delivered to the Licencee and the Licence Inspector shall retain the other copy.

LICENCE PERIODS

14. Licences may be granted on an annual basis or semi-annual basis. If the Licence is issued on an annual basis the period of the licence is January 1st and expires December 31st. If the Licence is issued on a semi-annual basis the period of the licence is October 31st to April 30th and April 30th to October 31st.

DISPLAY OF LICENCE

15. Every Licencee shall keep the Licencee’s copy of the Licence posted in a conspicuous place on the premises in respect of which the Licence is issued. Where the Licencee has not business premises in the Village, the Licence shall be carried upon the Licencee’s person at all times when the Licencee is engaged within the Village in the business for which the Licence was issued.

EFFECT OF LICENCE

16. A Licence authorizes only the person named in the Licence to carry on only the business described in the Licence, and only at the premises or locations described in the Licence.
17. A Licence is not a representation or warranty that the licenced business or the business premises comply with the bylaws of the Village or with any other regulations or standards.

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LICENCE RENEWAL

18. The Licence Inspector may forward a Business Licence Invoice on or before September 30th in each year, to every Licencee. Notwithstanding this section, the Licencee shall be responsible for obtaining and submitting a Business Licence Invoice as required.
19. A Licencee who proposes to renew a Licence shall submit the Business Licence Invoice and annual Licence Fee to the Licence Inspector prior to expiry of the Licence on October 31st.
20. If a Licence is not renewed as required by Section 19, the Licence shall be suspended and a Licencee who wishes to continue to carry on the business shall pay an additional licence fee of \$50.00.
21. Receipt of a Business Licence shall serve as confirmation that the Licence has been renewed.

LICENCE TRANSFERS - NEW PREMISES

22. No person shall carry on a business upon any premises other than those described in the initial Licence application without first making an application under this section for a new Licence or for a transfer of the original licence.
23. Any person proposing to obtain a transfer of a Licence with respect to a change of premises shall make application as required by Schedule "B" and the powers, conditions, requirements and procedures relating to the Applications for a Licence apply, except as to licence fees.

LICENCE TRANSFERS - PERSON TO PERSON

24. Any person who acquires a business or a controlling interest in any business from any person licenced under this bylaw shall not carry on such business without first having obtained approval for a transfer of the Licence.
25. Any person proposing to obtain a transfer of a Licence held by any other person shall make application in the form of Schedule "B" and the powers, conditions, requirements and procedures relating to the Applications for a Licence apply, except as to Licence Fees.

TRANSFER FEES

26. The fee payable for Licence Transfers is \$10.00.

COUNCIL MAY REFUSE TO GRANT LICENCE

27. Council may, on the affirmative vote of at least 2/3 of its members, refuse in any particular case to grant the request of an applicant for a licence under this bylaw, but the granting or renewal of a licence must not be unreasonably refused.

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DOOR TO DOOR SALES

28. No person shall carry on business through unsolicited visits to any residence in the Village.

CONTRACTORS

29. Every person licenced as a Contractor shall provide the Licence Inspector with a list on a form provided by the Licence Inspector of all sub-trades to be engaged on each specific site, prior to commencement of any work on the site.

AMENDED BY BYLAW NO. 307-2001
TOWING BUSINESSES

30. No person engaged in the business of towing motor vehicles shall demand or collect any charge or fee of any kind for towing, prepared for towing, removal, handling, impounding and storage of a vehicle or for any other services, where the towing or other services are provided without the vehicle owner's written consent. The maximum charge to be collected shall be the current published I.C.B.C. rates and the \$25.00 Administration Fee to the Village.

AMENDED BY BYLAW NO. 307-2001

31. No person engaged in the business of towing motor vehicles shall, without the owner's consent, tow a vehicle from a private parking lot, highway, or public place unless it is taken to the impoundment lot of the towing business, which is protected by a locked fence and has an attendant on duty at all times when there is a vehicle impounded in the impoundment lot.

CLASSIFICATION

32. For the purposes of this bylaw, businesses are classified in accordance with Schedule "A" to this bylaw.

SEVERABILITY

33. If any provision of this bylaw is held to be invalid, the invalid portion shall be severed from the bylaw and that invalidity shall not affect the remainder of the bylaw.

SCHEDULES

34. Schedules "A" through "B" form part of this bylaw.

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OFFENCE

35. Any person guilty of an infraction of this bylaw shall be liable upon summary conviction and shall be liable to a fine of not more than \$10,000.00.

36. This bylaw shall come into effect upon final adoption thereof.

READ a first time this 12th day of October, 1999 A.D.

READ a second time this 12th day of October, 1999 A.D.

READ a third time this 12th day of October, 1999 A.D.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of October, 1999 A.D.

“H. Weinberg”

MAYOR

“H. Carley”

CLERK

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SCHEDULE “A”

BYLAW NO. 263-1999

BUSINESS CLASSIFICATION AND LICENCE FEES

Please Note: All fees for 12-month period unless otherwise stated

Classification of Business	Annual Licence Fee Payable
<hr/>	
Accessory Home Business	N/C
Accessory Home Business (Contractor)	N/C
Bed & Breakfast	\$ 85.00
Campground	\$ 9.50 per space
Contractor 1- 4 people	\$ 85.00
5-10 people	\$160.00
11-15 people	\$300.00
16-20 people	\$400.00
Daycare Centre	\$ 85.00
Equestrian Centre	\$ 85.00
Filmmaking	\$400.00
Home Based Business	\$ 85.00
Manufactured Home Park	\$ 10.00 per space
Sales Retail/Wholesale	\$ 85.00
Societies (non-profit)	No Charge

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SCHEDULE “B”

BYLAW NO. 263-1999

APPLICATION FOR BUSINESS LICENCE

FEE: _____

1. NAME OF BUSINESS: _____
2. BUSINESS LICENCE APPLIES FOR: _____
3. NAME OF APPLCANT: _____
4. ADDRESS: _____

5. TELEPHONE NUMBERS- RESIDENCE: _____ BUSINESS: _____
6. HAVE YOU HELD A LICENCE IN ANMORE BEFORE - YES/NO
7. IF YOU HAVE NOT HELD A LICENCE IN ANMORE HAVE YOU HELD A
LICENCE IN ANY OTHER MUNICIPALITY, IF YES, PLEASE STATE WHERE:

8. HAS YOUR BUSINESS LICENCE EVER BEEN CANCELLED, REFUSED OR
SUSPENDED? YES/NO. IF SO, WHY? _____

I hereby apply for a Business Licence with particulars above which I declare true and correct. I undertake, if granted the licence, to comply with all obligations, bylaws, present and future, in the Village of Anmore.

DATE: _____ SIGNATURE: _____

Office Use Only:
Licence Issued

BY: _____ NUMBER: _____

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SCHEDULE "C"
BYLAW NO. 263-1999
LICENCE FORM

**Village of Anmore**

2697 Sunnyside Road, Anmore, BC, V3H 5G9

Phone: 604.469.9877 • Fax: 604.469.0537

E-mail: village.hall@anmore.com • Web: www.anmore.com**BUSINESS LICENSE**

Name
of
Business

	YEAR
License Number	Account Number
Issue Date	Expiration Date

Trading:

Code	Description	Charge
This license does not constitute acceptance or the use of the above location as having complied with existing building codes or fire prevention codes. A licensee shall remain fully liable and responsible for bringing the premises in conformity with all applicable Municipal and Provincial Codes. The Licence Inspector must be notified of any change in address. This License is nontransferable, nonrefundable, and is subject to be revoked if abused.		Amount
		Penalty
		Paid \$

PLEASE DISPLAY IN A PROMINENT PLACE

THE VILLAGE OF PEMBERTON BYLAW No. 751, 2014

Being a bylaw to Provide for Licencing of Businesses in the Village of Pemberton

WHEREAS pursuant to Section 59 of the *Community Charter*, Council is empowered to regulate in relation to business;

AND WHEREAS Council is empowered to provide for granting of business licences, to fix and impose licence fees and regulate certain trades, occupations and businesses in the Village of Pemberton;

NOW THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. **Citation**

This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Bylaw No. 751, 2014”.

2. **Definitions**

Business means engaging in a trade, occupation, profession, commercial or industrial activity or an undertaking of any kind; and engaging in a trade, occupation, profession, commercial or industrial activity or any undertaking of any kind, but does not include an Employee, or an activity carried on by the Provincial Government, by corporations owned by the Provincial Government or by agencies of the Provincial Government.

Business Licence means a licence issued pursuant to this Bylaw.

Business Licence Fee means the annual fee as set out in Schedule ‘A’.

Business Name means the name, words, trademark, and/or symbol which a Business uses to identify, indicate or advertise the Business.

Bylaw Officer means a Bylaw Officer appointed by the Village.

Community Charter means the Community Charter, S.B.C., c26.

Community Event means a public event occurring within the Village of Pemberton, is sponsored by a bona fide recognized nonprofit organization or a governmental organization and includes but is not limited to parades, festivals, celebrations and displays.

Corporate Officer means the Corporate Officer of the Village.

Council means the Municipal Council of the Village.

Employee means a Person who is on the payroll record of a Business, which holds a Business Licence, for which Government of Canada payroll tax deductions are levied by the Business regarding that individual Person, and shall also include a Person who obtains no less than 85% of their yearly income from one Business only.

Farmer's Market means a minimum of 60% of market vendors who grow agricultural products and offer them for sale to the public. Farmers Markets will generally also feature locally prepared foods and artisan crafts, as well as ready-to-eat foods and beverages, entertainment, community information and education.

FOIPPA means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 c.165.

Licence Inspector means the person from time to time duly appointed as Licence Inspector for the Village of Pemberton, any person acting in that capacity and includes any Village Official.

MTI Bylaw means the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 542, 2004, and as amended from time to time or superceded.

One-Stop Business Registration means the Provincial Government's online initiative which enables a Business to register with multiple public agencies in one step.

Owner means any person who is the registered owner as indicated in the records of the Kamloops, British Columbia Land Title Office, and includes any Person in actual or apparent possession of Real Property under a lease, licence or other agreement and includes any authorized representative of the aforesaid.

Person means an individual, corporation, partnership or party, and the personal or legal representatives of a Person, to whom the context can apply according to law.

Premises means stores, offices, warehouses, factories, buildings, houses, enclosures, yards or other places occupied, or capable of being occupied, by a Business entity for the purpose of carrying on a Business.

Provincial Government means the government of the Province of British Columbia.

Real Property means land, with or without improvements so affixed to the land as to make them in fact and law part of it.

Resident Business means a business carried on, in or from premises within the municipality;

Non-Resident Business means a business, other than a resident business, carried on within the municipality or with respect to which any work or service is performed within the municipality;

Safety Standards Act means the Safety Standards Act S.B.C. 2003 c.39.

Special Event means a Business involving short term or temporary events, performances, concerts, exhibitions, entertainment or concessions that, except as provided otherwise in the bylaw, does not exceed seven (7) days with the calendar year and includes but is not limited to retail sale, auction, Trade Show, flea market, craft fair, circus or carnival.

Special Event Bylaw means the Village of Pemberton Special Event Bylaw No.750, 2014, and as amended from time to time or superceded.

Temporary Commercial Vendor means a Business which offers for sale from a stationary vehicle, or temporary stall that is not part of a permanent use on the lot, goods, other than food items for immediate consumption, otherwise permitted to be sold in the zone in which the vehicle or stall is located.

Ticket Information means a municipal ticket information issued accordance with the Municipal Ticket Information Bylaw.

Trades Contractor means a Business Type that provides service in a trade that is designated by the Advanced Education Industry Training Authority of the Province of British Columbia as a trade within which it is mandatory that journey persons hold a valid 'Certificate of Qualification' to practice their trade and apprentices must be registered through an apprenticeship agreement.

Vending Machine means any machine or device operated mechanically or otherwise by inserting a coin, token or slug, or operated by credit or debit card, for the sole purpose of selling or dispensing any goods, wares, merchandise, or dispensing refreshments, confections and food, tobacco products, detergents and machines or devices providing a service but does not include clothes washers/dryers.

Village means the Corporation of the Village of Pemberton.

Village Official means a duly authorized representative of the Village.

3. Administration

3.1 The Licence Inspector is hereby appointed to administer and carry out the provisions of this bylaw.

3.2 Words defining responsibilities and authority shall be construed to be an internal administration direction and not as creating a duty.

4 Authority

- 4.1 The Licence Inspector is authorized to grant, issue, transfer, suspend or cancel a Business Licence as herein provide or refuse to grant, issue or transfer a Business Licence;
- 4.2 All Premises from which an applicant for a Business Licence proposes to carry on or conduct any Business in respect of which a Business Licence is required to be held pursuant to this Bylaw, shall comply with all relevant Bylaws of the Village before a Business Licence is granted; and the applicant shall upon request produce such certificates or letters of approval as may be required by Federal, Provincial or Village authorities with respect to the Business.
- 4.3 The Licence Inspector may only issue a Business Licence if the Business Licence Fee as set out in schedule 'A' has been paid.
- 4.4 The Licence Inspector may require confirmation of approval, in a form satisfactory to the Licence Inspector, from the Ministry of Health, R.C.M.P. or the Village Fire Department respecting a Business Licence application and in such cases the Licence Inspector must not issue a Business Licence until he has received such approvals. A Business Licence holder shall immediately notify the Licence Inspector of any suspension or cancellation for any such approvals and the License Inspector may suspend the Business Licence pending reinstatement of such approvals.
- 4.5 A Business Licence issued under this Bylaw is not a representation or acknowledgement by the Village to an applicant or holder of a Business Licence that the proposed Business complies with any or all applicable laws or other enactments.

5. Application for Business Licence

- 5.1 Every Person applying for a Business Licence shall complete the Business Licence application as prescribed by the municipality, or if available applying online on the prescribed application form via the Provincial Government One Stop Business Registration provided however an applicant who wishes to apply online shall also provide the Village with the prescribed Business Licence Fee at the time of application and with such further information as may be requested by the Village.
- 5.2 Information provided on the Business Licence application may be subject to "*Freedom of Information and Protection of Privacy Act*" enquiries.

6. Issuing of Business Licence

- 6.1 Subject to the "*Community Charter*", and unless exempted under Provincial Government or Federal legislation or specifically exempted under this Bylaw, any Person carrying on Business in the Village, whether

a Resident Business or Non-Resident Business, must first hold a valid and subsisting Business Licence issued by the Village.

- 6.2 No Business, Person or representative shall advertise, solicit or promote for a Business activity without first obtaining a Business Licence.
- 6.3 No Business, Person or representative that does not have a permanent base of operations in either a home or commercial location within Pemberton shall advertise, solicit or promote for a Business activity without first obtaining a Business Licence.
- 6.4 A Business may conduct or offer any number of different business activities within the Business for which the Business Licence is issued provided however that each business activity is disclosed and included in the Business Licence application and the Business Licence which is issued indicates that each business activity is approved.
- 6.5 At the time a Business undertakes any new activity that would alter the information previously provided on the Business Licence application form, the holder of the Business Licence shall notify the Licence Inspector of such change, pursuant to section 8 of this Bylaw.

7. Inspection of Premises

- 7.1 Every Owner, occupier or Business Licence holder of any Business in the Village shall give to the Licence Inspector access at any reasonable hour to the Premises from which a Business is carried on.
- 7.2 The Licence Inspector may inspect the Premises for which a Business Licence application is made or a Business Licence is issued and such inspection shall be for the purpose of observing compliance with all applicable bylaws as amended from time to time.

8. Transfer, Change or Cancellation of Business Licence at the Request of the Business

- 8.1 A holder of a Business Licence shall notify the Licence Inspector, in writing prior to:
 - 8.1.1 closing of the Business;
 - 8.1.2 changing the Business Name, phone number and/or fax number, emergency contact name, mailing address (Business Information);
 - 8.1.3 changing the Business Owner or Business Licence holder;
 - 8.1.4 changing the location of the Business;
 - 8.1.5 changing or adding to the Business;

8.1.6 change to the liquor licence or addition of a liquor licence for the Business.

8.2 With the exception of changes made at the time of renewal of a business Licence, a holder of a Business Licence shall pay the applicable transfer and change fee as set out in Schedule 'A'.

8.3 Where more than one change is contemplated involving the Business Owner, Business Location or Business activities, the existing Business Licence shall be deemed to be cancelled and a new Business Licence application shall be made by the Business Licence holder.

9. Period of Business Licence

All Business Licences issued under this Bylaw shall be for the calendar year and will expire on December 31st except if a Business Licence is previously forfeited under this Bylaw.

10. Business Licence Fees

10.1 An applicant for a Business Licence must pay to the Village the applicable Business Licence Fee for that Business Licence at the time of application and a Business Licence is not valid until it has been issued by the Licence Inspector.

10.2 The Village shall refund Business Licence Fees only where a Business Licence application is withdrawn by the applicant prior to the Business Licence being issued, or the Business Licence is refused by the Village, the Village shall refund any Business Licence Fees paid on account of the Business Licence application, less an administration fee of 10% of the Business Licence Fee.

11. Form and Display of Licence

11.1 Every Business Licence issued pursuant to this Bylaw shall be in a form as may be prescribed by the Licence Inspector from time to time.

11.2 Every Business shall permanently display the current Business Licence in a prominent location within the Premises for which the Business Licence has been issued. Every Person doing Business in other than a fixed or permanent place of Business shall carry such Business Licence on their Person and prior to the commencement of Business or solicitation shall display the business Licence in such manner as will allow the Business Licence to be viewed and read.

12. Renewal of Business Licence

12.1 Each Business shall ensure that their Business Licence is renewed annually, whether notice is given by the Village or not, and the Business shall pay the annual Business Licence Fee.

- 12.2 Every Business shall renew their Business Licence by January 31st of the current calendar year. In the event the Business fails to renew their Business Licence on or before January 31st, the Business shall pay, in addition to the annual Business Licence Fee for the renewal period, a penalty as set out in Schedule 'A'.

13 Refusal, Suspension or Cancellation of a Business Licence

- 13.1 An application for Business Licence may be refused by the Licence Inspector in any specific case but:

13.1.1 the application cannot be unreasonably refused; and

13.1.2 on request, the Licence Inspector must give written reasons for the refusal.

- 13.2 A Business Licence may be suspended or cancelled, by the Licence Inspector, for reasonable cause including, but not limited to, failure to comply with a term or condition of a Business Licence or failure to comply with this or any other Bylaw of the Village.

- 13.3 Before suspending or canceling a Business Licence, the Licence Inspector shall give written notice to the holder of the Business Licence indicating that the Business Licence is suspended or canceled and that the Business must cease operation within seven (7) days of the date of the written notice. The written notice shall indicate the reasons for the suspension or cancellation and provide instructions to the Business Licence holder for the removal of the suspension or cancellation of the Business Licence.

- 13.4 Written notice of intention to cancel or suspend shall be delivered by registered mail to the address of the Business and the address of the contact Person as indicated on the Business Licence application.

- 13.5 No Person shall carry on a Business for which a Business Licence is required by this Bylaw during a period of suspension of such Business Licence.

14. Street, Park, Mobile or Temporary Vending

- 14.1 Any Person applying for a Street and Park Vending Business Licence shall provide a copy of any contract or agreement, with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.

- 14.2 Only one (1) Portable Food Vendor licence will be issued per parcel of land.

- 14.3 A maximum of five (5) Portable Food Vendors will be licenced in a calendar year.

14.4 Portable Food Vendors and Temporary Commercial Vendors shall:

- a) obtain written permission from the owner of the land, allowing the portable vending cart, trailer, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the Licence Inspector;
- b) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
- c) provide a garbage container at the location of the vending cart, trailer, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their Business operation;
- d) obtain a Business Licence for each separate location where the Business will be operated.

14.5 Mobile Stores shall:

- a) be fully self-contained with no service connection other than electrical service being required;
- b) be located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway;
- c) be kept in good repair;
- d) when in use for food vending, meet Provincial Health regulations, and the vendor shall provide written confirmation from a Provincial Health Inspector.

15. Trade Contractors

Any Person applying for a Trade Contractor Business Licence shall provide proof of the mandatory Certification of Qualification or Apprenticeship Agreement along with their Business Licence application.

16. Community Events

- 16.1 Community Events where vendors are present will be required to obtain a Business Licence that will cover all vendors participating in the Community Event and will also be required to obtain a minimum commercial liability policy of two (2) million dollars.

- 16.2 Where all vendors are Businesses that have a current Business Licence, an additional Business Licence is not required for a Community Event.

17. Special Events

- 17.1 Unless otherwise provided herein, every Person desirous of holding a Special Event shall obtain a Business Licence prior to holding the Special Event. This shall not apply to Community Events.
- 17.2 A Business Licence is not required for a Special Event held at Premises that holds a valid Business Licence for a Special Event and the Premises are zoned to hold Special Events.
- 17.3 A Business Licence for each vender is required. Where a Business has a current Business Licence, an additional Business Licence is not required for a Special Event.
- 17.4 The applicant for a Business Licence for a Special Event being held shall submit, along with the Business Licence application, written authorization from the Village that the Special Event is in conformance with Special Event Bylaw.
- 17.5 All machines, rides and equipment to be used by the public at a carnival or circus must conform to the safety requirements of the Safety Standards Act and all elevating devices must have the Identification Label provided for under the Safety Standards Act visibly attached as required.
- 17.6 Any and all structures that are erected as part of a circus or carnival or music festival shall be inspected and certified by a structural engineer authorized to practice in British Columbia.
- 17.7 Any Business providing Special Events shall, at the request of the Licence Inspector:
- 17.7.1 prior to the issuance or renewal of a Business Licence, a comprehensive liability insurance policy in the amount of five(5) million dollars shall be obtained from an insurance company licensed in the Province of British Columbia, naming the Village as an additional insured, and stating that the policy applies to each insured as if a separate policy had been issued to each; and/or
- 17.7.2 prior to the issuance or renewal of a Business Licence enter into a save and harmless agreement to protect, indemnify and save harmless the Village, its elected and appointed official and Employees from and against any and all losses, claims, damages, actions, costs and expenses that the Village may sustain, incur or suffer or be put to at any time with respect to the events or activities carried on pursuant to the Special Event described in the Business Licence or as a result of any matter, act or omission of the licensee

or any agent, Employee, officer, director or subcontractor of the licensee.

18. Vending Machines

No Person owning or occupying any Premises shall keep or permit to be kept therein or thereon any third party Vending Machine or bank machine unless the Vending Machine Business or the bank machine Business holds a Business Licence and has paid the appropriate Business Licence Fee for each Vending Machine or bank machine.

19. Non-Profit Organizations

Registered Non-profit organizations are not required to obtain a business licence but will be required to register with the Village in a form prescribed by the Village.

20. Farmer's Markets

Farmer's Markets are required to obtain a Business Licence that will cover all vendors participating in the market and will be required to enter into a contract with the Village and will also be required to obtain a minimum commercial liability policy of two (2) million dollars.

21. Penalties

21.1 Except as otherwise provided in this Bylaw, any Person who violates any of the provisions of this Bylaw or which suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or preform any duty or obligations imposed by this Bylaw commits an offence and is liable on summary conviction to a fine of not more than \$10,000.

21.2 Every person who commits an offence of a continuing nature is liable to a fine not exceeding \$250 each day such offence is continued.

21.3 In addition to any other penalty, the Licence Inspector or Bylaw Officer may issue Ticket Information(s) upon a Person or a Business for a violation of this Bylaw as set out in schedule 'B'.

22. Bylaw Enforcement

The Licence Inspector, their designate from time to time or a Bylaw Officer may enforce the provisions of this Bylaw.

23. Duty of Care

This Bylaw does not create any duty of care whatsoever on the Village, its elected and appointed officials, Employees or agents in the respect of:

(a) the issuance of a Business Licence;

- (b) inspection made by the Licence Inspector or failure to make an inspection; and/or
- (c) the enforcement of this Bylaw.

24. Severability

If any section, subsection, sentence, clause, sub clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

25. Masculine/Singular

Whenever the masculine is used throughout this Bylaw, it shall also mean the feminine; and whenever the singular is used throughout this Bylaw, it shall also mean the plural.

26. Bylaw Shall Prevail

Where the provisions of this Bylaw conflict with the provisions of any other Bylaw of the Village, the Bylaw with the most stringent provision shall prevail.

27. Coming Into Force

The Village of Pemberton Business Licence Bylaw No. 183, 1984 and any amendments thereto are hereby repealed effective upon adoption of this Bylaw.

READ A FIRST TIME this 7th day of January, 2014.

READ A SECOND TIME this 7th day of January, 2014.

READ A THIRD TIME this 21st day of January, 2014.

ADOPTED this 4th day of February, 2014.

Jordan Sturdy
Mayor

Sheena Fraser
Chief Administrative Officer

SCHEDULE 'A'

Business Licence Fees:

Resident & Non – Resident Fee	\$150.00
Portable Food Vendor & Temporary Commercial Vendor	\$300.00
Community Event	\$150.00
Special Event	\$100.00
Farmer's Market	\$300.00

Transfer and Change Fees

Administration Fee of 10% of Licence Fees

Business Licence Renewal Penalty

Late Business Licence Renewals will be subject to a 100% penalty

SCHEDULE 'B'**Fines****6.2 - Resident Business without Business Licence:**

1 st Offence	Warning
2 nd Offence (1 week after 1 st offence)	\$150.00
3 rd Offence (1 week after 2 nd offence)	\$300.00
Subsequent Offences	\$450.00

6.3 - Non-Resident Business without Business Licence:

1 st Offence	Warning
2 nd Offence (1 week after 1 st offence)	\$150.00
3 rd Offence (1 week after 2 nd offence)	\$300.00
Subsequent Offences	\$450.00

7.1 – Failure to Provide Access \$150.00

11.2 – Failure to Display Valid Licence:

1 st Offence	Warning
2 nd Offence (1 week after 1 st offence)	\$150.00

13.5 – Carrying on Business while Suspended:

1 st Offence	\$150.00
2 nd Offence (1 week after 1 st offence)	\$300.00
3 rd Offence (1 week after 2 nd offence)	\$450.00

14.4 (d) – Mobile Vendor without Business Licence

1 st Offence	\$300.00
2 nd and Subsequent Offences	\$450.00

MUNICIPAL BUSINESS LICENCE APPLICATION - FORM A

Municipal Licence Number: _____ **Date:** _____

Application is for:

- | | |
|---|---|
| <input type="checkbox"/> Commercially Located Business (operating from a commercial location within the Village of Pemberton) | Complete Form(s):
A and E & F (<i>E & F optional</i>) |
| <input type="checkbox"/> Non-Resident Business (based elsewhere but doing business within the Village of Pemberton) | A and E & F (<i>E & F optional</i>) |
| <input type="checkbox"/> Home-Based Business (operating from a residential location within the Village of Pemberton) | A, B and E & F (<i>E & F optional</i>) |
| <input type="checkbox"/> Bed & Breakfast | A, C and E & F (<i>E & F optional</i>) |
| <input type="checkbox"/> Portable or Temporary Vendors | A, D and E & F (<i>E & F optional</i>) |

Business Name: _____ Open Date: _____

Owner Name(s): _____ Phone: _____

Managers Name: _____ Phone : _____

Email: _____ Bus Tel: _____

Website: _____ Bus Fax: _____

Business Location: _____ Mailing Address/PO Box: _____

Business Activities – describe what you do:

TQ # (*if applicable*): _____

Number of employees (including owner(s)): _____ Full time: _____ Part time: _____ Seasonal: _____

Number of parking spaces: _____ Invoice Annually? ☐ YES ☐ NO

I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.

The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.

It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.

_____, 20____
Name of Applicant *Signature of Applicant* *Date*

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

MUNICIPAL BUSINESS LICENCE APPLICATION REQUIREMENTS

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued.

Please note that Business Licence must be renewed annually (see fee schedule below). If you are no longer conducting business within the Village boundaries, the Village must be notified in writing.

VCH PERMITTING

The following types of businesses will require Vancouver Coastal Health (VCH) approval:

- Food stores
- Food processors
- Restaurants
- Food Carts
- Pools and Hot Tubs
- Spas
- Flotation Tanks (sensory-deprivation)
- Massage
- Hair cutting
- Esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc.
- Body contouring – ultrasonic and microneedling
- Hair Removal
- Tattooing
- Piercing
- Animal slaughter for public sale (abattoirs)
- Temporary Food Events

For further information on health approvals, please contact VCH directly.

FEE SCHEDULE

BUSINESS TYPE	FEE
Commercially Located Business (operating from a commercial location within the Village of Pemberton)	<u>RENEWAL:</u> ON or before Jan 31: \$150 Fee AFTER Jan 31: \$300 Fee <u>NEW BUSINESS:</u> \$150 Fee
Non-Resident Business (based elsewhere but doing business within the Village of Pemberton)	
Home-Based Business (operating from a residential location within the Village of Pemberton)	
Bed & Breakfast	
Portable or Temporary Commercial Vendor Farmer's Market	\$300
Transfer or Change to Business Licence (2 changes or more)	10% of licence fee

MUNICIPAL BUSINESS LICENCE APPLICATION - FORM B

Home-based Business Applicants

Note: *If you rent the premise, or the premise is part of a strata, a letter of permission from the owner, or strata is required.*

I/We understand and will abide by the following provisions for home occupation businesses as set out in the Village of Pemberton Zoning and Parking Bylaw No. 466, 2001, Section 207, which states:

Home Occupation Use

In any zone in which a Home Occupation Use is permitted, the following conditions shall be satisfied:

- (1) The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family day care.
- (2) The home occupation shall not involve external structural alterations to the dwelling unit or show any exterior indications that the dwelling unit is being utilized for any purpose other than that of a dwelling unit.
- (3) The use shall not involve the storing, exterior to the building or buildings, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.
- (4) The use may involve the display and the sale of a commodity that is produced on the premises; however in no case shall the retailing of the commodity be the primary home occupation use.
- (5) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50m².
- (6) The use within one or more accessory buildings shall occupy a total of not more than 50m².
- (7) In no case shall the aggregate floor area of all buildings used for home occupation use exceed 50m² on a parcel of land.
- (8) The total display area of any outdoor advertising sign shall not exceed 0.4m²
- (9) Not more than the equivalent of two full-time persons shall be engaged in a home occupation, one of which shall be a resident of the dwelling unit.
- (10) Home crafts or occupations shall not discharge or emit the following across lot lines:
 - (a) odorous, toxic or noxious matter or vapours;
 - (b) heat, glare, electrical interference or radiation;
 - (c) recurring ground vibration;
 - (d) noise levels exceeding 45 decibels, except during the hours of 9:00 am to 5:00 pm from Monday to Friday, in which case the noise levels shall not exceed 55 decibels.
- (11) The use shall provide parking in accordance with the requirements in the applicable zone.
- (12) No automobile, boat, or other machinery servicing or repair is permitted as a home occupation use.

Note: *Establishments serving or handling food, the premises must be approved by the "VANCOUVER COASTAL HEALTH AUTHORITY".*

 Name of Applicant

 Signature of Applicant

 Date

, 20

MUNICIPAL BUSINESS LICENCE APPLICATION - FORM C

Bed and Breakfast Applicants

I understand and will abide by the following provisions for bed & breakfast use as set out in the Village of Pemberton Zoning & Planning Bylaw No. 466, 2001, Section 224, which states:

Bed & Breakfast

- (1) The principal use of the Dwelling Unit - which may have bedrooms used for bed and breakfast accommodation - shall remain a family residence;
- (2) That family, or a member of it, shall alone be engaged in the operation of the bed and breakfast business, but the operator or operators may hire employees to work on the premises;
- (3) Not more than two (2) bedrooms in the Dwelling Unit shall be used for bed and breakfast accommodation within the RS-1 zone;
- (4) One off-street parking space shall be provided for each bedroom used as bed and breakfast;
- (5) Signage shall be limited to an area not to exceed 0.4 m² for bed and breakfast within the RS-1 zone; and
- (6) Notwithstanding the maximum number of bedrooms permitted 224(3), bed and breakfast operations that existed at the adoption of this Bylaw may have up to three (3) bedrooms Unit that is used for bed and breakfast accommodation.

Name of Applicant

Signature of Applicant

_____, 20____
Date

MUNICIPAL BUSINESS LICENCE APPLICATION – FORM D

Portable or Temporary Commercial Vendors

I/We understand and will abide by the following provisions for portable vendors as set out in the Village of Pemberton Bylaw No. 751, 2014, which states:

14. Street, Park, Mobile or Temporary Vending

14.1 Any Person applying for a Street and Park Vending Business Licence shall provide a copy of any contract or agreement, with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.

14.2 Only one (1) Portable Food Vendor licence will be issued per parcel of land.

14.3 A maximum of five (5) Portable Food Vendors will be licenced in a calendar year.

14.4 Portable Food Vendors and Temporary Commercial Vendors shall:

- a) obtain written permission from the owner of the land, allowing the portable vending cart, trailer, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the Licence Inspector;
- b) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
- c) provide a garbage container at the location of the vending cart, trailer, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their Business operation;
- d) obtain a Business Licence for each separate location where the Business will be operated.

14.5 Mobile Stores shall:

- a) be fully self-contained with no service connection other than electrical service being required;
- b) be located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway;
- c) be kept in good repair;
- d) when in use for food vending, meet Provincial Health regulations, and the vendor shall provide written confirmation from a Provincial Health Inspector.

Name of Applicant

Signature of Applicant

Date

, 20

MUNICIPAL BUSINESS LICENCE APPLICATION – FORM E

Business Service Listing

Thank you for your Business Licence Application. One of the added benefits to your Business Licence is a listing in the Village's online Business Directory. With our recent website upgrade, businesses can now include their logo on their listings.

Should you wish to have your logo in your listing, please email a jpeg (72 dpi) to admin@pemberton.ca

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name: _____

Address: _____ Phone: _____

_____ Mobile: _____

_____ Fax: _____

Website: _____ Email: _____

CATEGORY (Check up to four):

- ☐ Accommodations ☐ Accounting ☐ Adventure, Recreation & Tours ☐ Animal Services & Supplies
☐ Auto & Towing ☐ Building & Construction ☐ Childcare ☐ Cleaning ☐ Computers
☐ Consulting ☐ Counselling ☐ Communications & Marketing ☐ Dining ☐ Garden & Landscape
☐ General Contractor ☐ Health & Fitness ☐ I.T. ☐ Medical & Dental ☐ Merchants & Retail
☐ Real Estate & Property Management ☐ Recycling ☐ Services ☐ Storage ☐ Trade Contractor
☐ Other: _____

BRIEF DESCRIPTION:

The following information is for office use only and will not be included in the listing (please print):

_____, 20____

Name of Applicant *Signature of Applicant* *Date*

Position with Company: _____

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

For office use only

Date Entered on Website: _____ By: _____

MUNICIPAL BUSINESS LICENCE APPLICATION – FORM F

Sign Permit Application

Business Name: _____

Business Address: _____

Applicant Name: _____

Applicants Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

Proposed location of sign on building: _____

Type of sign: _____ Size of sign: _____

Sign is to be: ☐ New ☐ Altered ☐ Moved ☐ Old

Please include the following with this sign application:

- a) Drawing(s) to scale for each side of the sign, giving all pertinent dimensions as well as the colour scheme, materials, copy and type face, and
- b) details of any surrounding framework; and
- c) large scale drawing(s) or photograph(s) showing the position of the sign painted on or attached to the building or structure together with the location of any existing signs; and
- d) a drawing showing details of the method and type of wiring, illumination (If any) and attachment to the building; and
- e) for freestanding signs, a drawing to scale showing the location on the parcel relative to the parcel lines, building's and adjacent streets, together with existing and proposed landscaping.

Applicant's signature: _____ Date: _____

Name of Manufacturer: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

Name of Installer/Contractor: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

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FOR OFFICE USE ONLY

NOTES: _____ Fee Amount: \$ _____

Compliance Officer Signature: _____ Date: _____



2015 RENEWAL & NEW MEMBERSHIP
Pemberton & District Chamber of Commerce

CHAMBER BUSINESS MEMBERSHIP FEES

0-3 Employees	\$170.00
4-10 Employees	\$180.00
11-20 Employees	\$210.00
20+ Employees	\$220.00

CHAMBER NON-BUSINESS MEMBERSHIP FEES

Business- Individual	\$65.00
Non -Profit	\$65.00
Social Membership - Complimentary for one year for students*	

* To sign up for this free membership contact Shirley Henry at info@pembertonchamber.com

2015 RENEWAL & NEW MEMBERSHIP APPLICATION FORM
PEMBERTON & DISTRICT CHAMBER OF COMMERCE

NAME: _____

MAILING ADDRESS: _____

STREET ADDRESS: _____

PHONE: _____ FAX: _____ E-Mail Address _____

WEB SITE URL: _____ NUMBER OF EMPLOYEES _____

FACEBOOK URL: _____ TWITTER URL: _____

No. of Employees: _____ Chamber Membership: _____

TOTAL PAID: _____ **Receipt No.** _____
[For Office Use Only]

Make cheques payable to "Pemberton & District Chamber of Commerce " **EXPIRY DATE: December 2015**

Member Information: to be included in the on-line membership directory for 2015 on the Pemberton Chamber of Commerce website - www.PembertonChamber.com

Briefly describe your business (use the back of the form as required)

PLEASE MAIL YOUR APPLICATION FORM AND FEE TO:

Pemberton & District Chamber of Commerce, Box 370, Pemberton, B.C., V0N 2L0



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 | F: 604.894.6136
 Email: admin@pemberton.ca
 Website: www.pemberton.ca

BUSINESS LICENCE INFORMATION UPDATE

Effective Date: _____ FILE #: _____

CURRENT INFORMATION:

Legal Business Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____ Civic Address: _____

Email: _____ Phone: _____

NEW INFORMATION:

Change of: ☐ Legal Business Name ☐ Civic Address ☐ Email
☐ Mailing Address ☐ Owner(s) / Partner (s) / Manager(s) ☐ Phone
☐ No Longer Operating ☐ Business Service Website Listing
☐ Other _____

Legal Business Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____ Civic Address: _____

Email: _____ Phone: _____

	Owner(s)	Partner(s)	Manager(s)
First Name:	_____	_____	_____
Last Name:	_____	_____	_____
Phone #:	_____	_____	_____

Applicants Name - Print

Applicants Signature

Date

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of updating the business licence information. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

For Office Use Only

Accounting: _____
 Print Name Date Updated

Communications: _____
 Print Name Date Updated



District of West Vancouver

Business Licence Bylaw No. 4455, 2005

Effective Date – December 12, 2005

Consolidated for Convenience Only

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Amendment Bylaw	Effective Date
Bylaw No. 4656, 2010	December 13, 2010
Bylaw No. 4611, 2009	July 20, 2009
Bylaw No. 4596, 2009	June 22, 2009

(Note: Regulatory Bylaw Enforcement and Penalty Amending Bylaw No. 4521, 2007 amended Business Licence Bylaw No. 4455, 2005, in Part 10.)

District of West Vancouver

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District of West Vancouver

Business Licence Bylaw No. 4455, 2005

A bylaw to provide for the granting of business licences, to fix and impose licence fees and to regulate certain businesses in the District of West Vancouver.

Previous amendments: *Amendment Bylaws 4521, 4596 and 4611.*

WHEREAS the Council of the Corporation of the District of West Vancouver deems it expedient to provide for business licencing and to regulate the operation of businesses in the District;

AND WHEREAS the Council of the Corporation of the District of West Vancouver wishes to protect the public and prevent or minimize nuisances and misleading business practices in the District;

NOW THEREFORE the Council of the Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

1.1 This bylaw may be cited as Business Licence Bylaw No. 4455, 2005.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Previous Bylaw Repeal

3.1 Business Licence Bylaw No.3024, 1982 (adopted on December 20, 1982) and all amendment bylaws are hereby repealed:

Part 4 Definitions

4.1 In this bylaw:

“Adult Publication” means a book, pamphlet, magazine or other printed matter that contains a visual representation, including a photograph or image, of a person’s genitals, anus or pubic area, or physical contact with a person’s genitals, anus or pubic area;

“Amusement Ride” means a mechanical rollercoaster, ferris wheel, merry-go-round or other similar ride and includes an electronic video booth;

“Automatic Teller Machine” means a machine that permits a customer to access and use certain financial services customarily provided by a Financial Institution, and includes such a machine that is located in or affixed to any premises, including the premises in which a Financial Institution operates its principal business if the machine can be accessed by customers outside of the Financial Institution’s regular business hours;

“Bed and Breakfast” means the provision of guest accommodation within a Single Family Dwelling for a fee that includes breakfast served in the Single Family Dwelling;

“Business” means carrying on a commercial or industrial activity or undertaking of any kind or the provision of professional, personal or other services, for the purpose of gain or profit, but does not include an activity carried on by the Provincial government, corporations owned by the Provincial government, agencies of the Provincial government, or the Greater Vancouver Transit Authority or any of its subsidiaries;

“Charitable Soliciting (Over 90%)” means the business of collecting or receiving money or goods and the disposal or sale of goods and includes the sale of tickets for any form of entertainment or the drawing or other disposition of any prize, if 90% or more of the proceeds of the disposal or sale are, either directly or indirectly, given to a Registered Society;

“Charitable Soliciting (Under 90%)” means the business of collecting or receiving money or goods and the disposal or sale of goods and includes the sale of tickets for any form of entertainment or the drawing or other disposition of any prize, if less than 90% of the proceeds of the disposal or sale are, either directly or indirectly, given to a Registered Society;

“Commercial Dog Walker” means a person who walks a dog or dogs for a fee;

“Commercial Parking Facility” means premises in, on or at which Vehicles are parked for a fee, other than premises used exclusively for residential parking;

“Commercial Recreation Facility” means a multi-purpose facility that offers instruction, equipment, or space to the public to engage in athletic, social or other recreational activities;

“Contractor” means a person who carries on the business of constructing, altering, repairing, or maintaining buildings, structures, other improvements, or land, and includes those types of contractors listed in Schedule “B” of this Bylaw;

“Cooking Facilities” means equipment, devices or appliances that can be utilized to prepare a meal within a *dwelling unit* and includes a sink, counter-top, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for the storage of food or any other such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities;

“Cosmetic Service Provider” means a person, other than a person licenced by the B.C. College of Physicians and Surgeons, who carries on the business of providing cosmetic or grooming services in any of the following categories: hair cutting or styling, tanning, skin treatments, nail treatments, tattooing, or massage;

“Daycare (Family)” means the business of caring for five or fewer children including the caregiver’s own preschool children in or at one home, office, facility or other premises;

“Daycare (Group)” means the business of caring for more than five children in or at one home, office, facility or other premises;

“Duplex” means one building containing two Single Family Dwellings that are structurally joined to one another;

“Dwelling Unit” has the meaning ascribed to it by PART 1 Division 2 of Zoning Bylaw No. 2200, 1968;

“Employee” means a person engaged in a business for remuneration, and includes an owner, partner, principal, joint venturer, limited partner or officer in respect of the business;

“Entertainment Facility” means premises at a fixed address at which artistic, cultural, sporting, or other shows, productions, demonstrations, events or games take place, and in respect of which the public is invited to watch or participate for a fee;

“Financial Institution” means a bank, credit union, trust company or other similar business that, among other things, accepts deposits, invests money, or lends money;

“General Business Services” means a business that provides services to a client base that is largely comprised of companies or other businesses rather than individual persons and does not fall under any other category of business in this Bylaw;

“General Personal Services” means a business that provides services to a client base that is largely comprised of individual persons rather than companies or other businesses and does not fall under any other category of business in this Bylaw;

“Inspector” means the Manager of Bylaw and Licencing Services or any other person appointed from time to time by Council for the purpose of enforcing and carrying out the provisions of this Bylaw;

“Instructional Services” means the business of providing instruction or training to individuals or groups with respect to a specific activity or skill, including without limitation, instruction in academics, music, dance, language, and computers, but does not include instruction at a school that is established pursuant to an enactment of the federal or provincial government or instruction at a Commercial Recreation Facility;

“Itinerant Show” means a production, demonstration or game of any kind that people observe or attend for a fee and that is presented or held less than 25 times in any year;

“Intermunicipal Business Licence” means a licence that allows the holder of the licence to carry on business within two or more of the Member Municipalities;

“Laundry Facility” means premises that contain one or more coin-operated machines that wash or dry clothing;

“Licence” means a business licence issued by the District or an Intermunicipal Business Licence;

“Liquor Licenced Restaurant” means a Restaurant where customers may only consume alcohol if they also order food, and in respect of which

premises a licence is required or obtained from the Provincial government pursuant to the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c.267;

“Marina” means premises or structures in, on, or adjacent to water, at which boats are moored;

“Member Municipalities” mean the City of North Vancouver, the District of North Vancouver, or the District of West Vancouver;

“Peddler” means a person who sells or offers for sale goods to be immediately delivered to a customer from a temporary or moveable structure or Vehicle and not from a fixed address;

“Pet Care Establishment” means the business of providing grooming, training, or day care with respect to any type of domestic animal;

“Pub” means premises where customers may order or consume alcoholic beverages with or without food, and for which a licence is required or obtained from the Provincial government pursuant to the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c.267;

“Registered Society” means a not-for-profit society that is in good standing and registered with the Registrar of Companies under the *Society Act*, R.S.B.C. 1996, c. 433;

“Restaurant” means premises at a fixed address where prepared food, beverages, or both are served to the public for a fee, and includes a coffee shop or counter, a tea house, or a juice bar;

“Retail Liquor Store” means premises at which bottled or packaged alcoholic beverages for consumption at premises other than the retail liquor store premises are sold or offered for sale;

“Rooms for Rent” means the provision of two or more rooms or suites of rooms on one parcel, with or without cooking facilities, that are rented or leased on a periodic basis, and includes, without limitation, apartment buildings, hotels, and motels, but does not include a Bed and Breakfast or rooms for rent in a lawful Duplex or Single Family Dwelling;

“Secondary Suite” means a Dwelling Unit accessory to a single family or two family dwelling use;

“Service (Professional)” means the business of practicing any of the following professions in accordance with a federal or provincial licence or standard: accountant, agrologist, architect, chiropractor, dentist, ecologist, engineer, financial consultant, forester, land surveyor, lawyer, naturopathic physician, notary public, optometrist, orthodontist, osteopath, pharmacist,

Amendment
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4656, 2010

physician, physiotherapist, podiatrist, psychiatrist, psychologist, radiologist, registered psychiatric nurse, or surgeon;

“Single Family Dwelling” means a building containing two or more rooms with only one set of cooking facilities, used or intended to be used together for the domestic purposes of one or more persons;

“Special Event” means a farmers’ market, craft fair, bake sale, auction, or other gathering of people at a temporary location for selling, offering for sale, bartering, or buying goods or services;

“Storage” means the business of storing chattels for a fee;

“Vehicle” means any device in, on or by which a person or thing can be transported on land;

“Vehicle for Hire Service” means the provision of a Vehicle with a driver for a fee;

“Vending Machine” means a machine or device operated by the insertion of a coin, slug or card for the purpose of selling or dispensing any merchandise or providing music, games, amusement or services of any kind, but does not include an Automatic Teller Machine or a coin-operated washer or dryer;

“Veterinary Clinic” means the business of providing medical treatment to animals with or without accessory Pet Care Establishment services, and includes overnight boarding of patient animals.

Part 5 Licence

5.1 Licence Requirement

5.1.1 A person must not carry on any business in the District without a valid and subsisting Licence issued to that person for that business.

5.1.2 Every person who operates a business at more than one premises must apply for and maintain a separate Licence in respect of each separate premises.

5.1.3 Every person who operates more than one business at one premises must apply for and maintain a separate Licence in respect of each business.

5.1.4 Every licence issued shall be deemed to be a personal licence to the licensee therein named, and shall not be transferable to another

person.

- 5.1.5 A person must not carry on business in or on any premises other than those identified on the Licence without first making an application for a new Licence or a change to the Licence under section 5.5.1
- 5.1.6 Every holder of a Licence must keep a copy of the Licence posted in a conspicuous place in the premises, Vehicle, place or structure in respect of which the business is carried out or undertaken and for which the Licence is issued.

5.2 Licence Fee

- 5.2.1 Every person applying for a Licence must, at the time of making the application, pay to the District the fee for the business as specified in Schedule "A" or Schedule "B" to this Bylaw, as applicable.
- 5.2.2 Despite section 5.2.1, the Licence fee prescribed in this Bylaw is reduced by one-half in respect of business that comes into existence after July 31st in any year, except those Licence fees that are calculated on a daily basis and the categories for Secondary Suites and Special Events. The business licence fee for the category Secondary Suites shall be reduced by \$100.00 after July 31 in any year.

5.3 Licence Applications

- 5.3.1 Every application for a Licence under this Bylaw must:
 - (a) be made to the Inspector on the form provided for that purpose;
 - (b) be signed by the owner of the business or his or her or its agent authorized in writing by the owner; and
 - (c) contain the following information:
 - (i) a description of the nature of the business;
 - (ii) a description of the business premises, including its civic address;
 - (iii) the square footage of the premises;
 - (iv) the number of Employees engaged in the business at the premises;

- (v) the number of Automatic Teller Machines, Rooms For Rent, parking spaces, marine berths, laundry machines, Vehicles for hire, and Vending Machines, if applicable; and
- (vi) proof of any certification, approval or qualification which may be required by a federal, provincial or municipal authority with respect to the business.

5.4 Licence Periods

- 5.4.1 Licences issued under this Bylaw are for the period commencing January 1st and expiring December 31st of each year.
- 5.4.2 Despite section 5.4.1, a Licence for an Entertainment Facility is for the period specified in the application, but may not exceed a period of six months.
- 5.4.3 Despite section 5.4.1, a Licence for an Itinerant Show, Special Event, Charitable Soliciting (Over 90%) or Charitable Soliciting (Under 90%) is for one day.
- 5.4.4 Despite section 5.4.1 the validity of a Licence for Temporary Accommodation shall not exceed the Games Period.

5.5 Licence Changes

- 5.5.1 For the purpose of this section, “**change**” means:
 - (a) a change to the location of the premises or place of business for which the Licence was issued;
 - (b) a change to the name of the business;
 - (c) a change to a term or condition on which the Licence was issued; and
 - (d) a change that would increase the Licence fee payable by the Licence holder under Schedule “A” or Schedule “B” to this Bylaw.
- 5.5.2 Before undergoing any change listed in section 5.5.1, the holder of a Licence under this Bylaw must apply to the Inspector for a Licence change on the form provided for that purpose.
- 5.5.3 A person applying for a licence change under to section 5.5.1(d) must, at the time of making the application, pay to the District the amount by which the Licence fee under Schedule “A” or

Schedule "B" to this Bylaw will increase.

5.6 Inspector's Powers and Duties

- 5.6.1 On receipt of an application and before issuing any Licence or authorizing a change with respect to an existing Licence, an Inspector may:
- (a) at a reasonable time and in a reasonable manner, inspect the premises for which the Licence or the change to an existing Licence is sought; and
 - (b) require the applicant to provide proof of any certification, approval, or qualification which may be required by a federal, provincial or municipal authority with respect to the business.
- 5.6.2 A Licence is issued on terms or conditions imposed in respect of that business by this Bylaw or in any other enactment.
- 5.6.3 An Inspector may refuse, suspend, or cancel a Licence or impose terms and conditions with respect to a Licence in relation to:
- (a) the duration of the Licence;
 - (b) the hours of operation of the business;
 - (c) the maximum number of occupants allowed at the premises; or
 - (d) terms or conditions to ensure compliance with this Bylaw or another enactment.
- 5.6.4 An Inspector must maintain and keep a record of each Licence issued, suspended and cancelled under this Bylaw.
- 5.6.5 Subject to section 16 of the *Community Charter*, S.B.C. 2003, c.26, an Inspector may enter business premises at a reasonable time to inspect and determine whether the regulations and requirements of this Bylaw are being met.

5.7 Council Reconsideration

- 5.7.1 An applicant or Licence holder who wishes Council to reconsider an Inspector's decision to refuse, suspend or cancel a Licence must, within ten business days of the date of the refusal, suspension or cancellation, deliver to the Municipal Clerk a written request stating the grounds upon which the request is based.

- 5.7.2 The Municipal Clerk must refer to Council a request made under section 5.7.1 and notify the applicant or Licence holder of the time and place at which Council will reconsider the Inspector's decision.

Part 6 General Regulations

- 6.1 It is a term and condition of every Licence under this Bylaw that a person who owns or operates a business must not cause, allow or permit:
- (a) an odour to escape from the premises including odours from garbage generated by that business, whether through a ventilation fan or otherwise, that is perceptible in residential premises and disturbs, or is likely to disturb, the enjoyment, comfort or convenience of an individual in the residential premises, or
 - (b) a noise to emanate from the premises whether from a ventilation fan or otherwise, that is perceptible in residential premises and disturbs, or is likely to disturb, the enjoyment, comfort or convenience of an individual in the residential premises.

Part 7 Specific Regulations

7.1 Adult Publications

- 7.1.1 A person must not sell, offer to sell, or display for sale in any premises an Adult Publication unless the publication is:
- (a) located on a shelf, the bottom edge of which is at least 119 cm (47 inches) from the floor; and
 - (b) placed behind an opaque cover which extends the full length of the shelf on which the publication is placed and which extends vertically at least 20 cm (8 inches) from the bottom of the shelf.

7.2 Bed and Breakfasts

- 7.2.1 A person carrying on the business of a Bed and Breakfast must:
- (a) reside in the Single Family Dwelling in which the Bed and Breakfast is located; and
 - (b) not concurrently rent to guests or tenants any portion of the Single Family Dwelling other than the portion in which the Bed and Breakfast is located.

7.3 Veterinary Clinics and Pet Care Establishments

- 7.3.1 A Veterinary Clinic and a Pet Care Establishment must have a public entrance for both vehicular and pedestrian access directly to a public highway.
- 7.3.2 A person must not carry on the business of a Veterinary Clinic or a Pet Care Establishment outside of an enclosed building.
- 7.3.3 The number of dogs permitted at any time in a building, structure or other premises containing a Pet Care Establishment is limited to the lesser of:
 - (a) 15 dogs; and
 - (b) One dog per 50 square feet of premises used exclusively by the Pet Care Establishment for the care of dogs.

7.4 Intermunicipal Business Licences

- 7.4.1 An application for a Licence to carry on a type of business listed in Schedule "B" to this Bylaw may, at the option of the applicant, be treated as an application for an Intermunicipal Business Licence.
- 7.4.2 A person applying for an Intermunicipal Business Licence must, at the time of making the application, pay to the District the fee for the a Licence as specified in Schedule "B" to this Bylaw.
- 7.4.3 An Inspector may not issue an Intermunicipal Business Licence if the applicant does not have a store, branch, premises or place of business located within the District.
- 7.4.4 The holder of a valid and subsisting Intermunicipal Business Licence may carry on business in any or all of the Member Municipalities as if the holder had applied for and received a business licence in each Member Municipality.
- 7.4.5 A person must not carry on business in the District if a Member Municipality has refused, suspended or cancelled the Intermunicipal Business Licence for that business.
- 7.4.6 A person who carries on more than one business listed in Schedule "B" to this Bylaw in the District must have a separate Licence for each business.

- 7.4.7 In addition to the powers and duties of the Inspector set out in sections 5.6.1 to 5.6.5, an Inspector may consider evidence provided to him or her by a Member Municipality when determining whether to issue, suspend, or cancel or to impose terms and conditions on, an Intermunicipal Business Licence.

7.5 Itinerant Shows and Special Events

- 7.5.1 A person must not carry on an Itinerant Show or Special Event in which animals are treated in an inhumane manner.
- 7.5.2 Any person who applies for a Licence for an Itinerant Show or Special Event that involves one or more Amusement Rides must obtain, and maintain for the duration of the licence, comprehensive public liability insurance that contains coverage in the amount of at least \$5,000,000 all-inclusive per occurrence for bodily injury, death and property damage or loss, and must name the District as an additional named insured party.
- 7.5.3 An Inspector may not issue a Licence for which insurance is required pursuant to section 7.5.2 unless the applicant, at the time of applying for the Licence, provides the Inspector with proof of the required insurance.

7.6 Child Care Facilities

- 7.6.1 Any person who applies for a Licence for a Child Care facility must notify, in writing, owners and occupiers of all properties within a radius of ninety (90) metres of the property proposed for the facility of the following information:
- (a) the maximum number of children the facility is intended to accommodate,
 - (b) the hours of operation.

- 7.6.2 Any person who applies for a Licence for a Child Care facility must submit a Traffic Management Plan to the Inspector clearly depicting:
- (a) the existing onsite and on-street parking availability and any proposed changes
 - (b) access and egress from the site.
 - (c) the proposed strategy for reducing the impact the additional traffic may have on the neighbourhood.
- 7.7 Prohibition of Animal Sales
- 7.7.1 No person carrying on the business of retail or wholesale sales of animals, including but not limited to domesticated animals, fish, birds, and reptiles, shall allow any rabbit to be sold or offered for sale.

Part 8 Offences

- 8.1 A person who:
- 8.1.1 carries on a business without a holding a valid Licence for that business;
 - 8.1.2 fails to display a valid Licence as required by this Bylaw;
 - 8.1.3 fails to provide any documentation or information as required by this Bylaw;
 - 8.1.4 carries on or remains open for business after receiving notice that the Licence for that business has been suspended or cancelled;
 - 8.1.5 breaches any term or condition of his or her Licence; or
 - 8.1.6 violates any provision of this Bylaw
- commits an offence of this Bylaw, and is liable on conviction to a fine or penalty of up to \$10,000 for each offence.

Part 9 General

- 9.1 If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, it shall be severed from the Bylaw and the remaining portions shall remain in full force and effect as if the Bylaw had been enacted

without the invalid portion.

9.2 Schedules "A" and "B" attached hereto form a part of this Bylaw.

Part 10 Offence and Penalty

Amended by
Regulatory
Bylaw
Enforcement
and Penalty
Bylaw No.
4521, 2007

10.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists.

Schedules

Schedule A - Business Categories and Fees

Schedule B - Intermunicipal Business Licences

READ A FIRST TIME on November 21, 2005

READ A SECOND TIME on November 21, 2005

READ A THIRD TIME on November 21, 2005

NOTICE given under sections 59(2)(a) and (3) of the *Community Charter* on November 27, 2005 and November 30, 2005

ADOPTED by the Council on December 12, 2005

Mayor

Municipal Clerk

Schedule A - Business Categories and Fees

Category	Licence Fee
Antiques Retailer or Second Hand Goods Retailer	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Automatic Teller Machine	
Per machine	\$200.00
Bed and Breakfast	
Per guest room	\$110.00
Caterer	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Charitable Soliciting (Over 90%)	
Per day	\$8.00
Charitable Soliciting (Under 90%)	
Per day	\$310.00
Clothing Retailer	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Commercial Dog Walker	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Commercial Parking Lot	
Per space	\$3.00

Category	Licence Fee
Commercial Recreation Facility	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Contractor	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Convenience Store	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Cosmetic Service Provider	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Day Care (Family)	
	\$10.00
Day Care (Group)	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Entertainment Facility	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Gas Station	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00

Category	Licence Fee
General Business Services	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
General Merchandise Retailer	
1. 0 to 750 sq. ft.	\$27.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$27.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
General Personal Services	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Home Care Provider	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Import/Export	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
Instructional Services	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Intermunicipal Business Licence	
See Schedule "B"	

Category	Licence Fee
Itinerant Show	
Per day	\$52.00
Laundry Facility	
Per machine	\$14.00
Liquor Licenced Restaurant	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Marina	
1. 1 to 50 berths	\$105.00
2. 51 to 100 berths	\$209.00
3. 101 to 200 berths	\$310.00
4. 201 to 300 berths	\$519.00
5. 301 to 400 berths	\$721.00
6. 401 to 500 berths	\$930.00
7. 501 or more berths	\$1,100.00
Peddlers	
1. 1 to 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
Pub	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Real Estate or Insurance	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
Registered Society	
	\$0.00

Category	Licence Fee
Restaurant	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Retail Liquor Store	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Rooms to Rent	
Per room	\$20.00
Service (Professional)	
1. 1 or 2 employees	\$211.00
2. 3 to 5 employees	\$439.00
3. 6 to 10 employees	\$683.00
4. 11 to 20 employees	\$1,115.00
5. each additional 10 employees in excess of 20	\$455.00
Special Event	
	\$124.00
Specialty Food Retailer	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
Storage	
1. 0 to 10,000 sq. ft.	\$310.00
2. 10,001 to 20,000 sq. ft.	\$457.00
3. 20,001 to 50,000 sq. ft.	\$890.00
4. 50,001 to 80,000 sq. ft.	\$1,450.00
5. 80,001 to 140,000 sq. ft.	\$1,858.00
6. 140,001 or more sq. ft.	\$2,000.00
Supermarket	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. 0 to 750 sq. ft.	\$124.00

Category	Licence Fee
Vehicle for Hire Service	
1. 1 vehicle	\$105.00
2. 2 vehicle	\$209.00
3. 3 to 5 vehicles	\$310.00
4. 6 to 10 vehicles	\$519.00
5. 11 to 15 vehicles	\$731.00
6. 16 to 20 vehicles	\$890.00
7. each additional 5 vehicles in excess of 20	\$209.00
Vending Machine	
Per machine	\$75.00
Veterinary Clinic	
1. 1 or 2 employees	\$210.00
2. 3 to 5 employees	\$310.00
3. 6 to 10 employees	\$583.00
4. 11 to 20 employees	\$1,141.00
5. each additional 10 employees in excess of 20	\$566.00
Wholesaler	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00

Schedule B - Intermunicipal Business Licences

Category	Licence Fee
Contractor	
1. 1 or 2 employees	\$155.00
2. 3 to 5 employees	\$259.00
3. 6 to 10 employees	\$360.00
4. 11 to 20 employees	\$569.00
5. 21 to 30 employees	\$1088.00
6. each additional 10 employees in excess of 30	\$259.00

Types of Contractors		
Acoustical	Air Conditioning	Alarm Systems
Alterations and Repairs	Arborist	Awnings
Blacktopping	Bricklaying	Blockwork Masonry
Building	Building Moving	Bulldozing
Cable Installation	Cabinetry	Carpentry
Carpet Cleaner	Caulking	Cement Finishing
Chimney Service	Cladding	Concrete
Concrete Pumping	Construction Manager	Crane Operator
Coring and Coring	Dredging	Demolition
Disposal Service	Ditching	Diving
Doors - Closets, etc.	Draft Sealing	Drainage
Drilling	Drywall/Plasterer	Electrical
Electronics	Elevator/Skip Hoist	Excavating/Backfill
Fabricating (metal)	Fencing	Fiberglassing
Finish Carpentry	Fireplaces (non-masonry)	Fireproofing
Flooring	Framing	Furnace Repair
Gas	Glazing	Gutters
Hauling	Heating/Sheet Metal	Inspection Services
Insulation	Intercommunications	Iron Worker
Irrigation	Janitorial Service	Land Clearing
Landscape/Gardening	Lathing	Logging
Locksmith	Marble	Mechanical/Mechanical Equipment Installation

Types of Contractors		
Metal Worker	Millwork	Moving (Building)
Oil Worker	Ornamental Ironwork	Painting/Decorating
Paving	Pest Control	Pile driving
Pipe Bending & Fabricating	Pipeline	Plaster/Stucco
Plastic	Plumbing	Pipeline
Power Sweeping/Vacuum	Pressure Washing	Pump Maintenance/Installation
Rails	Refrigeration	Reinforcing Steel
Restoration	Road Builders	Roofing
Sand Blasting	Sanitary	Sauna
Scaffolding	Security and Alarms	Sewers
Sheet Metal	Shoring	Siding
Signs, all	Shingles	Spindle
Skylights	Steamfitters	Steel Erection
Store Fixtures & Decorations	Swimming Pools	Tanks
Terrazzo	Tile	Toilet Partitions/Shelving
Tree Service	Upholstering	Ventilation
Weatherproofing	Waterproofing/Sealing	Welding
Wood Preserving	Wood Scaffolding Installer	Wrecking
Wrought Iron		

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 7350

A Bylaw to enter into an agreement between The Corporation of the City of North Vancouver, The Corporation of the District of North Vancouver and The Corporation of the District of West Vancouver, relating to an Intermunicipal Business License Scheme

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows :

1. **TITLE**

This Bylaw shall be known and cited for all purposes as “**Intermunicipal Business License Agreement Authorization Bylaw, 2001, No. 7350**”.

2. **AUTHORIZATION**

The Council authorizes The Corporation of the City of North Vancouver to enter into an agreement with The Corporation of the District of North Vancouver and The Corporation of the District of West Vancouver to administer an Intermunicipal Business License Scheme, in accordance with the terms and conditions outlined in the agreement attached hereto and marked “Schedule “A” to Bylaw No. 7350”.

3. **EXECUTION OF DOCUMENTS**

The Mayor and City Clerk are authorized to sign and seal with the Corporate Seal the necessary documents to give effect to the intent of this Bylaw.

READ a first time by the Council on the 5th day of November, 2001.

READ a second time by the Council on the 10th day of December, 2001.

READ a third time and passed by the Council on 10th day of December, 2001.

RECONSIDERED and finally adopted by the Council by a two-thirds majority vote, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 17th day of December, 2001.

“Barbara A. Sharp”

MAYOR

“Bruce A. Hawkshaw”

CITY CLERK

SCHEDULE "A" OF BYLAW NO. 7350

Intermunicipal Business License Agreement

WHEREAS the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver and the Corporation of the District of West Vancouver wish to enter into an agreement in which an Intermunicipal Business License issued in one of the municipalities will allow a person to carry on the business specified in the Intermunicipal Business License in any of the municipalities which are parties to the agreement.

THEREFORE the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, and the Corporation of the District of West Vancouver agree as follows :

DEFINITIONS

Intermunicipal Business License means a business license which allows the holder of the license to carry on business within one or more of the Member Municipalities, subject to the terms and conditions of the respective Bylaws of the Member Municipalities within their respective jurisdictions.

Intermunicipal Business Licence Fee means the annual fee charged by the Issuing Municipality to administer the Intermunicipal Business Licence Scheme, which is in addition to the business licence fee applicable to the specific categories of business eligible to hold an Intermediate Business Licence.

Issuing Municipality means the Member Municipality which issued the Inter-Municipal Business License.

Member Municipality means the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, and the Corporation of the District of West Vancouver.

AUTHORITY AND RESPONSIBILITIES OF THE MEMBER MUNICIPALITIES

- 1.0 Each Issuing Municipality shall retain for its own purposes the business licence fees collected for the specific categories of business eligible to hold an Intermunicipal Business Licence.
- 1.1 The Issuing Municipality shall charge an Intermunicipal Business Licence Fee whose amount has been set out in the bylaw.
- 1.2 The Issuing Municipality shall distribute the total amount of the Intermunicipal Business Licence Fees collected by the Issuing Municipality equally between the other Member Municipalities.
- 1.3 The Issuing Municipality shall pay the amount owing to each Member Municipality without interest every six (6) months.
- 2.0 Every Intermunicipal Business License shall be issued in a form to be agreed to from time to time by the managers responsible for business licensing in each of the Member Municipalities.

- 3.0 Each of the Member Municipalities shall provide to the other Member Municipalities from time to time, or as requested by a Member Municipality, a list of Intermunicipal Business Licenses that have been issued, and a cumulative list for the calendar year.
- 4.0 The Member Municipalities shall consult each other from time to time to address issues or amendments regarding the Intermunicipal Business License Scheme.
- 5.0 Nothing in this Agreement shall affect the authority of Council of an Issuing Municipality to refuse, suspend or revoke any license issued by the Issuing Municipality.
- 6.0 Nothing in this Agreement shall limit the authority of the Council of a Member Municipality to enact and enforce regulations in respect of any class of business.

REFUSAL, SUSPENSION OR REVOCATION OF AN INTERMUNICIPAL BUSINESS LICENSE

- 7.0 If an Issuing Municipality refuses, suspends or revokes an Intermunicipal Business License, the Issuing Municipality shall notify the Member Municipalities as soon as possible.
- 8.0 If a Member Municipality is of the view that the holder of an Intermunicipal Business License has been guilty of misconduct in respect of the business, the Member Municipality may request that the Issuing Municipality suspend the Intermunicipal Business License or refuse or revoke the Intermunicipal Business License.
 - 8.1 The Member Municipality shall provide information, documentation and other evidence of the misconduct for consideration by the Issuing Municipality with its request for the suspension, refusal or revocation of the Intermunicipal Business License.
- 9.0 If the holder of a refused, suspended or revoked Intermunicipal Business License attempts to carry on business within one of the Member Municipalities during the refusal, suspension or revocation, the Member Municipalities shall notify the Issuing Municipality as soon as reasonably possible.

WITHDRAWAL FROM THE AGREEMENT

- 10.0 A Member Municipality shall provide written notice to the other Member Municipalities of its intention to withdraw from the Intermunicipal Business License Agreement.
- 11.0 The written notice to withdraw shall include a copy of the bylaw which deletes the provisions of the Intermunicipal Business License Scheme from the respective Business License Bylaw.
- 12.0 This Agreement shall come into effect on January 1, 2002.

Signed and Delivered on behalf of the Member Municipalities, the Councils of each of which has, by bylaw, adopted this agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The Corporation of the City of North Vancouver

Mayor _____
Clerk _____
Date _____

The Corporation of the District of North Vancouver

Mayor _____
Clerk _____
Date _____

The Corporation of the District of West Vancouver

Mayor _____
Clerk _____
Date _____

CITY OF ABBOTSFORD
CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

Bylaw No. 1551-2006

AMENDMENTS

<u>No.</u>	<u>Date Adopted</u>	<u>Description</u>
1625-2007	2007 04 23	Replaces Schedule B to update Business Licence fees
1717-2007	2007 12 10	Replaces Section 5.1, adds definition, replaces Schedule "B"
1744-2008	2008 02 11	Amends licensing periods
1938-2010	2010 03 29	Increase public safety and require background checks for ice cream truck drivers be completed when hired.
1985-2010	2010 06 21	Amends bylaw to reflect change to the federal and provincial sales taxes.
2196-2013	2013 02 04	Adds a new Section 11.18 for Shark Fins and Shark Fin Products
2296-2013	2013 12 16	Amended by adding new Sections 11.13, 11.14, 11.15, 11.16 to include provisions for the extension of Liquor Primary Hours for New Years.
2158-2012	2014 04 14	Amended by deleting and replacing Schedule "B", Section 5.2(a) and Section 11.11, and adding a new Section 5.10.
2474-2015	2016 04 04	Adds the definition of "Medical Marihuana Production Facility" to Schedule "A"; and adds a new Section 11.17, and renumbers all subsequent sections.

I hereby certify this to be
a consolidated copy of
Bylaw No. 1551-2006, as at
_____, 2016.

Sherry Davis
Deputy City Clerk (Legal Services)

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

Bylaw No. 1551-2006

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CITY OF ABBOTSFORD
CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

Bylaw No. 1551-2006

The Council of the City of Abbotsford, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 - CITATION

- 1.1 Bylaw No. 1551-2006 may be cited as "Business Licence Bylaw, 2006".

PART 2 - SEVERABILITY

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion must be severed and the remainder of this bylaw is deemed to be adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

PART 3 - REPEAL

- 3.1 Bylaw No. 988-2000, cited as "Business Licence Bylaw, 2000", is hereby repealed.

PART 4 - INTERPRETATION

- 4.1 Schedule "A" contains definitions of terms used in this bylaw.
- 4.2 Words or phrases defined in the British Columbia *Interpretation Act*, *Community Charter* or *Local Government Act* or any successor legislation, shall have the same meaning when used in this bylaw unless otherwise defined in this bylaw.
- 4.3 In this bylaw, unless the context otherwise requires, the singular shall include the plural and the masculine includes the feminine gender.
- 4.4 The headings contained in this bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this bylaw.

PART 5 – LICENCE REQUIREMENT

- 5.1 Unless specifically exempted in Section 5.2, a person shall not carry on any business or operate a Supportive Recovery Use within the City without a valid and subsisting licence issued to that person under this bylaw. (B/L 1717-2007)
- 5.2 A licence is not required for the following:
- (a) an agri-food processing facility having a floor area of less than 600 m² on property zoned Agricultural, as defined in the City's Zoning Bylaw; (2158-2012)

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

Bylaw No. 1551-2006

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- (b) the on-site processing of products from a farm operation, dairy, hatchery or wholesale greenhouse or nursery;
 - (c) the collection or receipt of money or goods or the disposal or sale of goods or services for non-profit purposes where 100% of the proceeds of the collection, receipt, disposal or sale are, either directly or indirectly, devoted to a non-profit or charitable purpose and where an application for an exemption is first made to the Licence Inspector on the form prescribed for that purpose; or
 - (d) a garage sale, which is conducted on a person's own residential property, except where more than three garage sales are conducted on that property per calendar year or garage sales are conducted on the property for more than six days in a calendar year.
- 5.3 For certainty and without limiting Section 5.1, a licence shall be obtained under this bylaw for any business constituting an *Agri Industrial Use* as defined in this bylaw, including without limitation rendering stations and wine operations, and for any business constituting a *Produce Processing Use*, *Farm Industrial Use*, *Growing Medium Manufacturer Use* or *Commercial Mushroom Composting Facility*, all as defined in the City's Zoning Bylaw.
- 5.4 A person, who operates a business at more than one premises, shall apply for and maintain a separate licence for each premises.
- 5.5 A person who operates more than one business at one premises, shall apply for and maintain a separate licence for each business.
- 5.6 Every licence issued under this bylaw is personal to the person named in the licence and may not be transferred to another person.
- 5.7 A person shall not carry on a business in or on any premises other than those identified on the licence without first making an application for a new licence or a change to the licence.
- 5.8 Every holder of a licence shall keep a copy of the licence posted in a conspicuous place in the premises, vehicle, place or structure where the business is conducted or undertaken and for which the licence is issued. Where a business is not conducted within a premises, vehicle, place or structure, the licence shall be carried by the licence holder at all times.
- 5.9 Every person, who carries on a business in the City, shall comply with all bylaws of the City and all applicable laws, rules, codes, regulations and orders of all Federal or Provincial authorities having jurisdiction over such business.
- 5.10 A licence is required for each Automated Teller Machine not affixed to a Financial Institution. (2158-2012)

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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PART 6 – LICENCE FEES

- 6.1 Every person applying for a new licence or for a renewal of a licence shall, at the time of making the application, pay to the City:
- (a) the licence fee for the applicable type of business specified in Schedule “B” to this bylaw; and
 - (b) all outstanding fees, charges and penalties due and payable to the City in respect of the business.
- 6.2 Every person making application for a new licence or a change of name or other change to a licence shall, in addition to all other fees payable under this bylaw, pay the administrative fee specified in Schedule “B” of this bylaw.
- 6.3 Where more than two inspections must be conducted in respect of a licence application, due to non-compliance with this bylaw, the applicant shall pay the re-inspection fee specified in Schedule “B” of this bylaw for each additional inspection conducted by the City beyond the first two inspections.
- 6.4 Where a licence for a business is not renewed before its expiry date, but is renewed within 30 days of its expiry date, in addition to the fees specified in Section 6.1, the applicant shall pay to the City a penalty equal to 30% of the licence fee specified for that category of business in Schedule “B” of this bylaw.
- 6.5 Where a licence for a business is not renewed within 30 days of its expiry date, in addition to the fees specified in Section 6.1, the applicant shall pay to the City a penalty equal to 50% of the licence fee specified for that category of business in Schedule “B” of this bylaw.
- 6.6 Except as provided for in Section 6.7, a licence fee shall not be refunded after issuance of the licence.
- 6.7 The licence fee for an accessory home occupation licence, less the administration fee prescribed in Schedule “B” of this bylaw, shall be refunded to the licence holder where the application for the refund is received by the City within three months of the licence’s issuance.
- 6.8 All federal and provincial sales taxes will be added when applicable. (B/L 1985-2010)

PART 7 – LICENCE PERIOD AND RENEWAL

- 7.1 Except as provided in Section 7.2, a licence issued under this bylaw shall be valid for a period of 12 months from the date of issuance and shall expire on the last day of the 12th month.

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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7.2 Despite Section 7.1: (B/L 1744-2008)

- (a) a temporary licence shall be valid for a period not exceeding 60 days from the date of issuance, and no more than two temporary licences for the same business shall be issued in one calendar year;
- (b) an Ice Cream Vendor, Mobile licence shall be valid for a period of six months from the date of issuance.

7.3 The licence holder is responsible to renew a licence issued under this bylaw before the date of its expiry for as long as the business that is authorized by the licence is conducted.

PART 8 – LICENCE APPLICATIONS

8.1 Every application for a licence shall:

- (a) be made to the Licence Inspector on the form provided for that purpose;
- (b) be signed by the owner of the business or the owner's agent authorized in writing by the owner; and
- (c) be accompanied by the applicable fees prescribed in Part 6 and Schedule "B" of this bylaw.

8.2 The Licence Inspector may require that an applicant for a licence provide proof of certification, approval or qualification required by a Federal, Provincial or Local Government authority having jurisdiction over the proposed business.

8.3 It is an offence under this bylaw to provide incorrect or misleading information on an application for a licence or renewal of a licence.

8.4 The granting and issue of a licence under this bylaw in no way implies or constitutes a representation of the Licence Inspector or the City that the licence holder is competent in the business operation for which they are licensed.

PART 9 – POWERS OF THE LICENCE INSPECTOR

9.1 The Licence Inspector shall have power to grant, refuse, suspend or cancel a licence issued under this bylaw subject to the provisions of this bylaw and the *Community Charter*.

9.2 Upon receipt of an application for a licence or a renewal of a licence, the Licence Inspector may, at a reasonable time and in a reasonable manner, inspect the premises to which the licence application relates.

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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- 9.3 Subject to Section 16 of the *Community Charter*, the Licence Inspector or Chief Constable may enter business premises at a reasonable time to inspect and determine whether the regulations and requirements of this bylaw are being met.
- 9.4 The Licence Inspector may impose such terms and conditions on the granting or renewal of a licence as he or she considers reasonable.
- 9.5 The Licence Inspector shall maintain and keep a record of each licence issued, suspended and cancelled under this bylaw.

PART 10 – COUNCIL RECONSIDERATION

- 10.1 An applicant or licence holder, who wishes Council to reconsider the Licence Inspector's decision to refuse, suspend, cancel or impose terms and conditions on a licence, shall, within ten business days of the date of the Licence Inspector's decision, deliver to the City's Director of Development Services a written request stating the grounds upon which the request is based.
- 10.2 The Director of Development Services shall refer a request made under Section 10.1 to Council, and notify the applicant or licence holder of the time and place at which Council will reconsider the Licence Inspector's decision.

PART 11 – SPECIFIC REGULATIONS

ACCESSORY HOME OCCUPATION

- 11.1 An accessory home occupation business shall comply with Sections 150.12 and 150.25 of the City of Abbotsford Zoning Bylaw, as amended.

ADULT PUBLICATIONS

- 11.2 No person carrying on any business in the City may display or permit to be displayed an adult publication except as follows:
- (a) every adult publication shall be located behind the sales counter and inaccessible to the public except by a request to the sales clerk, who shall remove the adult publication from the display area;
 - (b) every adult publication shall be placed behind a sheet of opaque plastic or other opaque substance which extends the full length of the shelf on which such publications are placed and which extends vertically at least eight (8) inches from the bottom of the shelf;
 - (c) no adult publication shall be located on any visible shelf, the bottom edge of which is less than 1.2 m. from the floor; and
 - (d) no adult publication may be sold to a minor.

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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AUTO RECYCLERS

- 11.3 Every person applying to carry on the business of auto recycler shall, as a condition of the issuance or renewal of a licence under this bylaw, provide the Licence Inspector with satisfactory evidence that the applicant's auto recycler facility meets the *Automotive Recycler's Environmental Code of Practice*, as established by the British Columbia Automotive Recyclers ("BCAR") Association and administered by the Automotive Recycler's Environmental Association ("AREA"), and that the facility was certified by BCAR within the preceding calendar year.
- 11.4 As a condition of licence renewal, the licence holder shall provide evidence satisfactory to the Licence Inspector that:
- (a) during the preceding year the licence holder inspected the facility, obtained an independent (third-party) inspection of the facility and prepared a pollution prevention plan, all in accordance with the requirements and procedures of and to the satisfaction of AREA;
 - (b) the operation of the facility complies with all applicable Federal, Provincial and Local Government statutes, regulations and rules; and
 - (c) the facility was certified by AREA.

CONTRACTORS

- 11.5 Every person holding a licence under this bylaw as a contractor shall, on request, provide the Licence Inspector with a list of all sub-trades engaged on specific jobs, on a form prescribed by the Licence Inspector. Failure to submit the list of sub-trades within two weeks of such request is an offence under this bylaw and renders the Contractor liable to the penalties hereby imposed.
- 11.6 Contractors picking up recyclables within the City shall deliver all such recyclables to a location specified in the *Fraser Valley Regional District Solid Waste Management Plan*, as amended.

DIRECT SELLERS

- 11.7 Every applicant for a licence to carry on business as a direct seller shall, at the time of such application, provide the Licence Inspector with picture identification containing the name, current address, birth date and gender of all persons employed by or associated with the business, along with a copy of an approved criminal/police record search from the Chief Constable for each such person.
- 11.8 The licence holder shall, within 30 days, provide the Licence Inspector with picture identification containing the name, current address, birth date and gender of each new employee or person who becomes associated with the business after issuance of the licence, along with a copy of an approved criminal/police record search from the Chief Constable for each such person.

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ICE CREAM VENDORS, MOBILE

- 11.9 Every person making application for a licence to carry on business as a mobile ice cream vendor shall, at the time of such application:
- (a) provide evidence satisfactory to the Licence Inspector that written approval was given for the proposed business by the Fraser Health Authority or other Provincial authority or body having jurisdiction over the safe handling of food products; and
 - (b) provide the Licence Inspector with picture identification and a copy of an approved criminal/police record search from the Chief Constable containing the name, current address, birth date and gender for each person employed or associated with the business, and shall thereafter provide such picture identification and approved criminal/police record search for each new employee prior to that employee commencing employment. (B/L 1938-2010)
- 11.10 No person carrying on the business of a mobile ice cream vendor shall play or permit the playing of amplified music or other sound at a higher level than 60 d.b.a. measured at 15 meters from the vehicle.

LIQUOR ESTABLISHMENTS

- 11.11 The following conditions/terms apply to all businesses licenced under the *Liquor Control and Licensing Act of British Columbia*, including but not limited to terms and conditions in the nature of: (2158-2012)
- (a) patron behaviour both inside and outside a business, including but not limited to:
 - i) orderly entrance and disbursal;
 - ii) noise;
 - iii) vandalism;
 - iv) unlawful activities;
 - v) nuisance behaviour;
 - (b) safety and security of patrons and the public both inside and outside the business, including but not limited to:
 - i) patron screening and door control;
 - ii) installation and use of security cameras and the retention of video tapes;
 - iii) provision of security staff and monitoring conduct of patrons;
 - iv) use of metal detectors and other screening devices;
 - v) article and body searches of patrons;
 - vi) lighting;
 - vii) implementation of *Crime Prevention through Environmental Design* elements;
 - viii) increased staffing requirements;

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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- ix) taking reasonable steps to ensure the personal safety of its employees, patrons, including steps to evict, or allow the Abbotsford Police Department and members of other Police agencies to evict, and prevent re-entry by individuals whose conduct gives rise to a reasonable apprehension that they present a safety risk to other persons; (B/L 1938-2010)
 - (c) responsible serving of alcoholic beverages, including but not limited to:
 - i) over-service of patrons;
 - ii) patron capacity;
 - (d) condition of premises and nearby surrounding area, including but not limited to:
 - i) exterior condition and appearance of premises;
 - ii) inspection and clean up of litter;
 - (e) entertainment; and
 - (f) compliance with City bylaws.
- 11.12 No sale or service of liquor shall take place between the hours of 1:00 a.m. and 9:00 a.m. in any business holding a *Liquor Primary Licence*, *Food Primary Licence*, or *Special Occasion Licence* issued under the *Liquor Control and Licensing Act* of British Columbia.
- 11.13 Despite 11.12, the sale or service of liquor may be extended to the hours of 2:30am on January 1st of each year subject to: (B/L 2296-2013)
- (a) submission of a written request (application) to the Licence Inspector;
 - (b) holding a valid Liquor Primary Licence; and
 - (c) confirmation of compliance with the "Bar Watch Program Standards".
- 11.14 The Licence Inspector is authorized to issue or refuse to issue a temporary extension pursuant to Section 11.13; and must do so within 10 business days of receipt of a complete application, which meets the requirements of this bylaw. (B/L 2296-2013)
- 11.15 Every temporary extension issued, pursuant to Section 11.14, under this bylaw shall be valid only for the date specified on the application. Temporary extensions must be applied for annually. (B/L 2296-2013)
- 11.16 Temporary extensions issued, pursuant to Section 11.14, are subject to all other provisions in this bylaw. (B/L 2296-2013)

CITY OF ABBOTSFORD

CONSOLIDATED BUSINESS LICENCE BYLAW, 2006

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MEDICAL MARIHUANA PRODUCTION FACILITY (B/L 2470-2015)

- 11.17 Every holder of a valid federal licence issued pursuant to the *Marihuana for Medical Purposes Regulations*, as amended or replaced from time to time, must at the time of business licence application, submit proof of security clearance by way of a criminal record check, conducted by the Abbotsford Police Department or the Royal Canadian Mounted Police, for:
- (a) all persons named in the federal licence issued pursuant to the *Marihuana for Medical Purposes Regulations*, as amended or replaced from time to time;
 - (b) all staff employed at the facility at time of business licence application or renewal; and
 - (c) all newly hired employees.
- 11.18 Every Medical Marihuana Production Facility licenced under the *Marihuana for Medical Purposes Regulations*, as amended or replaced from time to time, must permit persons acting on behalf of the City for the purpose of enforcement and the Abbotsford Police Department to conduct inspections and unscheduled visits, at any time, during operating hours.

NON-REGISTERED MASSAGE THERAPISTS

- 11.19 Every person making application for a licence, or renewing an existing licence, to carry on business as a non-registered massage therapist shall, at the time of such application or renewal:
- (a) provide the Licence Inspector with picture identification containing the name, current address, birth date and gender of each person proposed to be employed or associated with the business, along with a copy of an approved criminal/police record search from the Chief Constable for each such person;
 - (b) provide evidence satisfactory to the Licence Inspector that written approval was given for the proposed business by the Fraser Health Authority or other Provincial authority or body having jurisdiction; and
 - (c) provide any additional information the Licence Inspector may require.
- 11.20 The licence holder shall, within 30 days, provide the Licence Inspector with picture identification containing the name, current address, birth date and gender of each new employee or person, who becomes associated with the business after issuance of the licence, along with a copy of an approved criminal/police record search from the Chief Constable for each person.
- 11.21 Every holder of a licence as a non-registered massage therapist shall:
- (a) post the name of the business and hours of operation at each entrance to the business premises; and

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- (b) allow the Licence Inspector to inspect the business premises and the identification of each employee or other person engaged or associated with the business during normal business operating hours.

RECYCLING DEPOTS

11.22 Every person licensed under this bylaw to operate a Recycling Depot shall, if scrap metal is purchased or otherwise acquired by the business, record on the form provided by the Licence Inspector:

- (a) the name, date of birth, current address, type of identification and description of the person from whom the scrap metals were purchased or acquired; and
- (b) a description of the scrap metal products purchased or otherwise acquired; and shall produce such form for inspection and copying at the request of the Licence Inspector or any member of the Abbotsford Police Department.

SECOND HAND GOODS

11.23 Every person licensed under this bylaw to operate a second hand goods business or a pawn shop shall conform to the provisions of the City's Secondhand Goods Regulation Bylaw, as amended.

SHARK FINS AND SHARK FIN PRODUCTS

11.24 No person carrying on any business in the City may trade, sell or distribute shark fins or products that are derived from, composed of or include any shark fin.
(B/L 2196-2013)

PART 12 – OFFENCES AND PENALTY

12.1 A person that:

- (a) carries on a business without holding a valid licence for that business;
- (b) fails to display or carry a valid licence as required by this bylaw;
- (c) fails to provide any documentation or information as required by this bylaw;
- (d) provides false or misleading information to obtain a licence under this bylaw;
- (e) carries on or remains open for business after receiving notice that the licence for the business was suspended or cancelled; or
- (f) violates any other term or condition of this bylaw or of a licence issued to the person under this bylaw;

commits an offence under this bylaw.

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- 12.2 Every person, who violates a provision of this bylaw, or who consents, allows or permits any act or thing to be done in contravention or in violation of a provision of this bylaw, or that neglects to do or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable, on conviction, to a fine of not more than \$10,000.00 for each offence and, if the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

READ A FIRST TIME this	19 th day of	June, 2006
READ A SECOND TIME this	19 th day of	June, 2006
READ A THIRD TIME this	19 th day of	June, 2006
NOTICE given under sections 59(2)(a) and (3)		
of the Community Charter this	24 th day of	June, 2006
ADOPTED this	26 th day of	June, 2006

"George Ferguson"

Mayor

"Toireasa Strong"

Director of Administration
and Corporate Planning

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SCHEDULE "A" - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Accessory Home Occupation (Farm Equipment Repair)" means the carrying out of repairs to farm equipment, other than farm equipment used on the property, by a resident of property located within a zone designated as "Agricultural" under the City's Zoning Bylaw, for financial profit or gain;

"Accessory Home Occupation" means carrying on a business by a resident of property which is accessory to the principal residential use of a property, for financial gain or profit;

"Adult Publication" means any book, pamphlet, magazine or printed matter, however produced, which contains a visual image or representation of:

- (a) sexual intercourse;
- (b) human physical contact with a person's clothed or unclothed genitals or pubic area;
- (c) sadomasochistic behaviour;
- (d) the unclothed buttocks, genitals, pubic or perianal areas of any human being; or
- (e) the unclothed aureole or nipple area of the breast of a female person in a sexual context;

"Agri Food Processing" means the processing, storing, distributing, wholesaling, grading, sorting or packaging of farm produce, animal and fish products, feed and seed;

"Agri Industrial Use" means:

- (a) providing for the fabrication, testing, servicing and repairing of farm equipment;
- (b) the processing, storing distributing, wholesaling, grading, sorting or packaging of farm produce, animal products, feed and seed;
- (c) the selling of farm equipment and vehicles; or
- (d) the operation of an animal stockyard;

"Amusement Facility" means a facility that contains more than three mechanically or electrically operated rides, games or video games, and includes arcades and mini-golf, but excludes carnivals;

"Apartment" means a building with more than four (4) dwelling units, occupied or intended to be occupied, as rental dwelling units for periods of not less than 30 days;

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SCHEDULE "A" – DEFINITIONS (cont'd)

"Auto Recycler" means a person who acquires, buys or stores motor vehicles for the purpose of dismantling them and acquiring and selling parts of vehicles;

"Auto Body Repair" means the provision of collision service, body repair, frame straightening, vehicle restoration or vehicle painting;

"Building Official" means a person designated by the City as a building official and includes the Manager of Inspection Services, a Plan Examiner and a Plumbing Inspector;

"Business" means:

- (a) carrying on a commercial or industrial activity or undertaking of any kind; and
- (b) providing professional, personal or other services for the purpose of gain or profit;

"Cabaret" means a premises which provides for the sale and consumption of alcoholic beverages, offers entertainment and operates under a Liquor Primary Licence;

"Carnival" means a traveling commercial operation having more than 10 games, rides, concessions or circus performances and consisting of non-permanent structures, tents, or vehicle-mounted electrically or mechanically operated rides, games or other amusement devices operated for gain or profit and located on a site for not more than 14 days;

"Charitable Activity, Temporary" means an activity or event organized and conducted by a charity;

"Charitable Sales" means the sale by a registered society of primarily donated or used merchandise;

"Charitable Service" means the provision of a service by a registered society;

"Charity" means a registered society that is a Canadian Registered Charity, as listed by the Canadian Customs and Revenue Agency;

"Chief Constable" means the person appointed to the position of Chief Constable of the Abbotsford Police Department and includes any person authorized by the Chief Constable to exercise any of the powers, or carry out any of the duties of the Chief Constable under this bylaw;

"City" means all of the area within the boundaries of the City of Abbotsford;

"Commercial Business" means a business providing for the sale or rental of goods and services, for the servicing and repair of goods or for the provision of personal and non-personal services;

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SCHEDULE "A" – DEFINITIONS (cont'd)

"Contractor" means a person that undertakes the construction, alteration, repair or demolition of a building or structure for gain or profit;

"Council" means the Council of the City of Abbotsford;

"Direct Seller" means a person that sells or offers goods for sale by personally attending the premises of a resident of the City without the prior invitation of the resident;

"Director of Development Services" means the person designated by Council as the Director of Development Services for the City and includes any person authorized by the Director to act on their behalf;

"Employee" means any person regularly engaged in a business for remuneration and includes an owner, partner, limited partner, principal, officer, licensee and family member in respect of the business;

"Exhibition Complex" means a purpose-made permanent facility intended for use by a gathering of people for civic, political, religious, social, recreational or similar purposes including, without limitation, trade shows;

"Farm Operation" means an area of land designated for agricultural use under the City's Zoning Bylaw and consisting of one or more lots classified as farm under the B.C. Assessment Act and which form and are managed as a single farm;

"Film Production" means the filming of actors or scenes intended for broadcast or viewing on television, video, or theatre;

"Financial Institution" means a chartered bank, credit union, trust company or similar business that accepts deposits, offers savings, loans or investment services;

"Flea Market" means the carrying on of a business which organizes a group of merchants, vendors or participants to gather in one location or building to offer handicrafts, produce and vegetables, food, new and used goods or other merchandise for sale but does not include a garage sale;

"Food Primary" has the meaning attributed to it in the City's Zoning Bylaw;

"Food Primary (Lounge)" has the meaning attributed to it in the City's Zoning Bylaw;

"Fuel Service Station" means a retail premises for the sale of motor fuels or lubrication oils and includes, as accessory uses, the washing of automobiles, the servicing or repair of motor vehicles, the sale of automobile accessories, the rental of trailers and motor vehicles and operation of a convenience store, but excludes all other sales and services and auto body repair;

"Garage Sale" means the offering for sale of personal property conducted on a residential premises;

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SCHEDULE "A" – DEFINITIONS (cont'd)

"Hotel Motel or Resort" means a building or group of buildings where sleeping accommodation consisting of more than four rental rooms is provided to the traveling public, with or without dining facilities, and where occupancy by any guest is for not more than 30 days within any 12 month period;

"Ice Cream Vendor, Mobile" means a person who operates a non-permanent business for the sale of ice cream related products;

"Industrial Business" means a business providing for food processing or for the manufacturing, assembling, storing, wholesaling, testing, transporting, servicing and repairing of equipment, goods or materials;

"Licence Inspector" means the Senior Business Licence Inspector, the Secondary Suite Inspector, a Business Licence Inspector or a Building Official;

"Licensee Retail Store" means retail premises licensed under the Liquor Control and Licensing Act to sell beer, wine, ciders, spirits and other alcoholic beverages for consumption elsewhere and operated by a person other than the Liquor Distribution Branch under the Liquor Distribution Act;

"Liquor Primary" has the meaning attributed to it in the City's Zoning Bylaw;

"Liquor Food Primary" has the meaning attributed to it in the City's Zoning Bylaw;

"Manufacturing" means the use of premises for, assembling, fabricating, producing, finishing, altering, repairing any goods or part, but excludes publishing, printing and duplicating services;

"Medical Marihuana Production Facility" has the same meaning as set out in the City's *Zoning Bylaw, 2014*, as amended or replaced from time to time. (B/L 2470-2015)

"Non-Permanent Commercial Sales" means the retail sale of goods from a stationary vehicle or temporary stall located on a site where the sale of such goods is permitted under the City's Zoning Bylaw and where such sales are not part of the permanent use of the site;

"Non-Registered Massage Therapist" means a person who is not registered with the Massage Therapist's Association of British Columbia and who provides massage therapy services including, without limitation, massaging, manipulating, touching or stimulating a person's body or part of a body for gain or profit;

"Nursery" means an area where plants are grown for transplanting or sale and includes the sale of nursery stock and other products customarily associated with a nursery;

"Pawn Shop" means a premises used for the business of loaning money at interest on the security of personal property deposited;

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SCHEDULE "A" – DEFINITIONS (cont'd)

"Parks, Recreation and Culture Facilities" means the operation of a recreational facility by the City's Parks, Recreation and Culture Department;

"Person" means any corporation, partnership, sole proprietorship, party, or individual;

"Recreational Facility" means the operation of a recreational facility within a permanent structure for profit or gain and includes, without limitation, ice rinks, curling rinks, hand ball courts, rock climbing facilities, gymnasiums, fitness clubs and other sport or fitness activities, but does not include City or Provincially operated recreational facilities;

"Recyclables" means any substances and dry, clean materials, including paper, cardboard, glass, plastics and metals, that are accepted and processed at a Recycling Depot for the purpose of remanufacturing;

"Recycling Depot" means a recycling facility authorized under the Fraser Valley Regional District Solid Waste Management Plan, but is not limited to City owned facilities;

"Registered Society" means a not for profit society that is in good standing and registered with the Registrar of Companies under the Society Act R.S.B.C. 1996, c. 433;

"Restaurant" means a premises or facility where the primary activity is the sale of prepared food or the sale of food and non alcoholic beverages for immediate consumption, either on or off the premises;

"Restaurant with Drive-up Window" means a restaurant that has an exterior window which enables customers to order, collect, and pay for food while remaining in their vehicles;

"Second Hand Goods" means a business where more than 2.5 m² of floor area in a premises is used for the sale of used household related items but excludes the sale of used vehicles, recycling depots, pawn shops and antique stores;

"Supportive Recovery Use" has the same meaning as defined in the City's Zoning Bylaw; (B/L 1717-2007)

"Temporary Licence" means a licence issued under this bylaw for a non-permanent business including but not limited to carnivals, direct sellers, local produce sales, non-permanent commercial sales and charitable activities; (B/L 1744-2008)

"Trade Show" means a temporary exhibit of items with the sole purpose of financial gain or profit; and

"Usable Area" means the area in square meters of any building or land used by any business including, without limitation, any outside area used for the storage of goods, commodities, vehicles or other things.

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SCHEDULE "B" – BUSINESS LICENCE FEES (B/L 2158-2012)

1. The fees payable for Business Licences are as follows:

Type of Licence	Licence Fee
Accessory Home Occupation	\$130.00
Accessory Home Occupation – Farm Equipment Repair	\$303.00
Amusement Facility	\$260.00
Apartment, Hotel, Motel, or Resort (five to 10 units)	\$179.00
Apartment, Hotel, Motel or Resort (more than 10 units)	\$238.00
Auto Recycler	\$200.00
Automated Teller Machine	\$130.00
Bingo Hall and Community Gaming Centre	\$500.00
Cabaret	\$1,689.00
Carnival, per day	\$314.00
Charitable Activity (Temporary)	\$70.00
Charitable Sales and Services	\$81.00
Commercial Use or Industrial Use (0 to 800 m ² / 8621 sq. ft of usable area, not described elsewhere)	\$130.00
Commercial Use or Industrial Use (801 to 1800 m ² / 8622 – 19,385 sq. ft of usable area, not described elsewhere)	\$195.00
Commercial Use or Industrial Use (1801 m ² / 19,386 sq. ft and over, not described elsewhere)	\$260.00
Direct Sellers	\$238.00
Exhibition Complex	\$1,299.00
Film Production	\$281.00
Financial Institution	\$563.00
Flea Market	\$390.00
Food Primary (Restaurant licenced to serve Liquor)	\$292.00
Food Primary (Lounge)	\$292.00
Fuel Service Station with or without Convenience Store	\$130.00 plus \$22.00 per Fuel Dispenser
Ice Cream Vendors, Mobile	\$130.00
Junk Dealer/Junk Peddler/Scrap Metal Dealer	\$3,000.00

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SCHEDULE "B"- BUSINESS LICENCE FEES (cont'd)

Type of Licence	Licence Fee
Licencee Retail Store	\$292.00
Liquor Primary Operating Bar Watch Standards	\$563.00
Liquor Primary Not Operating Bar Watch Standards	\$7,000.00
Liquor / Food Primary	\$563.00
Medical Marihuana Production Facility (B/L 2470-2015)	\$5,000.00
Non-Permanent Commercial Sales	\$87.00
Oil Storage Plant / Pipeline Distribution	\$3,000.00
Parks, Recreation and Culture Facilities	\$1,137.00
Pawn Shop	\$1,000.00
Recreational Facility	\$238.00
Restaurant with Drive-up Window	\$238.00
Second Hands Goods	\$195.00
Supportive Recovery Use	\$216.00
Trade Show (other than in Licensed Exhibition Complex), per day	\$49.00
All other Businesses not listed above	\$130.00

- | | | |
|----|---|---------|
| 2. | Administration fee; additional copy of an issued licences | \$25.00 |
| 3. | Re-inspection fee | \$65.00 |

**OneStop Help Desk 1 (877) 822-6727**

Local Government Partners

There are 84 local governments within British Columbia that are partners with OneStop. These local governments can be referenced in the business registration services. This eliminates the need for business owners to submit Business licence applications separately.

Some local governments require additional information beyond what is supplied by the client via the OneStop business licence registration. For these local governments, the client is provided with an additional application as part of their receipt package that must be manually completed and returned to the local governments within 7 days of their OneStop submission.

Apply for a Business Licence with these participating local governments

Abbotsford	Armstrong	Burnaby
Burns Lake	Campbell River	Central Saanich
Chetwynd	Chilliwack	Coldstream
Colwood	Comox	Coquitlam
Courtenay	Cranbrook	Cumberland
Dawson Creek	Delta	Duncan
Esquimalt	Fort St. James	Fort St. John
Grand Forks	Highlands	Houston
Kamloops	Kaslo	Kelowna
Ladysmith	Lake Country	Langford
Langley City	Langley Township	Lillooet
Lumby	Mackenzie	Maple Ridge
Merritt	Metchosin	Nanaimo
Nelson	New Hazelton	North Cowichan
North Saanich	North Vancouver City	North Vancouver District
Oak Bay	Oliver	Osoyoos
Parksville	Peachland	Pemberton
Penticton	Pitt Meadows	Port Alberni
Port Coquitlam	Port McNeill	Port Moody
Prince George	Princeton	Quesnel
Revelstoke	Richmond	Saanich
Salmon Arm	Sechelt	Sidney
Smithers	Sooke	Sparwood
Squamish	Summerland	Surrey
Telkwa	Terrace	Tk'emlups Indian Band
Trail	Vancouver	Victoria
View Royal	West Kelowna	West Vancouver District
Whistler	White Rock	Williams Lake