

District of Tumbler Ridge



BUSINESS LICENCE BYLAW No. 644, 2017

Adopted September 5, 2017

Consolidated for Convenience

**Includes the Following
Amending Bylaw:**

Date Adopted:

Business Licence Amendment
Bylaw No. 666, 2018

August 7, 2018

Business Licence Amendment
Bylaw No. 682, 2020

July 13, 2020

**DISTRICT OF TUMBLER RIDGE
BYLAW NO. 644, 2017**

**A Bylaw to provide for the Licensing and Regulation of Businesses in the District of
Tumbler Ridge.**

WHEREAS in accordance with the *Community Charter*, a municipality may, by bylaw, regulate in relation to business;

AND WHEREAS in accordance with the *Community Charter*, a municipality has additional powers in respect of business regulation;

The Council of the District of Tumbler Ridge, in open meeting assembled, enacts as follows:

PART ONE – CITATION

This bylaw may be cited for all purposes as “Business Licence Bylaw No. 644, 2017”.

PART TWO – DEFINITIONS

In this Bylaw, unless the context requires otherwise:

AGENT means any person, who by mutual consent, sells, solicits, offers for sale, or takes orders for, or attempts to sell, goods, services, investments or any other thing, at a place other than his permanent place of business, whether personally or for the benefit of another, including but not limited to a sales representative or a person in care and control of the premise where a business is being conducted.

AMENDMENT FEE means a fee that is to be remitted by the applicant to the Licencing Department upon submitting a revised application for a licence that is amended or changed in any manner including but not limited to transfers of location and changes in business ownership.

APPLICANT means any person who applies for a licence or renewal of a licence; under the provisions of this Bylaw, who is the owner of such business, or who is an agent acting on behalf of that owner.

BED AND BREAKFAST ESTABLISHMENT means any residential building where temporary accommodation for tourists is provided as per the provisions of the current *District of Tumbler Ridge Zoning Bylaw* and where the room rate includes breakfast provided on the premises.

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.

BYLAW OFFICER means the officers or employees appointed by District Council as such.

Business Licence Amendment Bylaw No. 666, 2018

CANNABIS STORE means any business where the primary use includes displaying, selling or offering for sale cannabis or any cannabis-related merchandise.

Business Licence Amendment Bylaw No. 666, 2018

CANNABIS FACILITY means any business where the primary use includes growing, processing, producing, testing, destroying, storing or distributing cannabis.

CARRY ON, CARRYING ON, CARRIED ON and CARRIES ON – means any person who advertises by newsprint, publicity or otherwise as open for business of any kind, or who deals in, or buys, sells, barter, displays or offers by advertisements or otherwise to buy, sell or barter commodities or other things of any kind, either on behalf of himself or others, or who advertises as open to render professional or other services to any other person for the purpose of gain or profit, shall be deemed to be carrying on, engaged in or practicing within the District, their respective profession, business, trade, occupation, employment, calling or purpose.

CHARITABLE SOCIETY means a society or organization which is registered as a charitable society or organization through *Canada Revenue Agency*, and is qualified to issue tax receipts to its donors.

COMMERCIAL BUSINESS means any business permitted and carried on in a C1, C2 or C3 zone.

COMMUNITY MARKET means a temporary or seasonal market for the display and sale of merchandise, farm produce and products in an open air or indoor venue.

DOOR TO DOOR SOLICITATION means a person who invites or makes appeals, or requests or importunes by personal contact upon the premises of any resident of the District without specific invitation, business, patronage or support of the said resident.

DISTRICT means the District of Tumbler Ridge, a municipal corporation in the Province of British Columbia, and includes the area contained within the boundaries of the District of Tumbler Ridge where the context requires.

DWELLING UNIT means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

FEES & CHARGES BYLAW means the current *District of Tumbler Ridge Fees & Charges Bylaw*.

FIPPA means the *Freedom of Information and Protection of Privacy Act*, and information provided on a business licence may be subject to *Freedom of Information and Protection of Privacy Act* inquiries.

Business Licence Amendment Bylaw No. 682, 2020

GUEST ROOM means a habitable room used for Short-Term and that does not contain cooking facilities.

Business Licence Amendment Bylaw No. 682, 2020

GUEST SUITE means a Secondary Suite used for Short-Term rental.

Business Licence Amendment Bylaw No. 682, 2020

GUEST HOME means a Single-Detached Residential dwelling unit, a unit in a Multi-Plex Residential dwelling or a dwelling unit in a Multi-Unit Residential dwelling where such dwelling is used in its entirety as one dwelling for Short-Term Rental.

HOME OCCUPATION - means a business based entirely within a dwelling unit or accessory building located in a R1, R2, R3, R4, RM1, RM2 or MHP zone.

HOME OCCUPATION - CONTRACTOR - Means a business whose office is based in a dwelling unit or accessory building located in R1, R2, R3, R4, RM1, RM2 or MHP zone, and conducts work outside of the dwelling unit or accessory building.

INDUSTRIAL BUSINESS means any business permitted and carried on in an MI zone.

LICENCE, LICENCED, AND LICENCES mean a licence or reference to a licence issued under this Bylaw.

LICENCE FEE means those fees attached to licence types which are prescribed in Schedule "A".

LICENCEE means a person holding a valid and subsisting licence.

LICENCING DEPARTMENT means the department of the District that issues business licences under the Bylaw.

LICENCING INSPECTOR means every person employed from time to time for the District as a Licence Inspector, Bylaw Officer, and his or her designate.

Business Licence Amendment Bylaw No. 682, 2020

LONG TERM RENTAL means a Guest Home, Guest Suite, Guest Room or part thereof in a residential zone wherein accommodation is offered for rent, or rented on a long term basis (more than 31 days).

MEDICAL HEALTH OFFICER means a person designated under the *Public Health Act* as a Medical Health Officer.

MOBILE FOOD VENDOR means any person who offers for sale and immediate delivery any food or drink from a motor vehicle, regardless of whether the unit is self-powered or pulled by an independent vehicle, temporary structure or display, or stand, that is not permanently affixed to real property.

MOBILE RETAIL VENDOR means any person who offers for sale and immediate delivery any goods or merchandise from a motor vehicle, regardless of whether the unit is self-powered or pulled by an independent vehicle, temporary structure or display, or stand, that is not permanently affixed to real property.

NON RESIDENT means a business, other than a resident business, carried on in the District or with respect to which any work or service is performed in the District, but which does not maintain a permanent residence within the District.

PREMISE(S) means an area of land, including a lot or parcel of land with or without buildings and/or structures including but not limited to a store, office, dwelling unit, warehouse, factory, building, enclosure or other place occupied or capable of being occupied, by any person for the purpose of carrying **on** any business.

RESIDENT BUSINESS means a business carried on in or from premises within the District.

Business Licence Amendment Bylaw No. 682, 2020

SHORT TERM RENTAL means a Guest Home, Guest Suite, Guest Room or part thereof in a residential zone wherein accommodation is offered for rent, or rented on a temporary basis (31 days or less).

SPECIAL EVENT BUSINESS LICENCE means a business licence involving short term or temporary events with mobile vendors that, except as provided otherwise in this Bylaw, does not exceed fourteen (14) consecutive days in duration. The business licence is applied for by an event coordinator and includes, but is not limited to, all outdoor events or gatherings or events proposed to use public properties such as parks or roads, including but not limited to airport events, parades, fairs or concerts.

TEMPORARY LICENCE means a business licence that is valid for thirty (30) consecutive days in a twelve (12) month period.

PART THREE – LICENCE REQUIREMENT

- 3.1 A business licence is required for every business carried on in the District whether or not the business is carried on in or from a premise in the District and a person must not carry on any business within the District unless that person has a valid and subsisting licence pursuant to this Bylaw.
- 3.2 Every person who owns or operates any business within the District shall apply for, obtain, and hold a Licence for each business.
- 3.3 Every person who carries on business from more than one premise in the District shall obtain a separate Licence for each premise.

- 3.4 Every applicant for a license shall conform to the provisions of this Bylaw and any other bylaw, or law of British Columbia or Canada applicable to that business and it is the responsibility of the applicant for a licence, not the responsibility of the District to obtain the inspection and approvals required under applicable laws or bylaws.

PART FOUR - LICENCE FEE

- 4.1 Every person who obtains a Licence shall pay, in advance, the applicable Licence Fee set out in Schedule "A" to this bylaw, provided that a licensee or applicant shall pay all fees applicable to the business in question, including licence fees and any other applicable fees.
- 4.2 The District considers registered charitable societies or organizations to be contributing to the general interest and advantage of the District. Every registered, charitable society or organization is required to provide an approved government non-profit or charitable society registration number, therefore there will be no licence fee.
- 4.3 A licence is valid for up to one (1) year, with the exception of a temporary licence which shall be valid for a term of thirty (30) days. All licences expire on December 31, or sooner, in each year.
- 4.4 An annual Licence fee prescribed in Schedule "A" shall be reduced by one-half in respect of a Licence issued after July 31 in any year.
- 4.5 No refund of 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.
- 4.6 When a business is carried on from more than one premise, the business carried on from each premise requires a separate licence fee and licence.
- 4.7 All amendment fees and licence fees are exempt from Provincial and Federal Taxes.
- 4.8 Where a licence is to be amended or changed in any manner, the licensee must apply to amend the licence by completing a revised licence application and paying the amendment fee prescribed in Schedule "A".
- 4.9 Any person who purchases an interest in a business, and who operates that business without first having obtained either the transfer or a licence or a new licence for that business, is in violation of this Bylaw.
- 4.10 A licensee must renew a licence, other than a temporary licence or special event licence, by submitting the required licence fee prior to the beginning of each licence period. It is the licensee's responsibility to renew a licence regardless of whether the licensee has received a renewal invoice or not.
- 4.11 A business in respect of which the licensee fails to renew the licence within three (3) months from January 1 of each year as required by this Bylaw shall be considered no longer active and the licence shall be cancelled by the District.

- 4.12 Upon the termination or closing of a business, the licensee shall notify the District that a business licence is no longer required.
- 4.13 The licensee or person in charge or control of the premises in which a business for which a licence is issued is carried on; shall at all times keep the licence or licences prominently displayed in the area of the premises to which the public have access. For businesses that are not carried on at a fixed location, the business licence must be carried on their person and must be produced when requested for public inspection.
- 4.14 A licence is not a representation or warranty that the licenced business or the business premises complies with the bylaws of the District or with any other regulations or standards.

PART FIVE – LICENCE INSPECTOR’S POWERS

- 5.1 A Licence Inspector may grant a Licence upon being satisfied that the applicant has complied with the bylaws of the District regulating building, zoning, health, sanitation, fire prevention, and business.

PART SIX - REFUSAL, SUSPENSION AND CANCELLATION OF LICENCE

- 6.1 Where the Licence Inspector determines that an application for a Licence should be refused, or a Licence should be suspended or cancelled, the Licence Inspector shall refer the matter to Council for a decision, in accordance with the *Community Charter*.

PART SEVEN - INSPECTION

- 7.1 Every Licence Inspector and Bylaw Enforcement Officer of the District may enter at all reasonable times on any property that is subject to the bylaw to ascertain whether the regulations in this bylaw are being observed.

PART EIGHT - INITIAL LICENCE APPLICATIONS

- 8.1 An application for an initial Licence for a business shall be made on the application form found in Schedule “E”, as approved by the Licence Inspector.
- 8.2 Every application for an initial Licence for a business shall include a detailed description of the premises in or upon which the applicant intends to carry on business.
- 8.3 Where an applicant applies for more than one Licence, the particulars of each Licence applied for shall be included on a separate application form.
- 8.4 The application form shall be delivered to the Licence Inspector and shall be accompanied by the fee set out in Schedule “A” to this bylaw.

PART NINE - LICENCE RENEWAL AND SUSPENSION

- 9.1 A Licensee who proposes to renew a Licence shall submit the annual Licence fee to the Licence Inspector prior to the expiry of the Licence on January 31 of the year for which the licence is purchased.

Business Licence Amendment Bylaw No. 682, 2020

- 9.2 If a Licence is suspended and the Licensee wishes to continue to carry on the business after the suspension is lifted, the Licensee shall pay a Licence reactivation fee of \$50.00 as per the Fees and Charges Bylaw as amended from time to time.
- 9.3 Receipt of a Business Licence shall serve as confirmation that the Licence has been renewed.

PART TEN - LICENCE TRANSFER – PERSON TO PERSON

- 10.1 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.
- 10.2 Any person proposing to obtain a transfer of a Licence held by any other person shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence fees.

PART ELEVEN - CLASSIFICATION

- 11.1 For the purposes of this bylaw, businesses are classified in accordance with the zone in which the business is carried on, except where otherwise classified, in accordance with Schedule "A".

PART TWELVE – GENERAL EXEMPTIONS

- 12.1 A licence is not required for a business carried on by the District, the Province of British Columbia or the Government of Canada or a Crown Corporation created by either Government. However, a person who contracts with any of the Governments, persons or organizations designated in this provision shall be subjected to all requirements of this Bylaw.
- 12.2 No licence is required with respect to a performance, concert, exhibition, entertainment or concession that is held in a licenced theatre or other licenced premises.

PART THIRTEEN – TRANSITIONAL

- 13.1 All valid and subsisting Business Licences issued prior to the adoption of this bylaw shall remain in effect until December 31, 2017, unless suspended or cancelled pursuant to this bylaw or the *Community Charter*.

PART FOURTEEN – BYLAW VIOLATIONS AND PENALTIES

- 14.1 In accordance with the *Community Charter*, Licence Inspectors and Bylaw Officers are hereby authorized to enter at all reasonable times on any property that is subject to the regulations of this Bylaw in order to ascertain whether such regulations or directions are contained in this Bylaw are being met or observed.
- 14.2 No person may obstruct a bylaw officer or licence inspector in the fulfillment of his or her duties.
- 14.3 This Bylaw may be enforced by means of a municipal ticket information or bylaw notice. Designated offences, bylaw enforcement officers, fines, fine reductions or surcharges are as set out within the District's current *Municipal Ticketing Information Bylaw*.
- 14.4 Every person who:
- a) contravenes any of the provisions of this Bylaw;
 - b) causes or permits or allows any act or thing to be done in contravention or violation of any of the provisions of this Bylaw; or
 - c) neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw;
- is guilty of an offence and upon conviction shall be liable for the costs of prosecution and a fine and penalty of not less than Fifty Dollars \$50.00 and not more than Ten Thousand Dollars (\$10,000.00). Each day such offence continues is deemed to constitute a separate offence, and separate fines, each not exceeding the maximum fine for that offence, may be imposed for each day or part thereof in respect of which the offence occurs or continues.
- 14.5 In addition to the penalties set out in Section 14 of this Bylaw, a court may also make orders in accordance with of the *Community Charter*, as amended.
- 14.6 Nothing in this bylaw limits the District from utilizing any other remedy that would otherwise be available to the District at law, including remedies available through prosecution or civil remedies, including injunction.

PART FIFTEEN – SPECIFIC LICENCE REQUIREMENTS

In addition to meeting the requirements of Part 3 and Part 4, applicants for the following specific categories of licences must satisfy the applicable requirements specified in this Part at the time of application, before a licence shall be issued.

Community Market

- 15.1 (a) a business licence issued to a Community Market shall be considered to licence all vendors participating as part of the Market for all the days on which it operates

- (b) a Community Market shall not use or be located on any public highway, District owned property, or within a residential zone unless authorized by the District.
- (c) a Community Market must obtain a Community Market permit as per Schedule "D".

Mobile Vendor

15.2 Every applicant for a Mobile Vendor Permit must review and comply with all applicable regulations and policies as established by the District of Tumbler Ridge, and must obtain a permit as per Schedule "B" or "C".

Special Events

15.3 Unless otherwise provided for herein, every person desirous of holding a special event where there shall be mobile vendors shall obtain a special event business licence prior to holding the special event, however;

- (a) a licence for each mobile vendor at a special event is not required if the person coordinating the event holds a valid licence for the mobile vendors for that special event; and
- (b) the applicant for a special event business licence for a special event being held on District property shall submit, along with the licence application, written authorization from the District to hold the special event on District property with confirmation of acceptable comprehensive insurance coverage in the amount of not less than \$5,000,000 reflecting the District as an additional insured.

Vending on District Streets

15.4 Unless otherwise permitted by a licence issued under this Bylaw, a person must not canvass or solicit business on any street or from anyone in the District.

Business Licence Amendment Bylaw No. 666, 2018
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Cannabis Businesses

15.4 Every applicant for a Business Licence for a Cannabis Store or Cannabis Facility is required to get a motion of support and approval from Council prior to approval of the Business Licence and prior to establishment.

Door to Door Solicitation

15.5 Door to door solicitation is prohibited in the District of Tumbler Ridge.

Short-Term Rental Businesses

General

- 15.6 No person shall operate a Short-Term Rental without a valid and subsisting licence.
- 15.7 No person shall offer or advertise a Short-Term Rental without a valid licence in respect of such Short-Term Rental.
- 15.8 All Short-Term Business Licences are valid for the calendar year, as per Part 4.
- 15.9 Every person operating a Short-Term Rental must comply with, and will be subject to the Zoning Bylaw, No. 585, 2012, the Traffic and Highways Bylaw No. 627, 2015, the Noise Control Bylaw, No. 457, 2002 and all other Bylaws as each of those may be amended or replaced from time to time.
- 15.10 Short-Term Rentals are subject to inspection annually.
- 15.11 Short-Term Rentals may serve breakfast.
- 15.12 A Short-Term Rental licence is only valid for one dwelling unit.
- 15.13 A Short-Term Rental must provide sufficient on property parking.
- 15.14 All Short-Term and Long-Term Rentals must abide by the *Residential Tenancy Act*, as amended.

Applications

- 15.15 An application for a Short-Term Rental licence shall be made on the form found in Appendix F.
- 15.16 Any person making an application for a Short-Term Rental Licence shall at the time of making such application, in addition to the general requirements under this Bylaw, provide:
- a) proof of ownership of the premises from which the Short-Term Rental will be operated;
 - b) contact information two (2) local contacts, who may be the applicant or a property manager, as the individual(s) available on a 24/7 basis during the use of Short-Term Rental by a guest to respond within fifteen minutes to any telephone enquiries from the Municipality or a Municipal Officer regarding the Short-Term Rental.
 - c) for a Short-Term Rental located within a Multi-Unit Residential building, other than a stratified building, a letter signed by an agent authorized to act on behalf of the multi-family building corporation, consenting to the applicant's operation of a Short-Term Rental from the premises;

- d) for a Short-Term Rental located within a strata, a letter duly signed by the strata council's President or designate, consenting to the applicant's operation of a Short-Term Rental from the premises
 - e) and all other requirements specified in Schedule F.
- 15.17 A local contact for a Short-Term Rental must reside within the District of Tumbler Ridge.
- 15.18 In considering an application for a Short-Term Licence, the Licence Inspector may:
- a) consider whether a Short-Term Rental licence held by the applicant has been revoked in the preceding two (2) licence periods; and
 - b) require an inspection of the premises from which the Short-Term Rental will be operated notwithstanding that, a Licence Inspector may grant approval of the application without an inspection subject to the condition that if upon subsequent inspection, the Short-Term Rental fails to comply with the requirements of this Bylaw, the Licence Inspector shall suspend or cancel the licence.
 - c) withhold approval of a licence if an applicant and/or property owner has outstanding unpaid penalties issued under the MTI Bylaw No.560, 2011

Short-Term Rental Guest Registry

- 15.19 Every person carrying on the business of a Short-Term Rental must:
- a) establish and maintain a daily registry of the name, telephone number, address and vehicle licence plate number, for every overnight guest of the business; and
 - b) upon request from the District, supply a copy of the guest registry to the Licence Inspector.
- 15.20 The District may request a copy of the guest register on any day of the calendar year between the hours of 8:00 am and 8:00 pm.
- 15.21 The District may request from the licensee, booking records as produced directly from each online listing platform used to advertise the licensed premises in the current calendar year on any day of the calendar year between the hours of 8:00 am and 8:00 pm.

PART SIXTEEN – APPEAL PROCEDURES

- 16.1 A licensee whose licence has been suspended, or revoked or an applicant whose application for a licence has been refused may appeal in writing to Council, and upon such appeal, Council may confirm or set aside such suspension, revocation, or refusal on such terms as it may think fit.

PART SEVENTEEN - REPEAL

17.1 The Business Licence Bylaw No. 445, 2002 and the Business Licence Amendment Bylaw No. 574, 2011 are repealed.

RECEIVED FIRST READING on the	3 rd	day of April	2017
RECEIVED SECOND READING on the	3 rd	day of April	2017
PUBLIC HEARING on the	15 th	day of May	2017
RECEIVED THIRD READING on the	28 th	day of August	2017
ADOPTED on the	5 th	day of September	2017

ORIGINALLY SIGNED BY DON MCPHERSON
Don McPherson, Mayor

ORIGINALLY SIGNED BY ALEEN TORRAVILLE
Aleen Torraville, Corporate Officer

Business Licence Amendment Bylaw No. 682, 2020

Bylaw Amendment 682 amends and removes this Schedule from this Bylaw and incorporates it into the Fees and Charges Bylaw.

Schedule "A"

Business Classification and Licence Fees

Classification	Licence Fees
Commercial Business	— \$150.00
Community Market	— \$ 50.00
Home Occupation	— \$ 50.00
Home Occupation - Contractor	— \$150.00
Industrial Business	— \$200.00
Non-Resident Business	— \$100.00
Special Event	— \$ 50.00
Temporary Licence	— \$ 50.00
Permit Fee	— \$ 25.00
Reactivation Fee	— \$ 50.00
Amendment Fee	— \$ 25.00



DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 644, 2017

Schedule "B"

MOBILE FOOD VENDOR PERMIT

New Application Renewal

BUSINESS INFORMATION	
BUSINESS NAME:	
REGISTERED OWNER(S):	
MAILING ADDRESS:	
EMAIL:	
BUSINESS PHONE:	
HOME PHONE:	
WEBSITE:	
EMERGENCY CONTACT INFORMATION	
NAME:	PHONE:

INDICATE REQUESTED LOCATION OF MOBILE VENDOR:

<input type="checkbox"/> Private Property	Location:
<input type="checkbox"/> District Property	Location:

MOBILE FOOD VENDOR CHECKLIST

Please provide the following information with this mobile food vendor application:

- Proof of operating certificate from Northern Health
- Discharge Management Plan that describes how and where fats, oils and greases created by the business will be disposed
- Photographs of all sides of the mobile food vending unit to be provided
- Letter of permission from property owner if locating on private property
- District of Tumbler Ridge Fire Inspection
- A menu and price list of the foods being dispensed
- If located on District Property, all food vendors must carry comprehensive general liability insurance, covering third party liability claims, providing coverage for death, bodily injury, property loss and damage, arising out of or in connection with the operations or use of the mobile vending vehicle and/or equipment in an amount not less than \$5,000,000 per occurrence, or such greater amounts as the District may reasonably require from time to time. **All applicable policies must name the District of Tumbler Ridge as an additional insured.** Proof of insurance must be provided.

REGULATIONS & PROCEDURES

1. I understand that mobile food vendors must possess a current District of Tumbler Ridge Business License.
2. I understand that mobile food vendors must not be located within 25 metres of a permanently established food outlet.
3. I have the “Business Licence Bylaw No.644, 2017” and agree to follow all regulations.
4. I understand that the District of Tumbler Ridge retains the right to use any designated mobile food vending location or have a location vacated for a special event at any time.
5. I understand that all applicable laws and regulations must be complied with, including but not limited to Public Health regulations, fire regulations, BC Building Code and local, provincial and federal licensing regulations. I understand that it is my responsibility to ensure all regulations are followed.
6. I understand that mobile food vendors must maintain their operating location in clean and safe conditions during all hours of operation.
7. I understand that mobile food vendors must provide recycling services while in operation and shall deliver recyclables to the District’s recycling facilities.
8. I understand mobile food vendors are responsible for the collection and removal of their own refuse. All refuse must be disposed of at the District transfer station.
9. I understand mobile food vendors shall not block or impede entrance or exit by pedestrian or vehicular traffic to any generally accessible area.
10. I understand that any food vendor who fails to comply with the regulations in this application or any other law that may govern their business, is considered to be in “default” and may be prohibited from locating on District property.

APPLICANT’S ACKNOWLEDGEMENT – I/We hereby make application for a permit in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I/We undertake to comply with all bylaws as amended from time to time of the District of Tumbler Ridge and/or all other relevant enactments in force or which may hereby come into force. I/We also understand, payment of the business licence fee in advance does not guarantee approval or this permit. I/We further understand that I/We cannot commence business until such time as a business licence has been approved and issues.

Signature: _____ Date: _____

Personal information provided on this form is collected under the authority of the Community Charter, Freedom of Information and Protections of Privacy Act and the Business Licence Bylaw. Your business name, civic address and business telephone number may be released in accordance with the *Freedom of Information and Protection of Privacy Act*.

FOR OFFICE USE ONLY	
BUSINESS LICENCE ACCOUNT NO:	BUSINESS LICENCE CLASSIFICATION:
RESTRICTIONS / CONDITIONS:	
APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:



DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 644, 2017

Schedule "C"

MOBILE RETAIL VENDOR PERMIT

New Application Renewal

BUSINESS INFORMATION
BUSINESS NAME:
REGISTERED OWNER(S):
MAILING ADDRESS:
EMAIL:
BUSINESS PHONE:
HOME PHONE:
WEBSITE:
EMERGENCY CONTACT INFORMATION
NAME: _____ PHONE: _____

INDICATE REQUESTED LOCATION OF MOBILE VENDOR:

<input type="checkbox"/> Private Property	Location:
<input type="checkbox"/> District Property	Location:

MOBILE RETAIL VENDOR CHECKLIST

Please provide the following information with this mobile retail vendor application:

- Letter of permission from property owner if locating on private property;
- If located on District Property, all retail vendors must carry comprehensive general liability insurance, covering third party liability claims, providing coverage for death, bodily injury, property loss and damage, arising out of or in connection with the operations or use of the mobile vending vehicle and/or equipment in an amount not less than \$5,000,000 per occurrence, or such greater amounts as the District may reasonably require from time to time.

All applicable policies must name the District of Tumbler Ridge as an additional insured.
Proof of insurance must be provided.

REGULATIONS & PROCEDURES

11. I understand that mobile retail vendors must possess a current District of Tumbler Ridge Business License.
12. I have the “Business Licence Bylaw No.644, 2017” and agree to the insurance requirement.
13. I understand that the District of Tumbler Ridge retains the right to use any designated mobile retail vending location or have a location vacated for a special event at any time.
14. I understand that mobile retail vendors must maintain their operating location in clean and safe conditions during all hours of operation.
15. I understand mobile retail vendors shall not block or impede entrance or exit by pedestrian or vehicular traffic to any generally accessible area.
16. I understand that any mobile retail vendor who fails to comply with the regulations in this application or any other law that may govern their business is considered to be in “default” and may be prohibited from locating on District property.

APPLICANT’S ACKNOWLEDGEMENT – I/We hereby make application for a permit in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I/We undertake to comply with all bylaws as amended from time to time of the District of Tumbler Ridge and/or all other relevant enactments in force or which may hereby come into force. I/We also understand, payment of the business licence fee in advance does not guarantee approval or this permit. I/We further understand that I/We cannot commence business until such time as a business licence has been approved and issues.

Signature: _____ Date: _____

Personal information provided on this form is collected under the authority of the *Community Charter, Freedom of Information and Protections of Privacy Act* and the Business Licence Bylaw. Your business name, civic address and business telephone number may be released in accordance with the *Freedom of Information and Protection of Privacy Act*.

FOR OFFICE USE ONLY	
BUSINESS LICENCE ACCOUNT NO:	BUSINESS LICENCE CLASSIFICATION:
RESTRICTIONS / CONDITIONS:	
APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:



**DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 644, 2017**

Schedule "D"

COMMUNITY MARKET PERMIT

This permit application must be submitted 14 days prior to the start of the market, with exception of the vendor list which must be submitted 7 days prior to the start of the market. Community Markets are permitted in zones C1, C2, C3, P1 and P2.

COMMUNITY MARKET INFORMATION	
NAME OF MARKET:	FIRST TIME EVENT: <input type="checkbox"/> YES <input type="checkbox"/> NO
LOCATION OF MARKET:	
HOURS OF OPERATION:	
DATES OF OPERATION:	
DESCRIBE THE PURPOSE OF THE MARKET:	

SPONSORING ORGANIZATION INFORMATION	
NAME:	
ADDRESS:	
MARKET MANAGER:	PHONE NUMBER:

VENDORS		
WILL FOOD BE SOLD AT THE MARKET?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please submit a list of all food vendors. Low risk foods may be sold without Northern Health approval. High risk foods are potentially hazardous and Northern Health permits must be obtained. It is the responsibility of the Market Manager to ensure all food vendors have necessary permits.
WILL MERCHANDISE BE SOLD AT THE MARKET?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please submit a list of all merchandise vendors.

COMMUNITY MARKET CHECKLIST

- If located on District Property**, the sponsor organization must carry comprehensive general liability insurance, covering third party liability claims, providing coverage for death, bodily injury, property loss and damage, arising out of or in connection with the operations or use of the mobile vending vehicle and/or equipment in an amount not less than \$5,000,000 per occurrence, or such greater amounts as the District may reasonably require from time to time. **All applicable policies must name the District of Tumbler Ridge as an additional insured.** Proof of insurance must be provided.

- Letter of permission from property owner if locating on private property

REGULATIONS & PROCEDURES

17. I understand that community markets must possess a current District of Tumbler Ridge Business Licence.
18. I have the “Business Licence Bylaw No.644, 2017” and agree to follow all regulations.
19. I understand that it is the Sponsor Organization’s responsibility to ensure all vendors who sell food products have the necessary healthy permits and displays the healthy permit at any space where food products are sold.
20. I understand that it is the Sponsor Organization’s responsibility to comply and ensure compliance among the persons who are participating in the market with any conditions, restrictions or requirements of the Medical Health Officer and the District’s Fire and Bylaw Departments.
21. I understand that all garbage and debris left within 100 meters of the market location which results from the market operation must be picked up during the shutdown of the market.
22. I understand that the Licence Inspector must be satisfied that the market will not create a traffic hazard or result in obstruction or other nuisance of District streets, sidewalks or access routes.
23. I understand that the market must be removed from the parcel daily upon the close of business.

APPLICANT’S ACKNOWLEDGEMENT – I/We hereby make application for a permit in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I/We undertake to comply with all bylaws as amended from time to time of the District of Tumbler Ridge and/or all other relevant enactments in force or which may hereby come into force. I/We also understand, payment of the business licence fee in advance does not guarantee approval or this permit. I/We further understand that I/We cannot commence business until such time as a business licence has been approved and issues.

Signature: _____ Date: _____

Personal information provided on this form is collected under the authority of the *Community Charter, Freedom of Information and Protections of Privacy Act* and the District of Tumbler Ridge Business Licence Bylaw. Your business name, civic address and business telephone number may be released in *accordance with the Freedom of Information and Protection of Privacy Act*.

FOR OFFICE USE ONLY

BUSINESS LICENCE ACCOUNT NO:		BUSINESS LICENCE CLASSIFICATION:	
RESTRICTIONS / CONDITIONS:			
APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:		



**DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 644, 2017**

Schedule "E"

BUSINESS LICENCE APPLICATION

LICENCE NO. _____

New Renew Transfer Change

General Information	
Name of Business:	Business Street Address:
Name of Licensee:	Business Mailing Address:
Description of Business:	Business Fax:
	Business Phone:
Licensee Email Address:	Licensee/After Hours Phone:
Business Website Address:	Number of Employees:
Charitable Society? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Charitable Society number:	

Property Owner Information	
Name of Owner(s):	Phone Number:
Mailing Address:	Fax:

Business Classification & Fee			
<input type="checkbox"/> Commercial Business	\$150.00	<input type="checkbox"/> Industrial Business	\$200.00
0			
<input type="checkbox"/> Community Market	\$50.00	<input type="checkbox"/> Non-Resident	\$100.00
50.00			
<input type="checkbox"/> Home Occupation	\$50.00	<input type="checkbox"/> Special Event	\$ 50.00
50.00			
<input type="checkbox"/> Home Occupation - Contractor	\$150.00	<input type="checkbox"/> Temporary Licence	\$ 50.00
0			

Licence expiry: _____

Type of Premise:	<input type="checkbox"/> New	<input type="checkbox"/> Existing	Building Size:
Renovations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Square Feet Used:

Names and Address of Principals of Business	
1.	
2.	

I/We _____ hereby apply for a District of Tumbler Ridge Business Licence as herein before outline and declare that all statements made in the application are true and correct. I/We further agree that should the licence applied for herein be granted, that I/we will abide by all District bylaws.

I have received a copy of the Tumbler Ridge Business Licence bylaw.

Signature of Applicant _____ Date: _____

Licence Issuance	
Business Licence #:	Business Classification:
Licence Fee:	Payment Received:

Licence Inspector:	Health:	Fire Chief:	Building Inspector:
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Authorized by: _____ Date: _____



**DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 644, 2017**

Schedule "F"

**SHORT TERM RENTAL BUSINESS
LICENCE APPLICATION**

LICENCE NO. _____

New Renew Transfer Change

General Information	
Name of Business:	Street Address:
Name of Licensee:	Mailing Address:
Phone:	Fax:
Licensee Email Address:	Licensee/After Hours Phone:
Website Address:	Number of Employees:
Short Term Rental Property Information	
Street Address:	

What type of Short Term Rental Licence?

Guest Room(s) (how many?) _____ Guest Home Guest Suite

Provide two local contacts: this could be either yourself and/or another individual who will be available to respond to phone calls within 15 minutes, 24 hours a day during the duration of the guest stay, who live within the District of Tumbler Ridge.

1.

LAST NAME	FIRST NAME	PHONE
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2.

LAST NAME	FIRST NAME	PHONE
-----------	------------	-------

To the best of your knowledge, does the property meet the safety standards outlined in the attached checklist?

YES NO

Will you be serving breakfast?

YES NO

How many legal off-street parking spaces does the property have? _____

APPLICANT'S ACKNOWLEDGEMENT I/We _____

hereby make application for a license in accordance with the particulars as above stated and I declare the above statements are true and correct, and I undertake that if I am granted the license applied for, I will comply with each and every obligation contained in all laws and bylaws now in force of which may hereafter come into force in the District of Tumbler Ridge. I confirm that I am the owner of the Short-Term Rental at the physical address noted above. I shall be committed to proactively cooperating with neighbours and the District in ensuring minimal impact on the neighbourhood as a result of Short-Term Rental operations.

PLEASE NOTE: A business licence will be issued after all bylaw requirements have been completed. We may supply other agencies with the above information.

Date: _____ Owner(s) Signatures: _____

Personal information provided on this form is collected under the authority of the *Community Charter, Freedom of Information and Protections of Privacy Act* and the Business Licence Bylaw. Your business name, civic address and business telephone number may be released in accordance with the *Freedom of Information and Protection of Privacy Act*.

OFFICE USE ONLY

Zoning: _____ Permitted use? NO YES
Site Inspection Passed NO YES N/A
Fire Inspection Passed NO YES
Ownership Proof Verified NO YES
Strata Letter Provided NO YES N/A
Northern Health Inspection Verified NO YES N/A

Comments: _____

APPROVAL:

Signature: _____

Date: _____

MANDATORY INFORMATION REQUIREMENTS (your application will not be considered complete until all information requirements are submitted)

- Proof of Property Ownership – This may include a copy of the land title, proof of a current mortgage, or proof of Homeowner Grant
- If the dwelling is within a strata, you must provide a letter from the Strata Council authorizing your application.

INSURANCE

Short-Term Rental operators are strongly encouraged to disclose their short-term rental to their home insurance provider and to obtain adequate damage and/or liability insurance.

GOOD NEIGHBOUR POLICY

Short-term rental applicants need to proactively cooperate with neighbours and the District in ensuring minimal impact on the neighbourhood as a result of short-term rental operations. Complaints and/or violations could result in your licence being revoked and impact your ability to renew your licence in the

future. The District has the right to deny an application for renewal which may be based on but not limited to complaints and noncompliance.

DAILY GUEST REGISTRY

Short-term rental applicants must maintain a daily guest registry with the names, contact information, and any licence plate numbers associated with the overnight stay. If a complaint is received, the property owner, upon request from the City, shall provide the guest registry (which can include the booking records as produced directly from each online listing platform used to advertise the licensed premises) for inspection. The City may request this at any time between the hours of 8:00 am and 8:00 pm. Failure to provide this could result in revocation of your licence.

CHANGE OF OWNERSHIP

In the case of change of ownership of the property or change of location of the business, the business licence becomes invalid effective immediately (unless you are one of the grandfathered business licences).

PRE-INSPECTION CHECKLIST

The checklist will help you prepare for your Short-Term Rental inspection. This checklist outlines some of the basic requirements that need to be met in order to be licensed under the City's Building Bylaw. Be advised that it is your responsibility to ensure all requirements under applicable bylaws are met.

- Smoke alarms are located on every level of the residence and tested monthly to ensure they are in working order.
- Carbon monoxide detectors are located within 15 feet of any sleeping areas and tested monthly to ensure they are in working order
- Smoke alarms and Carbon Dioxide alarms shall not be older than 10 years from date of manufacture.
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible. All bedroom windows are required to meet the egress requirements for life safety and have a minimum clear opening size of 3.77 square feet with no dimension less than 15 inches. Opening the window must not require special knowledge to release window hardware to get out.
- Clothes dryer lint trap and exhaust is clean and lint free and vented to the building exterior.
- The furnace has been inspected and the filter replaced in the past year.
- The fire place chimney has been inspected and cleaned in the past year.
- All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, visibly mounted on each floor area and shall be inspected and tagged annually.
- Address numbers are visible and easy to read from your fronting street. Exterior Lighting is required at each entrance into the building.
- All exit doors are free of obstructions. Sleeping area emergency escape and rescue openings are free.
- Sanitation standards are met (free of mold, mildew, or infestation) and all plumbing is in working order.
- All stairs with three or more risers are provided with approved handrails. Guard rails are required on all stairs and landings more than 600 mm (24 inches) above grade). The height of the guards is 36" for decks and landings less than 1.8 meters (6 ft) above the ground and 42" for those higher than 1.8 meters (6 ft) above the ground. Guards on all stairs (inside and outside) are required to be 900 mm (35 1/2" high).
- Cooking facilities are ventilated to the building exterior.
- Dwelling has no broken windows, doors, or other structural hazards.
- Approved covers are in place on all electrical switch and outlet boxes.
- All circuit breakers are labeled, in English, to show what they control and are accessible to guests.

- All water heaters have a pressure relief valve, with extension tubes installed to 1” above the floor or drain pan.
- All natural gas appliances have individual gas shut-off valves, located in an accessible location.