DISTRICT OF CHETWYND

BYLAW NO. 906, 2009

A bylaw to provide for the licensing and regulation of the carrying on of business in the District of Chetwynd

WHEREAS pursuant to the *Community Charter* the Council of the District of Chetwynd has the authority to provide for a system of business licences, permits and approvals;

AND WHEREAS the Council of the District of Chetwynd deems it necessary and appropriate to provide for the licensing and to regulate the operation of businesses;

NOW THEREFORE the Council of the District of Chetwynd, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "District of Chetwynd Business Licensing and Regulation Bylaw No. 906, 2009".

2. DEFINITIONS

"Amusement Hall" means a building or room used for the entertainment of the public in which electronic video games or pool are played;

"Auctioneer" means a person who carries on the business of accepting bids and declaring goods sold at public sale in which goods are sold to the highest bidder;

"Business" means the carrying on of 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;

"Bylaw Enforcement Officer" means any person from time to time appointed by the Council by resolution as Bylaw Enforcement Officer for the District of Chetwynd and also includes any person lawfully acting in the capacity of Bylaw Enforcement Officer;

"Chief Administrative Officer" means the person appointed by Council as the Chief Administrative Officer for the District of Chetwynd, or that person's designate;

"Contact Information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;

"Council" means the Council of the District of Chetwynd;

"Dealer" means a second hand dealer or a pawnbroker;

"Director of Financial Administration" means the person appointed by Council as the Director of Financial Administration or that person's designate;

"Drug Paraphernalia" means any product, equipment, thing or material used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body a controlled substance as defined in the *Controlled Drugs and Substances Act*, R.S.C.;

"Escort Service" means any person carrying on business of providing or furnishing male or female escorts for social occasions;

"Home Based Business" means any trade, business, profession, or other occupation carried on for remuneration in a dwelling unit, which is secondary to the principal residential use of the dwelling unit, and as defined in the District of Chetwynd Zoning Bylaw;

"Junk" includes any of the following used or old articles or things: rubber tires, metal, plastics, plastic containers, glass, paper, sacks, wire, ropes, rags, machinery, cans, or any other article or thing commonly found in a junk shop;

"Junk Dealer" means a person who carries on the business of purchasing or selling junk, or who carries on the business of a junk store or junk shop;

"Licence" means a valid and subsisting business licence issued pursuant to this bylaw;

"Licensee" means a person who holds a licence;

"Municipality" means the District of Chetwynd;

"Non-Profit Organization" means an organization within the municipality whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit, and may include charities or service organizations;

"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;

"Pawnbroker" means every person who carries on the business of taking goods or chattels in pawn;

"Peddler" means any person carrying on any undertaking involved with selling from a booth, stall, vehicle, door-to-door or from other than an established place of business within the municipality;

"Person" means, in addition to its ordinary meaning, a partnership, association, company, society, body corporate and, in the singular, shall mean and include the plural and, in the masculine, shall mean and include the feminine and vice versa;

"Premises" means a building, portion of a building or an area of land where a business is operated;

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

"Rooming House" means any dwelling in which three (3) rooms or more are let, with or without board;

"Second Hand Dealer" means a person who carries on the business of buying, selling, taking in trade, procuring, offering for sale or accepting in pawn second-hand property, or who operates a second-hand dealer's premises, but does not include an Auctioneer;

"Second Hand Goods" means goods and chattels which have been previously used and includes jewels, coins, postage stamps, paintings and other chattels whether of a similar kind or not, but does not include junk, scrap, books, magazines, motor vehicles, motor vehicle parts, furniture or clothing;

"Theatrical Show" includes musical shows, concerts and theatrical shows at a drive-in theatre, opera house, rink, amusement park or other place of amusement, entertainment or exhibition; and

"Video recording" means a visual recording of a transaction at a specific location.

3. GENERAL REGULATIONS

3.1. Appointment of Bylaw Enforcement Officer

The Council shall appoint a person as a Bylaw Enforcement Officer for the purposes of enforcing and carrying out the provisions of this bylaw.

3.2. Authority of Council and Bylaw Enforcement Officer

3.2.1. The Bylaw Enforcement Officer shall classify and interpret each application for a business licence in accordance with the categories listed in Schedule "A" of this bylaw, and shall charge a fee in accordance with the fees listed in Schedule "A" of this bylaw.

3.2.2. The Bylaw Enforcement Officer may grant a business licence if the Bylaw Enforcement Officer is satisfied that the applicant has complied with all applicable bylaws of the District of Chetwynd, including without limitation bylaws regarding building, zoning, health, sanitation and business insofar as those bylaws impose requirements in respect of the business for which the licence application is made.

3.2.3. The Bylaw Enforcement Officer, or Council on appeal pursuant to Section 4.15, may refuse an application for a business licence but

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

(b) the Bylaw Enforcement Officer or Council, as the case may be, must give reasons for the refusal.

3.2.4. In the case of a refusal by a Bylaw Enforcement Officer to issue a business licence, the Bylaw Enforcement Officer must notify the applicant of the right to appeal the decision of the Bylaw Enforcement Officer to the Council.

3.2.5. The Council shall have the authority to suspend or cancel a licence pursuant to section 60(2) of the *Community Charter* for such period as the Council may deem appropriate and, in the event of such suspension or cancellation, the Council shall give notice of the suspension or cancellation to the licensee.

3.2.6. Before suspending or cancelling a business licence, Council must give the holder notice of the proposed action and an opportunity to be heard.

3.2.7. The Bylaw Enforcement Officer may refuse to issue a business licence if the proposed business to which the application relates would involve the sale of goods or services in violation of applicable provincial or federal laws.

4. REGULATIONS FOR ISSUING LICENCES

4.1. Licence Required

4.1.1. No person shall carry on a business, including home based businesses and peddlers, within the municipality without having first obtained a valid business licence in accordance with this bylaw and having paid the necessary fees in accordance with Schedule "A" of this bylaw. For the purposes of this bylaw, businesses are classified in Schedule "A" of this bylaw.

4.1.2. The soliciting of sales of any article, commodity or thing, or any agreement for the provision of any service shall require a business licence issued under the provisions of this bylaw.

4.2. Licence Approvals

4.2.1. An applicant shall, upon request by the Bylaw Enforcement Officer, produce certificates or letters of approval, as may be required by Federal, Provincial or Local Government authorities.

4.2.2. When the issuance of a licence requires insurance coverage, proof of that insurance coverage in a form acceptable to the Director of Financial Administration shall be submitted prior to the issuance of the licence.

4.3. Licensing Period

4.3.1. Except as otherwise provided in this bylaw, licences shall be granted for a one-year period, to commence on the first day of January and terminate on the 31st day of December in each and every year.

4.3.2. Where a new business commences operation after June 30th of any year, the annual fee will be reduced by fifty percent (50%).

4.3.3. The period for a licence in respect of a circus, horse show, dog or pony show, exhibition or other itinerant show or entertainment, when held elsewhere than in a licenced theatre or other licenced place, shall be for one (1) day.

4.4. Licence Renewal

4.4.1. Licence holders must renew their business licence annually by submitting the required business licence fee prior to the beginning of each licensing period.

4.4.2. If any of the information provided on the original application form has changed, the licence holder must provide current information to the municipality prior to having the licence renewed.

4.4.3. Where applicable, the licensee must provide the municipality with up-to-date proof of insurance and proof of certification of the licensee and employees, as required under the provisions of this bylaw, in order to have the business licence renewed and to carry on business.

4.5. Application Forms

4.5.1. Every person applying for a business licence shall complete the application form attached as Schedule “B” to this bylaw.

4.5.2. Every person applying for a transfer of business licence under section 4.11 shall complete the application form attached as Schedule "B" to this bylaw.

4.5.3. All application forms must be signed by the business owner or his duly authorized representative.

4.5.4. Where an applicant applies for more than one licence, the particulars of each licence applied for shall be included on a separate application form.

4.6. False Declarations

Any person making an application for a business licence shall give true and correct details for the business that the licence is being applied for, on the application form supplied by the Bylaw Enforcement Officer. Any false declaration or concealment of material facts shall be deemed a violation of this bylaw and shall be subject to the penalties set forth in this bylaw.

4.7. Licence Fees

4.7.1. Every person carrying on, maintaining, owning or operating a business within the municipality, including a person requesting the transfer of a licence, must pay the prescribed fee for that business in accordance with Schedule "A" of this bylaw.

4.7.2. Paid licence fees are non-refundable, except if the application is withdrawn prior to the issuance of the licence or if the issuance of the licence is refused.

4.8. Form of Licence

Every licence granted pursuant to this bylaw shall state that the holder is licenced to carry on the business stipulated in such licence in a lawful manner for the period specified in the licence at the place stated in the licence.

4.9. Display of Licence

4.9.1. Licences shall be permanently displayed at all times in the business area of the premises for businesses which have public access. All other businesses shall produce the business licence certificate for public inspection when requested.

4.9.2. Businesses that have commercial vehicles shall have their name, address and telephone number affixed to a conspicuous place on both sides of each commercial vehicle and shall be subject to the District of Chetwynd Commercial Vehicle Licensing Bylaw, as amended from time to time.

4.10. Separate Licence

4.10.1. Where a business is carried on, in or from more than one premises in the municipality, the business carried on, in or from each premises shall be deemed to be a separate business and shall require a separate licence. Notwithstanding the foregoing, if a portion of a premises is separated from the remainder of that premises only by the presence of a highway, the premises shall be considered one premises and one business licence only shall be required.

4.10.2. Where there is more than one separate and distinct business category located within the same premises, each separate and distinct business category shall have a separate licence, unless the same person or persons, and no others, own each of the separate and distinct businesses.

4.10.3. Notwithstanding Section 4.10.2, where there is more than one distinct trade name operating within the same premises, each trade name shall have a separate licence.

4.11. Change of Location, Name or Ownership

Any person proposing to obtain a transfer of a business licence with respect to a change of location, name or ownership shall make application as required under section 4.5.2 and pay the necessary fees under section 4.7 of this bylaw, and the powers, conditions, requirements and procedures relating to the initial licence application shall apply.

4.12. Suspension of Licence

The Bylaw Enforcement Officer is authorized to suspend a business licence for such period as the Bylaw Enforcement Officer may determine, if the holder of a licence:

(a) is convicted of an offence indictable in Canada;

(b) is convicted of any offence under any municipal bylaw or Statute of the Province in respect of the business for which the licensee is licenced or with respect to the premises named in that person's licence;

(c) has ceased to meet the lawful requirements to carry on the business for which he/she is licenced or with respect to the premises named in that person's licence.

4.13. Notification of Suspension

4.13.1. Where a licence has been suspended prohibiting the continued operation of the business from those premises, a "Notice of Suspension" in the form set out in Schedule "C" of this bylaw, shall be issued in writing to the licensee by the Bylaw Enforcement Officer outlining the reasons for the suspension. The "Notice of Suspension" shall be served on the licensee personally or delivered to the licensee by registered mail to the address of the business shown on the business licence application.

4.13.2. A "Notice of Suspension" of a licence may be posted by the Bylaw Enforcement Officer upon the premises for which the licence was issued and such notice shall not be removed until the licence is reinstated, the suspended licensee ceases to occupy the premises, or a new business other than the one carried on by the licensee is started in the premises.

4.13.3. No person shall carry on a business, for which a business licence is required by this bylaw in circumstances where the applicable business licence has been suspended or revoked pursuant to this bylaw.

4.14. Revoking Licence

4.14.1. Council may revoke a licence for reasonable cause after giving notice to the licensee and after giving the licensee an opportunity to be heard.

4.14.2. The notice and opportunity to be heard, referred to in section 4.14.1 are not required in the case of a licensee who cannot be located despite reasonable efforts on the part of the municipality.

4.14.3. A "Notice of Revocation", in the form set out in Schedule "D" of this bylaw, may be posted by the Bylaw Enforcement Officer upon the premises for which the licence was issued and such notice shall not be removed until the licence is reinstated, the former licensee ceases to occupy the premises, or a new business other than the one carried on by the licensee is started in the premises.

4.15. Appeal Procedures

4.15.1. Any person whose licence has been suspended or revoked, or who has been refused a licence or who wishes to appeal the classification as given by the Bylaw Enforcement Officer, may appeal to the Council by giving written notice to the Chief Administrative Officer of his or her intention to appeal. Such appeal shall state the grounds upon which the appeal is made. Council shall appoint a time and a place for the hearing of the appeal and may confirm or set aside such decisions made by the Bylaw Enforcement Officer, as may deem appropriate.

4.15.2. A notice of hearing to revoke a licence under section 4.14 or after a refusal to issue a licence under section 3.2.3, or to consider granting of a licence under section 3.2.2, shall be made in writing, outlining the time, date, and place of the hearing and the reasons for Council's consideration of a request to revoke or refuse the licence served on the licensee or delivered to the licensee by registered mail to the address shown on the application for the licence.

4.16. Notification of Business Changes

4.16.1. Every holder of a licence shall promptly notify the Bylaw Enforcement Officer of any changes in the mailing business address or change in number of employees.

4.16.2. Upon the termination or permanent closure of the business by a licensee, the licensee shall notify the Bylaw Enforcement Officer that the applicable licence is no longer required and shall promptly surrender such licence to the Bylaw Enforcement Officer.

4.17. Compliance with Bylaws and Other Enactments

4.17.1. Where any federal or provincial law or any other enactment applies to any matter referred to in this bylaw, the issuance of a business licence under the provisions of this bylaw shall not relieve the licensee from complying with the provisions of such other enactment.

4.17.2. The issuance of a licence shall not be deemed to be a representation by the municipality to the licensee that the business or proposed business complies with any or all applicable laws or enactments. The business owner remains responsible to ensure compliance with all applicable laws and enactments.

4.17.3 The Bylaw Enforcement Officer may grant a licence where, upon inspection of the business premises, he or she is satisfied that the applicant has complied with the bylaws of the municipality regulating building, fire services, zoning, health and safety, sanitation and business, where applicable to that type of business.

5. REGULATION OF BUSINESSES

5.1. Peddlers

Where a peddler carries on business on municipal property the peddler shall comply with all requirements for the use of sidewalks and public places as set out in the applicable bylaws.

5.2. Amusement Halls

A person must not operate an amusement hall between the hours of 12:00 midnight and 9:00 am.

5.3. Escort Services

5.3.1. Every person carrying on the business of operating an escort service must:

(a) supply the Bylaw Enforcement Officer with the contact information of every person employed or engaged in the said business; and

(b) notify the Bylaw Enforcement Officer within twenty-four (24) hours of any change in the contact information in (a) above.

5.3.2. Every person carrying on the business of operating an escort service must not employ any person under the age of nineteen (19) years of age.

5.4. Second-Hand Dealers and Pawnbrokers ('Dealer')

This section applies to each Dealer who purchases or takes in pawn any second hand goods.

5.4.1. Each Dealer must keep a record on forms approved by the Bylaw Enforcement Officer to be known as the "The Register", in which shall be entered in the English language, written in a plain legible hand or typewritten a record of goods received, purchased, or taken in exchange.

5.4.2. Each entry into the Register must be made at the time of the receipt, exchange, or purchase or immediately thereafter and shall include in addition to the date of the purchase, receipt, or exchange, a full description of the article or articles including the name of the maker and serial number if known or can be ascertained.

5.4.3. Each entry into the Register must include the name and address of the person from whom the purchase was made and an identification number from their drivers licence, social insurance card, B.C. identification card or passport.

5.4.4. Each Dealer must retain a photocopy of picture identification of the person from whom the purchase was made, or record and retain a video recording of all transactions at a location where the transaction takes place.

5.4.5. Goods received, purchased or taken in exchange by any licenced Dealer shall be treated as purchased and will be so entered in the Register. For greater certainty, goods which must be entered in the Register are used goods. New goods may not require listing if they are covered by receipt or invoice, provided however, that the onus is upon the Licensee to prove that any goods are new.

5.4.6. The Register shall be a permanent record and the Dealer must ensure that it is not mutilated or destroyed. The Second-hand Dealer's Register shall be open to the Bylaw Enforcement Officer for inspection or any Peace Officer at all times during which the business is open and may be removed at any time by members of the police force or the Bylaw Enforcement Officer for inspection or for use in courts if necessary.

5.4.7. All Dealers must notify the designated officer at the Chetwynd RCMP detachment within twenty-four (24) hours of the purchasing, taking, or receiving of any used or second-hand goods and shall not alter the form of or sell, exchange or otherwise dispose of such goods within seventy-two (72) hours after the hour of purchasing the same. Such notifications to the RCMP shall consist of the copy of the Second-hand Dealer's Register for the day in question and must be delivered in person to the police office within the time set out above.

5.4.8. Every person carrying on business as a Dealer shall ensure that that person's premises are kept in a neat and tidy condition, and without limiting the generality of the foregoing, shall ensure that no part of the premises that are visible from outside of the premises are in an unsightly condition.

5.4.9 No Dealer shall purchase or receive any goods from any person actually or apparently under the age of eighteen (18) years.

5.5 Drug Paraphernalia

5.5.1 No person carrying on a business shall display or permit to be displayed on a street or in any window facing a street, or elsewhere where it can be seen by a person inside or outside the premises, or to the public at large, any drug paraphernalia.

5.5.2 No person carrying on a business shall sell drug paraphernalia to any person under the age of 19 years except where the premises are licensed as a pharmacy under the *Pharmacists Act*.

6. PENALTIES

6.1. Any person who violates any provision of this bylaw shall, upon summary conviction, be liable to a penalty not exceeding Ten Thousand Dollars ($10,000) plus the costs of prosecution.

6.2. Each day that any violation of a provision of this bylaw continues shall be deemed to be a separate offence.

7. SEVERABILITY

If any section or lesser portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw.

8. EFFECTIVE DATE

This bylaw shall come into full force and effect as and from the 1st day of January, 2010.

9. REPEAL

The "District of Chetwynd Business Licence Bylaw No. 674/LIC/96" is hereby repealed.

Read a first time this	14th	day of	July,	2009
Read a second time this	14th	day of	July,	2009
Read a third time this	11th	day of	August,	2009
Adopted by Council this	1st	day of	September,	2009

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Mayor Director of Corporate Administration

DISTRICT OF CHETWYND
BUSINESS LICENSING AND REGULATION
BYLAW NO. 906, 2009

SCHEDULE "A"

CLASSIFICATIONS AND FEES OF BUSINESS LICENCES

SECTION 1

The following are the list of business licence categories and fees for every person carrying on, maintaining, owning or operating any business, trade, occupation, calling, undertaking or thing within the District of Chetwynd:

Category 1	**Barbers and Hairdressers**	
	Barber	$100.00
	Hairdresser	$100.00
Category 2	**Contractors**	
	General	$100.00
	Acoustical	$100.00
	Air Conditioning	$100.00
	Arborite	$100.00
	Blacktopping	$100.00
	Blasting	$100.00
	Brickwork/Masonry	$100.00
	Building	$100.00
	Bulldozing	$100.00
	Cabinet and Vanities	$100.00
	Cement Finishing	$100.00
	Ceramic Tile	$100.00
	Concrete	$100.00
	Crane Operator	$100.00
	Demolition	$100.00
	Ditching	$100.00
	Draft Sealing	$100.00
	Drilling	$100.00
	Drywall	$100.00
	Electrical	$100.00
	Elevator/Skip Hoist	$100.00
	Excavating/Backfill	$100.00
	Finishing Carpentry	$100.00
	Flooring	$100.00
	Framing	$100.00
	Glazing	$100.00

	Hauling	$100.00
	Plumbing/Heating/Sheet Metal	$100.00
	Insulation	$100.00
	Intercommunications	$100.00
	Land Clearing	$100.00
	Landscaping/Gardening	$100.00
	Logging	$100.00
	Marble	$100.00
	Moving	$100.00
	Painting	$100.00
	Paving	$100.00
	Pipeline	$100.00
	Plastering/Stucco	$100.00
	Refrigeration	$100.00
	Reinforcing Steel	$100.00
	Roofing	$100.00
	Sanitary	$100.00
	Sign Painting	$100.00
	Water and Sewer Installations	$100.00
	Weatherproofing	$100.00
	Welding	$100.00
	Wrecking	$100.00
	Wrought Iron	$100.00
Category 3	**Entertainment**	
	Amusement Hall	$100.00
	Bar	$100.00
	Billiard Hall	$100.00
	Bowling Alley	$100.00
	Cabaret	$100.00
	Escort Service	$2,000.00, plus $1,000.for each escort employed
	Lounge	$100.00
	Pool Room	$100.00
	Pub	$100.00
	Rifle Gallery	$100.00
Category 4	**Financial**	
	Bank	$440.00
	Finance Company	$440.00
	Guarantee or Bonding Company	$440.00
	Investment Company	$440.00
	Loan Company	$440.00
	Mortgage Company	$440.00

Category 5	**Food Establishments**	
	Cafe	$100.00
	Coffee Bar	$100.00
	Drive-In or Fast Food Restaurant	$100.00
	Restaurant	$100.00
Category 6	**Home based Business**	$100.00
Category 7	**Insurance and Real Estate**	
	Appraiser	$100.00
	Insurance Adjuster	$100.00
	Insurance Agency	$100.00
	Real Estate Agency	$100.00
Category 8	**Itinerants**	
	Direct Sellers:	
	Building Maintenance Materials	$100.00
	Cosmetic Sales	$100.00
	Electrical Appliances Sale	$100.00
	Household Products Sales	$100.00
	Kitchen Ware Sales	$100.00
	Local Producers	$ 54.00
	Non-Profit Organization	$ 10.00
	Peddlers, including Hawkers and Hucksters	$100.00
	Photographers	$100.00
	Sale of Local Crafts	$ 54.00
	Exhibitions:	
	Carnivals	$166.00 per day
	Circuses	$166.00 per day
	Dog and Cat Shows	$ 27.00 per day
	Exhibitions	$ 50.00 per day
	Horse and Pony Shows	$ 27.00 per day
	Musical Attractions	$ 27.00 per day
	Promoters of Entertainment	$ 50.00 per day
	Promoters of Sporting Events	$ 50.00 per day
	Scenic/Tourist Attractions	$ 50.00 per day
	Theatrical Shows	$ 50.00 per day
Category 9	**Manufacturing and Industrial**	
	Concrete Block Forming	$100.00
	Foundry	$100.00
	Pipe Fabricating	$100.00

	Planer Mill	$100.00
	Ready Mix Concrete	$100.00
	Sand/Gravel/Topsoil	$100.00
	Sawmill	$100.00
	Steel Fabricating	$100.00
	Welding/Machine Shop	$100.00
	Woodwork Products	$100.00
Category 10	**Motor Vehicles and Equipment (Retail Sales)**	
	Auto Body and Painting Shops	$100.00
	Auto Wrecking	$100.00
	Automobile Leasing and U-Drive	$100.00
	Automobile Towing	$100.00
	Battery/Radiator Sales and Service	$100.00
	Commercial Motor Vehicle Washing	$100.00
	Garage Repairs	$100.00
	Machinery and Equipment Dealer	$100.00
	New and Used Car Sales	$100.00
	Sale of Motor Vehicle Parks and Accessories	$100.00
	Service Stations	$100.00
	Vulcanizing and Tire Repair	$100.00
Category 11	**Pawnbrokers**	$1,000.00
Category 12	**Professional Offices**	
	Accountant	$144.00
	Architect	$144.00
	Bailiff	$144.00
	Barrister and Solicitor	$144.00
	Chiropractor	$144.00
	Collection Agency	$144.00
	Dental Technician	$144.00
	Dentist/Dental Surgeon	$144.00
	Engineer	$144.00
	Land Surveyor	$144.00
	Optometrist	$144.00
	Orthodontist	$144.00
	Physician/Surgeon	$144.00
	Physiotherapist	$144.00
	Podiatrist	$144.00
	Psychiatrist	$144.00
	Psychologist	$144.00
	Radiologist	$144.00
	Veterinary Surgeon	$144.00

Category 13 **Publication and Publicity**

Advertising Agency	$100.00
Commercial Printers	$100.00
Newspaper Publishing	$100.00
Radio Broadcasting	$100.00
Television Broadcasting	$100.00

Category 14 **Rentals and Accommodation**

Apartments	$100.00
Camping Grounds	$100.00
Hotel	$100.00
Motel	$100.00
Rooming House	$100.00
Trailer/Mobile Home Park	$100.00

NOTE: The fees are for up to and including 15 rooms or pads. For each room or pad above 15 in Category 14, $11.00 per unit applies with a maximum licence fee of $440.00.

Category 15 **Retail Business**

Retail Goods	$100.00
Bakery	$100.00
Building Materials	$100.00
China and Glassware	$100.00
Clothing	$100.00
Confections	$100.00
Drugs	$100.00
Dry Cleaners	$100.00
Dry Goods	$100.00
Electrical Appliances	$100.00
Flooring Material	$100.00
Flowers	$100.00
Furniture	$100.00
Glass	$100.00
Groceries	$100.00
Hardware	$100.00
Janitorial Supplies	$100.00
Jewellery	$100.00
Laundry	$100.00
Meat Market	$100.00
Mobile Home and Trailer Sales	$100.00
Musical Instruments	$100.00

	Nurseries	$100.00
	Office Equipment	$100.00
	Paint	$100.00
	Pet Shop	$100.00
	Second Hand Goods	$100.00
	Shoes	$100.00
	Sporting Equipment	$100.00
	Stationery	$100.00
	Tire Sales	$100.00
	Upholstery	$100.00
	Varieties	$100.00
Category 16	**Services**	
	Dog Kennel	$100.00
	Auctioneer	$100.00
	Baton Teacher	$100.00
	Bookkeeping	$100.00
	Carpet Cleaners	$100.00
	Caterer	$100.00
	Computer Consulting	$100.00
	Consulting Service	$100.00
	Dance Teacher	$100.00
	Daycare Centre	$100.00
	Delivery Service	$100.00
	Dressmaker	$100.00
	Driving School	$100.00
	Janitorial	$100.00
	Mail Order	$100.00
	Music Teacher	$100.00
	Nursing Home	$100.00
	Phone Answering Service	$100.00
	Photographer	$100.00
	Private Schools	$100.00
	Public Stenographer	$100.00
	Radio Communications	$100.00
	Rest Home	$100.00
	Shoe Repair	$100.00
	Sign Painting and Sales	$100.00
	Training Centre	$100.00
	Travel Agency	$100.00
	TV and Radio Repairs	$100.00
	Water Hauling	$100.00

Category 17	**Transportation**	
	Freight Transportation Company	$100.00
	Moving Company	$100.00
	Passenger Transportation Company	$100.00
	Taxicabs/Limousine Service	$100.00
Category 18	**Wholesale Business/Warehouse**	
	Automobile Parts and Accessories	$100.00
	Building Materials	$100.00
	Bulk Fuel/Oil Sales	$100.00
	Dairy	$100.00
	Groceries	$100.00
	Hardware	$100.00
	Plumbing and Heating Supplies	$100.00
	Warehouse	$100.00
Category 19	**Unclassified**	
	Any person carrying on any business, trade, employment, occupation, undertaking or calling, not otherwise enumerated in this Schedule "A" shall pay to the District a fee as specified as follows:	$100.00

SECTION 2

Every person requesting a transfer of business licence must pay a licence transfer fee of $25.00.

DISTRICT OF CHETWYND
BUSINESS LICENSING AND REGULATION
BYLAW NO.906, 2009

"SCHEDULE B"

APPLICATION FOR BUSINESS LICENCE

Please PRINT in INK and complete all sections that apply to your business.
Where there is insufficient space on this form to complete a section, please attach additional pages containing the relevant information.

The information provided on this form will be used to process your application. The information is collected under the authority of the *Community Charter* and Municipal Bylaws. For information about the use of this information, contact the FOI Coordinator during normal business hours at 5400 North Access Road, Chetwynd or by phone at 250 401-4100.

==========

1. APPLICATION

☐ New Business Licence Application

Transfer of business:
☐ Location
☐ Name
☐ Ownership

2. GENERAL INFORMATION

[Information in (a) to (d) is current information before a transfer of a Business Licence under (e)]

(a) Business Name and Address

Business Name: _____

Business Address (Location): _____

Business Mailing Address (if different from above):

_____

_____

Business telephone number: _____

(b) Owners Information

Name of Business Owner: _____

Address of Business Owner: _____

_____

Telephone: _____ Cell: _____

Fax: _____ Email: _____

Alternate Contact:

Telephone: _____ Cell: _____

(c) Manager or Agent Information

Business Manager OR Agent's Contact Information: (if different from above)

Name: _____

Address: _____

Telephone: _____ Cell: _____

Fax: _____ Email: _____

Alternate Contact:

Telephone: _____ Cell: _____

(d) Business Information

Description of Business Activity:

_____

_____

Number of persons working in the business: Owners: _____ Employees: _____

Have you previously held a business licence? ☐ Yes ☐ No If yes, year: _____

Jurisdiction where business licence previous held: _____

Has your business licence ever been cancelled, refused or suspended: ☐ Yes ☐ No

If yes, please provide details of cancellation, refusal or suspension:

_____

_____

(e) Transfer of Business Licence

[Complete the appropriate section below for the transfer of a Business Licence]

The Business Licence is being transferred as follows:

☐ New Name of Licencee: _____

☐ New Name of Business: _____

☐ New Business Location: _____

☐ New Mailing Address: _____

☐ New Business Phone Number: _____ Cell Phone Number: _____

☐ New Fax: _____ Email Address: _____

NOTE: Where a Business Licence is being transferred, section 6(b) below must be completed.

3. BUSINESS CATEGORY (please check the box that appropriately describes your business)

1. Barbers and Hairdressers ☐
2. Contractors ☐
3. Entertainment ☐
4. Financial ☐
5. Food Establishments ☐
6. Home Based Business ☐
7. Insurance and Real Estate ☐
8. Itinerants ☐
9. Manufacturing and Industrial ☐
10. Motor Vehicles and Equipment (Retail Sales) ☐
11. Pawnbrokers ☐
12. Professional Offices ☐
13. Publication and Publicity ☐
14. Rentals and Accommodation ☐
15. Retail Business ☐
16. Services ☐
17. Transportation ☐
18. Wholesale Business/Warehouse ☐
19 Unclassified – specify ☐ _____

4. BUSINESS PREMISES

Floor area in business premises: Square feet: _____ Square meters: _____

Floor area of business space in home: Square feet: _____ Square meters: _____

Total square footage of home: _____

Restaurant and Beverage Rooms: Seating Capacity (no. of seats): _____

5. RENTAL UNITS

Type of rental units: _____

Number of rooms: _____

6. DECLARATION (all applications must be signed)

IT IS AN OFFENCE TO MAKE A FALSE DECLARATION

(a) I declare that the above statements of facts are correct in accordance with the particulars of this application. Neither I nor my business has had any previous business licence revocation, suspensions or convictions with regards to the operation of any business. I agree to comply with all bylaws of the District of Chetwynd, the provisions of the Community Charter and all related Provincial and Federal Codes, Acts and Regulations.

_____ _____

Signature of Applicant Date

(b) I hereby agree to transfer (subject to municipal approval) my right and interest in Customer Identification No. _____, issued to me for the business licence known as _____

_____

to the above named applicant and I hereby surrender my licence for this business.

_____ _____

Signature of Transferor Date

FOR OFFICE USE ONLY:

Business Category Number: _____

Department:	**Approved by:**	**Date:**	**Comments:**
Zoning	_____	_____	_____
Building	_____	_____	_____
Parking	_____	_____	_____
Fire	_____	_____	_____
Health	_____	_____	_____
License Inspector	_____	_____	_____

NOTES AND ADDITIONAL COMMENTS:

_____

_____

_____

(Use additional sheets if necessary and attach to this application)

FEE: _____ **CUSTOMER IDENTIFICATION NUMBER:** _____

APPROVED BY: _____ **DATE:** _____

DISTRICT OF CHETWYND
BUSINESS LICENSING AND REGULATION
BYLAW NO. 906, 2009

SCHEDULE "C"

NOTICE OF SUSPENSION OF BUSINESS LICENCE

_____
Date

TO: _____
_____
_____
_____

WHEREAS pursuant to the District of Chetwynd Business Licensing and Regulation Bylaw, a business licence was issued to _____ (person's name), of _____ (business name) located at _____, Chetwynd, British Columbia, under Licence No. _____,

AND WHEREAS the said business has contravened section _____ of the District of Chetwynd Business Licensing and Regulation Bylaw;

NOW THEREFORE the said business licence is hereby suspended until _____ (date) and is prohibited from continuing the operation of the said business from the said premises for the following reasons:

_____
_____
_____
_____

PURSUANT to the District of Chetwynd Business Licensing and Regulations Bylaw, any person whose licence has been suspended, who wishes to appeal the decision given by the Bylaw Enforcement Officer, may appeal to the Council by giving written notice to the Chief Administrative Officer of his or her intention to appeal. Such appeal shall state the grounds upon which the appeal is made. Council shall appoint a time and a place for the hearing of the appeal and may confirm or set aside such decisions made by the Bylaw Enforcement Officer, as Council may deem appropriate.

_____ _____
Bylaw Enforcement Officer Date

DISTRICT OF CHETWYND
BUSINESS LICENSING AND REGULATION
BYLAW NO.906, 2009

SCHEDULE "D"

NOTICE OF REVOCATION OF BUSINESS LICENCE

_____
Date

TO: _____
_____
_____
_____

WHEREAS pursuant to the District of Chetwynd Business Licensing and Regulation Bylaw, a business licence was issued to _____ (person's name), of _____ (business name) located at _____, Chetwynd, British Columbia, under Licence No. _____,

AND WHEREAS the said business has contravened section _____ of the District of Chetwynd Business Licensing and Regulation Bylaw;

AND WHEREAS the Council of the District of Chetwynd gave notice and gave an opportunity for the licensee to be heard at a scheduled hearing;

NOW THEREFORE upon hearing the licensee and review of the said business licence, Council revoked the said business licence and the said business is prohibited from continuing the operation at these premises.

Council Resolution Dated: _____

_____ _____
Bylaw Enforcement Officer Date