DISTRICT OF TUMBLER RIDGE
BUSINESS LICENCE BYLAW NO. 757, 2025

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

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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 1 – CITATION AND INTERPRETATION

1.1. Citation

This Bylaw may be cited for all purposes as "District of Tumbler Ridge Business Licence Bylaw No. 757, 2025."

1.2. Repeal

Business Licence Bylaw No. 644, 2017, and all amendments thereto, are hereby repealed as of the date this Bylaw comes into force.

1.3. Coming into Force

This Bylaw shall come into force and take effect on January 1, 2026.

READ A FIRST TIME this 15th day of December, 2025.

READ A SECOND TIME this 15th day of December, 2025.

READ A THIRD TIME this 15th day of December, 2025.

ADOPTED this 16th day of December, 2025

Darryl Krakowka, Mayor

Adriana Alves, Corporate Officer

PART 2 – GENERAL PROVISIONS

2.1 Forms and Procedures

The District staff may establish and amend forms and administrative procedures as necessary for the effective administration of this Bylaw. Such forms and procedures may be updated from time to time without requiring a bylaw amendment.

2.2 Transition Provisions

All business licences issued under *Business Licence Bylaw No. 644, 2017* shall remain valid until their expiry date. Upon renewal, such licences shall be subject to the provisions of this Bylaw.

2.3 Severability

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

PART 3 – DEFINITIONS

In this Bylaw, unless the context requires otherwise:

ACCESSORY BUILDING as defined in the District of Tumbler Ridge Zoning Bylaw, as amended from time to time;

ACCOMMODATION SERVICES means businesses providing temporary or long-term lodging or residential care, including but not limited to, hotels, motels, bed and breakfasts, hostels, boarding houses, rooming houses, assisted living facilities, group homes, and residential care facilities; (NEW)

APPLICATION FEE means a fee that may be charged by the District at the time of submitting a business licence application, as may be determined in the District of Tumbler Ridge Fees and Charges Bylaw; (NEW)

AMENDMENT FEE means a fee payable to the District by an applicant when submitting a revised business licence application to reflect any amendments or changes, including, but not limited to, a transfer of location, change of business name, change of ownership, or modification of business activity, as determined in the District of Tumbler Ridge Fees and Charges Bylaw;

AGENT means any person who, by mutual consent, sells, solicits, offers for sale, takes orders for, or attempts to sell goods, services, investments or any other thing, at a place other than a fixed place of business of the principal;

APPLICANT means a person who applies for a business licence under this bylaw;

AUTOMOTIVE-BASED SERVICES means businesses providing vehicle-related sales, service, repair, or parking, including automotive sales, automotive repair and service, automotive parts and accessories, car washes, parking lots, vehicle rental, towing services, and fuel stations;

BUSINESS means carrying on any commercial or industrial activity, trade, profession, personal service, or other undertaking for the purpose of gain or profit, and includes the provision of goods or services, but does not include any activity carried on by the government, its agencies, or government-owned corporations.

BUSINESS LICENCE means a licence issued under this bylaw authorizing the carrying on of a business;

BUSINESS PREMISES means the land, building, or structure where a business is carried on;

CALENDAR YEAR means the period from January 1st to December 31st in any given year;

CANNABIS means cannabis as defined in the federal and provincial legislation, as amended from time to time;

CANNABIS FACILITY means a site, building, or portion of a building used for the production, processing, packaging, testing, research, or distribution of cannabis or cannabis products, and licensed under and defined by the *Cannabis Act* (Canada), amended from time to time;

CANNABIS STORE means a retail establishment licensed under and defined by the *Cannabis Control and Licensing Act* (British Columbia), as amended from time to time, that sells non-medical cannabis, cannabis accessories, or related products to the public for consumption off the premises;

CARRY ON, CARRYING ON, CARRIED ON, and CARRIES ON mean to engage in, conduct, operate, manage, or allow any activity, trade, profession, or service that involves, or is intended to involve, the exchange of goods, services, or commodities for gain or profit; and includes any person who:
(a) advertises, by any means, as being open for business of any kind;
(b) buys, sells, barters, displays, or offers to buy, sell, or barter goods or services, on their own behalf or for others; or
(c) advertises or otherwise offers to render professional, personal, or other services for gain or profit.

CHARITABLE SOCIETY means a society that is registered as a charity under the legislation and operates for charitable purposes, including relief of poverty, advancement of education or religion, or other purposes beneficial to the community;

CHILDCARE, HEALTH & MEDICAL SERVICES means businesses providing childcare, health, or medical services, including, but not limited to, daycare centres, preschools, after-school programs, medical clinics, dental offices, physiotherapy clinics, massage therapy, counselling services, veterinary clinics, and other health and wellness services;

COMPLIANCE ORDER means a written order issued by the Licensing Officer requiring a person to remedy a violation of this bylaw;

CONTRACTORS means businesses providing construction, repair, or general contracting services, including but not limited to, general contractors, electrical contractors, plumbing contractors, heating and air conditioning contractors, roofing contractors, landscaping contractors, excavation contractors, and specialized trade contractors;

CULTURAL, RECREATIONAL & ENTERTAINMENT SERVICES means businesses providing arts, culture, recreational, or entertainment services, including theatres, museums, art galleries, fitness centres, sports facilities, entertainment venues, event planning services, and recreational equipment rental;

DISTRICT means the District of Tumbler Ridge, a municipal corporation in the Province of British Columbia;

DOOR TO DOOR SOLICITATION means the act of visiting or contacting residents at their premises, without prior invitation, for the purpose of requesting, inviting, or encouraging business, patronage, or other forms of support;

DWELLING UNIT as defined in the District of Tumbler Ridge Zoning Bylaw, as amended from time to time;

E-COMMERCE means the buying and selling of goods or services conducted over the internet or other electronic networks;

EVENT means a temporary indoor or outdoor activity, gathering, or market that includes multiple vendors, mobile concessions, or retail sales. Events may be one-time, occasional, or recurring over a defined period (e.g., weekly summer fairs) but are short-term in nature.

FFES AND CHARGES BYLAW means the District of Tumbler Ridge Fees and Charges for Services and Information Bylaw, as amended from time to time;

FOIPPA means the *Freedom of Information and Protection of Privacy Act*, as amended from time to time.

FOOD, LIQUOR, TOBACCO/VAPOUR & CANNABIS SERVICES means businesses engaged in the sale, production, preparation, processing, testing, or service of food, liquor, tobacco, vapour, or cannabis products, including but not limited to, restaurants, cafés, bars, liquor stores, grocery stores, food trucks, catering services, food processing facilities, tobacco and vapour shops, cannabis retail stores, and cannabis testing or processing facilities.

GENERAL SERVICES means professional or personal service businesses, including accounting, legal services, real estate, insurance, consulting, financial services, personal care services, cleaning services, and other professional or personal services;

HOME INDUSTRY means the use of a parcel containing a dwelling unit for an industrial or manufacturing business, including but not limited to a carpentry shop, a welding shop, a metal working shop, service and repair, assembly, and wholesaling, as defined and detailed by the District of Tumbler Ridge Zoning Bylaw amended from time to time;

HOME OCCUPATION (MAJOR) means an occupation, profession, trade, or craft in which remuneration is normally received for any goods or service provided and is operated on a residential property by residents of that property, as defined and detailed by the District of Tumbler Ridge Zoning Bylaw amended from time to time. A Home Occupation – Major may extend to accessory buildings and may create additional traffic in receiving clients or deliveries but does not interfere with the rights of the other residents to quiet enjoyment of the residential neighbourhood.

HOME OCCUPATION (MINOR) means an occupation or profession in which remuneration is normally received for any goods or service provided and is operated within a Residence by residents of that property, as defined and detailed by the District of Tumbler Ridge Zoning Bylaw amended from time to time. A Home Occupation - Minor is restricted to business activities and storage within the dwelling or an accessory structure and generates minimal traffic beyond typical residential use and does not interfere with the rights of the other residents to quiet enjoyment of the residential neighbourhood;

INSPECTION FEE means a fee payable to the District by an applicant or licence holder for inspections required under this Bylaw, including, but not limited to, inspections of premises, equipment, or operations to ensure compliance, as may be determined in the District of Tumbler Ridge Fees and Charges Bylaw;

INSPECTOR means a person designated by the District to conduct inspections under this bylaw;

LICENCE means a business licence issued under this bylaw;
LICENCE FEE means a fee payable to the District by a licence holder for the issuance or renewal of any licence in this Bylaw, as determined in the District of Tumbler Ridge Fees and Charges Bylaw.

LICENCE YEAR means the period from January 1st to December 31st for which a business licence is valid;

LICENSEE means a person who holds a valid business licence issued under this bylaw;

LICENSING OFFICER means the person designated by Council or the Chief Administrative Officer to administer this bylaw, or their authorized delegate;

MANUFACTURING, WAREHOUSING, TRANSPORTATION & RESOURCES means businesses involved in industrial production, storage, transportation, or resource development, including, but not limited to, manufacturing facilities, warehouses, distribution centres, trucking companies, courier services, mining operations, forestry operations, and resource processing facilities;

MOBILE VENDOR means any person who offers for sale and immediate delivery any food, drink, 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. Mobile vendors may operate independently or as part of an Event;

NON-PROFIT ORGANIZATION means an organization, association, or society that operates without the purpose of generating profit for its members, and whose activities are primarily directed toward community, social, cultural, or recreational objectives, but is not necessarily registered as a charity under the legislation.

NON-RESIDENT BUSINESS means a business that carries on operations in the District, or performs work or provides services within the District, but does not maintain a permanent place of business within the District.

OFFENCE means a violation of any provision of this bylaw;

PERSON includes an individual, corporation, partnership, party, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

PREMISES means any area of land, including a lot or parcel, with or without buildings or structures, and includes, but is 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 a business;

PRIMARY ACTIVITY means the main business activity that generates the majority of revenue or occupies the majority of business operations;

PROVINCIAL LEGISLATION means any Act, regulation, or order of the Province of British Columbia, as amended from time to time;

RESIDENTIAL PROPERTY means property zoned for residential use under the District's Zoning Bylaw;

RESIDENTIAL ZONE means any zone designated as residential in the District's Zoning Bylaw, as amended from time to time;

SALES BUSINESSES means businesses selling goods or equipment to consumers, including retail stores, specialty shops, equipment sales, furniture stores, electronics stores, sporting goods stores, and other retail establishments;

SHORT-TERM RENTAL means a guest home, guest suite, guest room, or portion thereof, located in a residential zone or a permitted commercial zone, that is offered or made available for temporary accommodation. The maximum stay for any guest shall not exceed 90

consecutive days, or such other limits as may be established by provincial legislation or the District of Tumbler Ridge Zoning Bylaw, as amended from time to time;

TEMPORARY LICENCE means a business licence valid for a period not exceeding thirty (30) consecutive days;

ZONING BYLAW means the District of Tumbler Ridge Zoning Bylaw, as amended from time to time.

PART 4 – LICENCE REQUIREMENTS AND COMPLIANCE

4.1. Licence Requirement

A business licence is required for all businesses carried on within the District, whether or not they operate from a premises in the District.

4.2. E-Commerce

Businesses conducting sales or providing services online or through other electronic means from a location within the District are also required to hold a valid business licence.

4.3. Vending and Canvassing on District Streets

A business licence is required for persons wishing to canvass, solicit, or conduct business on any street or in any public place within the District.

4.4. Prohibition: Door-to-Door Solicitation

No person shall engage in door-to-door solicitation for the purpose of selling, promoting, or advertising any goods, services, or business within the District of Tumbler Ridge. This prohibition applies to all areas of the District, whether or not the person holds a business licence.

Note: Fundraising by, or for the benefit of, charitable or non-profit organizations, schools, churches, food banks, or similar community groups is not considered door-to-door solicitation.

4.5 Separate Licence for Each Business

A separate licence is required for each business carried on by a person, except where specifically provided otherwise in this bylaw.

4.6 Separate Licence for Each Location

Where a person carries on the same business at more than one location within the District, a separate licence is required for each location.

4.7 Compliance with Other Laws

The issuance of a business licence does not:

(a) authorize the violation of any other bylaw of the District or any federal or provincial law;

(b) authorize the carrying on of a business in a building or on land in contravention of any zoning bylaw of the District; or

(c) constitute approval under any other bylaw or enactment.

PART 5 – BUSINESS LICENCE CATEGORIES

5.1 Activity-Based Categories

For the purposes of this Bylaw, businesses are categorized based on their primary activity as follows:

(a) Accommodation Services
(b) Automotive-Based Services
(c) Childcare, Health & Medical Services
(d) Contractors
(e) Cultural, Recreational & Entertainment Services
(f) Food, Liquor, Tobacco/Vapour & Cannabis Services
(g) General Services
(h) Manufacturing, Warehousing, Transportation & Resources
(i) Sales Businesses

A detailed list of business types, including examples for each category and the land uses authorized in the Zoning Bylaw, will be prepared and maintained by District staff as an appendix to this Bylaw. This appendix may be updated or amended from time to time without requiring an amendment to this Bylaw.

5.2 Home-Based Business Categories

Home-based businesses are categorized as follows:

(a) Home Industry;
(b) Home Occupation (Major); and
(c) Home Occupation (Minor).

The Zoning Bylaw contains detailed information on each type of home-based business, including the differences and applicable requirements.

5.3 Special Categories

Special business licence categories include:

(a) Mobile Vendor;
(b) Event;
(c) Temporary Licence;
(d) Non-Resident Business; and

(e) Short-Term Rental

Further details regarding the licensing process, conditions, and requirements for these special categories are provided in Part 16 of this Bylaw.

5.4 Category Determination

The Licensing Officer shall determine the applicable category based on the nature, scale, impact, and duration of the activity or event for which the licence is sought, with regard to the definitions and classifications established in this Bylaw and the Zoning Bylaw.

PART 6 – BUSINESS LICENCE APPLICATION

6.1 Application Requirements

Every application for a business licence shall:

(a) be made in writing on the form prescribed by the District;

(b) be signed by the applicant or an authorized agent of the applicant (authorization proof in writing);

(c) contain all information required by the prescribed form;

(d) be accompanied by the applicable fee as established in the District's Fees and Charges Bylaw; and

(e) include any additional documentation required by the Licensing Officer.

6.2 Additional Information

The Licensing Officer may require an applicant to provide additional information, documentation, proof of regulatory compliance, or any other evidence deemed necessary to determine whether to issue, refuse, or impose conditions on a business licence.

6.3 Incomplete Applications

An application that does not comply with the requirements of this bylaw shall be deemed incomplete and may be returned to the applicant.

6.4 False Information

No person shall provide false or misleading information in an application for a business licence.

6.5 Application Processing

(a) require an inspection of the premises prior to issuing the licence or as a condition of approval;

(b) consider the applicant's history of compliance with this Bylaw or any other District bylaw, including whether a previous licence has been suspended or revoked within the last two (2) licence periods;

(c) refuse to issue a licence if the applicant or property owner has any outstanding bylaw infractions, unpaid fees, fines, or penalties under the District's Municipal Ticketing

Information Bylaw;
(d) impose conditions necessary to ensure compliance with applicable bylaws, regulations, or safety requirements; or
(e) refer the application to Council for direction or decision.

PART 7 – INSPECTIONS

7.1 Inspection Authority

The Director of Protective Services, Fire Chief, or their authorized delegates may inspect any business premises to determine compliance with this bylaw and other applicable laws.

7.2 Inspection Requirements

The Licensing Officer may require an inspection of business premises as a condition of issuing, renewing, or maintaining a business licence, based on:
(a) the nature and risk level of the business activity;
(b) public health and safety considerations;
(c) compliance history;
(d) complaints received; or
(e) other factors deemed relevant.

7.3 Right of Entry

An Inspector may, at any reasonable time and upon producing proper identification, enter and inspect any business premises for the purpose of determining compliance with this bylaw.

7.4 Inspection Costs

The cost of inspections required under this bylaw may be charged to the applicant or licensee as established in the District's Fees and Charges Bylaw.

7.5 Inspection Reports

Following an inspection, the Inspector shall report to the Licensing Officer informing any deficiencies or non-compliance issues identified.

PART 8 – LICENCE ISSUANCE AND CONDITIONS

8.1 Licence Issuance

The Licensing Officer may issue a business licence if satisfied that:
(a) the application is complete and accurate;
(b) the applicable fees have been paid;
(c) the business complies with all applicable bylaws and regulations;

(d) any required inspections have been completed satisfactorily; and
(e) the issuance of the licence would not be contrary to the public interest.

8.2 Licence Refusal

The Licensing Officer may refuse to issue a business licence if any of the conditions above are not satisfied.

8.3 Licence Conditions

The Licensing Officer may issue a licence with certain conditions, as deemed necessary to ensure compliance with this Bylaw and applicable laws. Such conditions may include, but are not limited to:
(a) hours of operation;
(b) parking and traffic management, in consultation with relevant enforcement authorities;
(c) noise control measures, consistent with applicable bylaws;
(d) periodic inspections or reporting requirements.

Note: Compliance with other bylaws or legislation remains the responsibility of the relevant enforcement authority. The Licensing Officer may require evidence of compliance and coordinate with these authorities as necessary to ensure that licence conditions are met.

8.4 Licence Display

Every licencee shall keep their business licence in a visible location on the business premises so that it is easily seen by the public and inspectors.

8.5 Licence Validity

A business licence is valid only for the licence year in which it is issued, or for any specific period explicitly stated on the licence. The licence applies solely to the business, location, and activities listed in the licence records and does not authorize any other business, location, or activity.

PART 9 – LICENCE RENEWAL

9.1 Renewal Requirement

Except for temporary or event licences, every licensee must renew their business licence annually by submitting the prescribed renewal fee to the District prior to January 31 of each year.

9.2 Licensee Responsibility

It is the sole responsibility of the licensee to ensure that the business licence is renewed on time, whether or not the District has issued or delivered a renewal notice or invoice.

9.3 Late Fee for Non-Renewal

A Business Licence that is not renewed by January 31 of each year may be subject to a late fee, as established in the Fees and Charges Bylaw, if applicable.

9.4 Licence Cancellation for Continued Non-Renewal

If the business licence is not reactivated by March 31 of the same year, the licence shall be cancelled without further notice by the District.

The business will then be required to submit a new licence application and pay any applicable application fee, as established in the Fees and Charges Bylaw.

9.5 Effect of Cancellation

Once a licence has been cancelled under this Part, the business shall not continue to operate until a new licence has been issued in accordance with the provisions of this Bylaw.

PART 10 – LICENCE AMENDMENT

10.1 Licence Amendment – Change of Business Activity

Where a licensee proposes to change the nature, type, or scope of business activity carried on under an existing licence, the licensee must apply to amend the licence. The proposed activity must:

(a) comply with all applicable provisions of the Zoning Bylaw and any other District bylaws or regulations; and

(b) be consistent with the permitted or authorized uses of the location identified in the Zoning Bylaw.

If the change in activity results in a different business classification or category, the licence may be reclassified and the licensee shall be required to pay the applicable amendment fee plus any difference in the annual licence fee, as well as meet any additional requirements prescribed in the Fees and Charges Bylaw.

10.2 Licence Amendment – Change of Business Location

Where a licensee proposes to change the address or location of the business, the new location must comply with the Zoning Bylaw and any other applicable bylaws and regulations.

The licensee must not commence operation at the new location until:

(a) the proposed premises have been inspected and approved by the District, when required; and

(b) the amended licence has been issued by the District.

PART 11 – LICENCE TRANSFER

11.1 General Requirement

Any person who acquires a business or a controlling interest in a business licensed under this Bylaw must obtain approval from the District for a transfer of the licence prior to carrying on the business.

11.2 Application Requirements

Any person proposing to obtain a transfer of a business licence must apply to the District in the prescribed form and provide any information required by the Licensing Officer. The powers, conditions, requirements, and procedures applicable to an initial licence application shall apply to a transfer application, except that no new licence fee shall be payable unless otherwise specified in the Fees and Charges Bylaw.

11.3 Authorization of Transfer by Current Licensee

If the applicant for the transfer (the transferee) is not the current licensee, the current licensee (the transferor) must provide written authorization permitting the transfer of the business licence to the transferee before the transfer is approved.

11.4 Effect of Unapproved Transfer

No person shall carry on a business under a transferred or acquired licence until the District has approved the transfer and issued confirmation of the amended licence.

PART 12 – FEES AND CHARGES

12.1 Fee Schedule

All fees and charges under this bylaw are established in the District's Fees and Charges Bylaw, as amended from time to time.

12.2. Fee Reduction

The Fees and Charges Bylaw may establish reduced business licence fees for applications received partway through the year, such as during a specific quarter or half-year period.

12.2 Payment Required

All fees must be paid in full before a licence is issued or renewed.

12.3 Fee Exemption: Charitable Societies and Non-Profit Organizations

Registered charitable societies and non-profit organizations are exempt from payment of any licence fees under this Bylaw.

12.4 Non-Refundable Fees

Licence fees are non-refundable except as specifically provided in the District's fee policies or bylaws.

PART 13 – DELEGATION OF AUTHORITY

13.1 Licensing Officer Authority

The Licensing Officer has the authority delegated by Council through the Delegation of Authority Bylaw, as amended from time to time.

13.2 Referral to Council

The Licensing Officer may refer any matter to Council for decision, including:

(a) applications that do not meet standard criteria;
(b) complex or controversial applications;
(c) appeals or reconsideration requests; and
(d) enforcement matters requiring Council direction.

PART 14 – ENFORCEMENT

14.1 Compliance Orders

Where the Licensing Officer determines that a person is in contravention of this Bylaw or any condition of a business licence, the Licensing Officer may issue a written compliance order requiring the person to remedy the contravention within a specified time period. Failure to comply with such order may result in further enforcement action.

14.2 Licence Suspension or Cancellation

The Licensing Officer may suspend, or recommend to Council the cancellation of, a business licence where:

(a) the licensee has contravened this Bylaw or any other applicable enactment;
(b) the licensee has provided false or misleading information in an application or renewal;
(c) the business poses a risk to public health, safety, or welfare; or
(d) the licensee has failed to comply with licence conditions, compliance orders, or other regulatory requirements.

Before a suspension or cancellation is finalized, the licensee shall be notified in writing and provided an opportunity to respond, in accordance with applicable District procedures.

14.3 Offences and Penalties

(a) A person who contravenes, causes, permits, or allows any act or thing to be done in violation of this Bylaw commits an offence and is liable, upon conviction, to a fine or

penalty in accordance with applicable provincial legislation or District bylaws.

(b) This Bylaw may be enforced by means of ticketing or any other method authorized under provincial or municipal legislation.

(c) In addition to fines or penalties, a court may make further orders as permitted under law, including compliance, remedial, or prohibitory orders.

(d) No person shall obstruct or interfere with a Licence Inspector or Bylaw Officer acting under the authority of this Bylaw.

14.4 Continuing Offence

Where an offence is of a continuing nature, each day that the offence continues constitutes a separate and distinct offence.

14.5 Other Remedies

Nothing in this Bylaw limits the District's authority to pursue any other lawful remedy available under provincial legislation or at common law, including injunction or civil proceedings.

PART 15 – RECONSIDERATION PROCESS

15.1 Right to Reconsideration

An applicant or licensee who disagrees with a decision of the Licensing Officer may request reconsideration of that decision.

15.2 Reconsideration Application

A request for reconsideration must:

(a) be made in writing within 30 days of the decision;

(b) state the grounds for reconsideration;

(c) include any supporting documentation; and

(d) be accompanied by any applicable fee as established in the Fees and Charges Bylaw.

15.3 Reconsideration Process

(a) Upon receiving a request for reconsideration, the Licensing Officer shall:

(i) review the original decision and all relevant information;

(ii) consider any new information provided;

(iii) confirm, modify, or reverse the original decision; and

(iv) provide written reasons for the reconsideration decision.

(b) If the request for reconsideration does not include any new or substantive information that may affect the outcome, the Licensing Officer shall forward the matter directly to Council for consideration.

(c) If the applicant or licensee is not satisfied with the reconsideration decision made by the Licensing Officer, they may submit a written appeal to Council within thirty (30) days of receiving the reconsideration decision.

(d) Council may confirm, vary, or reverse the decision under appeal and shall provide written reasons for its determination.

PART 16 – SPECIAL LICENCE CATEGORIES APPLICATION

16.1 Special Licence Categories Application

In addition to the general requirements of this Bylaw, the following categories are subject to specific provisions as set out below.

16.2 Mobile Vendors

16.2.1 Licence Requirement

All mobile vendors must hold a valid District of Tumbler Ridge business licence.

16.2.2 Location Permissions

Mobile vendors may operate on either private or District property, subject to the following requirements:

(a) District Property:

Vendors must first obtain written authorization from the Chief Administrative Officer (CAO) or delegate and provide comprehensive general liability insurance in an amount recommended by the District's insurance provider, naming the District as an additional insured, before beginning operations.

(b) District Property leased or operated by another organization or individual:

If the property is leased or operated by another organization or individual, authorization must be obtained from that party.

(c) Private Property: Vendors must obtain a letter of permission from the property owner before operating.

16.2.3 Proximity Restriction

Mobile food vendors must not operate within 25 metres of a permanently established food outlet unless they have written authorization from the business owner or delegate from that outlet.

16.2.4 Health Authority Requirement

If selling food, vendors are responsible for obtaining any necessary permits and approvals from relevant health authorities prior to submitting their business licence application.

16.2.5 Operating Requirements

Vendors must maintain their operating location in a safe, clean, and unobstructed condition at all times. All applicable laws and regulations, including public health, fire, building, and zoning requirements, must be complied with.

16.2.6 Separate Licence Requirement

Each mobile vendor requires a separate business licence, except when covered under a valid Event licence as provided elsewhere in this Bylaw.

16.3 Events

16.3.1 Licence Requirement

An Event Licence is required for any indoor or outdoor event, market, fair, festival, or similar activity involving multiple vendors engaged in retail sales, food service, or other business activities.

16.3.2 Application and Coverage

(a) The Event Organizer must apply for the Event Licence using the prescribed application form and submit all required documentation.

(b) One Event Licence covers all participating vendors for the duration of the event, whether it is a single occurrence or a recurring series (e.g., a weekly summer market).

(c) Vendors operating under an approved Event Licence do not require individual business licences for that event.

16.3.3 Application Timing

Applications must be submitted at least fourteen (14) calendar days before the first scheduled occurrence of the event. Applications will only be accepted if all required information and documents are complete to allow the District sufficient time to review and process the licence.

16.3.4 Location Permissions

Events may occur on private or District property, subject to the following requirements:

(a) District Property:

If the property is directly managed by the District, the organizer must obtain written authorization from the Chief Administrative Officer (CAO) or delegate and provide comprehensive general liability insurance in an amount recommended by the District's insurance provider for the type of event, naming the District as an additional insured, before operations commence.

(b) District Property leased or operated by another organization or individual:

If the property is leased or operated by another organization or individual, authorization must be obtained from that party.

(c) Public Roads or Highways:

Authorization is required from the Chief Administrative Officer (CAO) or, where applicable, the relevant authority (e.g., Ministry of Transportation and Infrastructure) prior to operating on public roads or highways.

(d) Private Property:

The organizer must obtain a letter of permission from the property owner prior to operating.

16.3.5 Vendor Management and Health Requirements

(a) The application must include a complete vendor list to allow scheduling of any required inspections.

(b) If vendors are added after the application is approved, the organizer must immediately update the vendor list. Vendors requiring inspection may not participate if the updated list is not submitted in time for the Fire Department or other authorities to complete the inspection.

(c) Only vendors appearing on the approved vendor list may participate in the event.

(d) The organizer is responsible for ensuring that all vendors comply with Health, Fire, and other applicable regulations, including obtaining Northern Health approval for any food sales.

(e) Vendors must maintain their operating areas in a clean, safe, and orderly condition at all times during the event.

16.3.6 Recurring Events

For recurring or episodic events (such as a weekly summer fair), a single Event Licence may be issued for the full duration of the event series. The vendor list must be kept current throughout the licensed period and updated as described in section 16.3.5.

16.3.7 Separate Licence Requirement

Each separate event or recurring series requires a distinct Event Licence, even if organized by the same applicant in the same year.

16.4.7 Exemptions

An Event licence is not required for performances, concerts, exhibitions, entertainment, or concessions held inside licensed theatres or other premises already authorized for that purpose.

16.5 Temporary Licence

16.5.1. Licence Requirement

The District may issue a temporary business licence for a limited duration, not exceeding 30 (thirty) consecutive days. The District may impose additional conditions as deemed necessary to ensure compliance with applicable bylaws, policies, or safety requirements.

16.5.1 Application and Coverage

(a) The applicant must submit a completed application at least fourteen (14) calendar days prior to the start of operations.

(b) The licence applies solely to the business, location, and activities specified in the licence.

(c) Separate applications are required for each distinct business activity or location.

16.5.2 Health and Safety Requirements

If food is sold or served, the licence holder is responsible for obtaining any required approvals or permits from the Health Authority or other applicable authorities before submitting the application.

16.5.3 Renewal Restrictions and Separate Licence Requirement

A Temporary Licence is non-renewable and valid only for the specific period stated in the licence. Each distinct occurrence of a temporary business activity requires a new application and the issuance of a separate Temporary Licence.

16.6 Non-Resident Business

16.6.1 Licence Requirement

Any business based outside the District but conducting work, services, or sales within the District must obtain a Non-Resident Business Licence prior to commencing operations, unless the business holds a valid Inter-Community or Temporary Business Licence authorizing operations within the District.

16.6.2 Compliance with District Regulations

Non-Resident Businesses are subject to all applicable provisions of this Bylaw while operating within the District, including but not limited to health, safety, zoning, and permitting requirements.

16.6.3 Term of Licence

A Non-Resident Business Licence is valid for the licence year in which it is issued, unless otherwise stated on the licence.

16.7 Short-Term Rental

16.7.1 Licence Requirement

(a) No person shall operate, offer, or advertise a Short-Term Rental without a valid business licence issued under this Bylaw.

(b) A Short-Term Rental licence is valid during the calendar year of the application and must be renewed annually.

(c) The issuance or renewal of a business licence under this Bylaw for a does not authorize the operator to offer stays exceeding the duration permitted under provincial legislation.

(d) This Bylaw operates in addition to and in compliance with the Short-Term Rental provincial legislation and its regulations, and nothing in this Bylaw is intended to limit or conflict with provincial legislation.

16.7.2 Provincial Compliance

Operators must comply with Short-Term Rental provincial legislation and its regulations.

16.7.3 Compliance with Other Regulations

Every person operating a Short-Term Rental must comply with all applicable District bylaws, including but not limited to the Zoning Bylaw, Traffic and Highways Bylaw, and Noise Control Bylaw, as each may be amended or replaced from time to time.

16.7.4 Inspections and Conditions

(a) Short-Term Rentals are subject to annual inspections, or such other periodic inspections as the Licensing Officer deems necessary.

(b) The Licensing Officer may impose conditions on the licence, require remedial measures, suspend or cancel the licence for failure to comply with this Bylaw or other applicable bylaws.

16.7.5 Operational Standards

Each Short-Term Rental must provide sufficient on-property parking.

16.7.6 Application Requirements

In addition to the general application requirements under this Bylaw, every application for a Short-Term Rental licence must include:

(a) Proof of ownership of the dwelling unit to be used;

(b) Contact information for one (1) local contact, who may be the applicant or a property manager, and who must be able to respond on a 24-hour basis to telephone inquiries from the District or a Municipal Officer;

(c) For a Short-Term Rental located within a multi-unit residential building (not stratified), a letter signed by an authorized representative of the property owner or management corporation consenting to the operation;

(d) For a Short-Term Rental located within a strata property, a letter signed by the Strata Council President or designate consenting to the operation;

(e) Any additional information or documentation required by the Licensing Officer.

16.7.7 Guest Registry Requirement

Every person operating a Short-Term Rental must:

(a) Establish and maintain a daily guest registry containing each guest's name, telephone number, address, and vehicle licence plate number; and

(b) Provide a copy of the guest registry to the Licensing Officer upon request.