



District of West Vancouver

## **Business Licence Bylaw No. 4455, 2005**

Effective Date – December 12, 2005

### **Consolidated for Convenience Only**

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

<b>Amendment Bylaw</b>	<b>Effective Date</b>
Bylaw No. 5419, 2026	March 9, 2026
Bylaw No. 5357, 2024	January 1, 2025
Bylaw No. 5329, 2024	April 29, 2024
Bylaw No. 5317, 2024	April 22, 2024
Bylaw No. 5238, 2023	June 1, 2023
Bylaw No. 5176, 2022	April 25, 2022
Bylaw No. 5137, 2021	July 27, 2021
Bylaw No. 5060, 2020	March 30, 2020
Bylaw No. 4656, 2010	December 13, 2010
Bylaw No. 4611, 2009	July 20, 2009
Bylaw No. 4596, 2009	June 22, 2009

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Business Licence Bylaw No. 4455, 2005). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

# Business Licence Bylaw No. 4455, 2005

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District of West Vancouver

## **Business Licence Bylaw No. 4455, 2005**

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

Previous amendments: *Amendment Bylaws 4596, 4611, 4656, 5060, 5137, 5176, 5238, 5317, 5329, 5357, and 5419.*

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

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

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

### **Part 1 Citation**

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

### **Part 2 Severability**

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

### **Part 3 Previous Bylaw Repeal**

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

## Part 4 Definitions

### 4.1 In this bylaw:

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

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

Amendment  
Bylaw No.  
5329, 2024

**“Authorized Identification”** means any one or more of the following, provided it is valid and is integrated with a photograph of the bearer:

- (a) driver’s licence;
- (b) identity card issued by a Canadian province or territory;
- (c) Indigenous status card;
- (d) passport issued by a recognized government;
- (e) any other form of provincial or federal identification;

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

Amendment  
Bylaw No.  
5329, 2024

**“Bear Spray”** means a device containing capsaicin and other related capsaicinoids that is designed and labeled for use as a deterrent from attacks by bears or other animals;

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

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

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

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

Amendment  
Bylaw No.  
5176, 2022

**“Child care (Licensed)”** means the business of caring for children (which could additionally include the caregiver’s own children) in or at one home, office, facility or other premises, subject to Provincial legislation and regulations, and may include group child care, multi-age care, in-home multi-age care, family child care, preschool and occasional child care. These facilities are monitored and regularly inspected by the health authority;

Amendment  
Bylaw No.  
5176, 2022

**“Child care (Unlicensed)”** means the business of caring for children from birth to any age with a maximum group size of two children or a sibling group who are not related to them. These facilities are not monitored by the health authority;

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

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

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

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

Amendment  
Bylaw No.  
5357, 2024

**“Cooking Facilities”** means equipment, devices or appliances that can be utilized to prepare a meal within a dwelling and includes a sink, countertop, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for the storage of food or any other

such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities;

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

Amendment  
Bylaw No.  
5419, 2026

**“Detached secondary suite”** has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;

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

Amendment  
Bylaw No.  
5357, 2024

**“Dwelling”** has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;

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

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

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

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

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

Amendment  
Bylaw No.  
5419, 2026

**“Host”** has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;

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

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

Amendment  
Bylaw No.  
5060, 2020

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

Amendment  
Bylaw No.  
5238, 2023

**“Intermunicipal TNS Business Licence”** means an inter-municipal business licence issued to a TNS Business by the City of Vancouver;

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

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

Amendment  
Bylaw No.  
5060, 2020

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

**“Liquor Licenced Restaurant”** means a Restaurant where customers may only consume alcohol if they also order food, and in respect of which premises a licence is required or obtained from the Provincial government pursuant to the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c.267;

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

Amendment  
Bylaw No.  
5357, 2024

**“Market”** means to offer, promote, canvass, solicit, advertise, or facilitate short-term rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online;

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

Amendment  
Bylaw No.  
5176, 2022

**“Microbrewery, Winery and Distillery”** means a premises, licensed

under the *Liquor Control and Licensing Act*, on which there is manufacturing and associated processing, packaging and storage of beer, cider, wine, or spirits for sale to business customers and, subject to terms of the Manufacturer Licence, shall include ancillary retail sale of these liquor products and related non-liquor products to the public within the manufacturer's store and lounge;

Amendment  
Bylaw No.  
5060, 2020

**“Passenger Transportation Act”** means the *Passenger Transportation Act*, SBC 2004, c. 39, as the same may be amended from time to time;

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

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

Amendment  
Bylaw No.  
5357, 2024

**“Principal Residence”** means the primary place where an individual lives, makes their home, and conducts their daily affairs, including paying bills and receiving mail, and without limiting the foregoing is the address listed on documentation for personal identification, taxation, and insurance purposes;

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

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

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

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

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

Amendment  
Bylaw No.  
5419, 2026

**“Secondary Suite”** has the meaning ascribed to it by Section 110

Definitions of Zoning Bylaw No. 4662, 2010;

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

Amendment  
Bylaw No.  
5419, 2026

**“Short-Term Rental Accommodation”** means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, including Short-Term Rental Accommodation – Dwelling Unit and Short-Term Rental Accommodation – Room, but does not include a bed and breakfast or accommodation provided to lodgers;

Amendment  
Bylaw No.  
5419, 2026

**“Short-Term Rental Accommodation – Dwelling Unit”** means a dwelling unit, or a portion of a dwelling unit, including cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days;

Amendment  
Bylaw No.  
5419, 2026

**“Short-Term Rental Accommodation – Room”** means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days;

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

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

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

Amendment  
Bylaw No.  
5060, 2020

**“TNS Business”** means a person carrying on the business of providing Transportation Network Services;

Amendment  
Bylaw No.  
5060, 2020

**“Transportation Network Services”** has the meaning set out in the *Passenger Transportation Act*;

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

Amendment  
Bylaw No.  
5060, 2020

**“Vehicle for Hire Service”** means the provision of a Vehicle with a driver for a fee, but excludes TNS Businesses;

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

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

## **Part 5 Licence**

### **5.1 Licence Requirement**

- 5.1.1 A person must not carry on any business in the District without a valid and subsisting Licence issued to that person for that business.
- 5.1.2 Every person who operates a business at more than one premises must apply for and maintain a separate Licence in respect of each separate premises.
- 5.1.3 Every person who operates more than one business at one premises must apply for and maintain a separate Licence in respect of each business.
- 5.1.4 Every licence issued shall be deemed to be a personal licence to the licensee therein named, and shall not be transferable to another person.
- 5.1.5 A person must not carry on business in or on any premises other than those identified on the Licence without first making an application for a new Licence or a change to the Licence under section 5.5.1
- 5.1.6 Every holder of a Licence must keep a copy of the Licence posted in a conspicuous place in the premises, Vehicle, place or structure in respect of which the business is carried out or undertaken and for which the Licence is issued.

## 5.2 Licence Fee

Amendment  
Bylaw No.  
5419, 2026

5.2.1 Every person applying for a Licence must, at the time of making the application, pay to the District the fee for the business as specified in the District Fees and Charges Bylaw, as amended.

Amendment  
Bylaw No.  
5419, 2026

5.2.2 Despite section 5.2.1, the Licence fee prescribed in the District Fees and Charges Bylaw, as amended is reduced by one-half in respect of a business that comes into existence after July 31st in any year, except this reduction is not available for:

- (a) Special Events
- (b) businesses for which the Licence fee is calculated on a daily basis; or,
- (c) business licences for Secondary Suites or Detached Secondary Suites.

Amendment  
Bylaw No.  
5137, 2021

5.2.3 Despite s. 5.2.1 the business licence fee for the categories Secondary Suites and Detached Secondary Suites shall be reduced by \$100.00 after July 31 in any year.”

Amendment  
Bylaw No.  
5419, 2026

5.2.4 A Licence cancelled or suspended under section 5.6.3 is subject to a new application and fee as prescribed in section 5.2.1 of this bylaw.

## 5.3 Licence Applications

5.3.1 Every application for a Licence under this Bylaw must:

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

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

#### 5.4 Licence Periods

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

#### 5.5 Licence Changes

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

Schedule “B” to this Bylaw will increase.

## 5.6 Inspector’s Powers and Duties

- 5.6.1 On receipt of an application and before issuing any Licence or authorizing a change with respect to an existing Licence, an Inspector may:
- (a) at a reasonable time and in a reasonable manner, inspect the premises for which the Licence or the change to an existing Licence is sought; and
  - (b) require the applicant to provide proof of any certification, approval, or qualification which may be required by a federal, provincial or municipal authority with respect to the business.
- 5.6.2 A Licence is issued on terms or conditions imposed in respect of that business by this Bylaw or in any other enactment.
- 5.6.3 An Inspector may refuse, suspend, or cancel a Licence or impose terms and conditions with respect to a Licence in relation to:
- (a) the duration of the Licence;
  - (b) the hours of operation of the business;
  - (c) the maximum number of occupants allowed at the premises; or
  - (d) terms or conditions to ensure compliance with this Bylaw or another enactment.
- 5.6.4 An Inspector must maintain and keep a record of each Licence issued, suspended and cancelled under this Bylaw.
- 5.6.5 Subject to section 16 of the *Community Charter*, S.B.C. 2003, c.26, an Inspector may enter business premises at a reasonable time to inspect and determine whether the regulations and requirements of this Bylaw are being met.
- 5.6.6 No person shall obstruct the Inspector, Fire Chief, or any other authorized individual in the administration and enforcement of this Bylaw.
- 5.6.7 Prior to suspending or cancelling a Licence, an Inspector will give the Licence holder notice of the proposed action and an opportunity to be heard.

## 5.7 Council Reconsideration

- 5.7.1 An applicant or Licence holder who wishes Council to reconsider an Inspector's decision to refuse, suspend or cancel a Licence must, within ten business days of the date of the refusal, suspension or cancellation, deliver to the Municipal Clerk a written request stating the grounds upon which the request is based.
- 5.7.2 The Municipal Clerk must refer to Council a request made under section 5.7.1 and notify the applicant or Licence holder of the time and place at which Council will reconsider the Inspector's decision.

## Part 6 General Regulations

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

## Part 7 Specific Regulations

### 7.1 Adult Publications

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

## 7.2 **Bed and Breakfasts**

7.2.1 A person carrying on the business of a Bed and Breakfast must:

- (a) reside in the Single Family Dwelling in which the Bed and Breakfast is located; and
- (b) not concurrently rent to guests or tenants any portion of the Single Family Dwelling other than the portion in which the Bed and Breakfast is located.

## 7.3 **Veterinary Clinics and Pet Care Establishments**

7.3.1 A Veterinary Clinic and a Pet Care Establishment must have a public entrance for both vehicular and pedestrian access directly to a public highway.

7.3.2 A person must not carry on the business of a Veterinary Clinic or a Pet Care Establishment outside of an enclosed building.

7.3.3 The number of dogs permitted at any time in a building, structure or other premises containing a Pet Care Establishment is limited to the lesser of:

- (a) 15 dogs; and
- (b) One dog per 50 square feet of premises used exclusively by the Pet Care Establishment for the care of dogs.

Amendment  
Bylaw No.  
5060, 2020

## 7.4 **Intermunicipal Business Licences and Intermunicipal TNS Business Licences**

7.4.1 An application for a Licence to carry on a type of business listed in Schedule "B" to this Bylaw may, at the option of the applicant, be treated as an application for an Intermunicipal Business Licence.

7.4.2 A person applying for an Intermunicipal Business Licence must, at the time of making the application, pay to the District the fee for the a Licence as specified in Schedule "B" to this Bylaw.

7.4.3 An Inspector may not issue an Intermunicipal Business Licence if the applicant does not have a store, branch, premises or place of business located within the District.

7.4.4 The holder of a valid and subsisting Intermunicipal Business Licence may carry on business in any or all of the Member Municipalities as if the holder had applied for and received a business licence in each Member Municipality.

- 7.4.5 A person must not carry on business in the District if a Member Municipality has refused, suspended or cancelled the Intermunicipal Business Licence for that business.
- 7.4.6 A person who carries on more than one business listed in Schedule “B” to this Bylaw in the District must have a separate Licence for each business.
- 7.4.7 In addition to the powers and duties of the Inspector set out in sections 5.6.1 to 5.6.5, an Inspector may consider evidence provided to him or her by a Member Municipality when determining whether to issue, suspend, or cancel or to impose terms and conditions on, an Intermunicipal Business Licence.
- 7.4.8 Notwithstanding that a TNS Business holds a valid and subsisting Intermunicipal TNS Business Licence, it must still apply for and maintain a Licence from the District in connection with each premises at which the TNS Business carries on business in the District, in accordance with section 5.1.2.

Amendment  
Bylaw No.  
5060, 2020

## 7.5 Itinerant Shows and Special Events

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

## 7.6 Child Care Facilities

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

7.6.2 Any person who applies for a Licence for a Child Care facility must submit a Traffic Management Plan to the Inspector clearly depicting:

- (a) the existing onsite and on-street parking availability and any proposed changes
- (b) access and egress from the site.
- (c) the proposed strategy for reducing the impact the additional traffic may have on the neighbourhood.

## 7.7 Prohibition of Animal Sales

7.7.1 No person carrying on the business of retail or wholesale sales of animals, including but not limited to domesticated animals, fish, birds, and reptiles, shall allow any rabbit to be sold or offered for sale.

Amendment  
Bylaw No.  
5137, 2021

## 7.8 Secondary Suites and Detached Secondary Suites

7.8.1 Every registered owner of a lot containing a detached secondary suite or a secondary suite must licence the suite.

Amendment  
Bylaw No.  
5329, 2024

## 7.9 Sale of Bear Spray

7.9.1 A person carrying on a business that sells or offers to sell bear spray must not:

- (a) sell bear spray to a person under 19 years of age; and
- (b) sell bear spray to a person who does not provide authorized identification verifying that they are 19 years of age or older.

7.9.2 Every person carrying on a business that sells or offers to sell bear spray must:

- (a) keep the bear spray in a locked area, or in an area otherwise inaccessible to the public;
- (b) make a record of each sale of bear spray, including the date and time of sale, the product name and quantity sold, the name and address of the purchaser, the type of authorized identification provided by the purchaser, and the identification number on the identification provided;
- (c) keep the record referred to in subsection (b) for a period of 12 months from the date of sale; and

- (d) make the record referred to in subsection (b) available to the Inspector upon request, for the purposes of verifying compliance with this bylaw.

Amendment  
Bylaw No.  
5357, 2024

## 7.10 Short-Term Rental Accommodation

7.10.1 Every person carrying on the business or operation of a short-term rental accommodation must not:

- (a) Operate a short-term rental accommodation without having first obtained a valid licence to do so from the District Inspector;
- (b) Market any short-term rental accommodation unless they hold a valid licence, and the District licence number is displayed in a conspicuous place in any medium or material used to market the short-term rental accommodation;
- (c) Provide short-term rental accommodation to more than 8 guests at any one time;
- (d) Operate or market more than one short-term rental accommodation;
- (e) Operate or market a short-term rental accommodation in any vehicle, trailer, recreational vehicle, unlicensed secondary suite or unlicensed detached secondary suite;
- (f) Permit cooking facilities in a portion of a dwelling unit used or marketed as short-term rental accommodation – room;
- (g) Operate or market a short-term rental accommodation in any dwelling unit that is not the principal residence of such person;
- (h) Hold more than one licence to operate a short-term rental accommodation;
- (i) Breach any term or condition of their short-term rental accommodation licence; or
- (j) Operate short-term rental accommodation contrary to licence type.

Amendment  
Bylaw No.  
5419, 2026

Amendment  
Bylaw No.  
5419, 2026

Amendment  
Bylaw No.  
5419, 2026

7.10.2 Every person carrying on the business or operation of a short-term rental accommodation, and every person who holds a short-term rental accommodation licence, as a term and condition of the licence, must:

- (a) Obtain the written approval of the property owner, landlord and Strata Corporation, if applicable, and provide evidence of written approval to the District Inspector upon request;

- (b) Maintain and provide to the District Inspector upon request a list of the dates, duration, and group size of all bookings for the premises;
- (c) Provide to the District and all guests the contact information for a person who must be able to promptly respond to an inquiry, complaint, or emergency;
- (d) Submit to the District a plan and description of the proposed parking arrangement for guests of the short-term rental accommodation;
- (e) Submit to the District documentation to confirm principal residency;
- (f) Post a fire safety plan by all entrances and exits to the short-term rental accommodation;
- (g) Have an accessible fire extinguisher on each floor of the short-term rental accommodation;
- (h) Have interconnected smoke alarms on each floor and in each bedroom of the short-term rental accommodation;
- (i) Have at least one carbon monoxide detector on each floor of the short-term rental accommodation that contains one or more gas appliances;
- (j) Have all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation inspected and tested annually, and keep a written record of such inspections and tests;
- (k) Maintain all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation in working order;
- (l) Produce inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business to the Inspector or Fire Chief upon request; and
- (j) Provide the Inspector or Fire Chief, or any member of staff authorized by the Inspector or Fire Chief, access to the short-term rental accommodation at any reasonable hour.

## Part 8 Offences

- 8.1 A person who:
- 8.1.1 carries on a business without a holding a valid Licence for that business;
  - 8.1.2 fails to display a valid Licence as required by this Bylaw;
  - 8.1.3 fails to provide any documentation or information as required by this Bylaw;
  - 8.1.4 carries on or remains open for business after receiving notice that the Licence for that business has been suspended or cancelled;
  - 8.1.5 breaches any term or condition of his or her Licence; or
  - 8.1.6 violates any provision of this Bylaw

commits an offence of this Bylaw, and is liable on conviction to a fine or penalty of up to \$10,000 for each offence.

## Part 9 General

- 9.1 If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, it shall be severed from the Bylaw and the remaining portions shall remain in full force and effect as if the Bylaw had been enacted without the invalid portion.
- 9.2 Schedules "A" and "B" attached hereto form a part of this Bylaw.

## Part 10 Offence and Penalty

- 10.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$50,000 and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists.
- 10.2 In addition to the remedies, penalties, and fines specified within this bylaw, a person found in contravention of this bylaw may be subject to penalties imposed by way of a municipal ticket information or a bylaw offence notice.

Amendment  
Bylaw No.  
5317, 2024

## **Schedules**

Schedule A - Business Categories and Fees

Schedule B - Intermunicipal Business Licences

READ A FIRST TIME on November 21, 2005

READ A SECOND TIME on November 21, 2005

READ A THIRD TIME on November 21, 2005

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

ADOPTED by the Council on December 12, 2005

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Mayor

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Municipal Clerk

## Schedule A - Business Categories and Fees

Category	Licence Fee
<b>Antiques Retailer or Second Hand Goods Retailer</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Automatic Teller Machine</b>	
Per machine	200.00
<b>Bed and Breakfast</b>	
Per guest room	\$112.00
<b>Caterer</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Charitable Soliciting (Over 90%)</b>	
Per day	\$8.00
<b>Charitable Soliciting (Under 90%)</b>	
Per day	\$310.00
<b>Clothing Retailer</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Commercial Dog Walker</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Commercial Parking Lot</b>	
Per space	\$3.00

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

Category	Licence Fee
<b>General Business Services</b>	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
<b>General Merchandise Retailer</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft. up to 10,750 sq. ft.	\$7.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>General Professional Services</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Home Care Provider</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Import/Export</b>	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
<b>Instructional Services</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Intermunicipal Business Licence</b>	
See Schedule "B"	

Category	Licence Fee
<b>Itinerant Show</b>	
Per day	\$52.00
<b>Laundry Facility</b>	
Per machine	\$14.00
<b>Liquor Licenced Restaurant</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Marina</b>	
1. 1 to 50 berths	\$109.00
2. 51 to 100 berths	\$209.00
3. 101 to 200 berths	\$310.00
4. 201 to 300 berths	\$519.00
5. 301 to 400 berths	\$731.00
6. 401 to 500 berths	\$890.00
7. 501 or more berths	\$1,100.00
<b>Peddlers</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00
<b>Pub</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Real Estate or Insurance</b>	
1. 1 or 2 employees	\$124.00
2. 3 to 5 employees	\$234.00
3. 6 to 10 employees	\$333.00
4. 11 to 20 employees	\$547.00
5. each additional 10 employees in excess of 20	\$234.00
<b>Registered Society</b>	
	\$0.00

Category	Licence Fee
<b>Restaurant</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Retail Liquor Store</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Rooms to Rent</b>	
Per room	\$20.00
<b>Service (Professional)</b>	
1. 1 or 2 employees	\$211.00
2. 3 to 5 employees	\$439.00
3. 6 to 10 employees	\$683.00
4. 11 to 20 employees	\$1,141.00
5. each additional 10 employees in excess of 20	\$456.00
<b>Special Event</b>	
	\$124.00
<b>Specialty Food Retailer</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. each additional 1,000 sq. ft. in excess of 10,750 sq. ft.	\$32.00
<b>Storage</b>	
1. 0 to 10,000 sq. ft.	\$310.00
2. 10,001 to 20,000 sq. ft.	\$457.00
3. 20,001 to 50,000 sq. ft.	\$890.00
4. 50,001 to 80,000 sq. ft.	\$1,450.00
5. 80,001 to 140,000 sq. ft.	\$1,858.00
6. 140,001 or more sq. ft.	\$2,000.00
<b>Supermarket</b>	
1. 0 to 750 sq. ft.	\$124.00
2. each additional 1,000 sq. ft up to 10,750 sq. ft.	\$77.00
3. 0 to 750 sq. ft.	\$124.00

Category	Licence Fee
<b>Vehicle for Hire Service</b>	
1. 1 vehicle	\$105.00
2. 2 vehicle	\$209.00
3. 3 to 5 vehicles	\$310.00
4. 6 to 10 vehicles	\$519.00
5. 11 to 15 vehicles	\$731.00
6. 16 to 20 vehicles	\$890.00
7. each additional 5 vehicles in excess of 20	\$209.00
<b>Vending Machine</b>	
Per machine	\$75.00
<b>Veterinary Clinic</b>	
1. 1 or 2 employees	\$211.00
2. 3 to 5 employees	\$439.00
3. 6 to 10 employees	\$683.00
4. 11 to 20 employees	\$1141.00
5. each additional 10 employees in excess of 20	\$456.00
<b>Wholesaler</b>	
1. 1 or 2 employees	\$105.00
2. 3 to 5 employees	\$209.00
3. 6 to 10 employees	\$310.00
4. 11 to 20 employees	\$519.00
5. 21 to 30 employees	\$1,038.00
6. each additional 10 employees in excess of 30	\$209.00

### Schedule B - Intermunicipal Business Licences

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

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

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