

**CITY OF TERRACE**  
**CONSOLIDATED FOR CONVENIENCE**  
**BYLAW NO. 1227-1990/1334-1993/1341-1993/**  
**1414-1994/1472-1995/1605-1997/1622-1998/**  
**1661-1999/1668-1999/1719-2000**

**"A BYLAW TO PROVIDE FOR THE LICENCING, REGULATING AND SETTING OF FEES FOR ALL BUSINESSES WITHIN THE CITY OF TERRACE."**

**WHEREAS** pursuant to Division I of Part 20 of the Local Government Act, R.S.B.C. 1996, c. 323, the Council of the City of Terrace has the authority to require that a licence be held to carry on a business and to require that licence fees be paid;

**AND WHEREAS** pursuant to Section 653 of the Local Government Act, R.S.B.C. 1996, c. 323, the Council of the City of Terrace has the authority by Bylaw to classify businesses according to the type of business and may further classify each type of business according to the extent of the business on the basis of any of the following factors or combination of them:

- (a) floor area used;
- (b) ground area used;
- (c) the number of people regularly engaged;
- (d) the number of vending or other dispensing machines or other machines, appliances or things used; and
- (e) the number of rental units maintained;

**AND WHEREAS** pursuant to Section 660 of the Local Government Act, R.S.B.C. 1996, c. 323, the Council of the City of Terrace has the authority by Bylaw to regulate the carrying on of business in the City of Terrace for the purpose of protecting the public or preventing or minimizing nuisances and misleading business practices and the regulations may be different for different classes of business;

**NOW THEREFORE** the Council of the City of Terrace, in open meeting assembled, enacts as follows:

1.0 INTERPRETATION

1.1 In this Bylaw, where the context requires, the singular includes the plural and the masculine includes the feminine and the neuter.

1.2 In this Bylaw:

**"business"** means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government owned corporations;

**"City"** means the Corporation of the City of Terrace;

**"Council"** means the Council of the City of Terrace;

**"floor area"** means the total combined floor area of each story of a building, including basements and any ground area or outdoor area used for business purposes;

**"home occupation"** means any business authorized by the City of Terrace Most current zoning bylaw as amended from time to time, carried on in a dwelling unit which use is secondary to the primary use of the dwelling as a residence;

**"Licence Inspector"** means the official appointed by Council to administer this Bylaw, and includes his successor in office, his lawful deputy and any other person Council may designate to act in his place;

**"non-resident business"** means a business, other than a resident business, carried on in the City or with respect to which any work or service is performed in the city;

**"number of people regularly engaged"** includes an individual licensee, any relatives of the licensee, managers, clerks, sales people, accountants, or drivers, or any other employees, servants, agents, or contractors of the licensee who are actually engaged in the carrying on of the business licenced or to be licenced;

**"premises"** means any lands or buildings on the lands or both or any part thereof including without limitation any definite site within a building such as a room, shop or other definite area;

*"resident business" means a business carried on in or from premises within the City;*

*"vending machines" means any device operated by the insertion of a slug or coin and operated manually, mechanically or electrically.*

## **2.0 PROHIBITION**

*2.1 Subject to Sections 652 to 663 of the Local Government Act, no person shall carry on a business within the City unless the person is the holder of a valid and subsisting business licence issued to him under this Bylaw by the Licence Inspector.*

## **3.0 CLASSIFICATION OF BUSINESSES**

*3.1 Businesses in the City are classified in accordance with Schedule "A" attached hereto and forming part of this Bylaw. Business classifications referred to in this Bylaw are defined in Schedule "A".*

*3.2 There is hereby fixed and imposed upon each business for which a licence is required under this Bylaw a business licence fee as set out in Schedule "A" attached hereto and forming part of this Bylaw.*

*3.3 Where a business is carried on in or from more than one premises in the city, the business carried on in or from each such premises shall be deemed a separate business. A business licence shall be required for each such business and the full licence fee shall be paid for each such business.*

*3.4 Where a person carries on more than one business from a single premises or location, each business shall be deemed a separate business. A business licence shall be required for each such business and the full licence fee shall be paid for each such business.*

## **4.0 APPLICATIONS FOR BUSINESS LICENCES**

*4.1 An application for the issuance, transfer or amendment of a business licence shall be made to the Licence Inspector.*

*4.2 The Licence Inspector shall have the power to grant, refuse, issue, transfer and suspend the business licence as hereinafter provided subject to the provisions of Section 659 and 660 of the Local Government Act.*

*4.3 An application for the issuance, transfer or amendment of a business licence shall be signed by the owner or operator of the business or his duly authorized agent, provided that in the case of partnerships or multiple owners, any one of such partners or owners may apply and sign the application and such partner or*

owner shall be deemed to be duly authorized by all the partners or owners of that business.

4.4 A separate application form is required for each business for which a business licence is required.

4.5 An application for the issuance, transfer or amendment of a business licence shall be made on the form supplied by the Licence Inspector, who may from time to time prepare and amend an application form including the name, location, type and extent of the proposed business and the name, address, telephone number and qualifications of the applicant.

Added by 1719-2000 4.6 Applicant is responsible for compliance with all provincial and federal acts and regulations governing the type of business in question.

## 5.0 FEES AND TERM OF BUSINESS LICENCE

5.1 Prior to the issuance of the business licence, an applicant shall pay to the Licence Inspector the licence fee for the type or classification of business to be carried on, as set out in Schedule "A" to this Bylaw.

5.2 Except as hereinafter provided, business licences shall be granted for a one year period to commence the first day of January and to terminate the 31st day of December in each and every year.

5.3 No proportionate reduction or rebate of the business licence fee shall be made on account of a person commencing to do business after January 1 or ceasing to do business before December 31 in any year, except that the business licence fee shall be reduced by one half for a person who becomes liable to be licenced after July 31 in any year.

5.4 No business licence fee or part thereof paid hereunder shall be refundable.

5.5 The period for a business licence for a theatre including drive-in theatre, amusement hall, concert hall, music hall, opera house, rink, amusement park or other place of amusement, entertainment or exhibition may be six months, three months, one month or one day. The period requested shall be by written application to the Licence Inspector.

5.6 The period for a business licence for a circus, horse show, dog show, cat show, 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 day.

5.7 The period for a business licence in respect of horse racing shall be one day.

5.8 *Business licence fees shall be due and payable on the first business day in January in each calendar year except for a new application for a business licence, which will be paid upon application.*

Repealed by  
#1719--2000

5.9 *Section 5.9 was repealed.*

## 6.0 **RENEWAL OF BUSINESS LICENCE**

6.1 *It shall be incumbent upon each person to renew a business licence on the first business day of each licencing period as long as such business is being carried on.*

6.2 *Unless requested by the Licence Inspector, an application form is not required for the renewal of a business licence provided that the renewal follows a valid business licence from the previous licencing period, the applicant pays the applicable licence fee for the following licence period and changes have not occurred in (where applicable):*

*(a) The mailing of business address of business;*

*(b) the nature or classification of the business;*

*(c) the premises in which the business is being carried out;*

*(d) the floor or ground area used;*

*(e) the number of people regularly engaged;*

*(f) the number of vending or other dispensing machines or other machines, appliances or things used; or*

*(g) the number of rental units maintained.*

## 7.0 **TRANSFERS**

Amended by  
#1472-1995  
(2.0)

7.1 *Where a person proposes to relocate a licenced business from the premises authorized by the business licence to new premises the person shall not commence operation of the business at the new premises unless he has obtained approval of the Licence Inspector for a transfer of the licence to the new premises and he has paid to the Licence Inspector a fee of \$25.00 for the transfer of the licence to the new premises. The particulars of such a transfer shall be endorsed on the business licence by the Licence Inspector.*

Amended by  
#1472-1995

7.2 *Where a person (the "transferor") proposes to transfer a business licence to another person (the transferee) the transferee shall not commence operation of the business unless he has obtained the approval of the Licence Inspector for*

(3.0)

*a transfer of the business licence to the transferee and he has paid to the Licence Inspector a fee of \$10.00 for the transfer of the licence to the transferee. The particulars of such a transfer shall be endorsed on the business licence by the Licence Inspector.*

## 8.0 AMENDMENT OF BUSINESS LICENCE

8.1 *In the event of any person who is the holder of a business licence making, during the currency of such licence, any change in nature, character, kind description or extent of the business carried on by him within the City, it shall be the duty of such person forthwith to notify the Licence Inspector of such facts in writing. The Licence Inspector may require such person to make an application to amend the nature, character, kind, description or extent of the business and to take out and pay for such other, further or additional business licences as shall be applicable or required under the provisions of this Bylaw. The power of the Licence Inspector and the procedures set out in this Bylaw relating to the issuance and refusal of business licences and appeal thereon shall apply to all such application.*

## 9.0 ESCORT SERVICES

*Every person carrying on or operating the business of an escort service as defined in Schedule "A" shall:*

*(a) Upon request supply to the Licence Inspector the name and age and proof of identification of any person engaged or proposed to be engaged in the said business; and*

*(b) Notify the Licence Inspector within 48 hours of any change in the personnel engaged in the said business.*

## 10.0 FOOD PREPARATION BUSINESS

10.1 *Upon receipt of an application for a food preparation business as defined in Schedule "A", the Licence Inspector shall request from the applicant a copy of a health report from the Health Inspector having jurisdiction in the City in respect of the premises where the food preparation business is to be operated. No business licence shall be granted by the Licence Inspector to a food preparation business until he has received a report from the Health Inspector approving of the premises for the operation of the food preparation business.*

## 11.0 SUBCONTRACTORS

*Replaced by #1622-1998 . 11.1 No person shall, without supplying to the Licence Inspector trade certification according to the Apprenticeship Act, R.S.B.C. 1979, c. 17, carry on the business of a subcontractor as defined in Schedule "A" in the following designated trades:*

- (a) *Automotive Collision Repair Technician;*
- (b) *Automotive Painting and Refinishing Technician;*
- (c) *Automotive Service Technician;*
- (d) *Electrician;*
- (e) *Powerline Technician;*
- (f) *Plumber;*
- (g) *Refrigeration Mechanic;*
- (h) *Roofer;*
- (i) *Sheet Metal Mechanic;*
- (j) *Sprinkler System Installer; and*
- (k) *Steamfitter/Pipefitter.*

Replaced by  
#1622-1998

## 12.0 **SECOND HAND STORES**

- 12.1 *In this Section, "second hand dealer" includes every person whose primary business is the carrying on the trade or business of purchasing or selling used or second hand goods, or who keeps a store, shop or other place of business for the purpose of carrying on such trade or business.*
- 12.2 *Every second hand dealer shall keep a record of all used or second hand goods purchased, taken in barter or received by him. Such records shall set out:*
- a) *an accurate and detailed description of the goods,*
  - b) *the time and date such goods were received, and*
  - c) *the name and address of the person from whom the goods were received.*
- 12.3 *Such records shall at all reasonable times during business hours be produced for the inspection by the Chief Constable having jurisdiction in the City of Terrace or any person authorized to make such inspection on his or her behalf.*
- 12.4 *No such second hand dealer shall permit any entry or record made in accordance with this bylaw to be erased, obliterated or defaced, nor shall he permit all or any part of such record to be cut out or removed.*
- 12.5 *Every second hand dealer shall notify the Chief Constable having jurisdiction in the City of Terrace within 24 hours after purchasing, taking or receiving used or second goods, the following information with respect to such goods:*
- a) *a detailed description of such goods, including any descriptive mark or name on any such goods,*
  - b) *the time and date that such goods were received by him, and*
  - c) *the name and address of the person from whom such goods were received.*

12.6 *A second hand dealer must not alter the form of, or sell, exchange or otherwise dispose of, any used or second hand goods purchased, taken in barter or received by him for a period of 72 hours after the hour that such good was purchased, taken or received.*

12.7 *The record required to be maintained under paragraph 2 herein shall be maintained with respect to each used or second hand good purchased, taken or received by a second hand dealer, from the date that such good was purchased, taken or received by the second hand dealer until at least 30 days after such good has been sold, exchanged or otherwise disposed of by the second hand dealer.*

*Added by  
#1605-1997*

#### **12.A.0 PAWN BROKERS**

12.A.1 *All persons taking goods and chattels in pawn shall notify the Chief Constable having jurisdiction in the City of Terrace within twenty-four (24) hours after a pawn has delivered an article for pawn to a pawn broker. The Pawn Broker shall not alter the form of, sell, exchange or otherwise dispose of those goods within seventy-two (72) hours after the hour of taking or receiving and in addition the Pawn Broker shall comply with the Pawn Brokers Act.*

#### **13.0 HOME OCCUPATIONS**

*Amended by  
#1414-1994*

13.1 *Every person carrying on a business as a home occupation in the City of Terrace shall conduct their business in accordance with the Zoning Bylaw - Home Occupations.*

*Amended by  
#1414-1994*

13.2 *Every person applying for a business licence for a business as a home occupation shall provide the Licence Inspector with a signed "Home Based Business Requirements" as set out in Schedule "B" attached hereto and forming part of this Bylaw.*

*Added by  
1719-2000*

13.3 *Any person carrying on a business classified as Home Industry as defined in the City of Terrace Zoning Bylaw, shall comply to the appropriate requirements as listed in Schedule B, Home Based Business Licencing Requirements.*

*Amended by  
#1334-1993*

#### **13.A.0. STREET VENDING**

13.A.1 *Every person carrying on business as a street vendor in the City of Terrace must adhere to the following conditions:*

a) *Operate only in designated sites;*

b) *Agree to use a specific design criteria of carts as determined by the City of Terrace;*

13.A.1c) *A \$2 million dollar liability insurance showing the City of Terrace as a co-insured party, a copy of which is to be kept on file at the City of Terrace;*

*Repealed by  
#1719-2000*

*d) Section 13.A.1.d) was repealed;*

*e) Agree to keep areas clean with a clear 5' pedestrian path;*

*f) Understand and agree to the provision that street vendors are not allowed within 100' of a competitive resident merchant (ie: selling hot dogs in front of a restaurant);*

*g) Understand and agree to the provision that only food products approved by the Skeena Health Unit and hand-crafted items be permitted. Mass-produced items or alterations to such not be permitted;*

*h) Sale areas are limited to 10 square foot areas beside the cart as designated areas;*

*Repealed by  
#1719-2000*

*i) Section 13.A.1.i) was repealed;*

*j) Vendors displaying products after dark must provide electric lighting which will not produce glare to motorists;*

*k) Street vending shall neither create nor cause a fire hazard, electrical interference or traffic congestion on the adjacent street and,*

*l) Vendors must not operate any noise or sound-making equipment as to create a nuisance.*

*13.A.2 Every person applying for a business licence for a business as a street vendor shall provide the Licence Inspector with a signed "Letter of Agreement" as set out in Schedule "C" attached hereto and forming part of this Bylaw.*

*Amended by  
#1334-1993*

### **13.B.0 MERCHANT SIDEWALK SALES**

*13.B.1 Every person carrying on a business in the City of Terrace wishing to hold merchant sidewalk sales relating to that business must adhere to the following conditions:*

*a) Operate only in the area directly in front of their licenced business premises;*

*b) Provide a \$2 million dollar liability insurance showing the City as a co-insured party, a copy of which is to be kept on file at the City of Terrace;*

- 13.B.1c) *Areas must be kept clean with a clear 5' pedestrian path;*
- d) *If food products are being sold, ensure the requirements of the Medical Health Officer are met;*
  - e) *Merchants displaying products after dark must provide electric lighting which will not produce glare to motorists;*
  - f) *Merchants shall neither create nor cause a fire hazard, electrical interference or traffic congestion on the adjacent street and,*
  - g) *Merchants must not operate any noise or sound-making equipment as to create a nuisance.*

13.B.2 *Every person applying for a business licence and wishing to hold merchant sidewalk sales shall provide the Licence Inspector with a signed "Letter of Agreement" as set out in Schedule "D" attached hereto and forming part of this Bylaw.*

*Added by  
1719-2000*

**13.C.0 NON-MOTORIZED TRANSPORTATION BUSINESS**

13.C.1 *Any person carrying on a business involving the use of non-motorized transportation within the City of Terrace must adhere to the following conditions:*

- a) *Compliance with all street and traffic signage and rules of the road governing safe operation of a vehicle, buggy or cart.*
- b) *Staging areas for the collection of passengers or chattels must be approved in writing by the City of Terrace.*
- c) *Liability insurance in the minimum amount of \$2,000,000.00 with the City of Terrace named as co-insured must be obtained and submitted to the City of Terrace Licencing Department at time of application.*
- d) *Any and all passengers must have adequate seating with appropriate restraints.*
- e) *Routes to be travelled by non-motorized vehicle, buggy or cart for business use must be pre-approved in writing by the City of Terrace. Travel along these routes will have to be adjusted to suit any road closures or City sanctioned parades and events. Alternative routes must be approved in writing by the City of Terrace.*
- f) *Animal drawn services must provide for immediate removal of excrement from City streets and right-of-ways.*

#### **14.0 DISPLAY OF BUSINESS LICENCE**

14.1 *Every person who has been issued a business licence in respect of a resident business shall at all times keep the business licence, or a legible copy thereof, prominently displayed in a conspicuous location on the premises at which such person is carrying on the business.*

14.2 *Every person who has been issued a business licence in respect of a non-resident business shall at all times keep the business licence, or a legible copy thereof prominently displayed in a conspicuous location at any and all locations within the City at which such person is carrying on the business.*

#### **15.0 TERMINATION OF BUSINESS**

15.1 *Every person who ceases to carry on a business licenced under this Bylaw shall, upon termination of the business, notify the Licence Inspector in writing that the business licence is no longer required and shall surrender the said licence to the Licence Inspector.*

*Repealed by  
#1719-2000*

16.0 **SECURITY FOR RESIDENT BUSINESSES** – Section 16.0 was repealed.

*Repealed by  
#1719-2000*

17.0 **SECURITY FOR NON-RESIDENT BUSINESSES** – Section 17.0 was repealed.

#### **18.0 SUSPENSION OF BUSINESS LICENCE**

18.1 *The Licence Inspector may suspend any business licence for any period he may determine if the holder of the business licence:*

- (a) is convicted of an offence indictable in Canada;*
- (b) is convicted of an offence under any Bylaw of the City or a statute of the Province of British Columbia in respect of the business for which he is licenced or with respect to the premises named in his business licence;*
- (c) has, in the opinion of the Licence Inspector, been guilty of such gross misconduct in respect of the business or with respect to the premises named in his business licence that it warrants the suspension of his licence;*
- (d) has ceased to meet the lawful requirements to carry on the business for which he is licenced or with respect to the premises named in his business licence; or*
- (e) has, in the opinion of the Licence Inspector:*
  - i) conducted his business in a manner,*
  - ii) performed a service in a manner, or*
  - iii) sold, offered for sale, displayed for sale or distributed to a person actually or apparently under the age of sixteen (16) years anything,*

*that may be harmful or dangerous to the health or safety or a person actually or apparently under the age of sixteen (16) years.*

*18.2 The suspension of a business licence by the Licence Inspector shall be made in writing, signed by the Licence Inspector and served personally on the person holding such licence or delivered by registered mail to the address given by the licensee on the application for business licence at the premises named in the business licence.*

*18.3 The Licence Inspector shall, immediately following the suspension of any business licence, advise Council in writing of the particulars of the said suspension.*

*18.4 No person shall carry on a business for which a licence is required under this Bylaw during the period of suspension of such business licence.*

#### **19.0 REVOCATION OF A BUSINESS LICENCE**

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

*19.2 The notice and opportunity to be heard is not required for a licensee who by reasonable efforts cannot be found.*

#### **20.0 APPEAL**

*20.1 Any person:*

- (a) whose licence has been suspended,*
- (b) who has applied for, but who has been refused a licence by the Licence Inspector,*
- (c) who has applied for a transfer or an amendment of a issued business licence, but whose application has been refused by the Licence Inspector, or*
- (d) who wishes to appeal the classification of a business licence as given by the Licence Inspector,*

*may appeal to Council.*

*20.2 Unless otherwise provided by the Local Government Act, all appeals to Council in accordance with Section 20.1 shall be commenced within thirty (30) days from the date of the commission or omission of the act complained of by delivering within the time limits as aforesaid a notice of appeal in writing to the*

*Clerk of the City. The notice of appeal shall state in a concise manner the grounds upon which the appeal is made.*

*20.3 The Council shall hear the appeal at a meeting of the Council to be held no later than thirty (30) days after the receipt of the notice of appeal in accordance with Section 20.2 and shall afford the appellant a full hearing upon the appeal. The appellant shall be entitled to be present in person and to be represented by Counsel.*

*20.4 The decision of the Council on an appeal shall be reached by a majority vote of all the members present at such meeting. Where the votes of the members of Council then present are equal for and against the appeal, the appeal shall be negatived and it shall be the duty of the member presiding to so declare. The decision of the Council on such appeal, or where such appeal is negatived, shall be communicated in writing to the appellant.*

## **21.0 RECORDS**

*21.1 The Licence Inspector shall keep and maintain records for a period of seven (7) years of:*

- (a) any application for the issuance, transfer or amendment of a business licence and any action taken in respect of such application;*
- (b) any violation of this Bylaw which comes to the attention of the Licence Inspector and any action taken in respect of such violation;*
- (c) any revocation or suspension of a business licence;*
- (d) any appeal commenced under Section 20 of this Bylaw;*
- (e) any enforcement proceedings taken against any person licenced.*

*21.2 All records kept and maintained by the Licence Inspector in accordance with Section 21.1 shall be public records and shall be open to inspection during municipal office hours to any person, provided that this provision shall not apply to internal notes or memoranda prepared by members of the business licence branch or to any documents which are not required to be kept as public records pursuant to Section 21.1.*

## **22.0 ENFORCEMENT, OFFENCES AND PENALTIES**

*22.1 The Licence Inspector may at any reasonable time enter upon any property which is subject to this Bylaw for the purpose of ascertaining whether the*

*provisions of this Bylaw are being complied with. No person shall prevent or obstruct the Licence Inspector from carrying out such an inspection.*

- 22.2 *Every person required to be licenced under this Bylaw and every person in charge of a business requiring a licence shall on demand of the Licence Inspector produce and show to the Licence Inspector the business licence he is required to hold or give satisfactory proof that such business licence has been obtained.*
- 22.3 *Any person who carries on a business for which a business licence is required pursuant to this Bylaw without holding a valid and subsisting licence for the business is guilty of an offence and is punishable upon summary conviction thereof.*
- 22.4 *Notwithstanding anything herein contained, the amount of any and every business licence fee payable by any person pursuant to the provisions of this Bylaw shall be a debt due by that person to the City, which shall be recoverable together with any costs in any court of competent jurisdiction.*
- 22.5 *Where a cheque or other negotiable instrument that is tendered in payment for the fee or fees for any business licence issued under this Bylaw is subsequently dishonoured upon presentation to the drawee, the business licence so issued shall thereupon become null and void.*
- 22.6 *Every person who contravenes any provision of this Bylaw commits an offence and shall be liable on summary conviction to a fine of not less than TWO HUNDRED DOLLARS (\$200) and not more than TWO THOUSAND DOLLARS (\$2,000) and the cost of prosecution.*

### **23.0 SEVERABILITY**

- 23.1 *If any section, subsection, or clause in this Bylaw is held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.*

### **24.0 REPEAL**

- 24.1 *Bylaw No. #1190-1989 is hereby repealed.*

### **25.0 COMING INTO FORCE**

25.1 *This Bylaw shall come into force on January 1st, 1991. Amendments shall come into force upon date of adoption or by an effective date noted in the respective bylaw.*

**26.0 CITATION**

26.1 *This Bylaw shall be cited as the "City of Terrace Business Licence Bylaw #1227-1990."*

*This Bylaw is consolidated for convenience only. If discrepancies exist between this Consolidation and the original bylaws, the original bylaws shall prevail.*

***BYLAW #1227-1990 READ a first time this 26th day of November, 1990.***

***BYLAW #1227-1990 READ a second time this 26th day of November, 1990.***

***BYLAW #1227-1990 READ a third time this 26th day of November, 1990.***

***BYLAW #1227-1990 ADOPTED this 10th day of December, 1990.***

**ORIGINAL SIGNED BY "J. TALSTRA"**  
***Mayor***

**ORIGINAL SIGNED BY "E.R. HALLSOR"**  
***Clerk-Administrator***

Repealed & Replaced  
by #1472-1995 (4.0)

### **SCHEDULE "A" TO BYLAW #1227-1990**

The fee specified opposite each of the businesses classifications listed in Part II below is the fee payable by a person for a business licence for the carrying on of such business for a period of twelve (12) months commencing the first day of January and to terminate the 31st day of December in each and every year, unless otherwise stated. The licence fee is calculated in accordance with Part I below.

#### **Part I - LICENCE FEE TABLES**

##### **TABLE 1**

<u>Number of people regularly engaged</u>	<u>Annual Licence Fee</u>
1 to 2 people	<b>\$75.00</b>
3 to 5 people	<b>\$100.00</b>
6 to 10 people	<b>\$150.00</b>
11 to 20 people	<b>\$250.00</b>
20 plus	<b>\$325.00</b>

##### **TABLE 2**

<u>Floor Area Used</u>	<u>Annual Licence Fee</u>
up to 25 m <sup>2</sup> (269 ft <sup>2</sup> )	<b>\$75.00</b>
each additional 25 m <sup>2</sup> (269 ft <sup>2</sup> ) or portion thereof	<b>\$ 5.00</b>

##### **TABLE 3**

<u>Floor Area Used</u>	<u>Annual Licence Fee</u>
up to 500 m <sup>2</sup> (5382 ft <sup>2</sup> )	<b>\$105.00</b>
each additional 100 m <sup>2</sup> (1076.4 ft <sup>2</sup> ) or portion thereof	<b>\$ 15.00</b>

##### **TABLE 4**

A fee of \$150.00 per person for each natural person practising, following, engaging or carrying on a profession as defined in this bylaw.

##### **TABLE 5**

\$55.00 basic plus \$10.00 per vehicle up to 3,000 kg  
\$55.00 basic plus \$25.00 per vehicle up to 5,000 kg  
\$55.00 basic plus \$50.00 per vehicle over 5,000 kg

to a maximum of \$625.00

Amended by TABLE 6  
1661-1999 &

#1719-2000 A fee of \$65.00 for each classification of business that is classified as a home based business except for those businesses under Section 57 of Schedule A.

**Part II - BUSINESS CLASSIFICATIONS AND LICENCE FEES**

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
1. <u>Agent</u> : a person who acts for or in place of another person by authority from him to do business within the City and who charges or receives a commission for so doing	A basic fee of the \$150.00 plus \$15.00 per person
2. <u>Apartment Building, rental lodging, boarding</u> : the business of renting or letting individual rooms, suites, manufactured or mobile homes in a manufactured or mobile home park, or lodging for hire in an apartment building, rooming or boarding house	First rental unit: \$26.50; each additional unit: \$7.50
3. <u>Appliance Repairs</u> : the business of repairing electrical and mechanical appliances	Table 1
4. <u>Automobile Parking</u> : any premises for the storing of automobiles, but does not include vehicle wrecking yards	Table 3
5. <u>Automobile Rental</u> : the business of renting motor vehicles, recreational or boats	A basic fee of \$55.00 plus \$5.00 per unit
6. <u>Automobile Service Station or Garage or Cardlock</u>	\$20.00 per fuel hose outlet
7. <u>Automobile Repairs</u> : the business of motor vehicle, recreational vehicle or boating service, repairs and/or painting	Table 1
8. <u>Automotive Dealer</u> : the business of selling used or new motor vehicles, recreational vehicles and boats, and the service of those items sold	\$200.00 per year
9. <u>Bakery</u>	Table 1
10. <u>Bank</u> : the business to which the <u>Bank Act</u> (Canada) applies	\$380.00 plus \$15.00 per person
11. <u>Banking Machines</u> : the business of banking from banking machines not adjacent to or incorporated into the premises of a financial institution	\$100.00 per machine or group of machines in one location
12. <u>Barber/Beauty Care Salon/Manicurist</u>	Table 1

<b><i>BUSINESS CLASSIFICATION</i></b>	<b><i>LICENCE FEE</i></b>
<i>13. <u>Beer and Wine Store</u></i>	<i>Table 2</i>

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
14. <u>Books Agent</u> : the business of selling or offering for sale books, magazines or other periodicals by canvassing from house to house or place to place within the City	Table 1
15. <u>Bowling Alley</u> : including any bowling alley providing the sale or rental of bowling equipment together with or without a lunch counter or snack bar	A basic fee of \$55.00 plus \$10.00 per alley
16. <u>Bulk Oil/Gasoline Plant</u>	Table 3
17. <u>Business Office</u>	Table 1
18. <u>Carwash</u>	Table 2
19. <u>Catering Service</u> : the providing of food and service on a contract basis off the premises at which the licensee is licensed to carry on business	Table 1
20. <u>Circus or Carnival</u> : means a travelling or periodical enterprise offering amusements in the form of mechanical rides or games of skill or chance and variety shows	\$20.00 per ride per day, per concession, per booth
21. <u>Community Care Facility/Hospital</u> : any facility coming under this definition in the <u>Community Care Facility Act, R.S.B.C., 1979, c.57</u> , or the business of private hospital, nursing home, rest home or boarding home whether or not board or meals are supplied to the occupants thereof	A basic fee of \$20.00 plus \$5.00 per bed or licensed space
22. <u>Convenience Store</u> :  - open less than 18 hours per day;  - open in excess of 18 hours per day	Table 2  Double the fee set out in Table 2
23. <u>Crematorium/Funeral Home/Mortician</u> : the business of providing or furnishing funeral supplies and services to the public and includes the preparation of dead bodies for interment or cremation	Table 1
24. <u>Data Processing/Computer Programming</u>	Table 1
25. <u>Drycleaners or Laundry Plant or Call Office</u>	Table 1

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
26. <i>Electronic Sales and Service: the business of selling radios, televisions, computers and other electronic equipment and the servicing of the equipment sold</i>	Table 1
27. <i>Entertainment Hall</i>	Table 3
28. <i>Equipment Sales: the business of selling used or new equipment which shall include farm, mining, paving, logging or construction vehicles and equipment</i>	\$200.00 per year
29. <i>Escort Service: the business of providing or furnishing male or female escorts or partners for social occasions</i>	\$750.00 plus \$10.00 per person
30. <i>Exhibition: the showing of wares, goods, products, services or entertainment</i>	Table 1
31. <i>Express Transportation Service: means the business of transporting parcels, commodities or finished goods</i>  - with storage facilities for hire  - without storage facilities for hire	Table 3 plus Table 1  Table 1
32. <i>Financial Institution: any business to which the Trust Company Act applies, and any investment, loan or mortgage agency, society or a company</i>	Table 1
33. <i>Food Preparation Business: any premises where primarily food is prepared and served to the public and includes a restaurant, dining room, cabaret, lunch counter, tea room or coffee shop;</i>	A basic fee of \$55.00 plus \$2.00 per seat and per parking space (if the food service is provided to persons in motor vehicles)
34. <i>General Contractor: a person who undertakes to execute a work of construction, either on his own behalf or by agreement with other persons, and who in the course of such work employs or oversees more than two of the distinct class of subcontractors as defined in this bylaw at any one time, or whose business includes more than one distinct class of subcontractors as defined in this bylaw</i>	\$225.00

Amended by #1668-1999

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
35. <u>General Contractor - Residential</u> : person who undertakes to execute a work of construction on a single family dwelling who either on his own behalf where he constructs more than one house per year, or by an agreement with others, and who in the course of such work employs or oversees more than two of the distinct class of subcontractors as defined in this bylaw, or whose business includes more than one distinct class of subcontractors as defined in this bylaw	\$120.00
36. <u>Health/Fitness Centre</u> : the business of providing services or premises for the purpose of promoting health and fitness, and shall include tanning studios, spas, gyms and aerobics fitness centres	Table 2
37. <u>Home and Garden Service</u> : the business of garden services including lawn mowing, rototilling, rotovating, maintenance gardening and clean-up services of buildings. Also includes gutter & downspout cleaning and septic cleaning	Table 1
38. <u>Home Based Business</u> : means any occupation or profession carried out in a dwelling unit or an accessory building by the family which is permanently resident in the dwelling unit, where such occupation or profession is clearly incidental or secondary to the use of the dwelling unit for residential purposes.	Table 6
39. <u>Hotel or Motel</u> : any building containing not less than three units being either sleeping or dwelling units, or a temporary abode for tourists or transients	\$25.00 basic fee plus \$7.50 per rental unit
40. <u>Insurance Agent/Broker/Adjuster</u>	Table 1
41. <u>Janitorial</u> : the business of providing services pertaining to the cleaning of commercial or residential premises, and includes pest control and sanitation services	Table 1
42. <u>Kennel/Commercial</u> : a place for the keeping, training, care, breeding, treatment, hospitalization or boarding of two but not more than five dogs	A basic fee of \$75.00 plus \$15.00 per 100m <sup>2</sup> of floor area to a maximum fee of \$2,000.00

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
43. <i><u>Kenel/Hobby</u>: a place for the keeping, training, care, breeding, treatment, hospitalization or boarding of two but not more than five dogs</i>	\$75.00
44. <i><u>Liquor Outlet</u>: the business of providing and serving primarily alcohol to the public including a pub or lounge</i>	A basic fee of \$80.00 plus \$1.30 per seat
45. <i><u>Mail Order Supply</u>: (not including agent)</i>	Table 1
46. <i><u>Manufacturer/Primary</u>: the business of making a product from raw materials, including petroleum and gas refineries, flour mills, meat and fish packaging plants, breweries and winery</i>	\$55.00 basic fee plus \$6.00 per 1000m <sup>2</sup>
47. <i><u>Manufacturer/Secondary</u>: the business of making a product from those products made by primary manufacturers, including asphalt and concrete batching plants</i>	\$55.00 basic fee plus \$6.00 per 1000m <sup>2</sup>
48. <i><u>Mobile Peddler</u>: a traveller offering for sale or selling merchandise or services directly to the public, including any hawker, peddler, huckster or salesman engaged in hawking or peddling of fish, meat, fruit or farm produce or any other food stuff</i>	Table 1 or Table 5
49. <i><u>Office or Commercial Space Rental</u>: any premises for the rental of offices warehouses, suites or rooms for commercial purposes</i>	A basic fee of \$25.00 plus \$6.50 per 100m <sup>2</sup> of floor area
50. <i><u>Pawnbroker and Second Hand Store</u>: the business of purchasing, taking and bartering or receiving used or second hand goods for resale purposes or loaning money against goods or chattels, including junkyards</i>	Table 2
51. <i><u>Photo and Art Studio</u>: the business of providing photographic portrait services including art renderings, etchings and sketchings</i>	Table 1
52. <i><u>Photofinishing Service</u>: the business of developing film, but shall exclude film drop off centres where the processing of film is not completed on the premises</i>	Table 1
53. <i><u>Pool/Billiard/Shuffleboard Hall</u>: together with or without refreshment stands</i>	A basic fee of \$55.00 plus \$10.00 per table
54. <i><u>Printing/Lithography/Duplicating/Binding</u></i>	Table 3



<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
58. <i>Public Market: any building or premises containing stalls, tables, spaces, divisions or compartments individually rented, occupied or operated for the purpose of displaying or selling merchandise</i>	Table 2
59. <i>Radio and TV Broadcasting</i>	\$450.00
60. <i>Real Estate Office</i>	Table 1
61. <i>Recycling Material: recycling material shall include bottles, papers and items of similar nature, but shall not include metal, raw material or manufacturing materials. A person who holds a license under another section and who is carrying on the business of recycling material at the premises shall not also be required to hold a licence under this section</i>	Table 3
62. <i>Refuse and Garbage Collection</i>	Table 1
63. <i>Rental or Lease Agency: the business of renting or leasing goods, wares, merchandise, or other equipment</i>	Table 2
64. <i>Repair Service</i>	Table 1
65. <i>Retail Business: any premises used for the purpose of selling goods, wares and merchandise to the public for personal or household use</i>	Table 2
66. <i>Sharpening: the business of sharpening saws, lawn mowers and other tools or equipment</i>	Table 1
67. <i>Subcontractor: means any person carrying out the business of not more than 2 of the following classes: (refer to Section 11.1)</i>  <ul style="list-style-type: none"> <li>(a) <i>concrete, masonry, stucco;</i></li> <li>(b) <i>drywall, t-bar;</i></li> <li>(c) <i>electrical, communications;</i></li> <li>(d) <i>excavating, earth moving, landscaping, trucking, heavy equipment;</i></li> <li>(e) <i>flooring, painting, interior finishing;</i></li> <li>(f) <i>framing, siding;</i></li> <li>(g) <i>glazing, millwork;</i></li> <li>(h) <i>heating and ventilation;</i></li> <li>(i) <i>iron and steel works, reinforcing, welding;</i></li> <li>(j) <i>paving;</i></li> </ul>	\$120.00

<b>BUSINESS CLASSIFICATION</b>	<b>LICENCE FEE</b>
<p><b>67.(cont'd)</b> <u>Subcontractor</u>: means any person carrying out the business of not more than 2 of the following classes: (refer to Section 11.1)</p> <p>(k) plumbing, pipe fitting;  (l) refrigeration, air-conditioning;  (m) roofing, sheet metal;  (n) steam fitting;  (o) sprinkler fitting;  (p) damp and water proofing</p>	\$120.00
<p>68. <u>Subcontractor/Tradesman - Retail</u>: includes any subcontractor listed under item 67 above, who also conducts retail sales of the product or category he is classified under as an incidental accessory to his subcontracting business</p>	\$150.00
<p>69. <u>Taxi Service</u>: the business of picking up and discharging passengers within the City</p>	Table 1
<p>70. <u>Telephone Soliciting</u>: shall mean the business of offering merchandise or services for sale by telephone</p>	Table 1
<p>71. <u>Theatre</u>: any premises used for the showing of theatrical, operatic, vaudeville or moving pictures performances</p>	\$55.00 plus .30 per seat
<p>72. <u>Towing of Motor Vehicles</u>:</p> <p>(a) with storage:</p> <p>(b) without storage:</p>	<p>\$300.00 for the first 2000m<sup>2</sup> plus \$9.00 for each additional 100m<sup>2</sup> (customers parking exempt)</p> <p>Table 1</p>
<p>73. <u>Trailer Court</u>: any premises used to accommodate mobile homes, recreational vehicles or campers</p>	A basic fee of \$20.00 plus \$10.00 per pad
<p>74. <u>Travel Agency</u></p>	Table 1
<p>75. <u>Unclassified</u>: any business not elsewhere defined in this bylaw</p> <p>- Service Industry  - Retail Industry</p>	<p>Table 1  Table 2</p>

<b><i>BUSINESS CLASSIFICATION</i></b>	<b><i>LICENCE FEE</i></b>
76. <i>Utility: including telephone company, electric company, waterworks company or gas company</i>	<i>\$450.00</i>
77. <i>Vending Machine Agency: the business of renting, leasing, selling or otherwise placing vending machines in any premises</i>	<i>\$55.00 plus \$6.00 per machine</i>
78. <i>Warehouse: any premises used for the storage of goods, commodities, wares or merchandise</i>	<i>Table 3</i>
79. <i>Wholesale: the business of selling goods, commodities, wares or merchandise to other businesses for resale or for use in their business</i>	<i>Table 3</i>

Amended by  
#1414-1994

**Schedule B**

**HOME BASED BUSINESS LICENCING REQUIREMENTS**

The City of Terrace wishes to facilitate Home-based business development by streamlining the licencing process. This checklist outlines all the necessary requirements you must meet to ensure the business activities you propose do not impact on the neighbourhood. Please obtain and read Zoning Bylaw for further clarifications of requirements for home occupations.

<p><b>OPERATIONS</b></p> <p><input type="checkbox"/> No persons including unpaid volunteers shall be employed on premises other than members of the immediate family</p> <p><input type="checkbox"/> On premise client contact shall be preliminary by phone or mail, except home occupations such as tutoring, counselling or personal services. All other service or sales conducted on premise shall be by appointment only</p> <p><input type="checkbox"/> The home occupation use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard, or other hazard or nuisance.</p> <p><input type="checkbox"/> Traffic or on street parking shall not cause any greater or more frequent use than that usually experienced on an average residential district of similar zoning under normal circumstances wherein no home occupation exists</p>	<p><b>PREMISE</b></p> <p><input type="checkbox"/> The business does not occupy for home occupation use, an area greater than 30% of the dwelling floor area to a maximum of 750 square feet.</p> <p><input type="checkbox"/> Home occupation signs will be permitted by the sign bylaw</p> <ul style="list-style-type: none"> <li>• maximum size of the sign is 8 square feet (eg. 4' x 2');</li> <li>• the sign must be attached to the dwelling;</li> <li>• only one sign is permitted;</li> </ul> <p>a sign permit must be applied for with the Building Inspection Department.</p> <p><input type="checkbox"/> No exterior indication of a home occupation that alters the residential character of the premises is visible</p>	<p><b>PARKING AND STORAGE</b></p> <p><input type="checkbox"/> There is one additional on site parking space in addition to the requirements for the dwelling</p> <p><input type="checkbox"/> A maximum of one home occupation related vehicle provided no larger than a one ton (except commercial contractors)</p> <p><b>COMMERCIAL CONTRACTORS COMPLETE BELOW:</b></p> <p><input type="checkbox"/> Commercial contractors have a maximum of 4 (four) home occupation related vehicles</p> <p><input type="checkbox"/> Storage and accessory buildings located behind principal building and located no closer than 25' to side and rear yard</p> <p><input type="checkbox"/> Accessory buildings maximum floor area of 1,000 square feet if closer than 200' to front parcel line and maximum 3,000 square feet of floor area if located 200' or more from front lot line</p>
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I have read the home based business licencing requirements. My business complies with these requirements and I understand that my licence may be revoked by the City of Terrace if I do not comply with these requirements.

\_\_\_\_\_  
Signature of Licencee

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licence#

**SCHEDULE "C"  
LETTER OF AGREEMENT - STREET VENDING**

*Amended by  
#1334-1993*

*The City of Terrace shall allow street vending with the following restrictions:*

- a) Operate only in designated sites;*
- b) Agree to use a specific design criteria of carts as determined by the City of Terrace;*
- c) A \$2 million dollar liability insurance showing the City of Terrace as a co-insured party, a copy of which is to be kept on file at the City of Terrace;*

*Repealed by  
#1719-2000*

- d) Section d) was repealed;*
- e) Agree to keep areas clean with a clear 5' pedestrian path;*
- f) Understand and agree to the provision that street vendors are not allowed within 100' of a competitive resident merchant (ie: selling hot dogs in front of a restaurant);*
- g) Understand and agree to the provision that only food products approved by the Skeena Health Unit and hand-crafted items be permitted. Mass-produced items or alterations to such not be permitted;*
- h) Sale areas are limited to 10 square foot areas beside the cart as designated areas;*

*Repealed by  
#1719-2000*

- i) Section i) was repealed;*
- j) Vendors displaying products after dark must provide electric lighting which will not produce glare to motorists;*
- k) Street vending shall neither create nor cause a fire hazard, electrical interference or traffic congestion on the adjacent street and,*
- l) Vendors must not operate any noise or sound-making equipment as to create a nuisance.*

*The signature of the licensee on this document indicated his or her understanding and acceptance of these conditions.*

*Name of Company:* \_\_\_\_\_

*Designated area:* \_\_\_\_\_

*Signature of Owner/Operator:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**SCHEDULE "D"**

**LETTER OF AGREEMENT - MERCHANT SIDEWALK SALES**

*Amended by  
#1334-1993*

*The City of Terrace shall allow merchant sidewalk sales with the following restrictions:*

- a) Operate only in the area directly in front of their licenced business premises;*
- b) A \$2 million dollar liability insurance showing the City of Terrace as a co-insured party, a copy of which is to be kept on file at the City of Terrace;*
- c) Agree to keep areas clean with a clear 5' pedestrian path;*
- d) If food products are being sold, ensure the requirements of the Medical Health Officer are met;*
- e) Merchants displaying products after dark must provide electric lighting which will not produce glare to motorists;*
- f) Merchants shall neither create nor cause a fire hazard, electrical interference or traffic congestion on the adjacent street and,*
- g) Merchants must not operate any noise or sound-making equipment as to create a nuisance.*

*The signature of the licensee on this document indicated his or her understanding and acceptance of these conditions.*

*Name of Company* \_\_\_\_\_

*Designated area* \_\_\_\_\_

*Signature of Owner/Operator* \_\_\_\_\_

*Date:*