

CONSOLIDATED TO INCLUDE BYLAWS 1384, 1481, 1856, 1872

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**BYLAW NO. 1384**

**A BYLAW TO REQUIRE OWNERS OR OPERATORS OF A BUSINESS TO HOLD A VALID AND SUBSISTING LICENCE FOR THE CARRYING ON OF SUCH BUSINESSES; TO FIX AND IMPOSE THE LICENCE FEES AND TO PROVIDE FOR THE COLLECTION OF SUCH LICENCE FEES AND THE GRANTING AND ISSUING AND TRANSFERRING OF LICENCES**

=====  
**WHEREAS** under the provisions of the Municipal Act, RSBC, Chapter 290, the Council of the City may, by bylaw require an owner or operator of a Business to hold a valid and subsisting Licence for carrying on Business within the City; fix and impose Licence Fees for Licenses and provide for the collection of Licence Fees and the granting, suspending and transferring of Licences;

**NOW THEREFORE** the Council of the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS** as follows:

**PART 1 – INDEX**

101. This bylaw, for purposes of convenience only, is divided into the following parts:

<u>PART</u>	<u>TITLE</u>
1	Index
2	Title and Repeal
3	Interpretations
4	Licences
5	General Regulations
6	Schedule of Licence Fees
7	Schedule of Forms

**PART 2 – TITLE AND REPEAL**

201. This bylaw may be cited, for all purposes, as the "**City of Grand Forks Business Licence Bylaw No. 1384, 1993**".

202. The "City of Grand Forks Business Licence Bylaw No. 1277, 1989", is hereby repealed.

301. **DEFINITIONS:**

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*In the construction and interpretation of this bylaw, the following words and terms shall have the meanings hereby assigned to them:*

**ACT:** *means the Municipal Act, being Chapter 290 of the Revised Statutes of British Columbia, 1979 and amendments thereto.*

**APPLICANT:** *means any person who makes application for a Licence under the provisions of this bylaw.*

**BUILDING INSPECTOR:** *means the person appointed, from time to time, and designated to carry out building inspection in the City of Grand Forks.*

**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 and is divided into the following categories:*

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1. **Home Based Business:** *is a business that is operated from a home or accessory building.*
2. **Regular Business:** *a Business with under 20 employees, including a non-resident business with under 20 employees other than an Itinerant Business.*
3. **Large Business:** *a Business with more than 20 employees, including a non-resident business with more than 20 employees other than an Itinerant Business.*
4. **Itinerant Business:** *every individual personally selling or soliciting the sale from door-to-door within the City, of any goods, wares or merchandise, contracts for repairs, renovations, books, magazines or periodicals, whether of an educational nature or not or as an agent for another.*
5. **Event Business:** *is a gathering of many business enterprises for a limited engagement such as trade shows, markets or arts & craft sales.*

**CARRYING ON A BUSINESS:** *without restricting the generality of the term, shall include any person who advertises himself by newsprint, publicity or otherwise, as open for Business of any kind or who deals in or buys, sells, barter or displays or offers, by advertisement or otherwise, to buy, sell or barter*

commodities or other things of any kind, either on behalf of himself or others or who advertises himself as open to render professional or other services to any other person, for the purpose of gain or profit, shall be deemed to be carrying on, engaged in or practicing within the City, his respective profession, business, trade, occupation, employment, calling or purpose.

**CITY:** means the Corporation of the City of Grand Forks.

**ELECTRICAL INSPECTOR:** means the person appointed from time to time by the Provincial Government, and designated to carry out electrical inspections in the City of Grand Forks.

**FIRE CHIEF:** means the person appointed from time to time as Fire Chief of the City of Grand Forks and designated to carry out fire inspections in the City of Grand Forks.

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**HEALTH INSPECTOR:** means the person appointed, from time to time, by the Interior Health Authority and designated to carry out health inspections in the City of Grand Forks.

**LICENSE INSPECTOR:** means the person appointed, from time to time, as Licence Inspector of the City, for the purpose of enforcing and carrying out the provisions of this bylaw and shall include any Acting or Assistant Licence Inspector.

**PERSON:** has the meaning given to it by Section 29 of the Interpretation Act RSBC 1979, c. 206.

**PLUMBING INSPECTOR:** means the person appointed, from time to time and designated to carry out plumbing inspections in the City of Grand Forks.

**PREMISES:** includes a store, office, warehouse, factory, building, enclosure, yard or other place occupied or capable of being occupied, by any person for the purpose of any Business and shall also mean any area situated within any one of the foregoing where more than one separate and/or distinct class or classification of Business is also carried on.

**RETAIL SALE:** means a sale to a purchaser for the purpose of consumption or use and not for resale.\*

## **PART 4 – LICENCES**

### **401. LICENCE TO OPERATE NECESSARY:**

Every person carrying on a Business shall obtain and maintain a Licence, paying in advance for such Licence, the sum specified as Licence Fee in Part 6 of this bylaw.

This subsection does not apply to any Business, which is exempted by any Statute of the Province of British Columbia from being required to hold a Licence.

### **402. APPOINTMENT OF LICENCE INSPECTOR:**

The Council may by resolution, appoint a person to be the Licence Inspector.

### **403. AUTHORITY OF LICENCE INSPECTOR:**

1. The Licence Inspector shall have the power to grant, suspend or transfer Licences, as hereinafter provided and subject to the provisions of Section 513 of the Act.
2. Before any Licence is issued, the Licence Inspector may require that the applicant provide proof of qualifications to carry out the proposed Business.
3. Before any Licence is issued, the Licence Inspector may require satisfactory inspection reports from the Electrical Inspector, Plumbing Inspector, Building Inspector, Health Inspector or Fire Chief.

### **404. LICENCE TO BE POSTED:**

Every Licence issued under this bylaw shall, where possible, be posted in a conspicuous place on the Premises or on the thing or article in respect of which the Licence is issued.

### **405. NOTIFICATION WHERE CHANGES AFFECT LICENCE:**

Where the Licence Fee for any Business licensed under this bylaw is based on the number or persons engaged in the Business, apartments, suites, units, rooms or the capacity of accommodation available or in whatsoever manner the Licence Fee is based, no person shall change the number of person engaged in the Business, apartments, suites, units, rooms or the capacity of accommodation available or any other condition upon which the Licence is based, without first

having notified the Licence Inspector and paid any additional Licence Fee which may be payable under this bylaw as a result of that change.

406. **APPLICATION TO BE MADE TO INSPECTOR:**

Bylaw 1872

*The application for a Licence shall be on the form provided by the City, from time to time and shall be signed by the owner of the Business or his duly authorized agent, provided that, in the case of partnerships or multiple owners, any one of such owners or partners may apply and such owner or partner applying shall be deemed to be the duly authorized agent of all the owners or of the partnership.*

407. **FEE TO BE PAID WITH APPLICATION:**

1. The application form shall be delivered to the Licence Inspector and shall be accompanied by the Licence Fee prescribed in Part 6 of this bylaw.
2. Every person who operates more than one store, branch or Premises, in respect of any Business, shall take out a separate Licence for each such Premise.

408. **ALL BUSINESS PREMISES TO BE APPROVED:**

All Premises in or upon which the applicant proposes to carry on or conduct any Business, in respect of which it is required to hold a Licence pursuant to the provisions of this bylaw, shall first be approved by the Licence Inspector before any such Licence is granted and the applicant shall, upon request, produce certificates or letters of approval as may be required by Federal, Provincial or Municipal authorities.

409. **LICENCE TRANSFERS:**

No person to whom a Licence has been issued under this bylaw shall change the location in which he carries on his Business, without first having applied to the Licence Inspector to have his Licence altered and the powers, conditions, requirements and procedure relating to the granting or refusal of Licences and appeals thereon shall apply to all such applications.

410. **LICENCE TRANSFER FEES:**

*Deleted by Bylaw No. 1872.*

411. **LICENCE PERIOD:**

Bylaw 1856

1. *Except as hereinafter provided, Licences shall be granted for the full calendar year, commencing in January and ending in December. Applications received during the year shall be deemed to apply to the full year and a full year license fee will be collected.*
2. Licences granted under Category "E" (Itinerant) shall be deemed to commence on the first day of January and to terminate on the thirty-first day of December, in each and every year.
3. No Licence Fee paid hereunder shall be refundable.

412. **APPEALS FROM LICENCE SUSPENSION:**

Bylaw 1872

1. Any person who's Licence has been suspended by the Licence Inspector and who proposes to appeal such suspension to Council, shall within ten (10) days from the date of suspension, give to the *Corporate Officer*, notice in writing of his intention to appeal the said suspension.
2. The notice of intention to appeal shall state in concise fashion, the grounds upon which the appeal is based.
3. The *Corporate Officer* shall thereupon refer the matter to Council in order to appoint a time and place for the hearing of the appeal.

413. **OBSERVANCE OF SUSPENSION:**

The suspension of a Licence by the Licence Inspector shall be made in writing stating the effective date of suspension, signed by the Licence Inspector and served on the person holding such Licence, by registered mail to the address given by the Licensee on the application for the Licence. A notice of such suspension of Licence may be posted by the Licence Inspector upon the premises for which the Licence was issued and such notice shall not be removed until the Licence is reinstated, the former Licensee ceased to occupy the premises or a new Business other than the one carried on by the former Licensee is started in the Premises. The Licence Inspector may also pick up any Licence held by the Licensee during such period of suspension.

**PART 5 – GENERAL REGULATIONS**

501. **PENALTY:**

1. Every person who violates or who causes or allows to be violated, any of the provisions of this bylaw, shall be guilty of an offence against this bylaw and each day that such violation is caused or allowed to be continued, shall constitute a separate offence.
2. Every person who fails to comply with any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or violation of this bylaw or neglects to do or refrains from doing anything required to be done by this bylaw or who does any act or thing which violates any of the provisions of this bylaw, shall be deemed to have committed an offence under this bylaw and is liable, upon summary conviction, to a fine of not more than two thousand (\$2,000.00) dollars.
3. Where a person is convicted for the failure to pay the Licence Fee required, then the amount which should have been paid for such Licence Fee shall be added to the penalty and form part of the penalty.

502. **EFFECTIVE DATE:**

This bylaw shall come into effect and force upon final reconsideration and adoption. The Schedule of Licence Fees (Part 6) shall not be implemented nor become effective until January 1, 1994.

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Read a **FIRST** time this 7<sup>th</sup> day of June, 1993.

Read a **SECOND** time this 7<sup>th</sup> day of June, 1993.

Read a **THIRD** time this 5<sup>th</sup> day of July, 1993.

**RECONSIDERED, PASSED and FINALLY ADOPTED** this 12<sup>th</sup> day of July, 1993.

(Y. Sugimoto)  
Y. Sugimoto, Mayor

(Lynne Burch)  
J.L. Burch, City Clerk

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1481, as adopted by the Municipal Council of the City of Grand Forks on the 12<sup>th</sup> day of July, 1993.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks



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Bylaw 1856

**\*PART 6 - SCHEDULE OF LICENCE FEES**

	<u>Category</u>	<u>Annual Fee</u>
A.	HOME BASED BUSINESS	\$75.00
B.	REGULAR BUSINESS	\$75.00
C.	LARGE BUSINESS	\$200.00
D.	ITINERANT BUSINESS	\$250.00
E.	EVENT BUSINESS	\$75.00

\*\*see Section 301 for definitions of business type

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**THE CORPORATION OF THE CITY OF GRAND FORKS**

**Application for Business Licence**

Please answer all applicable questions, sign in the space provided below and return this form, together with the appropriate Licence fee, to the Licence Department.

- 1. Name of applicant: \_\_\_\_\_  
\_\_\_\_\_  
(Full name, address, phone number of applicant)
  
- 2. Trade name of business: \_\_\_\_\_
  
- 3. Business Civic Address: \_\_\_\_\_
  
- 4. Business Mailing Address: \_\_\_\_\_
  
- 5. Business Phone No.: \_\_\_\_\_ Postal Code: \_\_\_\_\_
  
- 6. No. of employees: \_\_\_\_\_ Expected opening date: \_\_\_\_\_
  
- 7. Type of business: \_\_\_\_\_
  
- 8. Type of service/product sold/contract: \_\_\_\_\_
  
- 9. Owner of business: \_\_\_\_\_  
(Partnership/ organizations/ limited companies - please attach list of principal officers)
  
- 10. Address of Owner (s): \_\_\_\_\_  
\_\_\_\_\_
  
- 11. Previously held licence in Grand Forks \_\_\_\_\_ Yes \_\_\_\_\_ Year  
\_\_\_\_\_ No
  
- 12. Has Licence ever been revoked \_\_\_\_\_ Yes \_\_\_\_\_ Year  
\_\_\_\_\_ No
  
- 13. Agents - Last sales area : \_\_\_\_\_  
  
Identification : \_\_\_\_\_  
(Driver's Licence, Social Insurance Number, etc.).....see reverse

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**14.** Provincial Certificate of Proficiency Number: \_\_\_\_\_

Full name of certified: \_\_\_\_\_

Area of proficiency: \_\_\_\_\_

**CROSS CONNECTION CONTROL PROGRAM**

A Cross Connection Control Survey may need to be conducted if your Business is deemed to be a High Cross Connection Risk. There may be costs associated with eliminating any cross connections found by officials of the City's Water Department. Should you have any concerns regarding this process, please contact the Water & Sewer System Coordinator at 442-8266, Local 244.

\_\_\_\_\_ Initials

I/We hereby make application for a Licence in accordance with particulars as stated above, and declare that the above statement is true and correct. I/We undertake that, if granted the Licence applied for, I/We will comply with each and every obligation contained in all laws and Bylaws now in force, and amendments thereto, in the City of Grand Forks, Province of British Columbia.

I/We acknowledge that the information contained herein will be made available to the British Columbia Assessment Authority and Revenue Canada, Taxation - if requested by them.

Signature of applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Classification: _____	Zoning: _____
Licence fee: _____	Receipt # _____ Date Paid: _____
Licensed as: _____	
<b><u>Department approvals</u></b>	
Building Inspection: _____	Manager of Tech Services: _____
Cross Connection:    Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, send copy to Water Foreman	
Fire Chief: _____	Public Health Certificate: _____
Licence Inspector: _____	Date of Final Approval: _____
<b>Notes:</b> _____	
_____	

CONSOLIDATED FOR CONVENIENCE December 12, 2022  
The original bylaw and amendments must be referenced for official use.

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The personal information on this form is collected under the authority of the Municipal Act. The information collected will be used to process your application for a Business Licence. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks. [N:forms/business.d](mailto:N:forms/business.d)

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**THE CORPORATION OF THE CITY OF GRAND FORKS**

**APPLICATION FOR TRANSFER OR CHANGE OF A  
BUSINESS LICENCE**

Please respond to the applicable question, below, sign and return this form to:

The Licence Inspector  
City of Grand Forks  
P.O. Box 220  
Grand Forks, B.C.  
V0H 1H0

Business Name and Address as on current licence:

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This is to inform the City of Grand Forks of the following changes to my business:

( ) Ceased business as of: \_\_\_\_\_

( ) Moved location of business to: \_\_\_\_\_

( ) Changed Mailing Address to: \_\_\_\_\_

( ...) Changed Name of Business to: \_\_\_\_\_

( ) Changed Ownership to: \_\_\_\_\_  
(This will require a new business licence application)

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Date

Thank you for your prompt attention and a new or amended licence will be forwarded to you as soon as possible.