



The Corporation of the District of North Cowichan

Inter-Community Business Licence Bylaw

BYLAW NO. 4075

A bylaw to establish a scheme for inter-community licensing and regulating of trades, occupations and businesses

WHEREAS Council may, pursuant to Section 8(6) of the *Community Charter*, regulate in relation to business;

AND WHEREAS pursuant to Section 14 of the *Community Charter*, two or more jurisdictions may, by bylaw adopted by the Council of each participating jurisdiction, establish an inter-community scheme in relation to one or more matters;

AND WHEREAS pursuant to Section 15(1) of the *Community Charter*, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this Bylaw by publishing such notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by this Bylaw to make representations to Council at a hearing pursuant to Section 59 of the *Community Charter*.

The Council of The Corporation of the District of North Cowichan, in open meeting assembled, enacts as follows:

Citation

- 1 This Bylaw may be cited as "*Inter-Community Business Licence Bylaw No. 4075, 2026*".

Definitions

- 2 In this Bylaw:

"Business" means has the same meaning as defined by the "*Community Charter* Schedule – Definitions and Rules of Interpretation".

"*Community Charter*" means the *Community Charter*, S.B.C. 2003, c. 26.

"Excluded Business" means a *Business* excluded from application for an *Inter-Community Business Licence* and includes those businesses referred to in Schedule A of this Bylaw.

"Inter-Community Business" means a *Business* that performs a service or activity within more than one *Participating Jurisdiction* by moving from client to client rather than having clients come

to them.

"Inter-Community Business Licence" means a business licence which authorizes an *Inter-Community Business* to be carried on within the boundaries of any or all of the *Participating Jurisdictions* in accordance with this Bylaw.

"Inter-Community Business Licence Agreement" means the agreement that is entered into by the *Participating Jurisdictions* to establish an inter-community business licence scheme.

"Jurisdiction Business Licence" means a licence or permit, other than an *Inter-Community Business Licence*, issued by a *Participating Jurisdiction* that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Jurisdiction*.

"Participating Jurisdiction" means a local government that has adopted an inter-community business licence bylaw substantially in the form of this Bylaw and that has also entered into the *Inter-Community Business Licence Agreement*.

"Person" has the meaning given to it in the *Interpretation Act*, R.S.B.C. 1996, c. 238.

"Perpetual Business Licence" means a business licence that does not have an expiration date and where the licensee can continue service indefinitely.

"Premises" means a fixed or permanent location where the *Person* carries on a *Business* but does not include PO boxes or storage units.

"Principal Jurisdiction" means the *Participating Jurisdiction* that issues the *Inter-Community Business Licence*.

Regulations

- 3 (a) Subject to Subsections (c) and (e), a Person who has obtained an Inter-Community Business Licence may carry on Business within any Participating Jurisdiction for the term authorized by the Inter-Community Business Licence without obtaining a Jurisdiction Business Licence in the other Participating Jurisdictions.
- (b) A Participating Jurisdiction may issue an Inter-Community Business Licence to an applicant if the applicant's Business:
 - (i) is an *Inter-Community Business*;
 - (ii) is not an *Excluded Business*;
 - (iii) maintains a *Premises* in the *Participating Jurisdiction*; and
 - (iv) meets all requirements under this Bylaw and the *Jurisdiction Business Licence* of the *Participating Jurisdiction*.

- (c) A *Person* holding an *Inter-Community Business Licence* must comply with all other regulations and bylaws of the *Participating Jurisdiction* in which they are carrying on *Business*.
- (d) A *Person* that operates a *Business* under an *Inter-Community Business Licence* in more than one *Participating Jurisdiction* may only apply for an *Inter-Community Business Licence* from a *Participating Jurisdiction* in which the *Business* maintains a *Premises*.
- (e) Notwithstanding the issuance of an *Inter-Community Business Licence*, every *Person* who carries on, maintains, owns or operates, within a *Participating Jurisdiction*, any *Business* in or from more than one *Premises* shall obtain a separate *Jurisdiction Business Licence* for each *Premises*.
- (f) Further notwithstanding Subsections (b), (c), and (d), if an applicant's *Business* does not maintain a *Premises* in a *Participating Jurisdiction*, then the applicant may apply for an *Inter-Community Business Licence* from the closest *Participating Jurisdiction* that does not issue *Perpetual Business Licences*, and that *Participating Jurisdiction* may issue an *Inter-Community Business Licence* in relation to that *Business* in accordance with this Bylaw.
- (g) If a *Business* with a *Premises* within the *Principal Jurisdiction* that issued its *Inter-Community Business Licence* closes or otherwise removes all of its *Premises* within the *Principal Jurisdiction*, then the *Inter-Community Business Licence* for that *Business* will be cancelled.

Fees

- 4 (a) The fee for an *Inter-Community Business Licence* is \$170 and will be retained by the *Participating Jurisdiction* that issues the licence.
- (b) The fee for an *Inter-Community Business Licence* is separate and in addition to any fees that may be required by a *Participating Jurisdiction*.
- (c) A non-profit organization may obtain an *Inter-Community Businesses* and will not be subject to the *Inter-Community Business Licence* fee but is responsible for meeting all other requirements of this Bylaw.
- (d) The *Inter-Community Business Licence* fees prescribed in this Bylaw may be reduced pro-rata in respect of any *Person* who becomes liable to be licensed after the commencement of the licence period, on the same basis as the *jurisdiction business licence*.

Application

- 5 (a) Every *Inter-Community Business Licence* shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the *Participating Jurisdictions*, and including, as a minimum, the following information:
- Disclosing the nature and character of the Business, to be carried on, maintained, owned or operated by the applicant;
 - Declaring the mailing address and contact information for such Business;
 - Declaring the number of persons engaged or occupied in such Business;
 - Disclosing the number of distinctive lines of goods sold or offered for sale; and
- (b) No *Business* shall knowingly submit false or misleading information in relation to the business, business activity or business location on the application for an *Inter-Community Business Licence*.
- (c) Each *Participating Jurisdiction* shall provide to all other *Participating Jurisdictions* the information set out under Subsection 5(a) by way of prompt updates on a shared database available to all *Participating Jurisdictions*.

Suspension or Cancellation of an Inter-Community Business Licence

- 6 (a) The Council of a *Participating Jurisdiction* or the person authorized by a *Participating Jurisdiction* to cancel or suspend a *Jurisdiction Business Licence* may exercise the authority of the *Principal Jurisdiction* in accordance with Sections 15 and 60 of the *Community Charter* to suspend or cancel an *Inter-Community Business Licence*. The suspension or cancellation shall be in effect throughout all of the *Participating Jurisdictions*, and it shall be unlawful for the holder to carry on the *Business* authorized by the *Inter-Community Business Licence* in any *Participating Jurisdictions* for the period of the suspension or cancellation.
- (b) Before suspending or cancelling an *Inter-Community Business Licence* under Section 6(a), the *Participating Jurisdiction* must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard, and the following provisions will apply:
- (i) If the licence holder wishes to exercise its right to be heard, the *Participating Jurisdiction* shall provide to the licence holder and the *Principal Jurisdiction* that issued the *Inter-Community Business Licence* with written reasons for the suspension or cancellation of the *Inter-Community Business Licence*. Such *Participating Jurisdiction* shall then as soon thereafter as reasonably possible provide the licence holder an opportunity to address the Council of the *Participating Jurisdiction* who will then consider whether to suspend or cancel the *Inter-Community Business Licence*; and

- (ii) If the licence holder does not exercise their right to be heard, the *Participating Jurisdiction* may suspend or cancel the *Inter-Community Business Licence* in accordance with Section 6(a).
- (c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the *Participating Jurisdiction* as though it happened within the jurisdiction of that *Participating Jurisdiction*.
- (d) A decision by a *Participating Jurisdiction* to cancel or suspend an *Inter-Community Business Licence* under Section 6(b) shall apply to all *Participating Jurisdictions*.
- (e) Nothing in this Bylaw impedes the authority of a *Participating Jurisdiction* to suspend or cancel any business licence issued by it, or to enact regulations in respect of any class of business licence in accordance with Section 15 of the *Community Charter* and amendments thereto.

Miscellaneous

- 7 (a) The holder of an *Inter-Community Business Licence* must, upon request, provide to a Bylaw Enforcement Officer a copy of their *Inter-Community Business Licence*, which copy may be displayed electronically such as on a cell phone, for the purpose of verifying if the *Business* is permitted to operate outside of their base jurisdiction.
- (b) A *Participating Jurisdiction* may, by notice in writing to each of the other *Participating Jurisdictions*, withdraw from the *Inter-Community Business Licence* scheme established by this Bylaw, and the notice must:
 - (i) Set out the date on which the withdrawing *Participating Jurisdiction* will no longer recognize the validity within its boundaries of *Inter-Community Business Licences*, which date must be at least six months from the date of the notice; and
 - (ii) Include a certified copy of the *Participating Jurisdiction's* Council resolution or bylaw authorizing the *Participating Jurisdiction's* withdrawal from the *Inter-Community Business Licence* scheme.
- (c) An *Inter-Community Business Licence* issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing *Participating Jurisdiction* or until January 1st of the following year.

Severability

- 8 If any section, subsection, sentence, clause or phrase of this Bylaw is, for any reason, held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.

Repeal

9 Inter-Community Business Licence Bylaw No. 3525, 2013 and all amendments thereto, is hereby repealed.

READ a first time on July 15, 2026.

READ a second time on July 15, 2026.

Notice for this bylaw was posted to the municipality's public notice board and on the municipality's website on _____, 202_, and advertised on the municipality's social media site on _____, 202_, and in the Cowichan Valley Citizen [if applicable, and the Chemainus Valley Courier] on _____, 202_.

READ a third time on _____.

ADOPTED on _____.

CORPORATE OFFICER

PRESIDING MEMBER