



Business Licence Bylaw No. 1021, 1990
adopted September 24, 1990

**CONSOLIDATED FOR
CONVENIENCE ONLY
Includes amendments adopted
up to May 23, 2017**

**Record of Amendments
to
District of Coldstream Business Licence Bylaw No. 1021, 1990**

Amendment Bylaw No.	Adoption	Amendment
1037, 1990	December 17, 1990	Include convenience stores as a class of business
1107, 1992	December 16, 1992	Amend classifications and licence fees
1162, 1994	April 25, 1994	Include regulations for mobile vending
1177, 1994	November 28, 1994	Amend classifications and licence fees
1247, 1997	May 12, 1997	Increase licence fees
1696, 2017	May 23, 2017	Update definitions and provide for mobile businesses and farmers' markets

Section 3.0(d)(6) on page 7 refers to "as specified in Municipal Policy".

For convenience, Policy No. PLD36 – Mobile Business and Farmers' Markets on District Property is appended to the end of this bylaw consolidation but does not form part of the bylaw.

THE CORPORATION OF THE DISTRICT OF COLDSTREAM

BYLAW NO. 1021

A BYLAW TO PROVIDE FOR THE LICENCING OF BUSINESSES IN THE DISTRICT OF COLDSTREAM IN ACCORDANCE WITH THE PROVISIONS OF PART 11 OF THE *MUNICIPAL ACT*, R.S.B.C. 1979, CHAPTER 290

WHEREAS it is the purpose of this bylaw to:

- (a) require an owner or operator of a business within the District of Coldstream to hold a valid and subsisting licence for the carrying on of such business;
- (b) to fix and impose fees for licences; and
- (c) to provide for the collection of licence fees and the granting, issuing and transferring of licences, subject to the limitation contained in the bylaw;

AND WHEREAS it is also the purpose of this bylaw to regulate the carrying on of business within the District of Coldstream, to the extent not inconsistent with the intent of this bylaw for the purpose of preventing or minimizing nuisances and misleading business practices and establishing different regulation for different classes of business;

NOW THEREFORE the Municipal Council of the District of Coldstream, in open meeting assembled, ENACTS AS FOLLOWS:

DIVISION ONE - DEFINITIONS

1.0 In this bylaw, unless the context otherwise requires:

"Act" means the *Municipal Act*;

"Applicant" means any person who makes an application for a business licence under the provisions of the bylaw;

"Business" means the carrying on of 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;

"Farmers' Market" has the same meaning as in the current Zoning Bylaw.

(Amendment Bylaw No. 1696)

"Licence Inspector" means the person or persons from time to time duly appointed by the Council for the purpose of enforcing the provisions of this bylaw and shall include any Licence Inspector, Deputy or Assistant Licence Inspector;

"Mobile Business" means any business operated from a cart, a tent, or a motor vehicle, trailer, or cycle as defined and licenced under the *Motor Vehicle Act*. A Mobile Business includes a Mobile Food Business. (Amendment Bylaw No. 1696)

"Mobile Food Business" means a business that sells or offers for sale any food and/or beverage from a mobile unit. (Amendment Bylaw No. 1696)

"Municipality" means the Corporation of the District of Coldstream;

"Nonresident Business" means a business, other than a resident business, carried on in the municipality, or with respect to which any work or service is preformed within the municipality;

"Person" includes a corporation or partnership, except a firm, partnership or association of persons practicing any profession governed by a special enactment;

"Resident Business" means a business carried on, in or from premises within the municipality.

DIVISION TWO - GENERAL REGULATIONS

2.0 Licence Required

No person shall carry on a business within the municipality without holding a valid and subsisting licence for the business so carried on. This provision shall not apply to any business exempted from the requirement to hold a Business Licence by operation of any Provincial or Federal Statute or Regulation. Non-profit organizations who are registered under the "*Society Act*" shall also be exempt from acquiring a Business Licence. (Amendment Bylaw No. 1247)

2.1 Licencing Period

- (a) Except as hereinafter provided, licences shall be issued annually, to commence on the first day of January and to terminate on the 31st day of December in each and every year.
- (b) No licence fee paid hereunder shall be refundable.
- (c) The annual licence fees prescribed in this bylaw may be reduced by 50% as of August 1st, in respect of any person who becomes liable to be licenced after that date, however, such reduction shall be rounded up to the next \$5.00. (Amendment Bylaw No. 1247)
- (d) Effective with the January 1, 1990 licence year, all valid and existing licences for the November 1, 1989 to April 30, 1990 licence period will be reduced pro-rata and credited to the 1990 annual licence fee.

2.2 Licence Fee

Every person applying for a licence shall complete the application form supplied by the municipality for such purpose, and no licence shall be issued until the fee as set out in "Schedule A", and attached hereto, and forming part of this bylaw. (Amendment Bylaw No. 1247)

2.3 Form of Application

Every applicant shall apply in writing on the application form provided, disclosing the nature of the business to be carried on, the address of such business, and such other facts as are required by the application form. (Amendment Bylaw No. 1247)

2.4 Fees Collected

All fees collected by the Licence Inspector under this bylaw shall be paid forthwith to the Treasurer of the municipality who shall deal with the said fees in the manner provided by the Act.

2.5 Form of Licence

Every licence granted pursuant to this bylaw shall state that the holder is licenced to carry on the business stipulated in a lawful manner for the period specified in the licence at the place stated in the licence.

2.6 Separate Licence

Where a business is carried on, in or from more than one premise in the municipality, the business carried on in or from each premise(s) shall be deemed to be a separate business and require a separate licence.

2.7 Transfer

- (a) No licence shall be transferred from one person in respect of certain premises to that same person in respect of other premises without the prior approval of the Licence Inspector.
- (b) The Licence Inspector shall refuse to issue a transfer of licence where the premises to which the applicant wishes to transfer the licence does not comply with the requirements of the bylaws of the municipality regulating building, zoning, health, sanitation and business.

2.8 Sub Trades

Every person licenced as a contractor, shall on the written request of the Licence Inspector, provide the Licence Inspector with a list of all sub trades engaged on a specific job, on a form prescribed by the Licence Inspector. Failure, neglect or refusal to submit such list within two weeks of delivery of each written request, shall be an infraction of this bylaw, and render such contractor liable to the penalty provided for in Division Four of this bylaw.

(Amendment Bylaw No. 1247)

2.9 Operation of a Bed and Breakfast

Every person carrying on the business of or operating a bed and breakfast shall:

- (a) supply the Licence Inspector with the number of bedrooms intended for the operation;
- (b) keep the records of all patrons, including dates of arrival and departure;
- (c) post the daily rate of charge at an easily visible location within the business premises;
- (d) shall request an inspection of the business premises at the time the licence application is made. (Amendment Bylaw No. 1247)

2.10 Granting and Suspension of Licences

The Licence Inspector may grant a licence where he is satisfied that the applicant therefor has complied with the requirements of the bylaws of the municipality regulating building, zoning, health, sanitation and business, and may suspend for such period as he may determine any licence if the holder of the licence:

- (a) is convicted of an offence indictable in Canada;
- (b) is convicted of an offence under any Municipal Bylaw or Statute of the Province in respect of the business for which he is licensed or with respect to the premises named in his licence;
- (c) has, in the opinion of the Official, been guilty of such gross misconduct in respect of the business or in with respect to the premises named in his 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 licensed or with respect to the premises named in the licence;
- (e) has, in the opinion of the Official, conducted his business in a manner, performed a service in a manner, or sold, offered for sale, displayed for sale or distributed to a person actually or apparently under the age of 16 years anything that may be harmful or dangerous to the health or safety of a person actually or apparently under the age of 16 years;
- (f)
 - (1) the suspension of a licence by the Licence Inspector shall be made, in writing, signed by the Inspector and served on the person holding such licence or delivered to the holder of such licence by registered mail to the address given by the Licensee on the application for the licence;
 - (2) a notice of 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 ceases to occupy the premises, or a new business other than the one carried on by the former Licensee is started in the premises;

- (3) the Licence Inspector may also pick up any licence held by the Licensee during such period of suspension.
- (g) (1) any person whose licence has been suspended pursuant to this Section, may appeal to the Council, and upon such appeal, the Council may confirm or set aside such suspension on such terms as Council may think fit; (Amendment Bylaw No. 1247)
- (2) the Council may revoke a licence for reasonable cause after giving notice to the licensee, and after giving the licensee an opportunity to be heard, but such notice and opportunity to be heard is not required in respect of the licensee who by reasonable efforts can not be found. (Amendment Bylaw No. 1247)

2.11 Refusal of Licence

Notwithstanding anything contained in the *Municipal Act* or in the Bylaws of the District, the Council may, upon the affirmative of at least two-thirds of all the members, refuse in any particular case to grant the request of an applicant for a Business Licence pursuant to this bylaw, but the granting or renewal of a Business Licence shall not be unreasonably refused.

(Amendment Bylaw No. 1247)

2.12 Licence to be Displayed

The Licensee or person in charge or control of premises where the business for which the licence is issued is carried on, shall at all times keep the licence or licences prominently displayed in the business area of the premises to which the public have access or an area designated by the Licence Inspector.

2.13 Licence Inspector

- (a) The Council may, by resolution, appoint a person to be the Licence Inspector and may, in addition, appoint such persons as Council deems necessary to assist the Licence Inspector in the administration and enforcement of this bylaw.
- (b) The Licence Inspector is hereby authorized to, determine which class of business an application comes under where the business for which the licence is applied for is not specifically mentioned in Schedule "A" to this bylaw, and further to charge the applicant the licence fee applicable to that class of business.

2.14 Inspection

The Licence Inspector, or any peace officer is hereby authorized to enter, at all reasonable times, upon any property subject to the regulations of this bylaw, in order to ascertain whether such regulations or directions are being observed.

(Amendment Bylaw No. 1247)

DIVISION THREE - BUSINESS REGULATIONS

3.0 MOBILE BUSINESSES AND FARMERS' MARKETS

- (a) A Mobile Business operating within the municipality must first obtain and maintain a valid Business Licence for each mobile structure in operation.
- (b) Despite Section 2.0, a Farmers' Market operating within the municipality must first obtain and maintain a valid Business Licence.
- (c) A Mobile Business must provide proof that the following permissions have been obtained, and regulations met, prior to the issuance of a Business Licence:
 - (1) Proof of motor vehicle insurance (if applicable);
 - (2) Proof of liability insurance coverage which meets the following minimum requirements:
 - i. Inclusive limit of \$2,000,000 and comprehensive general liability coverage;
 - ii. Cross liability clause;
 - iii. District of Coldstream shown as an additional insured under the liability component of coverage;
 - iv. Regional District of North Okanagan shown as an additional insured under the liability component of coverage (if necessary); and
 - v. Proof that the coverage cannot be canceled or any provisions changed or deleted unless 30 days' prior written notice is given to the District by the Insurer;
 - (3) Before operating on private property, a Mobile Business must obtain and provide a written letter of permission from the owner of the property on which the Mobile Business will be locating;
 - (4) Before operating on public property owned or operated by the Regional District of North Okanagan, a Mobile Business must obtain and provide permission from the Manager of Parks by written letter;
 - (5) Before operating on public property owned by the School District, a Mobile Business must first obtain and provide a written letter of permission from the School District;
 - (6) Before operating on public property owned by the municipality, a Mobile Business must first obtain permission from the Municipal Council; and
 - (7) Despite any other provision, a Mobile Business is permitted to stop on the travelled portion of a highway for a maximum of 15 minutes at any one location.

- (d) A Mobile Food Business must provide proof that the following permissions have been obtained, and regulations met, prior to the issuance of a Business Licence:
- (1) Interior Health Authority approval;
 - (2) BC Safety Authority approval for electrical equipment/systems and natural gas/propane appliances/systems (if applicable);
 - (3) Compliance for any mobile food structure with fire safety standards for commercial cooking operations set by National Fire Protection Association NFPA 96 (if applicable);
 - (4) Compliance for any tents with flame test standards for textiles and films set by the National Fire Protection Association NFPA 705 (if applicable);
 - (5) Discharge management plan that describes how and where fats, oils and grease will be disposed of (if applicable); and
 - (6) Despite Section 3.0(c)(6), a Mobile Food Business may operate on public property within the municipality as specified in **Municipal Policy**.
(Amendment Bylaw No. 1696)

For convenience, Policy No. PLD36 – Mobile Business and Farmers' Markets on District Property is appended to the end of this bylaw consolidation but does not form part of the bylaw.

DIVISION FOUR - VIOLATIONS AND PENALTIES

- 4.0 A person who violates this bylaw, commits an offence and is liable on conviction to a fine not less than one hundred dollars (\$100.00) or more than two thousand dollars (\$2,000.00) plus costs, and, in addition, where the offence is carrying on a business without a licence, the applicable licence fee, so long as the total fine does not exceed \$2,000.00.

(Amendment Bylaw No. 1247)

~~DIVISION FIVE — APPEAL PROCEDURES~~

(Deleted by Amendment Bylaw No. 1247)

- 5.0 Bylaw No. 457, cited as "THE DISTRICT OF COLDSTREAM BUSINESS LICENCE BYLAW, 1968", is hereby repealed.
- 6.0 This bylaw may be cited as "THE DISTRICT OF COLDSTREAM BUSINESS LICENCE BYLAW NO. 1021, 1990".
- 7.0 This bylaw shall take effect upon the final reading thereof.

READ a first time this 10th day of September, 1990.

READ a second time this 10th day of September, 1990.

READ a third time this 10th day of September, 1990.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 24th day of September, 1990.

G. Betts

Clerk

E.E. Palfrey

Mayor

BUSINESS LICENCE CLASSIFICATION AND FEES

CATEGORY	FEE CODE	CLASSIFICATION	FEE
01	60	Community Day Care	\$ 60.00
02	61	Community Specialized Care	70.00
		Contractors	
05	80	• General	120.00
06	81	• Electrical	100.00
07	82	• Landscaping	100.00
08	83	• Plumbing	100.00
09	84	• Roofing/Insulation	100.00
10	85	• Paving	100.00
11	86	• Masonry/Drywall	100.00
12	87	• Painting/Decorating	100.00
13	88	• Sewer/Septic	100.00
14	89	• Miscellaneous	100.00
		Food Services	
15	110	• Catering/Mobile Food Business	60.00
16	115	• Concession (seasonal)	40.00
17	120	• Restaurant (no liquor licence)	80.00
18	130	• Restaurant (licenced)	125.00
20	240	General Business Office	70.00
25	230	Home Crafts	60.00
30	300	Janitorial/Cleaning Service	70.00
		Manufacturer	
35	410	• Less than 5 employees	95.00
36	420	• 5 to 10 employees	120.00
37	430	• 11 to 50 employees	170.00
38	440	• More than 50 employees	410.00
40	500	Mobile Home Park	
		• Per unit	6.00
		• Maximum	525.00
		Licenced Premises	
45	600	• Nightclubs, Lounges	250.00
46	610	• Pubs	250.00
50	615	Photographers	80.00
55	700	Professional Practitioners	110.00

CATEGORY	FEE CODE	CLASSIFICATION	FEE
60	810	Retail	
61	820	<ul style="list-style-type: none"> • Wholesale - 93 m² or less 	90.00
62	830	<ul style="list-style-type: none"> • 93 m² or less including fuel sales 	110.00
63	840	<ul style="list-style-type: none"> • Over 93 m² 	110.00
64	850	<ul style="list-style-type: none"> • Over 93 m² including fuel sales • Farmers' Market 	140.00
			100.00
65	910	Rental Accommodations	
		<ul style="list-style-type: none"> • Boarding, Lodging, Bed & Breakfast 	
		- Per bed	4.00
		- Minimum	60.00
66	920	<ul style="list-style-type: none"> • Apartment, Hotel, Motel 	
		- Per unit	6.00
		- Minimum	70.00
67	930	Campground - No Recreation	70.00
68	931	Campground - Recreation	80.00
70	1000	Service and Repair	85.00
75	1100	Salesperson	90.00
80	1105	Salon - Barber, Beauty	85.00
90	9999	Unclassified	85.00



DISTRICT OF COLDSTREAM MUNICIPAL POLICY

No. PLD36

Title	MOBILE BUSINESSES AND FARMERS' MARKETS ON DISTRICT PROPERTY		
Purpose of Policy	To establish appropriate procedures and requirements for the use of District property for mobile vendors and farmers' market associations.		
Approved By	Municipal Council	Date	May 8, 2017
Supersedes	n/a	Prepared by	Planning Technician
POLICY STATEMENT	This policy is subject to any specific provision of the Local Government Act, Community Charter, or other relevant legislation or Union Agreement.		

POLICY CONTEXT

This policy sets out the procedures and requirements for the use of District property for mobile vendors and farmers' markets through a Licence of Occupation agreement between the District and the business or organization. This policy is intended to be used in cooperation with the District's Zoning Bylaw, Business Licence Bylaw, Licence of Occupation Delegation Bylaw and Fees and Charges Bylaw.

The objectives of this policy are to: create opportunities for the business community; enhance public access to local food and agricultural products; ensure appropriate siting and pleasing aesthetics of mobile vendors and farmers' markets; mitigate liability to the District; and help ensure public safety.

The use of District Public Space may be permitted for mobile vendors and farmers' markets in the following locations, as shown in Schedule A:

- Kal Beach (a specific location has not yet been determined);
- Creekside Park;
- Lavington Park;
- Sovereign Park;
- Women's Institute Hall; and,

This policy does not apply to the use and enjoyment of parks and recreation facilities consistent with the designed purpose of such parks and facilities for which other forms of authorization (under bylaw or policy) may or may not be required.

POLICY DEFINITIONS

Business Licence A licence issued under District of Coldstream Business Licence Bylaw No. 1021, 1990 as amended.

District of Coldstream ("District") The municipality of the District of Coldstream, a body corporate represented by the current elected Council and staff, authorized to implement this policy and associated bylaws.

Farmers' Market	Means a facility providing for the retail sale of locally produced agricultural and craft products. The facility may be operated within a building or outdoors, and on a temporary or permanent basis. Non-local products may be sold at a farmers market but the predominant feature of the market should be a selection of locally produced goods. A farmers market may be governed by separate local, provincial or national bodies that have restrictions greater than those outlined in this bylaw
Licence Area	Means the physical space to which a Licence of Occupation applies.
Mobile Food Business	Means a business that sells or offers for sale any food and/or beverage from a Mobile unit.
Mobile Business	Means any business operated from a cart, a tent, or a motor vehicle, trailer or cycle as defined and licensed under the <i>Motor Vehicle Act</i> , this includes a Mobile Food Business.
Mobile Business Unit	Means the cart, tent, motor vehicle, trailer or cycle from which the Mobile Business is operated
Parking Space	An area defined as measuring 6 metres in length and 2.8 metres in width which may or may not be marked as a street parking stall, used as a benchmark to establish the sizing of a License Area.
Public Space	Sidewalks, rights of way, boulevards, street parking spaces, parks and parking lots owned or leased by the District of Coldstream, not specifically designed or purposed for the activity applied for under this policy but which may be suitable for temporary occupancy.
Staff	The District of Coldstream's Director of Infrastructure Services, Director of Development Services or designate.
Licence of Occupation ("Licence")	A Licence of Occupation is a legal agreement authorizing the temporary occupation and use of District Public Space for such a period of time and under such terms and conditions as the District determines to be appropriate.

APPLICATION PROCEDURE

1. The applicant shall provide all of the following prior to an application being accepted and considered by Staff:
 - a. A completed Licence application form;
 - b. Proof of a valid and current District Business Licence. A mobile business operating solely under the collective activity of a Farmers' Market organization is exempt from requiring a Business Licence;
 - c. Photograph of the mobile business unit to be used;
 - d. Licence Area site plan showing specifications on the location of the mobile business unit and any accessories (signs if permitted, tables, chairs, flower baskets, umbrellas, awnings, garbage and recycle receptacles, etc.);
 - e. Payment of the Licence fees in accordance with the District's Fees and Charges Bylaw.

INSURANCE AND THIRD PARTY APPROVALS

2. Applicants must provide proof of liability insurance coverage which meets the minimum following requirements:
 - a. Inclusive limit of \$2,000,000 and Comprehensive General Liability Coverage;
 - b. Cross Liability Clause;
 - c. District of Coldstream shown as an additional insured under the liability component of coverage;
 - d. Regional District of North Okanagan shown as an additional insured under the liability component of coverage (if necessary);
 - e. Proof that the coverage cannot be cancelled or any provisions changed or deleted unless thirty days' prior written notice is given to the District by the Insurer.
3. Applicants must obtain all the necessary applicable approvals and permits from the District, Interior Health and other relevant or applicable licensing or regulatory agencies for the specific Licence Area in which they are proposing to engage. Proof of this may be required as part of the Licence approval process.

REVIEW AND ACCEPTANCE

4. Applications will be reviewed by Staff to ensure they are complete and meet policy intent. Staff may conduct a site visit as part of the review process. Applications not meeting the requirements of this policy or viewed by Staff as inappropriate may be rejected.
5. Once approval in principle is granted by Staff, the applicant must complete a Licence agreement.
6. Licences will not be approved for any applicant requiring but not in possession of a valid and current District Business Licence or having outstanding accounts with the District.
7. The District retains the right to deny any Licence or revoke any permission granted under this policy at any time where it is found that the Licence or permission is creating difficulties deemed unacceptable to the District.
8. If an application is refused by Staff, applicants may request that Council reconsideration of the application in accordance with the District's Licence of Occupation Delegation Bylaw.

CONDUCT OF LICENCE AREAS

9. Mobile business shall not operate from or on any Public Space unless provided for under a Licence agreement under this policy, a specific authorization by the District, or are stopped for a period of time not exceeding 15 minutes.
10. Mobile businesses are permitted to operate between the hours of 7:00 am and dusk and must be removed from the Licence Area when not in use.
11. Mobile business units and Licence Areas shall be maintained at all times in good, tidy and sanitary condition and the standard of appearance must always be aesthetically pleasing.
12. Mobile business unit operators shall provide proper waste and recycling receptacles and be responsible for removal of all garbage to ensure the cleanliness of the Licence Area and adjacent area.
13. Mobile business units operators shall provide their own power and water source. Generators used to provide power are only permitted if they do not create a disturbance.

14. A Licence Area shall not use any music or voice amplifying device and shall not disturb the quiet enjoyment of persons in the neighbourhood or vicinity.
15. All sidewalks and rights of way adjacent to the Licence Area must be kept free and clear of obstruction and open to pedestrian access at all times. Placement of any furnishings within the Licence Area associated with the mobile vending shall not impede pedestrian access and through traffic (such as table, chairs, flower baskets, umbrellas, etc.).
16. A Licence Area and operation of a mobile vending unit shall not restrict or interfere with the ingress or egress of adjacent property owners or with adequate access by fire, police, ambulance or District personnel vehicles.
17. Licencees shall exercise the greatest care in the use and occupation of Licence Areas and adjacent areas and shall provide a competent and trustworthy adult who will be responsible for observing the rules and regulations governing the use of the Licence Area.
18. Mobile business units must be staffed and open for business at all times when parked in a Licence Area.
19. Overnight storage of a mobile vending unit and/or associated furnishings is prohibited.
20. No third party signage is permitted, except upon pre-printed umbrellas.

SITING

21. Parking Space for a Licenced mobile business shall not exceed two (2) parallel parking stalls (or portion thereof) or three (3) angled parking stalls (or portions thereof) if such Parking Space is required on a street.
22. A Licence Area may not be permitted where, in the opinion of Staff, it may interfere with safe vehicle and pedestrian movements or in a location where visibility or safety is deemed an issue, unless appropriate traffic control measures and third party approvals are in place.
23. Mobile businesses shall not be permitted to operate:
 - a. adjacent to or upon Highway 6 or 97;
 - b. within 25 metres of an existing permanent food establishment (measured from the primary entrance to the establishment to the mobile business unit), unless written agreement from the food establishment is provided to the District;
 - c. within 150 metres of a special event or festival, unless written agreement from the event coordinator is provided to the District;
 - d. within 10 metres from any intersection, crosswalk or bus stop and residentially zoned areas.
24. Service windows of mobile business units shall be oriented towards the sidewalk; service windows that face the street are not permitted.
25. On-street parking spaces will not be reserved for mobile vending units and will be open for public use when a mobile business unit is not present.
26. Mobile business units are exempt from hourly parking limits on District highways (where applicable).

TERM AND RENEWAL

27. Licences granted are effective between the dates of April and November 1st each year unless otherwise specified.
28. Licences may be issued for a maximum of three years, renewable and payable annually, and pending applicability.
29. To annually renew, an applicant must submit before April 1st:
 - a. Payment of the established fee;
 - b. Proof of a current and valid Business Licence or Business Licenses in the case of a Farmers' Market organization;
 - c. Proof of current and valid liability insurance coverage as outlined in section 6;
 - d. A declaration that the terms of the Licence will remain strictly adhered to.
30. An annual renewal may be granted provided that:
 - a. The design, location, and intent of the Licence Area remain the same as the previous year;
 - b. Any structures, vehicles, accessories, apparatus' and signs associated with the Licence are maintained and in good repair;
 - c. The District has received no justifiable complaints.
31. The District shall withhold the issuance of a renewal Licence if the Licence Area is not maintained in attractive and safe condition.

FEES FOR LICENCES OF OCCUPATION

32. All Licensees are required to pay an established Licence application fee as set by Council in the Fees and Charges Bylaw.
33. All Licensees are required to pay an established monthly rental fee for the use of the Public Space as set by Council in the Fees and Charges Bylaw.
34. All Licence fees are in addition to required Business Licence Fees (if applicable) per the District's Business Licence Bylaw.



Map 1: Creekside Park MFV Parking Area



Photo 1: Creekside Park MFV Parking Area



Map 2: Lavington Park MFV Parking Area



Photo 2: Lavington Park MFV Parking Area along School Road (MFV parking area 1)



Photo 3: Lavington Park MFV Parking Area along Lavington Way (MFV parking area 2)



Map 3: Sovereign Park MFV Parking Area



Photo 4: Sovereign Park MFV Parking Area



Map 4: Women's Institute Hall MFV Parking Area



Photo 5: Women's Institute Hall MFV Parking Area north side of Kalamalka Road