

**VILLAGE OF PEMBERTON  
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

**Agenda** for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, March 2, 2021, at **2:30 p.m.** in Council Chambers, 7400 Prospect Street. This is Meeting No. 212.

*"This meeting is being recorded as authorized by the [Village of Pemberton Video Recording & Broadcasting of Electronically Held Council, Committee, and Board Meetings](#)"*

**\* All Council and Staff will be attending the meeting electronically. Instructions to view the meeting can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/86914282097>**

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Item of Business	Page No.
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	1
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. ADOPTION OF MINUTES</b>	
<b>a) Committee of the Whole Meeting No. 211, Tuesday, February 16, 2020</b>	2
<b>Recommendation:</b> THAT the minutes of the Committee of the Whole Meeting No. 211, held Tuesday, February 16, 2021, be adopted as circulated.	
<b>4. 2021 Budget Session #3 – Tax Implications</b>	5
<b>Recommendation:</b> THAT the Committee of the Whole provide direction to Staff with respect to any changes to the 2021 Draft Budget as presented.	
<b>5. Review of Business Licence Fees for Cannabis-Related Businesses</b>	21
<b>Recommendation:</b> THAT the Committee of the Whole provide direction on business licence fees for cannabis retail stores and cannabis production facilities.	
<b>6. ADJOURNMENT</b>	

**VILLAGE OF PEMBERTON  
-COMMITTEE OF THE WHOLE MEETING MINUTES-**

**Minutes** for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, February 16, 2021, at 1:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 211.

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**ATTENDING:** Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Leah Noble  
Councillor Amica Antonelli  
Councillor Ryan Zant

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance  
Lisa Pedrini, Manager of Development Services  
Tom Csima, Manager of Operations/Projects  
Robert Grossman, Fire Chief  
Laura Murphy, Project & Research Coordinator  
Gwendolyn Kennedy, Legislative Assistant

**PUBLIC:** 0

**MEDIA:** 1

***Please Note: This meeting was held electronically, and all members of Council, Staff and Public attended through electronic means. A recording of the meeting was made available to the public & media.***

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**1. CALL TO ORDER**

At 1:00 p.m. Mayor Richman called the February 16, 2021 Committee of Whole meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

**2. APPROVAL OF AGENDA**

**3. BUSINESS ARISING FROM IN CAMERA MEETING**

**4. ADOPTION OF MINUTES**

**a) Committee of the Whole Meeting No. 210, Tuesday, February 2, 2020**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 211, held Tuesday, February 2, 2020, be adopted as circulated.

**CARRIED**

At 1:02 p.m. Lena Martin, Manager of Finance, joined the meeting.

## **5. 2021 Draft Budget Information - Session #2**

Lena Martin, Manager of Finance, presented the revised 2021 Operating, Approved Capital and Project Budgets which includes the projects approved at Budget Session No. 1 held on February 2, 2021 as well as some new projects identified since then.

### **Administration:**

Sheena Fraser, Manager of Corporate & Legislative Services, provided information on the two legislative software systems under consideration, ICOMPASS and eSCRIBE. The annual fee for eSCRIBE is \$7,900 which is more than the annual fee for ICOMPASS; as such, the budgeted amount has been increased for budget purposes. Fraser noted that both programs are similar in nature; however, eSCRIBE offers options that would support and improve efficiency which is why the program has been added for consideration. Staff is still researching which program will be best suited for the Village's needs.

Lisa Pedrini, Manager of Development Services, joined the meeting at 1:08 p.m.

### **Development Services:**

Ms. Pedrini presented information on the proposed cloud permitting system that would facilitate remote file review, improve accuracy of records, improve information access and facilitate tracking of permit status, and reduce in-person meetings. The annual cost is \$5,000.

Ms. Pedrini left the meeting at 1:10 p.m.

Tom Csima, Manager of Operations/Projects, joined the meeting at 1:10 p.m.

### **Public Works/ Parks:**

Ms. Martin noted two additional COVID – 19 Grant eligible projects added to the budget; an Off-leash Dog Park and additional IT hardware for Public Works.

### **Water and Sewer:**

Mr. Csima presented information on the water and sewer projects and the new Operations projects, all of which are essential to maintaining service levels or to meeting Provincial monitoring requirements. A Pump Head and Motor Replacement for Well #3 was added to the project list. Water Rates show zero increase and Sewer Rates show a \$40,000 overall budget increase. Sewer Reserve has been reallocated to Sewer Projects up to \$160,000.

Mr. Csima left the meeting at 2:03 p.m.

**General Budget Discussion:**

Discussion focused on concerns that maintaining tax increases at a level that does not cover operational costs will lead to depletion of reserves and necessitate larger tax increases in subsequent budgets. Ms. Martin noted that tax implications of the draft budget will be discussed at Budget Session No. 3 advising that keeping tax increases below costs again this year will have an impact on future budgets.

Furthermore, the anticipated asset management review will expose any shortfalls in reserves that will likely have tax implications.

Moved/Seconded

**THAT** the following new projects be added to the 2021 Draft Budget:

<b>Department</b>	<b>Project</b>
Development Services	<ul style="list-style-type: none"><li>• Online Cloud Permit Software (Annual Fee) – COVID-19 Grant</li></ul>
Public Works/Parks	<ul style="list-style-type: none"><li>• Off-leash Dog Park – COVID-19 Grant</li><li>• IT Hardware – COVID-19 Grant</li></ul>
Water	<ul style="list-style-type: none"><li>• Well #3 Pump Head &amp; Motor Replacement</li></ul>

**CARRIED**

Staff will prepare the tax implications for presentation at Budget Session No. 3 scheduled for Tuesday, March 2<sup>nd</sup>.

**5. ADJOURNMENT**

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 2:24 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** March 2, 2021  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** 2021 Budget Session #3 – Tax Implications

**PURPOSE**

To present to the Committee of the Whole the draft 2021 Budget for review and comment.

**BACKGROUND**

At the Regular Council Meeting No. 1529, held Tuesday, December 8, 2020 Council approved the 2021 budget deliberation schedule This is the third of three sessions scheduled which will focus on the 2021 Operating, Project and Capital Expenses - TAX IMPLICATIONS.

**DISCUSSION AND COMMENTS**

This is the third opportunity the Committee has to review the 2021 Budget as prepared through consultation with the Village Department Managers. In Budget Session #2, taxes were shown with **1.8%** tax increase and Non-Market Change of \$75,477, balancing the budget. Council asked Staff to bring back tax implications for 2, 4, 6 and 8% tax increases, showing the effect of those increases on an average properties per Assessment Class.

Non-Market Change Report (NMC) for 2021 shows an average change in assessment value of 9.97% (**Appendix A**). Some classes show higher change while others show lower change, than the average. Those properties that show growth higher than average will see an increase in taxes, and properties that show growth lower than average will see a decrease in taxes, **with a 0% tax increase.**

Average Assessment Change by Class from prior year

01 - Residential	11.32%
02 - Utilities	0.66%
05 - Light Industry	3.19%
06 - Business And Other	3.90%
08 - Rec/Non Profit	-5.85%
09 - Farm	-7.44%
S.644LGA/398VC government	-4.57%

Total Roll Assessment – All Classes 2020	\$ 942,131,365
Total Roll Assessment – All Classes 2021	\$1,036,060,163
Average Change - 9.97% (NMC 5.21%, Market 4.76%)	

## Tax Implications

Tax Implications for the average property owner from the Completed tax roll **with a 0% tax increase** due to Assessment Value Change;

<b>Residential</b>		<b>2020</b>	<b>2021</b>	<b>Tax Change</b>
		<b>Assessment</b>	<b>Assessment</b>	<b>\$</b>
House	Poplar (H)	800,000	869,000	\$ 54.98
House	Laurel Street (H)	792,000	864,000	\$ 59.97
House	Hemlock (H)	932,000	1,001,000	\$ 46.95
House	Pinewood (H)	1,121,000	1,219,000	\$ 79.02
House	Greenwood (H)	1,202,000	1,220,000	\$ (46.07)
House	Elmwood (H)	1,062,000	1,058,000	\$ (70.60)
Duplex	Laburnum (H)	763,000	820,000	\$ 39.21
Townhouse	Flint Street (TH)	377,900	388,700	\$ (6.76)
Townhouse	Park Street (TH)	573,600	590,900	\$ (8.90)
Townhouse	Laurel Street (TH)	546,000	563,000	\$ (7.67)
Townhouse	Vine (TH)	603,000	621,000	\$ (9.64)

<b>Light Industry</b>				
Industry	Highway 99	559,700	501,800	\$ (411.43)
Industry	Venture Place	926,700	998,200	\$ 173.51

<b>Commercial</b>				
Business	Downtown	424,000	424,000	\$ (58.02)
Business	Downtown	2,336,000	2,337,000	\$ (316.30)
Business	Downtown	3,232,700	3,176,800	\$ (631.31)
Business	Industrial Park	333,000	383,000	\$ 123.41
Business	Industrial Park	513,400	579,200	\$ 152.12
Business	Industrial Park	725,800	787,500	\$ 109.19
Business	Industrial Park	1,992,000	1,912,600	\$ (540.94)

<b>Rec/Non-Profit</b>				
	Downtown	350,600	368,600	\$ 5.71

<b>Farm</b>				
	Downtown	539,091	564,091	\$ 4.76

A shift of New Development and Market Sales for 2021 shows above average assessment values for larger residential homes resulting in higher taxes, lower assessment change and taxes are noted for residential townhouses and downtown businesses.

Tax Implications for the average property owner from the Completed tax roll **with a 1, 2, 4, 6 and 8% tax increase, in addition to assessment change** is shown below:

Residential		Assessment	1%	2%	4%	6%	8%
House	Poplar	\$ 54.98	\$ 13.05	\$ 26.11	\$ 52.21	\$ 78.32	\$ 104.42
House	Laurel Street	\$ 59.97	\$ 12.98	\$ 25.95	\$ 51.91	\$ 77.86	\$103.82
House	Hemlock	\$ 46.95	\$15.04	\$30.07	\$60.14	\$90.21	\$120.28
House	Pinewood	\$ 79.02	\$18.31	\$36.62	\$73.24	\$109.86	\$146.48
House	Greenwood	\$ (46.07)	\$18.32	\$36.65	\$73.30	\$109.95	\$146.60
House	Elmwood	\$ (70.60)	\$15.89	\$31.78	\$63.57	\$95.35	\$127.13
Duplex	Laburnum	\$ 39.21	\$12.32	\$24.63	\$49.27	\$73.90	\$98.53
Townhouse	Flint Street	\$ (6.76)	\$5.84	\$11.68	\$23.35	\$35.03	\$46.71
Townhouse	Park Street	\$ (8.90)	\$8.88	\$17.75	\$35.50	\$53.25	\$71.00
Townhouse	Laurel Street	\$ (7.67)	\$8.46	\$16.91	\$33.83	\$50.74	\$67.65
Townhouse	Vine	\$ (9.64)	\$9.33	\$18.66	\$37.31	\$55.97	\$74.62
<b>Light Industry</b>							
Industry	Highway 99	\$ (411.43)	\$25.63	\$51.25	\$102.51	\$153.76	\$205.01
Industry	Venture Place	\$ 173.51	\$50.98	\$101.95	\$203.91	\$305.86	\$407.81
<b>Commercial</b>							
Business	Downtown	\$ (58.02)	\$14.33	\$28.66	\$57.32	\$85.98	\$114.63
Business	Downtown	\$ (316.30)	\$78.98	\$157.96	\$315.92	\$473.88	\$631.84
Business	Downtown	\$ (631.31)	\$107.36	\$214.72	\$429.45	\$644.17	\$858.89
Business	Industrial Park	\$ 123.41	\$12.94	\$25.89	\$51.77	\$77.66	\$103.55
Business	Industrial Park	\$ 152.12	\$19.57	\$39.15	\$78.30	\$117.45	\$156.59
Business	Industrial Park	\$ 109.19	\$26.61	\$53.23	\$106.46	\$159.68	\$212.91
Business	Industrial Park	\$ (540.94)	\$64.64	\$129.27	\$258.55	\$387.82	\$517.10
<b>Rec/Non Profit</b>							
	Downtown	\$ 5.71	\$5.54	\$11.07	\$22.15	\$33.22	\$44.29
<b>Farm</b>							
	Downtown	\$ 4.76	\$8.47	\$16.95	\$33.89	\$50.84	\$67.78

**1% Budget Increase** \$ 18,302  
**2% Budget Increase** \$ 36,604  
**4% Budget Increase** \$ 73,209  
**6% Budget Increase** \$ 109,814  
**8% Budget Increase** \$ 146,418

A review of 2020 tax rates of member municipalities for comparison for an average residential home assessed at \$900,000 is shown below:

	Rate	2020 Taxes	*2021 Tax Increase
<b>Village of Pemberton</b>	<b>1.5628</b>	<b>\$ 1,406.52</b>	<b>1.8%</b>
Whistler	1.558	\$ 1,402.20	4.89% amended to 1.08%
Squamish	2.9735	\$ 2,676.15	6.6% draft
Lillooet	3.9420	\$ 3,547.80	2.9% draft

## Financial Planning

At Budget Session #2, discussion focused on the effect of continued low tax increases that do not match operational cost increases, leading to a depletion of reserves and necessitating larger future tax increases in subsequent annual budgets.

In 2020, at the beginning of the COVID–19 pandemic, Staff presented a Long-Term Financial Information report with a view on Operating Costs/Asset Maintenance Increases, Financing/Debt, Future Capital Expenditures, and Capital Reserves. **(Appendix B)**

For many years, municipalities have been faced with major management challenges. With ever-increasing operating costs, they are called upon to provide more services (i.e. transportation, road networks, leisure services, etc.), while revenues struggle to keep up.

As a result, municipalities are often faced with shrinking flexibility, due to the imbalance between the financial needs of municipalities and the inability to pay. While contributions have helped to rebalance the budget to a certain extent through the implementation of a municipal infrastructure programs, municipalities continue to face major challenges as several grants require payment of at least a third of project funding.

The goal is to provide sufficient services while taking into account taxpayers’ ability to pay while implementing the best financial strategies and financing the most advantageous projects while maintaining a reasonable debt level.

The Village is currently compiling an Asset Management Plan to identify tangible capital assets that are at, or will reach, the end of their useful lives within the planning horizon of the long-term financial plan. The financial model forecasted \$9.8 million in capital expenditures over the next five years (2020-2024 Financial Plan Bylaw). At current reserve levels, the Village will be unable to generate the necessary level of incremental funding for capital expenditures due to constraints of affordability and will rely on debt financing. However, in order to ensure sufficient financing for future capital expenditures, the Village may wish to consider increasing the level of available capital funding through the implementation of a multi-year capital levy.

The Village currently has an average level of long-term debt, however, the Village’s continued focus on infrastructure investment, both reinvestment in existing infrastructure as well as new projects, may increase the borrowing to a level that exceeds the allowable borrowing capacity.

To the extent that the Village chooses to expand the use of debt financing for capital purposes, it may wish to consider doing so in conjunction with the suggested capital levy, with the proceeds of the capital levy used to fund debt servicing costs.



The intent of the financial plan is to demonstrate the need for, and impact of, the above. While the long-term financial plan does not address service level changes, it is important to recognize that services and service levels ultimately drive costs. As the Village expands services, enhances service levels or expands through development, its costs will increase accordingly. Similarly, the ability of the Village to keep taxes low, will need to be accompanied by a corresponding decrease in services and/or service levels.

It should also be noted that for every new tax dollar created by new development, the municipality needs to re-invest in maintaining the new or updated services (Roads, sidewalks, water, sewer, etc.) and amenities (Parks, trails, etc.), which will result in the need for increased taxation. It is also imperative that the non-market tax dollars (from new development/construction dollars), is reinvested in the municipality so that services can be efficiently and effectively delivered to the public rather than utilizing these funds for new opportunities.

In 2021, the Village has seen a shift in revenues as previous years projects complete and tax increases remained low (0 – 2% annually). As such, tax revenues and user fees for services are utilized in operating the annual budget rather than increasing the Capital Reserves required for Future Capital Improvements and Replacement.

The future meetings tentatively scheduled, as approved at the Regular Council Meeting No. 1529, held Tuesday, December 8, 2020 are shown below.

<b>Date</b>	<b>Description</b>
<b>Tuesday, March 16</b>	Public Budget Information Session 2020 review ( <b>prior to Council</b> )
<b>Tuesday, March 16</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Budgeting Session #3 – 2021 Final Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.</li> </ul>
<b>Tuesday, April 13</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>2021 - 2025 Five Year Financial Plan Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings (S.165 <i>Community Charter (CC)</i>)</li> </ul>
<b>Tuesday, April 27</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>2021 - 2025 Five Year Financial Plan Bylaw 4<sup>th</sup> &amp; Final</li> <li>2021 Tax Rates Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings</li> </ul>
<b>Tuesday, May 11</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>2021 Tax Rates Bylaw 4<sup>th</sup> &amp; Final (S.197 CC)</li> </ul>

## **COMMUNICATIONS**

Residents will again be able to participate in the budget process by submitting their questions to the Village at [budget@pemberton.ca](mailto:budget@pemberton.ca). Answers will be summarized and included in the Budget Information Session to be held on Tuesday, March 10, 2021 prior to the Regular Council meeting.

An advertisement was placed in the Pique Newspaper on Thursday, Feb 11, 2021, as well as included in the Village's eNEWS, on the Village Website and Facebook page.

### **LEGAL CONSIDERATIONS**

The development and review of the annual budget meets with the requirements as set out in legislation.

### **IMPACT ON BUDGET & STAFFING**

The development of the annual budget is a component of the day-to-day operations of the Finance Department and has been incorporated into the annual work plan.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The Finance Department coordinates with Managers on each department budget and will move forward with the projects as approved by Council.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

Development of the 2021 draft budget has no impact on the region or neighboring jurisdictions at this time.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** the Committee of the Whole provide direction to Staff with respect to any changes to the 2021 Draft Budget as presented.

### **Attachments:**

**Appendix A:** NMC Roll Comparison by Property Class

**Appendix B:** Five Year Financial Plan 2020-2024 Information Report, dated April 28, 2020

Submitted by:	Lena Martin, Manager of Finance
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

## NMC Roll Comparison by Property Class

2021 Net General Taxable Values  
Completed Roll run on 05/Dec/2020

**Area** 08 - North Shore-Squamish Valley  
**Jurisdiction** 560 - Village of Pemberton

[NMC by Neigh](#)  
[NMC Detail](#)

Property Class	2020 Cycle 10	2021 Completed	NMC Land	NMC Impr	NMC Total	% Chg Due to NMC	% Chg Due to Market	% Chg
Res Vacant	\$71,531,400	\$65,065,700	-\$8,604,000	\$0	-\$8,604,000	-12.03%	2.99%	-9.04%
Res Single Family	\$384,695,600	\$452,847,900	\$17,339,000	\$26,990,900	\$44,329,900	11.52%	6.19%	17.72%
Res ALR	\$10,378,000	\$14,249,000	\$3,466,000	\$0	\$3,466,000	33.40%	3.90%	37.30%
Res Farm	\$462,125	\$22,750	\$0	\$0	\$0	0.00%	-95.08%	-95.08%
Res Strata	\$281,231,000	\$315,515,600	\$12,669,000	\$8,819,400	\$21,488,400	7.64%	4.55%	12.19%
Res Other	\$36,313,900	\$25,759,300	-\$685,000	-\$13,050,000	-\$13,735,000	-37.82%	8.76%	-29.06%
<b>01 - Residential Total</b>	<b>\$784,612,025</b>	<b>\$873,460,250</b>	<b>\$24,185,000</b>	<b>\$22,760,300</b>	<b>\$46,945,300</b>	<b>5.98%</b>	<b>5.34%</b>	<b>11.32%</b>
02 - Utilities	\$15,886,670	\$15,991,850	\$0	\$0	\$0	0.00%	0.66%	0.66%
03 - Supportive Housing	\$0	\$0	\$0	\$0	\$0			
04 - Major Industry	\$0	\$0	\$0	\$0	\$0			
05 - Light Industry	\$10,852,700	\$11,199,300	\$94,800	\$163,700	\$258,500	2.38%	0.81%	3.19%
06 - Business And Other	\$125,858,301	\$130,770,001	\$783,900	\$1,221,500	\$2,005,400	1.59%	2.31%	3.90%
07 - Managed Forest Land	\$0	\$0	\$0	\$0	\$0			
08 - Rec/Non Profit	\$3,771,600	\$3,550,900	\$0	\$0	\$0	0.00%	-5.85%	-5.85%
09 - Farm	\$337,369	\$312,262	-\$25,108	\$0	-\$25,108	-7.44%	0.00%	-7.44%
S.644LGA/398VC	\$812,700	\$775,600	\$0	-\$67,500	-\$67,500	-8.31%	3.74%	-4.57%
<b>Total All Classes</b>	<b>\$942,131,365</b>	<b>\$1,036,060,163</b>	<b>\$25,038,592</b>	<b>\$24,078,000</b>	<b>\$49,116,592</b>	<b>5.21%</b>	<b>4.76%</b>	<b>9.97%</b>

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The numbers on this report will remain static as of the Completed Roll non-market change cutoff date (December 3, 2020).

**Non Market Change (NMC) Reasons (valueBC)**

Note: If there is more than one reason for a property, only one reason will be reported. The following is the hierarchy for reporting and a short description of each.

- Boundary Extension: Jurisdiction change, usually the result of a municipal incorporation or annexation
- Property Class Change: A change in property class i.e. from Residential to Commercial
- Exemption Status Change: A change in exemption status i.e. taxable to non taxable or vice versa
- Additions or Deletions: Adding a new folio or deleting a folio. A subdivision would result in an Add for the new folios and either an Inventory Change or a Deletion of the parent property depending on how the subdivision was processed.
- Inventory Change: A modification of data that is not related to market shifts that will cause a change to the value of a property i.e. new construction
- Zoning Change: Change in property zoning

**Date:** April 28, 2020  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** Village of Pemberton Five Year Financial Plan – Information Report

As defined by the Government Finance Officers Association ('GFOA'), long-term financial planning combines financial forecasting and strategizing and in doing so, allows municipalities to address future issues by developing and evaluating different financial scenarios. More formally, financial planning involves *'the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios and other salient variables'* thereby allowing municipalities to *'align financial capacity with long-term service objectives'*.<sup>1</sup>

#### **Government Finance Officers Association (GFOA) – Best Practices**

Long-term financial planning combines financial forecasting with strategizing. It is a highly collaborative process that considers future scenarios and helps governments navigate challenges and works best as part of an overall strategic plan.

Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables. Further, long-term financial planning is the process of aligning financial capacity with long-term service objectives.

Financial planning uses forecasts to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability in light of the government's service objectives and financial challenges.

A long-term financial plan stimulates discussion and engenders a long-range perspective for decision makers. It can be used as a tool to prevent financial challenges; it stimulates long-term and strategic thinking; it can give consensus on long-term financial direction; and it is useful for communications with internal and external stakeholders.

#### **Key Assumptions**

In projecting the 2020-2024 long-term financial plan, several assumptions were made that reflect the past and future financial environment and trends for the Village. The main assumptions include the following:

- Operating costs will increase at annual rates ranging from a low of 2% to 5%, depending on the nature of the expenditure, with the majority set to a 2% CPI increase.

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<sup>1</sup> Government Finance officers Association, Resources, Best Practices, Long Term Financial Planning, [www.gfoa.org](http://www.gfoa.org)

- Payroll and benefit related costs are projected to increase at a rate of 2% to 5% per year, reflecting anticipated settlements under the Village's collective bargaining agreements, corresponding increases for non – union staff, escalations in benefit costs and other staffing adjustments.
- Transfers to external agencies are forecasted to increase at a rate of 2% per year.
- Water rates will not increase until a water rates review is completed, total sewer user fees will increase annually by \$40,000 in order to build the reserve for future capital expenditures, as part of an Asset Management Plan.
- A 10% Administration Fee will be charged to individual user requests and tasks.
- General Reserve allocation increases will resume in 2021 and be increased by \$54,000 each year for the years 2021 – 2024 as part of an Asset Management Plan.
- General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.

For many years, municipalities have been faced with major management challenges. With ever-increasing operating costs, they are called upon to provide more services (i.e. transportation, road networks, leisure services, etc.), while revenues struggle to keep up.

As a result, municipalities are often faced with shrinking flexibility, due to the imbalance between the financial needs of a municipality and the inability to pay. While contributions have helped to rebalance the budget to a certain extent through the implementation of municipal infrastructure granting programs from both the provincial and federal governments, municipalities still continue to face major challenges as grants often require payment of at least a third of project funding depending on the funding program.

The goal is to provide sufficient services, taking into account taxpayers' ability to pay, while implementing the best financial strategies and financing the most advantageous projects and yet maintaining a reasonable debt level.

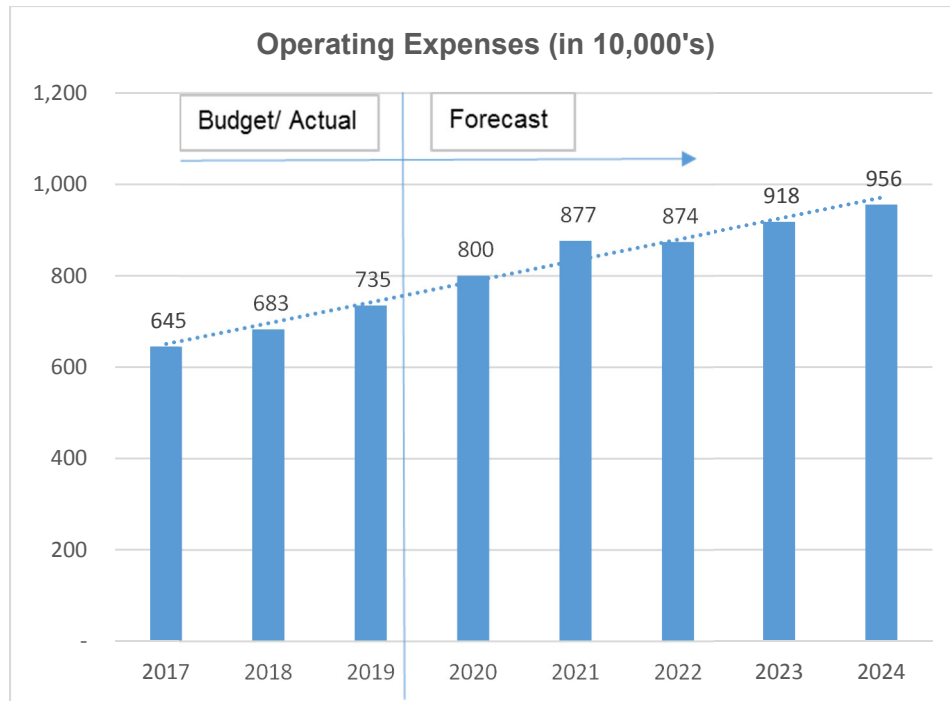
The long-term financial plan represents a forecast of the Village's financial performance and position under a series of assumptions that are documented within the plan. *It is important to recognize that there is a difference between the long-term financial plan and the City's annual financial budgets, with the annual budget being the vehicle for approval of the City's spending and associated funding.*

## **Projected Financial Performance and Position**

### **Operating expenditures**

Total operating expenses for the Village are projected to increase from \$8 million in 2020 to \$9.56 million in 2024, representing an average increase of 4.6% per year.

Salaries and benefits including EI, CPP, WCB, Employee Health Tax (EHT) for Exempt Staff, Union Staff, Non-Union Staff, Council and Volunteer Firefighters increases from \$3.32 million in 2020 to \$4.52 million in 2024 with the potential addition of new Staff in 2021, 2022 and 2024.



\*excludes transfers to Other Governments and non-cash items (amortization)

\*2020 New Service - Recreation

### **Property Tax Strategies**

In establishing tax rates, the Village is required to develop tax ratios, which indicate the proportionate weighting of the various property tax classes as a percentage of the residential tax class (which has a ratio of 1.00000). The determination of tax ratios considers parameters established by the Province of British Columbia. In addition, the Ministry of Municipal Affairs and Housing also sets a ceiling for the maximum allowable rate for Class 2 (Utilities). Rural properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (\*Utility) is set each year as per Sections 5 and 6 of the *Taxation (Rural Area) Act Regulation, BC Reg. 387/82*:

The following table outlines the distribution of taxes between the property tax classes.

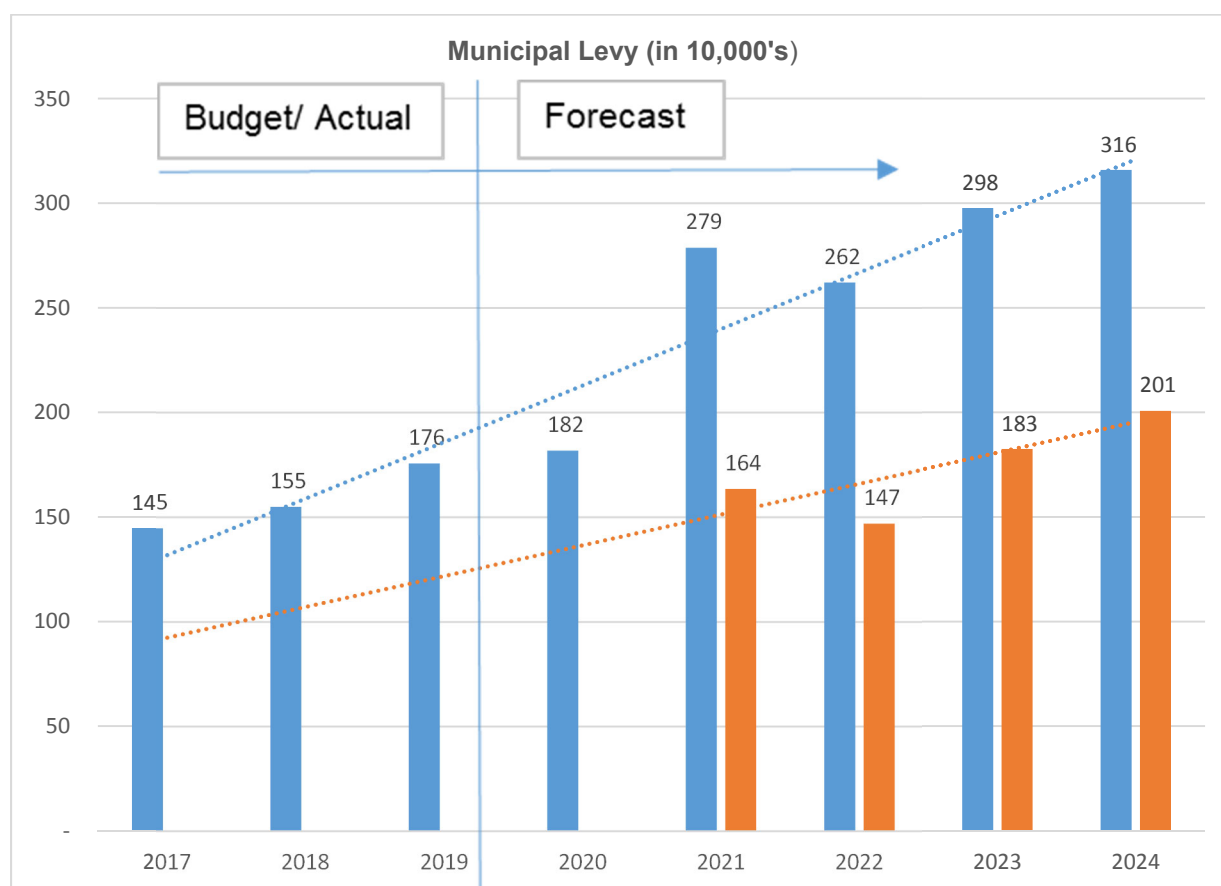
<b>Property Class</b>	<b>Municipal Tax Rates</b>	<b>% of Total Property Assessment Value (\$943,301,365)</b>	<b>% of Total Property Tax</b>
Residential (Class 01)	1.5707	83.22%	67.8%
Utilities (Class 02)	8.8354	0.17%	0.8%
Utilities (Class 02) Rural	3.9400	1.51%	3.1%
Light Industry (Class 05)	5.3405	1.15%	3.2%
Business/Commercial (Class 06)	3.5341	13.51%	24.8%
Rec/Non-Profit (Class 08)	1.5707	0.40%	0.3%
Farm (Class 09)	1.5707	0.04%	0.0%
<b>Total</b>		<b>100%</b>	<b>100%</b>

\* The 2020 Class 2 (Utility) Rural Tax Rate is 3.94 per each \$1,000 of actual value of property. This rate is set each year as per Sections 5 and 6 of the *Taxation (Rural Area) Act Regulation, BC Reg. 387/82* as per Order in Council No. 165 (2011) Village Boundary Extension.

**Range of fairness** – The Province has established limits for tax ratios for non-residential property classes that are intended to ensure that municipalities do not unfairly shift tax burden from residential to non-residential properties through a change in tax ratios.

**Threshold ratios** – In addition to the restrictions imposed by the range of fairness, the Province has also established threshold ratios for non-residential property taxes which preclude municipalities from increasing municipal taxes on property classes where the ratios exceed the threshold ratios. *BC Regulation 329/96* defines a rate ceiling for Class 02 property for 2000 and subsequent years, the regulation states:

- “2. In setting the tax or levy rate for Class 2 property for general municipal purposes, a municipality must not exceed the greater of
  - a) \$40 for each \$1,000 of assessed value, and
  - b) 2.5 times the rate applicable to Class 6 property for general municipal purposes in the municipality for the same taxation year.”



\*Municipal portion of Tax Notice

\*Comparable trend with 2020 Surplus applied to forecast (\$1,152,267)

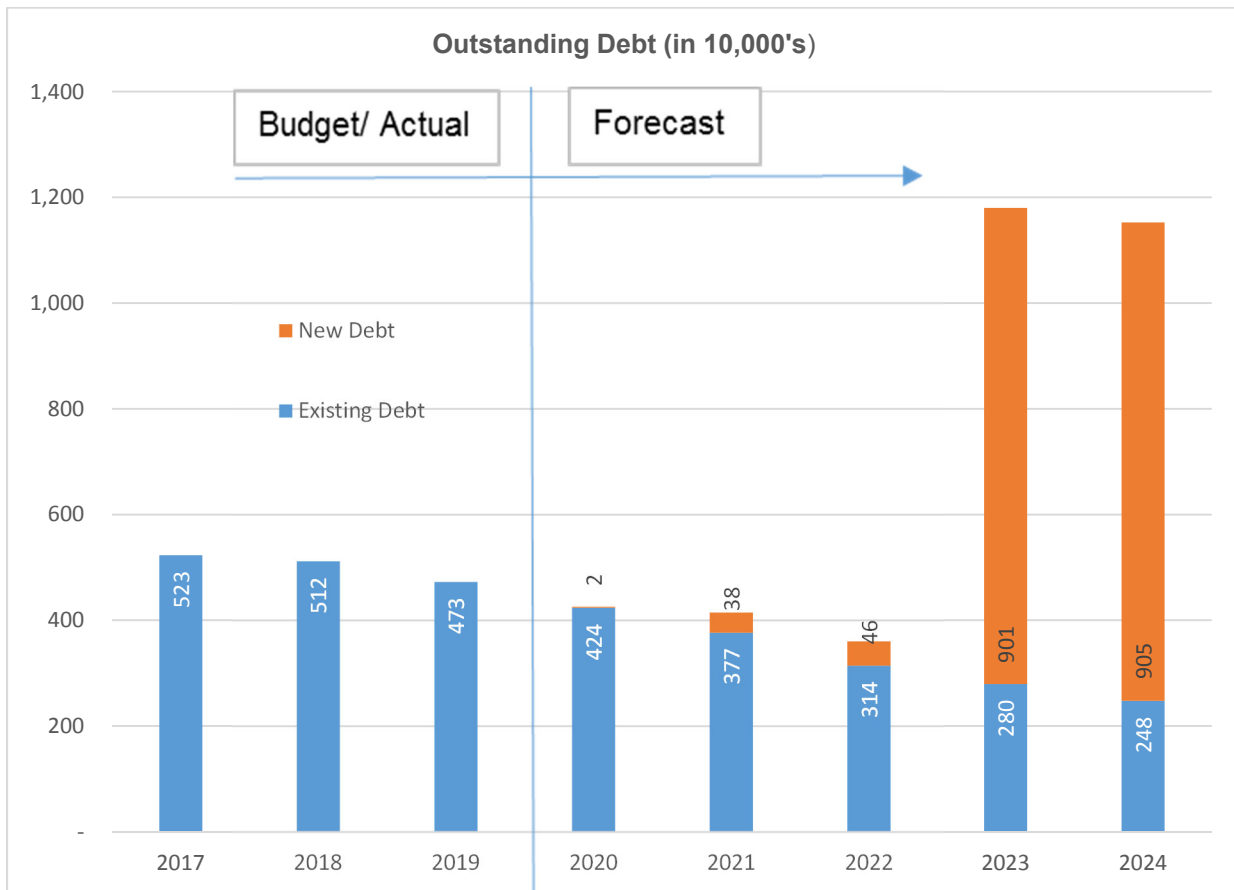
\*Downward trend in Tax Levy with a gradual return to Financial Stability



## Projected Short and Long Term Debt Funding

The Village is projected to have a total of \$4.24 million in outstanding debt at the beginning of the 2020 fiscal year, with an additional \$9.8 million in new debt issued and \$1.39 million in payments over the next five years:

Bylaw Truck	\$40,000
Municipal Hall	\$2,000,000
Fire Hall	\$6,250,000
Fire Truck 50%	\$450,000
Downtown Enhancement Remaining	\$300,000
PW Equipment	\$100,000
PW Equipment	\$150,000
Recreation Truck	\$20,516
Gen Set	\$500,000
<b>Grand Total</b>	<b>\$9,810,516</b>



\*2020 Transfer of Recreation Equipment Debt

\*2021 New Bylaw Truck, Remaining Downtown Enhancement, Public Works Equipment

\*2022 Renew Expired Equipment Leases Final term

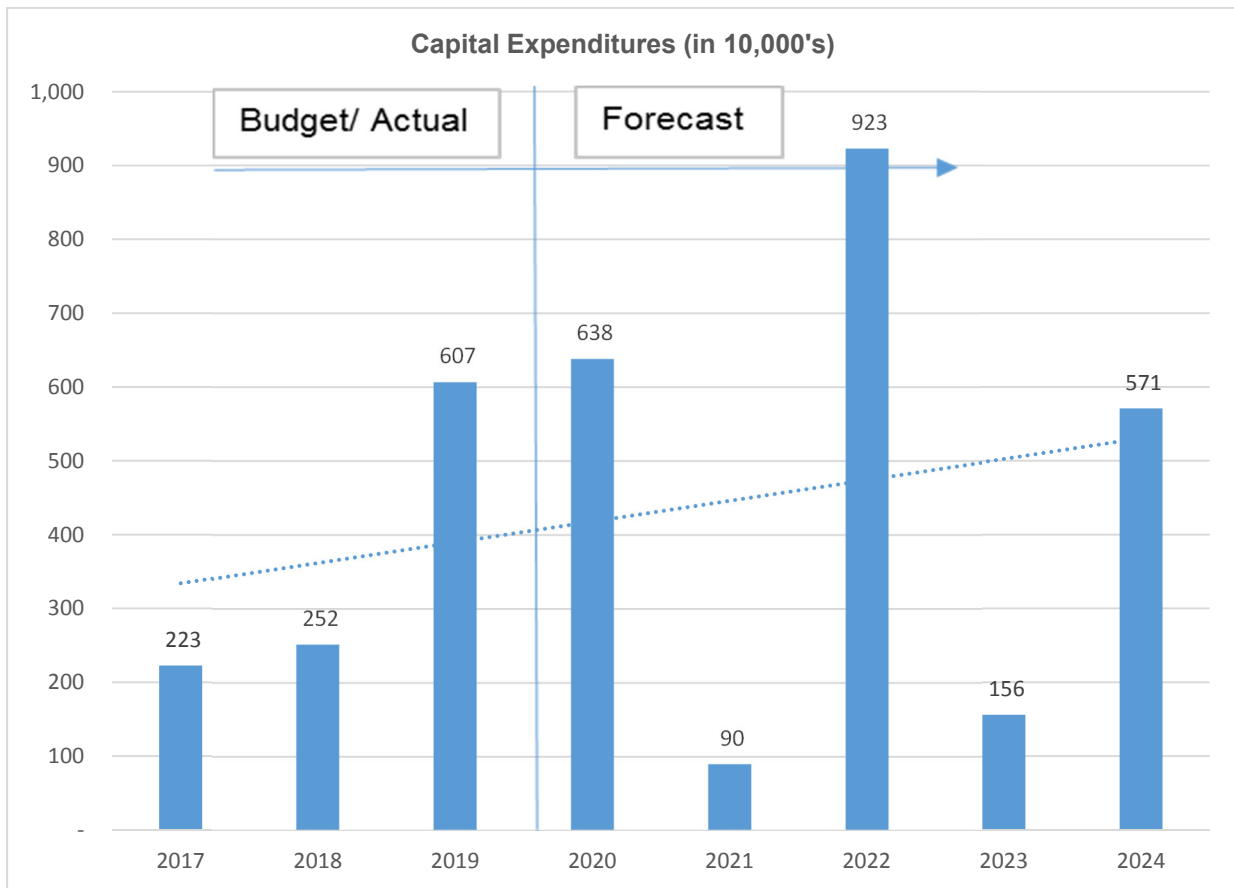
\*2023 New Municipal Hall and Fire Hall, Public Works Equipment, Water Service Equipment

\*2024 New Fire Truck

## Capital Expenditures

The Village is projected to have a total of \$23.78 million in capital, infrastructure and improvements, from 2020 through 2024. Revenues for these expenditures are made up of \$9.8 million in new debt issued, \$5.17 million in grants and contributions, \$5 million in future debt funding (2025), \$0.409 million from other governments (recreation) and \$3.4 million in reserves/taxes:

Capital Expenditures	2020	2021	2022	2023	2024
<b>Admin Department</b>					
Bylaw Truck		40,000			
White Building Paint and Roof Repair		55,000			
E Charging Station			20,000		
Municipal Hall			2,000,000		
<b>Total Admin Department</b>	-	<b>95,000</b>	<b>2,020,000</b>	-	-
<b>Fire Department</b>					
SCBA Replacements	7,500				
Portable Radios, New Recruits	8,232				
IPAD for Engine 1	2,800				
Rope Rescue Training Materials	3,000				
Fire hall Design	20,000				
SCBA Replacements		7,500	7,500	7,500	7,500
Equipment		10,000	10,000	10,000	10,000
Capital Building			6,250,000		
New Fire Truck				900,000	
Used Fire Truck					150,000
<b>Total Fire Department</b>	<b>41,532</b>	<b>17,500</b>	<b>6,267,500</b>	<b>917,500</b>	<b>167,500</b>
<b>Public Works &amp; Parks</b>					
PW Washroom Phase I	25,000				
Farm Road E Trail (Funded)	306,000				
Tiyata Area Sidewalk (Funded)	76,000				
Downtown Enhancements Final (MFA Funded)	300,000				
Soccer Field II (only if funded)	4,224,405				
Farm Road East Paving (DCC)	217,000				
One Mile Lake Swingset (only if funded)	50,000				
PW Equipment		100,000		150,000	
PW Washroom Phase II		45,000			
Boardwalk		150,000			
Frontier Drainage			100,000		
PW Building				100,000	
<b>Total PW/Parks Department</b>	<b>5,198,405</b>	<b>295,000</b>	<b>100,000</b>	<b>250,000</b>	-
<b>Water (Reserves)</b>					
Well 4 Construct	360,000				
Fencing for Reservoir (Benchlands)	45,000				
Chlorine Booster Pump	60,000				
Water Truck w/crane	60,000				
Water Feasibility		100,000			
Fernwood Watermain		150,000			
Water Well Design			500,000		
AC Line Trailer Park				150,000	
Gen Set					500,000
New Well					5,000,000
<b>Total Water Department</b>	<b>525,000</b>	<b>250,000</b>	<b>500,000</b>	<b>150,000</b>	<b>5,500,000</b>
<b>Sewer (Reserves)</b>					
Air Valves (2019 Project)	50,000				
Scada/ 9 Lift Stations/ Software + Radio	50,000				
Confined Space Winch (2019 Project)	11,500				
Outfall NHC initial report/Outfall Cascade	92,133				
Outfall NHC permanent fix - Emergency Fund 20%	200,000				
Liftstation Pump Replace and Rebuild Industrial Park	22,000				
Inflow/Infiltration Study		50,000			
Walnut Lift Station		100,000			
Frontier Drainage			100,000		
Liftstation #1 Move			200,000		
Inflow/Infiltration Repair				200,000	
<b>Total Sewer Department</b>	<b>425,633</b>	<b>150,000</b>	<b>300,000</b>	<b>200,000</b>	-
<b>Total Capital Expenditures</b>	<b>6,190,570</b>	<b>807,500</b>	<b>9,187,500</b>	<b>1,517,500</b>	<b>5,667,500</b>



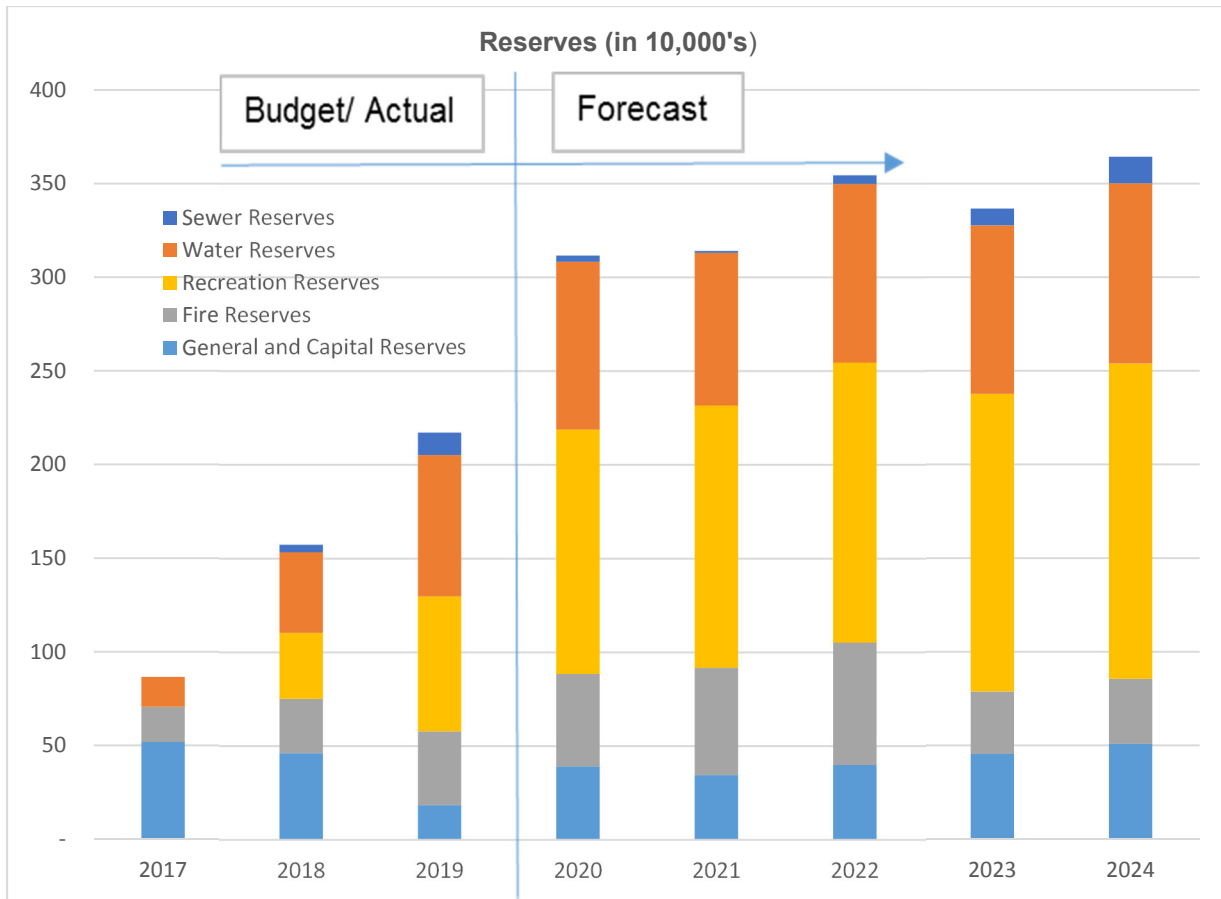
- \*2020 Soccer Field II (only if funded by Grant)
- \*2022 New Fire hall and Municipal Hall (Debt payments start following year)
- \*2024 New Water Well (Debt payments start following year)

**General/Capital Reserve**

The Village is currently compiling an Asset Management Plan to identify tangible capital assets that are at, or will reach, the end of their useful lives within the planning horizon of the long-term financial plan. The financial model forecasts \$23.78 million in capital expenditures over the next five years. At current reserve levels the Village will be unable to generate the necessary level of incremental funding for capital expenditures due to constraints of affordability and will rely on \$9.8 million in debt financing. However, in order to ensure sufficient financing for future capital expenditures, the Village may wish to consider increasing the level of available capital funding through the implementation of a multi-year capital levy.

The Village currently has an average level of long-term debt, however, the Village’s continued focus on infrastructure investment, both reinvestment in existing infrastructure as well as new projects, may increase the borrowing to a level that exceeds the allowable borrowing capacity.

To the extent that the Village chooses to expand the use of debt financing for capital purposes, it may wish to consider doing so in conjunction with the suggested capital levy, with the proceeds of the capital levy used to fund debt servicing costs.



**Summary**

The Five Year Financial Plan represents a forecast of the Village’s financial performance and position under a series of assumptions. It is important to recognize that there is a difference between the long-term financial plan and the annual financial budgets, with the annual budget being the vehicle for approval of the spending and associated funding.

On an annual basis, the long-term financial plan is updated to reflect its actual performance based on the indicators noted above. The updated long-term financial plan will also be used to assist in identifying and evaluating strategies that are intended to enhance financial sustainability and affordability. While contingent upon approval by Council, these strategies could include alternative revenue sources (e.g. user fees for services), debt financing, reserve transfers or expenditure reduction strategies through the rationalization of services and infrastructure through an Asset Management Plan. In addition, as major projects such as the new Municipal/Fire Halls proceed from planning to execution, the long-term financial plan will be updated to reflect the actual costs and associated financing.

The intent of the financial plan is to demonstrate the need for, and impact of, the above. While the long-term financial plan does not address service level changes, it is important to recognize that services and service levels ultimately drive costs. As the Village expands services or enhances service levels, its costs will increase accordingly. Similarly, the ability of the Village to significantly reduce costs will need to be accompanied by a corresponding decrease in services and/or service levels.

**Date:** March 2, 2021  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Gwendolyn Kennedy, Legislative Assistant  
**Subject:** Review of Business Licence Fees for Cannabis-Related Businesses

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### **PURPOSE**

The purpose of this report is to provide updated information regarding business licence fees for cannabis-related businesses for consideration by the Committee of the Whole and to seek direction from the Committee regarding amending the fees established by Business Licence Bylaw No. 855, 2019.

### **BACKGROUND**

At Regular Council Meeting No. 1529, held December 8, 2020, correspondence was received from Doug Benville, COO of Pure Extract Technologies, dated November 26, 2020, requesting that Council reconsider the fees for cannabis-related businesses. In response, Council directed Staff to review the business licence fees for cannabis retail stores and cannabis production facilities, passing the following resolution:

*Moved/Seconded*

***THAT** discussion of business licence fees for cannabis-related businesses be brought to a future Committee of the Whole meeting for review.*

**CARRIED**

A second letter requesting review of cannabis-related business licence fees, from Andrew Elliot, co-founder of Coast Mountain Cannabis, was received at Regular Council Meeting No. 1530, held Tuesday, January 12, 2021. This request for reconsideration of fees coincided with Council's above noted direction in December.

Business licence fees for cannabis related operations were initially discussed at Committee of the Whole Meeting No. 185 on January 22, 2019. The Village's Non-Medical Cannabis Retail Policy, adopted on October 2, 2018, stated that annual business licence fees should be no less than \$1,500. With this fee in mind, the Committee recommended to Council that the Business Licence Fees be established as follows:

- Cannabis production businesses, standard: \$5,000
- Cannabis production business, micro: \$2,500
- Cannabis retail: \$5,000

These fees were incorporated into an updated Business Licence Bylaw which was brought forward for Readings in February 2019.

It should be noted that the Non-Medical Cannabis Retail Policy (**Appendix A**) was subsequently amended at the Regular Council Meeting No. 1517, held June 16, 2020, and the recommended business licence fee has been removed.

Setting business licence fees for cannabis-related businesses was new territory for local governments in 2019. Fees were intended to ensure recovery of costs that included establishing the regulatory and administrative frameworks for these new business types, reviewing business licence applications and conducting inspections, ongoing bylaw enforcement of zoning, business licence and smoking bylaws, and any other municipal costs associated with the businesses. As only two cannabis retail stores were to be permitted, the Village would need to set the fees high enough to ensure cost recovery for this business type from the collection of only two licence fees each year, should full cost recovery be the objective.

At the same time, Staff recommended that the Committee consider setting fees for cannabis production facilities to align with fees for cannabis retail stores, as fees specific to production facilities had not yet been established. The recommended and adopted fees are shown in **Table 1**.

**Table 1. Cannabis Retail and Production Business Licence Fees, Recommended & Adopted**

<b>Business Licence Type</b>	<b>Suggested Application Processing Fee</b>	<b>Suggested Annual Licence Fee</b>	<b>Approved Application Processing Fee (2019)</b>	<b>Approved Annual Licence Fee (2019)</b>
Cannabis Retail	\$1,000	\$3,000	\$1,000	\$5,000
Cannabis Production - Standard Cultivation and/or Production	NA	\$3,000		\$5,000
Cannabis Production – Micro-Cultivation and/or Production	NA	\$1,500		\$2,500

An application processing fee of \$1,000 was included for cannabis retail store applications as the application process is more comprehensive than that of other business types. Additionally, retail store applications include a referral component from the Province, necessitating referrals, public consultation and advertising at the Village's expense.

An application fee was not set for cannabis production businesses as this type of operation does not require public consultation or referrals. A distinction was made between standard and micro cannabis producers to align with the federal licences.

Council adopted Business Licence Bylaw No. 855, 2019, on February 19, 2019, and was amended in November 2019 and again in November 2020. The consolidated version of the

Business Licence Bylaw is attached as **Appendix B**. The fees established in 2019, which have not been adjusted since adoption, are shown in **Table 2**.

**Table 2. Business Licence Annual Fees, Business Licence Bylaw No. 855, 2019**

Business Licence Fee, Resident & Non-Resident	\$ 150
<b>Business Licence Fees, Specific</b>	
Community Event	\$ 150
Farmers' Market	\$ 300
Street, Park, Mobile or Temporary Vendor	\$ 300
Short-Term Vacation Rental	\$ 300
Special Event	\$ 100
Vending Machine	\$ 150
Cannabis Retail Store	\$5,000
Cannabis Production, Standard	\$5,000
Cannabis Production, Micro	\$2,500

## **DISCUSSION & COMMENTS**

### **Cost Recovery**

Quantifying the costs that cannabis retail stores and production facilities may impose on the Village is a challenge due to the lack of local data and lack of research by other municipalities. Two reports, considered below, provide some useful information.

A 2018 report by the City of Surrey (Cannabis Legalization: An Evolving Framework) looked at the experience in the US and found that when tax revenue is excluded from the calculation, the costs of regulation, education, and enforcement of cannabis-related businesses far exceeds the revenues generated by business licences and enforcement (City of Surrey, 2018, p. 41). The City of Seattle determined the cost of administering a cannabis retail business licence to be \$4,000 annually while the licence fee is \$1,500, resulting in an annual deficit of \$2,500. There are arguments, however, that such a deficit is offset by the economic benefits to the community, and the balance of costs and benefits needs to be considered in setting licence fees.

The District of Mission completed a review of business licence fees and costs in 2018 and proposed a fee structure based on 50% cost recovery, assigning business to one of six categories, with annual fees ranging from \$250 to \$10,000. Cannabis-related businesses were assigned to the highest cost category. The most significant costs were identified as police, fire, and crime prevention. Other costs included engineering, planning, economic development, support services and overhead. The fee structure was not adopted but provides an interesting perspective on how a cost recovery approach would impact licence fees for all businesses. The District of Mission currently charges \$5,000 for cannabis retail stores and \$148 for other businesses.

While 100% cost recovery is probably not a realistic objective, some costs that were incurred by the Village with the addition of business licences for cannabis retail stores and cannabis production facilities should be considered. These include development of the Non-Medical Cannabis Retail Policy which guided amendment of Zoning Bylaw No. 832, 2018, to allow cannabis retail stores in the downtown commercial (C-1) zone. Costs including Staff time, advertising, and public consultation were incurred and in the case of the zoning amendment were

not recoverable as the rezoning was not developer initiated. Further costs were incurred for the amendment of the Business Licence Bylaw.

A common approach by municipalities has been to require business licence applicants to take on the rezoning costs themselves. By initiating the rezoning in-house (both in the Village core and at the Industrial Park in 2014), the Village incurred these costs instead of passing it on to business licence applicants.

### **Cannabis Retail Stores**

In 2019, Staff presented a comparison of fees charged by other municipalities as a starting point for discussion. The 2019 information is reproduced in **Table 3** with 2021 information and additional municipalities included.

**Table 3.** Comparison of Business Licence Fees for Cannabis Retail Stores, 2019 and 2021

Municipality	2019		2021	
	Application Fee	Annual Fee	Application Fee	Annual Fee
Lillooet	\$25	\$160 +	\$25	\$160 +
Whistler	No cannabis retail stores permitted.			
Squamish	NA	\$5,000	NA	\$5,000
City of North Vancouver	\$6,500	\$3,691	\$6,500	\$3,691
Victoria	NA	\$5,000	NA	\$5,000
Vancouver	\$60	\$33,097	\$60	\$33,958
Kamloops	\$1,600	\$5,000	\$1,600	\$5,000
Nanaimo	NA	\$ 165	NA	\$165
Nelson	NA	\$2,500	NA	\$2,500
Prince Rupert	\$ 5,000	\$2,500	\$5,000	\$2,500
Dawson Creek	\$100	\$2,500	\$700	\$625
Salmon Arm	\$1,000	\$ 150 +	\$1,000	\$150 +
Gibsons	NA	\$ 160 +	NA	\$160 +
Vernon	\$5,000	\$2,000	\$5,000	\$2,000
Duncan	\$300 + costs + community contribution	\$100	\$300 + costs + community contribution	\$100
PEMBERTON	NA	NA	\$1,000	\$5,000



Municipality	2019		2021	
	Application Fee	Annual Fee	Application Fee	Annual Fee
Penticton	NA	NA	\$2,500	\$185
Maple Ridge	\$500	\$5,000	\$500	\$5,000
Summerland	\$1,500	\$400	\$1,500	\$400
New Westminster	NA	NA	\$5,618.16	\$2,863
Revelstoke	NA	NA	\$3,000	\$200
Township of Langley	NA	NA	\$60	\$5,000
Mission	NA	NA	NA	\$5,000
Chilliwack	NA	\$10,000	NA	\$10,000
Abbotsford	NA	\$2,500	NA	\$2,500

As can be seen in **Table 3**, there is little consistency in licence fees. Vancouver's annual fee is set at \$33,958 while fees ranging from \$5,000 to \$10,000 are found in Victoria, Squamish, Kamloops, Langley, Mission, and Chilliwack. Fees of less than \$5,000 but more than \$2,000 are found in North Vancouver, Nelson, Prince Rupert, New Westminster, and Abbotsford. Dawson Creek charges \$625 and Gibsons, Duncan, Penticton, Revelstoke, and Nanaimo each charge less than \$500. Whistler does not currently permit cannabis retail stores but a recent Pique Newsmagazine article indicates that looking at non-medical cannabis retail and licencing is on the 2021 work plan. In some cases, development fees such as rezoning, development permits, and temporary use permits add significantly to start-up costs.

Of the local governments surveyed (**Table 3**), only one, the City of Dawson Creek, has reduced fees after a trial period. The City found no additional costs from cannabis businesses and dropped the annual licence fee from \$2,500 to \$625 to align with the licence fee for liquor establishments. At the same time, the City raised the application fee from \$100 to \$700 to cover the cost of staff time in reviewing applications. These changes were not prompted by complaints but were initiated by Council as it was their intention to review fees after a trial period.

The City of Penticton changed proposed fees after review but before implementation. The City initially favoured a \$2,500 application fee and a \$5,000 annual licence fee for cannabis retail stores, but on further review, settled on a \$2,500 application fee and the standard business licence fee of \$185.

### **Cannabis Production Facilities**

**Table 4** provides a comparison of fees from several municipalities.

**Table 4.** Comparison of Business Licence Fees for Cannabis Production Facilities, 2019 and 2021

Municipality	Annual Licence Fee in 2019	Annual Licence Fee in 2021
Lillooet	\$102	\$102
Whistler	\$165	\$190
Squamish	\$200- \$400	\$200- \$400
North Vancouver	\$3,691	\$3,691
Dawson Creek	\$2,500	\$625
Kamloops	\$493	\$493
Chilliwack	Same as manufacturing licence fees.	Same as manufacturing licence fees.
Abbotsford	\$5,000	\$5,000
Mission	\$148	\$148
Langley Township	\$5,000	\$5,000
Revelstoke	NA	\$1,000
PEMBERTON	NA	\$5,000 (standard) / \$2,500 (micro)
Penticton	\$185	\$185
Maple Ridge	\$5,000	\$5,000
Gibsons	\$160 +	\$160 +

As with fees for retail stores, there is a mixed approach for production facilities, with some municipalities setting fees in the range of \$1,000 to \$5,000, and others relying on their standard business licence fees. Whistler currently permits only one cannabis production facility and charges the standard business licence fee of \$190. The variability in fees likely reflects the dearth of information regarding the impact of cannabis production facilities on municipal costs.

While concerns are emerging with respect to the public health and environmental impacts of cannabis production and processing facilities, currently these issues are subject to federal and provincial regulation and monitoring. Metro Vancouver, which has been delegated the authority to regulate air quality, is currently considering regulatory options to address the concerns and has published a Cannabis Production Regulation Discussion Paper that describes the risks and proposes solutions (Metro Vancouver, 2019). Of primary concern is the emission of volatile organic compounds known as terpenes (Gaica Waste Revitalization, 2020; Lee-Anderson, 2018; International City/County Management Association (ICMA), 2018). These odour-producing molecules can form harmful ground-level ozone and fine particulate matter that have been linked to health issues including nausea, fatigue, liver damage and cancer (Helmer, 2019). Research

regarding the potential impacts on the atmosphere and on worker health is ongoing (Russell, 2020).

### **Status**

The Village has collected business licence fees from two cannabis retail stores and from four cannabis production facilities since the current fees were established in 2019, for a total of \$27,500, and has recouped the initial costs incurred during establishment of the regulatory framework. Going forward, business licence fees should reflect the application costs and the ongoing costs imposed by these businesses. Application costs include application review, fire and building inspections, and review of fire safety plans, which involve more Staff time than inspections of other business types due to the complexity of the requirements established by legislation. Cannabis retail store applications include advertising and public consultation costs.

No additional on-going costs have been identified for these business types since 2019. However, should bylaw enforcement staffing levels permit, some additional costs related to enforcement of Smoking Regulation Bylaw No. 848, 2019, may be expected, as well as yearly inspections to ensure the operator is meeting the requirements set out through legislation. As this is not yet quantifiable, Staff is suggesting that business licence fees be reduced to the standard licence fee of \$150, with application fees of \$1,000 for cannabis production facilities and \$1,000 plus advertising and public consultation costs for cannabis retail stores. It should be noted that these fees will be effective beginning 2022 for current license holders and new applicants.

### **COMMUNICATIONS**

There are no communications considerations at this time.

Should direction be given to prepare an amendment to the Business Licence fees pursuant to section 59 (2) of the *Community Charter* there is a requirement to provide notice of the Village's intention to amend the Business Licence Bylaw and to provide an opportunity for persons who consider they are affected by the Bylaw to make representation to Council on the matter. In this regard, notice would be posted in the Pique Newsmagazine, on the Village Facebook Page and in the eNEWS.

### **LEGAL CONSIDERATIONS**

Section 194 of the *Community Charter* gives local governments the authority to impose a fee payable in respect of the exercise of authority to regulate, prohibit, or impose requirements.

### **IMPACT ON BUDGET & STAFFING**

Research and writing of this report have been incorporated into the 2021 workplan and accommodated during regular staff time and therefore has no impact on budget or staffing.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

As this is an information report in which direction is being sought there are no interdepartmental impacts or approvals required at this time.

## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

A review of business licence fees has no impact on other jurisdictions.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **RECOMMENDATIONS**

**THAT** the Committee of the Whole provide direction on business licence fees for cannabis retail stores and cannabis production facilities.

## **ATTACHMENTS:**

**Appendix A:** Non-Medical (Recreational) Cannabis Retail Policy DEV-011

**Appendix B:** Consolidated Business Licence Bylaw No. 855, 2019

Prepared or Submitted by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

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# Non-Medical (Recreational) Cannabis Retail Policy

Department:	<u>Development Services</u>	Policy No.:	<u>DEV-011</u>
Sub-department:	<u>Planning</u>	Created By:	<u>Lisa Pedrini</u>
Approved By:	<u>Council</u>	Amended By:	<u>Joanna Rees</u>
Approved Date:	<u>2 October 2018</u>	Amendment:	<u>16 June 2020</u>
Meeting No.:	<u>1477</u>	Meeting No.:	<u>1517</u>

## POLICY PURPOSE

The *Non-Medical (Recreational) Cannabis Policy* identifies the requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. In particular, the policy establishes the jurisdiction, definitions, policy related to land use and zoning and includes Village requirements related to the business licence application requirements and approval procedures.

## JURISDICTION

The jurisdiction and roles of the regulatory authorities and the proponent in the review and approval of recreational cannabis retail businesses are generally described as follows:

- **Government of Canada** - In accordance with BILL C-45 *Cannabis Act*, the federal government has created a plan for regulating Cannabis and sets standards for health and safety, actions that are illegal or criminal and aspects of regulation that are the responsibility of the provinces.
- **Province of British Columbia** – In accordance with the *Cannabis Control and Licencing Act (CCLA)*, the provincial government has established a legislative framework and full regulatory framework on how products will be sold to consumers. The Act describes general rules relating to cannabis; licensing; special rules (i.e., possession limits, personal cultivation, consumption in public, minors), enforcement and training. Certain additional regulatory powers are enabled for local governments and regional districts.
- **Village of Pemberton** –The Province has established that local governments may further restrict certain elements of non-medical (recreational) cannabis retail sales. Criteria that local governments will be able to address include, but are not limited to, the following:
  - Zoning and Land Use (including distance requirements from public uses and other cannabis-related operations);
  - Operational Requirements (business hours of operation and security features);
  - Storefront and Signage limitations, including the display of products;
  - Business Licence Regulations; and
  - Public Consumption.
- **Applicants** - Applicants for a private non-medical cannabis retail store licence must make application through the provincial Liquor and Cannabis Regulation Branch.

## OBJECTIVES

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- To permit the legal and controlled sale of non-medical (recreational) cannabis within the Village of Pemberton.
- To encourage locations that integrate with the surrounding land uses.
- To only permit cannabis retail use in the Town Centre Commercial (C-1) Zone.
- To restrict the maximum number of cannabis retail businesses to two (2).
- To establish distance requirements from public facilities to minimize impacts and influences on minors and other vulnerable populations.
- To indicate the process by which the Village will make decisions with respect to potential application referrals from the Province and how the views of nearby residents will be gathered.

## DEFINITIONS

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**Applicant** means a company or organization proposing to operate a non-medical (recreational cannabis) retail business in the Village of Pemberton.

**Non-Medical Cannabis** means a cannabis plant used for recreational purposes. Cannabis has the same meaning as in the *Cannabis Act* (Canada), subject to any prescribed modifications.

**Distance Requirement** means the minimum distance measured horizontally from the subject property of the proposed non-medical cannabis retail business for notification.

**Vulnerable Populations** means children and youth under the age of nineteen (19), people with mental health problems, pregnant women, and other socio-economically disadvantaged populations.

## POLICY

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### 1. Licencing Referrals and Notification

- The provincial *Liquor and Cannabis Regulation Branch* (LCRB) will be responsible for licencing non-medical (recreational) retail businesses. A cannabis retail licencing regime similar to the current licencing regime for liquor has been established whereby licence applications must be initiated with the LCRB, before being referred to the Village of Pemberton. Refer to **Appendix A – Cannabis Retail Application Process**.
- When an application is received, the LCRB will notify the local government where the proposed store will be located. Upon receiving notice, the Village of Pemberton can:
  - Choose not to make a recommendation (which ends the licence application as the LCRB is not able to issue a licence unless the local government gives a positive recommendation); or
  - Choose to make comments and recommendations on an application, based on the views of nearby residents.

- Council will make their recommendation based in part on the views of nearby residents. Views of nearby residents will be gathered by mailing or otherwise delivering a written notification to properties within 100 metres of the proposed non-medical (recreational) cannabis retail business location and by placing notices in the local newspaper following the regulations set out in section 94 of the *Community Charter*. The notice will invite property residents/property owners to send in comments and/or attend a meeting where a decision to recommend the application be supported will be considered. This notification will be done for each and every application referred to the Village by the LCRB.
- If the views of nearby residents are supportive, the Village may send a positive recommendation to the LCRB, and the application will continue to be processed by the Province.
- If the views are not supportive, the Village may not send a positive recommendation to the LCRB and the application will be halted.

## 2. Application Referral Review Fee

- The Village of Pemberton will charge a review fee payable by the Applicant per referral.

## 3. Land Use and Zoning

- The Village of Pemberton Zoning Bylaw No. 832, 2018 prohibits medical cannabis dispensaries in all zones.
- In order for non-medical (recreational) cannabis retail sales to be permitted in the Village of Pemberton, the Village adopted a Zoning Amendment (Amendment Bylaw No. 847, 2018; adopted October 16, 2018) to permit non-medical (recreational) cannabis retail in the Town Centre Commercial (C-1) Zone, under certain Conditions of Use.
- A maximum of two (2) non-medical (recreational) cannabis retail businesses will be permitted to operate in the Town Centre Commercial (C-1) Zone at any one time.

## 4. Conditions of Use - Distancing Requirements

- Locations for non-medical (recreational) cannabis retail businesses must be at least one hundred and fifty (150) meters away from the following public uses:
  - Community Centres and Youth Centres
  - Libraries
  - Licenced Daycares
  - Playgrounds and Playing Fields
  - Schools
  - Skate Parks/Bike Parks and any other locations frequented by minors not including the Downtown Barn, Pioneer Park, Fougberg Park or the Pemberton & District Museum.
- A map showing the distancing requirements (buffers) is attached as **Appendix B**.

## 5. Operational Requirements

- Operational Requirements for non-medical (recreational) cannabis retail businesses shall be determined by the Village of Pemberton Business Licence Bylaw, as amended or replaced from time to time.

## 6. Business Licence Fee and Requirements

- A non-medical (recreational) cannabis retail business must obtain a Village of Pemberton Business Licence before operating their business.
- Business Licence requirements for non-medical (recreational) cannabis retail businesses shall be determined by the Village of Pemberton Business Licence Bylaw, as amended or replaced from time to time.

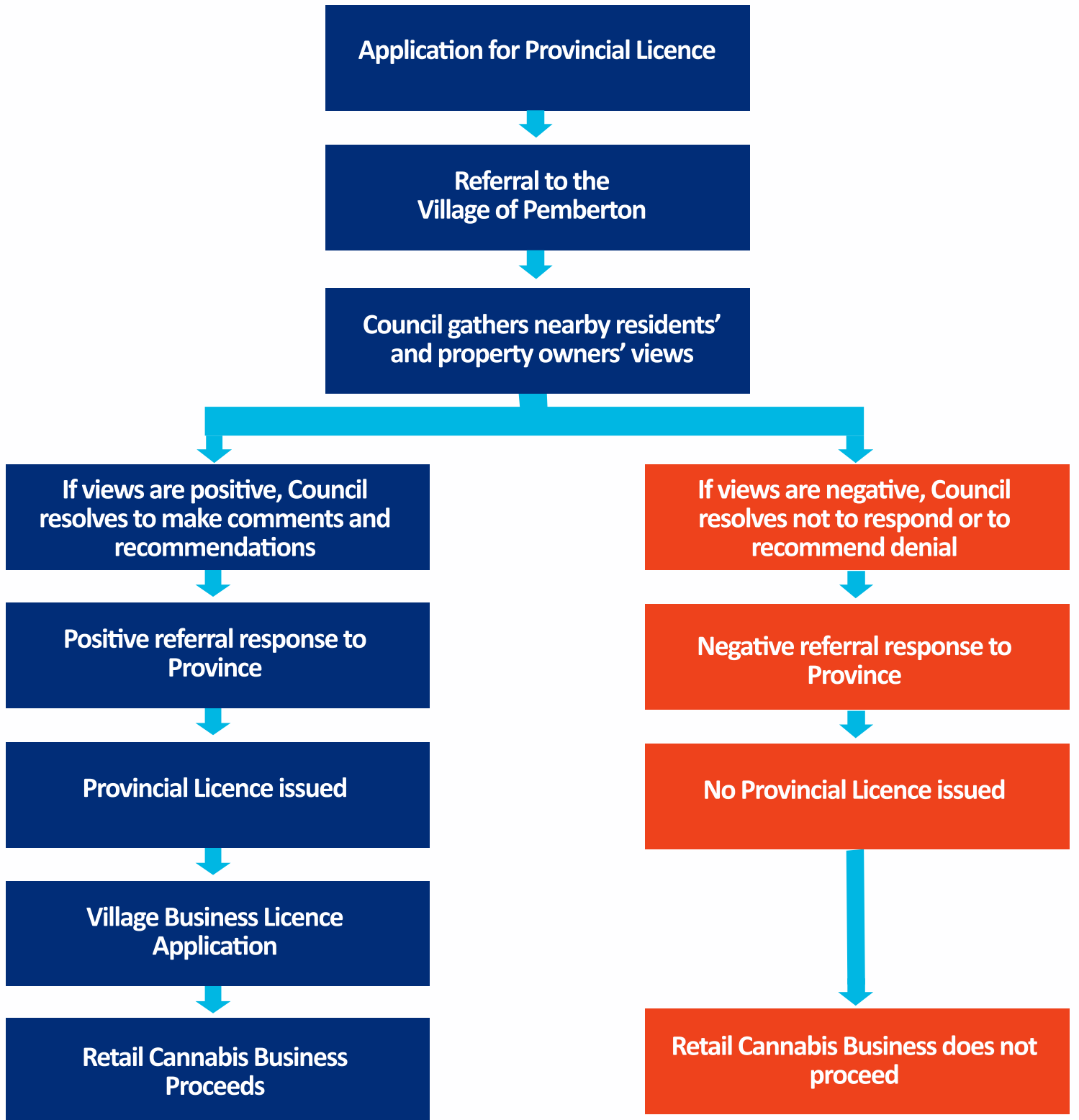
## 7. Signage

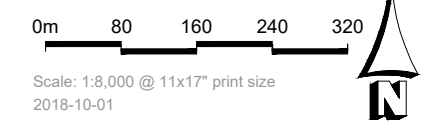
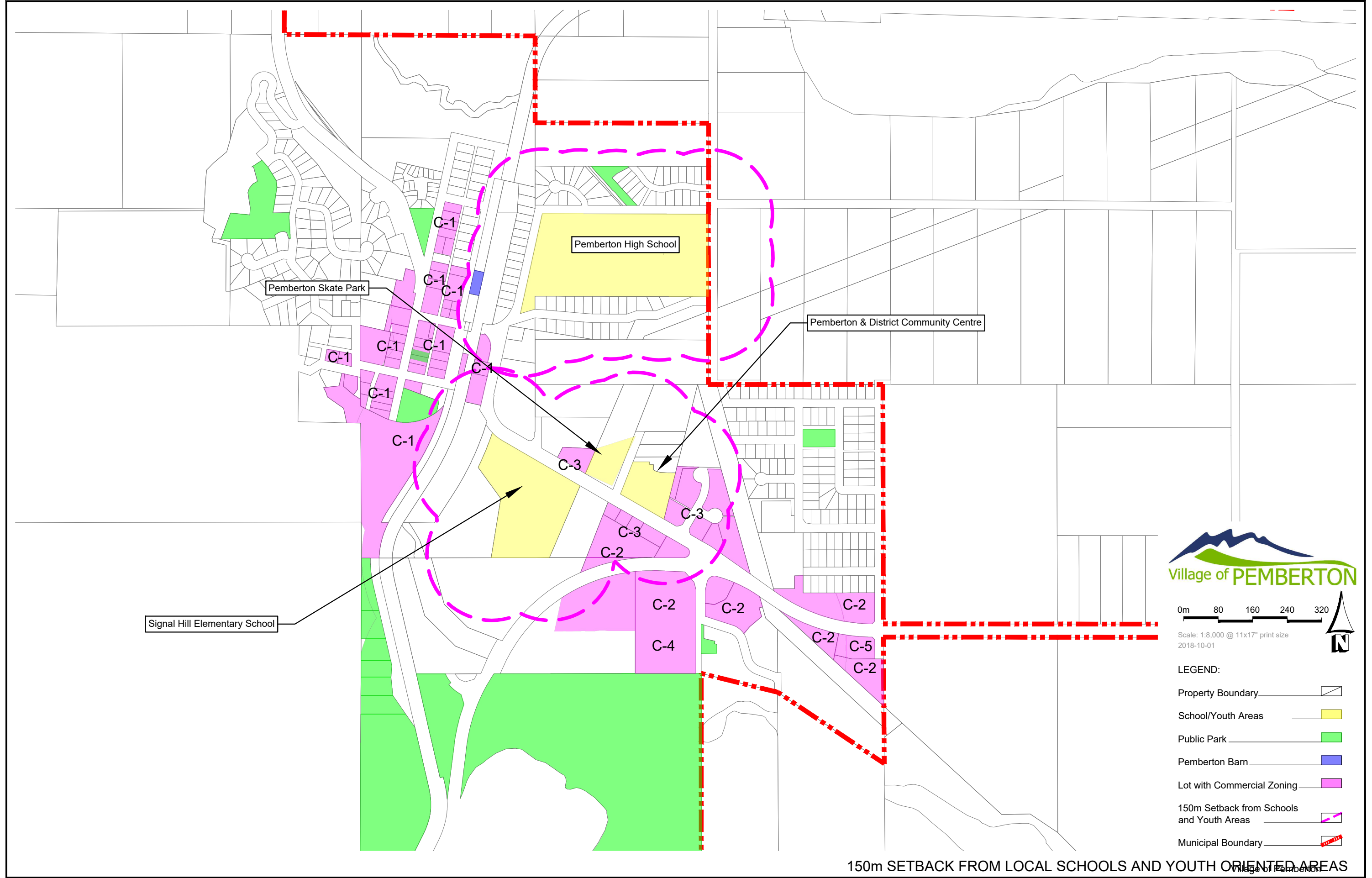
- Signage Requirements for non-medical (recreational) cannabis retail businesses shall be as determined by the Village of Pemberton Sign Bylaw, as amended or replaced from time to time.





# Non-Medical (Recreational) Cannabis Retail Licence Application Process





LEGEND:

Property Boundary	
School/Youth Areas	
Public Park	
Pemberton Barn	
Lot with Commercial Zoning	
150m Setback from Schools and Youth Areas	
Municipal Boundary	

150m SETBACK FROM LOCAL SCHOOLS AND YOUTH ORIENTED AREAS

# BUSINESS LICENCE BYLAW

## VILLAGE OF PEMBERTON

### BYLAW No. 855, 2019

#### CONSOLIDATED VERSION



#### **LAST OFFICE CONSOLIDATION: December 16, 2020**

This document is an office consolidation of the Village of Pemberton Business Licence Bylaw No. 855, 2019 (adopted February 19, 2019) and subsequent amendments adopted by Village Council.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application that original bylaw should be consulted.

The Village of Pemberton will, in no event, be liable or responsible for damages of any kind arising out the use of this consolidation.

This is not the official version of the Village of Pemberton Business Licence Bylaw No. 855, 2019, nor is it admissible in a court of law. For such purposes, official certified copies can be obtained from the Village Office or by contacting us at: [admin@pemberton.ca](mailto:admin@pemberton.ca).

## List of Amending Bylaws

<b>BYLAW NO.</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>ADOPTED</b>
<b>871, 2019</b>	Part 2 Part 13 Part 19 Schedule A	Definitions Refusal, Suspension or Cancellation Business Licence Exemptions FEES	November 19, 2019
<b>890, 2020</b>	Part 2 Part 5 Part 6 Part 8  Part 9 Part 10  Part 12 Part 13  Part 14  Part 16 Part 17 Part 19 Part 20 Part 24 Fee Schedule	Definitions Application for Business Licence Issuing of a Business Licence Transfer or Change of Business Licence at the Request of the Business (Renaming) Period of Business Licence Business Licence Fees (deleted and Replaced) Renewal of Business Licence Refusal, Suspension or Cancellation of a Business Licence Street, Park, Mobile or Temporary Vending Community Events Special Events Business Licence Exemptions Farmers' Market Penalties Schedule A Replaced	November 3, 2021

## VILLAGE OF PEMBERTON

## BYLAW No. 855, 2019

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**Being a bylaw to Provide for Licencing of Businesses in the Village of Pemberton**

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**WHEREAS** pursuant to Section 59 of the *Community Charter*, Council is empowered to regulate in relation to business;

**AND WHEREAS** Council is empowered to provide for granting of business licences, to fix and impose licence fees and regulate certain trades, occupations and businesses in the Village of Pemberton;

**NOW THEREFORE**, the Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS**:

**PART 1: CITATION**

1.1. This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Bylaw No. 855, 2019”.

**PART 2: DEFINITIONS**

2.1. In this Bylaw:

***Bed and Breakfast*** means the accessory use of a detached dwelling for tourism accommodation in which a maximum of two (2) bedrooms of an owner-occupied detached dwelling are available as tourism accommodation.

***Business*** means engaging in a trade, occupation, profession, commercial or industrial activity or an undertaking of any kind; and engaging in a trade, occupation, profession, commercial or industrial activity or any undertaking of any kind, but does not include an Employee, or an activity carried on by the Provincial Government, by corporations owned by the Provincial Government or by agencies of the Provincial Government.

***Business Licence*** means a licence issued pursuant to this Bylaw.

***Business Licence Fee*** means the annual fee as set out in Schedule ‘A’.

***Business Name*** means the name, words, trademark, and/or symbol which a Business uses to identify, indicate or advertise the Business.

***Bylaw Enforcement Officer*** means a *person* appointed to that position for the Village by the Chief Administrative Officer.

**Cannabis** has the same meaning as in the *Cannabis Act (Canada)*, subject to any prescribed modifications.

**Cannabis Production** means the processing, packaging, testing, destroying, storing or shipping cannabis, or any combination of these, as authorized by a licence issued under Government of Canada regulations.

**Cannabis Retail** means the retail sale of non-medical (recreational) cannabis for consumption off-premises, as authorized under the *Cannabis Control and Licensing Act* (British Columbia).

**Community Charter** means the *Community Charter*, S.B.C., c26.

**Community Event** means a public event occurring within the Village of Pemberton, is sponsored by a bona fide recognized nonprofit organization or a governmental organization and includes but is not limited to parades, festivals, celebrations and displays.

**Community Group** means a type of group or organization that is created and operates for a specific purpose or to provide a specific service in a community for the public benefit of the members of the community but does not hold society status. (*Amendment Bylaw No. 871, 2019*)

**Corporate Officer** means the Corporate Officer of the Village.

**Council** means the Municipal Council of the Village.

**Employee** means a *person* who is on the payroll record of a Business, which holds a *business licence*, for which Government of Canada payroll tax deductions are levied by the Business regarding that individual *person*, and shall also include a *person* who obtains no less than 85% of their yearly income from one Business only.

**Farmers' Market** means an open air or fully or partly covered market for retail sales of agricultural products, artisan crafts and locally prepared foods and beverages sold directly by farmers and artisans to consumers, where a minimum of 60% of the products sold are agricultural products.

**FOIPPA** means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 c.165.

**Food Truck** has the same meaning as set out in the Village of Pemberton Zoning Bylaw as amended or replaced from time to time. (*Amendment Bylaw 890, 2020*)

**Independent Contractor** for the purposes of this Bylaw means an individual person who is contracted by the Village to provide services to facilitate a specific recreation program or assist with a short-term project or event and works as required. (*Amendment Bylaw No. 871, 2019 & Amendment Bylaw No. 890, 2020*)

**Licence Inspector** means the *person* from time to time duly appointed by the Chief Administrative Officer as Licence Inspector for the Village of Pemberton.

**MTI Bylaw** means the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, and as amended from time to time or superceded.

**Non-Profit Organization** means a club, society, or association that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit. (*Amendment Bylaw No. 871, 2019*)

**One-Stop Business Registration** means the Provincial Government's online initiative which enables a Business to register with multiple public agencies in one step.

**Owner** means any person who is the registered owner as indicated in the records of the Kamloops, British Columbia Land Title Office, and includes any *person* in actual or apparent possession of Real Property under a lease, licence or other agreement and includes any authorized representative of the aforesaid.

**Person** means an individual, corporation, partnership or party, and the personal or legal representatives of a *person*, to whom the context can apply according to law.

**Premises** means stores, offices, warehouses, factories, buildings, houses, enclosures, yards or other places occupied, or capable of being occupied, by a Business entity for the purpose of carrying on a Business.

**Provincial Government** means the government of the Province of British Columbia.

**Real Property** means land, with or without improvements so affixed to the land as to make them in fact and law part of it.

**Resident Business** means a business carried on, in or from premises within the municipality;

**Non-Resident Business** means a business, other than a resident business, carried on within the municipality or with respect to which any work or service is performed within the municipality;

**Off-Street Parking** means the use of private land for the parking of motor vehicles other than on a highway.

**Principal Residence** means the dwelling where an individual primarily lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical

Services Plan documentation, driver's licenses, personal identification, vehicle registration and utility bills.

**Safety Standards Act** means the *Safety Standards Act* S.B.C. 2003 c.39.

**Secondary Suite** means a separate dwelling unit which is completely contained within a detached dwelling, which meets the requirements of the *BC Building Code*, and is subordinate in size, extent or purpose to the residential principal building on the lot upon which the *secondary suite* is located.

**Short-Term Vacation Rental Operator** means a *person* who owns or operates a *Short-Term Vacation Rental*.

**Short-Term Vacation Rental** means the use of a dwelling unit, or a portion of a dwelling unit, for *tourism accommodation*, but does not include Bed and Breakfast establishment, Bed and Breakfast Inn, Hostel, Motel or Hotel as these establishments are defined in the Village of Pemberton Zoning Bylaw No. 832, 2018.

**Special Event** means a Business involving short term or temporary events, performances, concerts, exhibitions, entertainment or concessions that, except as provided otherwise in the bylaw, does not exceed seven (7) days with the calendar year and includes but is not limited to retail sale, auction, Trade Show, flea market, craft fair, circus or carnival.

**Special Event Bylaw** means the Village of Pemberton Special Event Bylaw No.750, 2014, and as amended from time to time or superceded.

**Temporary Commercial Vendor** means a Business which offers for sale from a stationary vehicle, mobile store or temporary stall that is not part of a permanent use on the lot, goods, other than food items for immediate consumption, otherwise permitted to be sold in the zone in which the vehicle or stall is located. **(Amendment Bylaw No. 890, 2020)**

**Ticket Information** means a municipal ticket information issued accordance with the Municipal Ticket Information Bylaw.

**Trades Contractor** means a Business Type that provides service in a trade that is designated by the Advanced Education Industry Training Authority of the Province of British Columbia as a trade within which it is mandatory that journey *persons* hold a valid 'Certificate of Qualification' to practice their trade and apprentices must be registered through an apprenticeship agreement.

**Tourism Accommodation** means the use of land, buildings, or structures for providing temporary commercial lodging by visitors for a period not to exceed thirty (30) consecutive days or 182 days in a twelve (12)-month period, and specifically excludes Residential occupancy by any *person* other than the owner and short-term vacation rental unless specifically permitted in this Bylaw.



**Vending Machine** means any machine or device operated mechanically or otherwise by inserting a coin, token or slug, or operated by credit or debit card, for the sole purpose of selling or dispensing any goods, wares, merchandise, or dispensing refreshments, confections and food, tobacco products, detergents and machines or devices providing a service but does not include clothes washers/dryers.

**Village** means the Village of Pemberton.

### **PART 3: ADMINISTRATION**

3.1. The Licence Inspector is hereby appointed to administer and carry out the provisions of this bylaw.

3.2 Words defining responsibilities and authority shall be construed to be an internal administration direction and not as creating a duty.

### **PART 4: AUTHORITY**

4.1. The Licence Inspector is authorized to grant, issue, transfer, suspend or cancel a *business licence* as herein provided or refuse to grant, issue or transfer a *business licence*;

4.2. All Premises from which an applicant for a *business licence* proposes to carry on or conduct any Business in respect of which a *business licence* is required to be held pursuant to this Bylaw, shall comply with all relevant Bylaws of the Village before a *business licence* is granted; and the applicant shall upon request produce such certificates or letters of approval as may be required by Federal, Provincial or Village authorities with respect to the Business.

4.3. The Licence Inspector may only issue a *business licence* if the *business licence* Fee as set out in schedule 'A' has been paid.

4.4. The Licence Inspector may require confirmation of approval, in a form satisfactory to the Licence Inspector, from the Ministry of Health, R.C.M.P. or the Village Fire Department respecting a *business licence* application and in such cases the Licence Inspector must not issue a *business licence* until he has received such approvals. A *business licence* holder shall immediately notify the Licence Inspector of any suspension or cancellation for any such approvals and the License Inspector may suspend the *business licence* pending reinstatement of such approvals.

4.5. A *business licence* issued under this Bylaw is not a representation or acknowledgement by the Village to an applicant or holder of a *business licence* that the proposed Business complies with any or all applicable laws or other enactments.

4.6. A *person* carrying on a business within the Village must at all times comply:

- a) With this Bylaw, other Bylaws of the Village or other local government having jurisdiction over the business activity, and with any applicable enactments of the Provincial and Federal governments;
- b) With any and all terms and conditions, restrictions, or limits of a license issued under this Bylaw and any other applicable enactment;

## **PART 5: APPLICATION FOR BUSINESS LICENCE**

- 5.1. Every *person* applying for a *business licence* shall complete a *business licence* application in a form approved by the Licence Inspector, or if available applying online on the prescribed application form via the Provincial Government One Stop Business Registration, provided however an applicant who wishes to apply online shall also provide the Village with the prescribed *business licence* fee at the time of application and with such further information as may be requested by the Village. *(Amendment Bylaw No. 890, 2020)*
- 5.2. Information provided on the *business licence* application may be subject to “Freedom of Information and Protection of Privacy Act” enquiries.

## **PART 6: ISSUING OF BUSINESS LICENCE**

- 6.1. Subject to the *Community Charter*, and unless exempted under Provincial Government or Federal legislation or specifically exempted under this Bylaw, any *person* carrying on Business in the Village, whether a Resident Business or Non-Resident Business, must first hold a valid and subsisting *business licence* issued by the Village.
- 6.2. No *business, person* or representative shall advertise, solicit or promote for a Business activity without first obtaining a *business licence*.
- 6.3. A person carrying on a business that does not have a permanent base of operation within the Village must apply for and obtain a business licence under this bylaw before advertising, soliciting, promoting or carrying on that business within the Village. *(Amendment Bylaw No. 890, 2020)*
- 6.4. A business may conduct or offer any number of different business activities within the Business for which the *business licence* is issued provided however that each business activity is disclosed and included in the *business licence* application and the *business licence* which is issued indicates that each business activity is approved
- 6.5. At the time a *business* undertakes any new activity that would alter the information previously provided on the *business licence* application form, the holder of the *business licence* shall notify the Licence Inspector of such change, pursuant to section 8 of this Bylaw.

## **PART 7: INSPECTION OF PREMISES**

- 7.1. Every *owner*, occupier or *business licence* holder of any Business in the Village shall give to the *Licence Inspector* access at any reasonable hour to the *premises* from which a *business* is carried on.
- 7.2. The *Licence Inspector* may inspect the *premises* for which a *business licence* application is made or a *business licence* is issued and such inspection shall be for the purpose of observing compliance with all applicable bylaws as amended from time to time.

## **PART 8: TRANSFER OR CHANGE OF BUSINESS LICENCE AT THE REQUEST OF THE BUSINESS** *(Amendment Bylaw No. 890, 2020)*

- 8.1. A holder of a *business licence* shall notify the License Inspector in writing prior to:
- a) changing the Business Name, phone number and/or fax number, emergency contact name, mailing address (Business Information);
  - b) changing the *business owner* or *business licence* holder;
  - c) changing the location of the *business*;
  - d) changing or adding to the *business*;
  - e) change to the liquor licence or addition of a liquor licence for the *business*.
- 8.2. With the exception of changes made at the time of renewal of a *business licence*, a holder of a *business licence* shall pay the applicable transfer and change fee as set out in Schedule 'A'.
- 8.3. Where more than one change is contemplated involving the *business owner*, *business location* or *business activities*, the existing *business licence* shall be deemed to be cancelled and a new *business licence* application shall be made by the *business licence* holder.

## **PART 9: PERIOD OF BUSINESS LICENCE**

- 9.1. All Business Licences issued under this Bylaw shall be for the calendar year to commence the first day of January and will expire on the thirty-first day of December each year except if a *business licence* is previously forfeited under this Bylaw. *(Amendment Bylaw No. 890, 2020)*

**PART 10: BUSINESS LICENCE FEES** (Amendment Bylaw No. 890, 2020)

- 10.1 An applicant for a *business licence* must pay to the Village the applicable *business licence fee* for that *business licence* at the time of application and a *business licence* is not valid until it has been issued by the *Licence Inspector*.
- 10.2. No refund of the annual licence fee shall be made because the licensee ceases to do business at any time.
- 10.3. The Village shall refund business licence fees where a business licence application is withdrawn by the applicant prior to the business licence being issued, or the business licence application is refused by the Village, less the administration fee as set out in Schedule "A".
- 10.4. Despite section 10.3, in the event that an inspection by a Village Official takes place and the business licence application is refused or withdrawn by the applicant, a refund of the *business licence* fee will be issued, less the administration fee and an inspection fee as set out in schedule "A".
- 10.5 An applicant for a new *business licence* submitting the application between October 1<sup>st</sup> and December 31<sup>st</sup> will pay a reduced licence fee as set out in Schedule 'A'.
- 10.6 An applicant for a cannabis retail *business licence* must pay a non-refundable application processing fee as per Schedule 'A' before the *business licence* application is accepted for review.
- 10.7 Where a person holding a licence under this bylaw carries on the same business, under the same business name, at more than one location within the Village, the fee for licencing for each additional premises is the Auxiliary Business Fee set out in schedule "A".
- 10.8 Despite Section 10.7, where a person holds a Food Truck or Temporary Commercial Vending *business licence* at more than one location, the Auxiliary Business Fee does not apply.

**PART 11: FORM AND DISPLAY OF LICENCE**

- 11.1. Every *business licence* issued pursuant to this Bylaw shall be in a form as may be prescribed by the Licence Inspector from time to time.
- 11.2. Every Business shall permanently display the current *business licence* in a prominent location within the Premises for which the *business licence* has been issued. Every *person* doing *business* in other than a fixed or permanent place of Business shall carry such *business licence* on their *person* and prior to the commencement of Business or solicitation shall display the *business Licence* in such manner as will allow the *business licence* to be viewed and read.

## **PART 12: RENEWAL OF BUSINESS LICENCE**

- 12.1. Each *business* shall ensure that their *business licence* is renewed annually, whether notice is given by the Village or not, and the *business* shall pay the annual *business licence fee*.
- 12.2. Every business shall renew their *business licence* by January 31<sup>st</sup> of the current calendar year. In the event the business fails to renew their *business licence* on or before January 31<sup>st</sup>, the business shall pay, in addition to the annual *business licence fee* for the renewal period, a Late Payment Fee as set out in Schedule 'A'.  
(Amendment Bylaw No. 890, 2020)

## **PART 13: REFUSAL, SUSPENSION OR CANCELLATION OF A BUSINESS LICENCE**

- 13.1. A Licence Inspector may refuse an application for *business licence* in any specific case if the Inspector considers that the proposed operation cannot be carried out safely and in accordance with this Bylaw or other applicable enactments or laws.  
(Amendment Bylaw No. 890, 2020)
- 13.2. A *business licence* may be suspended or cancelled, by the Licence Inspector, for reasonable cause including, but not limited to, failure to comply with a term or condition of a *business licence* or failure to comply with this or any other Bylaw of the Village.
- 13.3. Before suspending or canceling a *business licence*, the Licence Inspector shall give written notice to the holder of the *business licence* indicating that the *business licence* is suspended or canceled and that the Business must cease operation within seven (7) days of the date of the written notice. The written notice shall indicate the reasons for the suspension or cancellation and provide instructions to the *business licence* holder for the removal of the suspension or cancellation of the *business licence*.
- 13.4. Written notice of intention to cancel or suspend shall be delivered by registered mail to the address of the Business and the address of the contact *person* as indicated on the *business licence* application.
- 13.5. No *person* shall carry on a *business* for which a *business licence* is required by this Bylaw during a period of suspension of such *business licence*.
- 13.6. A person whose business license has been refused, suspended or cancelled by the Licence Inspector and who intends to appeal such refusal, suspension or cancellation to the Village of Pemberton Council shall, within ten (10) business days from the date of suspension or cancellation, inform the Corporate Officer, in writing, of the intention to appeal such refusal, suspension or cancellation.  
(Amendment Bylaw No. 871, 2019)
- 13.7. The notice of intention to appeal shall state in a concise fashion the grounds upon which the appeal is based. (Amendment Bylaw No. 871, 2019)

13.8 The Corporate Officer shall refer the matter to the Village of Pemberton Council for reconsideration. (*Amendment Bylaw No. 871, 2019*)

**PART 14: STREET, PARK, MOBILE OR TEMPORARY VENDING**

*(Amendment Bylaw No. 890, 2020)*

14.1 Any person applying for a *Food Truck* or *Temporary Commercial Vending business licence* shall provide a copy of any contract or agreement with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.

14.2 Every *Food Truck Vendor* and *Temporary Commercial Vendor* must:

(a) Provide proof of insurance for the vehicle, vending cart, trailer, truck, vehicle or temporary stall;

(b) Ensure their operation complies with the Village’s Zoning Bylaw;

(c) Provide the Licence Inspector with information as to how the person will comply with:

- i. The Wildlife Attractants Bylaw
- ii. The Sign Bylaw; and
- iii. The Noise Regulation Bylaw

(d) Obtain prior written permission from the owner of the land, allowing the *Food Truck*, portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the *Licence Inspector*.

(e) Comply with any conditions imposed by a provincial health authority or the Village’s Fire Department.

(f) Not operate within six (6) metres of a fire hydrant.

14.3 Only one (1) *Food Truck* licence or one (1) *Temporary Commercial Vending Licence* will be issued per parcel of land

#### 14.4 *Food Truck* Vendors must:

- a) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
- b) provide a garbage container at the location of the vending cart, trailer, truck, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their business operation;
- c) obtain a *business licence* for each separate location where the business will be operated; and
- d) meet Provincial health regulations applicable to their operation, and provide written confirmation of compliance from a Provincial health officer

#### 14.6 *Temporary Commercial Vendors* must ensure their portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall: :

- a) is fully self-contained with no service connection other than electrical service being required;
- b) is capable of being moved on their own wheels without alteration or preparation or be towed by another vehicle;
- c) is located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway; and
- d) is kept in good repair.

#### 14.7 A maximum of five (5) *Food Truck* or *Temporary Commercial Vending* licences will be issued in a calendar year.

### **PART 15: TRADE CONTRACTORS**

15.1. Any *person* applying for a Trade Contractor *business licence* shall provide proof of the mandatory Certification of Qualification or Apprenticeship Agreement along with their *business licence* application.

### **PART 16: COMMUNITY EVENTS**

16.1. Organizers of Community Events, where vendors are present, will be required to obtain a *business licence* that will cover all vendors participating in the Community Event and must comply with the Special Events or Open Spaces and Park Use Bylaw. (*Amendment Bylaw No. 871, 2019*)

16.2. Where all vendors are *businesses* that have a current *business licence*, an additional *business licence* is not required for a Community Event.

## **PART 17: SPECIAL EVENTS**

17.1. Unless otherwise provided herein, every *person* desirous of holding a Special Event shall obtain a *business licence* prior to holding the Special Event. This shall not apply to *Community Events*.

17.2. A *business licence* is not required for a Special Event held at Premises that holds a valid *business licence* for a Special Event and the Premises are zoned to hold Special Events.

17.3. A *business licence* for each vender is required. Where a *business* has a current *business licence*, an additional *business licence* is not required for a Special Event.

17.4. The applicant for a *business licence* for a Special Event being held shall submit, along with the *business licence* application, written authorization from the Village that the Special Event is in conformance with Special Event Bylaw.

17.5. All machines, rides and equipment to be used by the public at a carnival or circus must conform to the safety requirements of the *Safety Standards Act* and all elevating devices must have the Identification Label provided for under the *Safety Standards Act* visibly attached as required.

17.6. Any and all structures that are erected as part of a circus or carnival or music festival shall be inspected and certified by a structural engineer authorized to practice in British Columbia.

17.7 Any Business providing Special Events shall comply with the Special Events Bylaw. (*Amendment Bylaw No. 871, 2019*)

## **PART 18: VENDING MACHINES**

18.1. No *person* owning or occupying any Premises shall keep or permit to be kept therein or thereon any third-party Vending Machine or bank machine unless the Vending Machine Business or the bank machine Business holds a *business licence* and has paid the appropriate *business licence* fee for each Vending Machine or bank machine.



## **PART 19: BUSINESS LICENCE EXEMPTIONS** (Amendment Bylaw No. 871, 2019)

19.1 The following are not required to obtain a business licence within the Village of Pemberton:

- a) *Non-Profit Organization*;
- b) *Community Group*;
- c) *Independent Contractor* hired by the Pemberton and District Community Centre to facilitate an activity, program or support an event run by the Recreation Services Department or by the Village to assist with a short-term project or event. (Amendment Bylaw No. 871, 2019)

## **PART 20: FARMERS' MARKETS**

20.1. Farmers' Markets are required to obtain a *business licence* that will cover all vendors participating in the market and will be required to enter into a contract with the Village and comply with the Special Events or Open Spaces and Park Use Bylaws. (Amendment Bylaw No. 871, 2019)

## **PART 21: SHORT-TERM VACATION RENTALS**

### **21.1. General Regulations**

- a) A *short-term vacation rental business licence* is valid for one (1) dwelling unit only.
- b) A *short-term vacation rental operator* shall not advertise the *short-term vacation rental* prior to the issuance of a *business licence* for that *short-term vacation rental*.
- c) Every advertisement for a *short-term vacation rental* must disclose, in respect to the Short-Term Vacation Rental being advertised,
  - i. a valid *business licence* number;
  - ii. the maximum permitted guest occupancy of the *short-term vacation rental* pursuant to the Zoning Bylaw;
  - iii. the number and location of off-street parking spaces available to guests and a statement that such number is the maximum number of vehicles that paying guests of the *short-term vacation rental* are permitted to bring to the premises; and
  - iv. the Village of Pemberton Quiet Hours pursuant to the Noise Regulation Bylaw No. 699, 2012 as amended or replaced from time to time;

- d) The following information shall be provided in a notice visible upon entering a *short-term vacation rental* unit:
- i. the *business licence* number for the *short-term vacation rental*;
  - ii. the maximum permitted guest occupancy of the *short-term vacation rental* pursuant to the Zoning Bylaw;
  - iii. the number and location of off-street parking spaces available to guests and a statement that such number is the maximum number of vehicles that paying guests of the *short-term vacation rental* are permitted to bring to the premises;
  - iv. the Village of Pemberton Quiet Hours pursuant to the Noise Regulation Bylaw No. 699, 2012 as amended or replaced from time to time; and
  - v. the name, address, email and telephone number of the *Short-Term Vacation Rental Operator* and the contacts required under s. 21.3.1(c) of this Bylaw.
- e) For clarification, a requirement of this Bylaw pertaining to *short-term vacation rental* is an addition to other requirements contained herein that are generally applicable to businesses.

## 21.2. Principal Residence Requirement

- a) A *short-term vacation rental operator* must not operate a *short-term vacation rental* unless the *short-term vacation rental* is located in:
- i. the *principal residence* of the *short-term vacation rental operator*, or
  - ii. a *secondary suite* that is in a detached dwelling where the *short-term vacation rental operator* has their *principal residence*.

## 21.3. Short-Term Vacation Rental Application

- a) Any *person* making application for a *business licence* for a *short-term vacation rental* shall, at the time of making such application, in addition to the general requirements under this bylaw, provide;
- i. confirmation of ownership of the premises;
  - ii. proof of their principal residence of the property, which may include proof of homeowner grant, employer-issued pay stubs, voter registration, documentation showing you received provincial or federal government benefits, or income tax documentation, and a drivers licence or utility bill alone is insufficient proof of principal residence;

- iii. the name, address and telephone number of one or two local contacts, other than the applicant, as an emergency contact; and
  - iv. proof of adequate parking pursuant to the Zoning Bylaw and a parking plan.
- b) In considering an application for a business license for a *short-term vacation rental*, the *Licence Inspector* may consider whether a *short-term vacation rental business licence* held by the applicant has been previously cancelled.

**21.4. Good Neighbour Agreement**

- a) All *short-term vacation rental business licence* applicants must sign a Good Neighbour Agreement, in a form approved by the *Licence Inspector*, prior to the business licence being issued.
- b) Any violation of the Good Neighbour Agreement may result in the *short-term vacation rental business licence* being cancelled.

**21.5. Short-Term Vacation Rental *Business Licence* Location and Allocation Cap**

- a) The number of *short-term vacation rental licences* available in a calendar year shall be limited to no more than 5% of the total number of single-family dwelling units located in each neighbourhood identified in the table below and shown on the map attached as Schedule ‘C’:

<b>Neighbourhood</b>
Aspen Fields
Benchlands
The Glen
Pemberton Plateau
The Ridge
Town Centre
Sunstone Ridge

- b) If an application for a license cannot be allowed due to s. 21.5.(a) of this Bylaw, the application will be placed on a waiting list.
- c) The applications on the waitlist referred to in s. 21.5. (b) of this Bylaw will be considered if s. 21.5 (a) of this Bylaw allows for the application to proceed and in chronological order of when the applications were placed on the wait list.

## **PART 22: CANNABIS PRODUCTION**

- 22.1. A person must obtain a *business licence* before operating the business of *cannabis production*.
- 22.2. Any person applying for a *cannabis production business licence* shall provide proof of issuance of a federal licence from Health Canada to the Licence Inspector.
- 22.3. Any person applying for a *cannabis production business licence* must provide the Licence Inspector with the following information, in documented form:
- a) Parking Plan;
  - b) Site Plan;
  - c) Security Plan;
  - d) Sign Plan;
  - e) Permission of the owner of the building if the space is rented or leased;  
and
  - f) Proof of payment of all applicable licence and inspection fees.
- 22.4. Operational Requirements
- a) A person carrying on the *business of cannabis production* must install the following measures in the *cannabis production* facility for security and safety, and ensure they are operating and maintained in good working order at all times:
    - i. Security systems that meet or exceed the requirements of the Liquor and Cannabis Regulation Branch (B.C.) as set out in the *Cannabis Retail Store Licence Terms and Conditions Handbook*, as amended from time to time;
    - ii. Fire Alarm systems that, when installed or replaced, meet current CSA standards as approved by the Fire Chief for the Village and that are monitored at all times;
    - iii. Air filtration and odour suppression systems that meet the standards of the BC Building Code, as approved by the Chief Building Official for the Village; and
    - iv. Any other security measures that the Chief of Police (RCMP) or the Fire Chief for the Village consider necessary in the circumstances of a specific facility or premises for public safety or security or fire safety, as applicable.

## **PART 23: CANNABIS RETAIL**

- 23.1. A person must obtain a *business licence* before operating a *cannabis retail business*.
- 23.2. Any person applying for a *cannabis retail* business licence shall provide proof of issuance of a Provincial Licence from the Liquor and Cannabis Regulation Branch (LCRB).
- 23.3. Any *person* applying for a *cannabis retail* business licence must provide the Licence Inspector with all of the following information in documented form:
- a) Parking Plan;
  - b) Site Plan;
  - c) Security Plan;
  - d) Sign Plan;
  - e) Permission of the owner of the building if the space is rented or leased;
  - f) Proof of completion of the LCRB Employee Training Program; and
  - g) Proof of payment of all applicable licence and inspection fees.
- 23.4. Operational Requirements
- a) A person carrying on a *cannabis retail* business must limit the operation to the hours of 9:00 a.m. and 9:00 p.m. only.
  - b) A person carrying on a *cannabis retail* business must install the following measures for security and safety on the business premises, and ensure they are operating and maintained in good working order at all times:
    - i. Security systems that meet or exceed the requirements of the Liquor and Cannabis Regulation Branch (B.C.) as set out in the *Cannabis Retail Store Licence Terms and Conditions Handbook*, as amended from time to time;
    - ii. Fire Alarm systems that, when installed or replaced, meet current CSA standards as approved by the Fire Chief for the Village and that are monitored at all times;
    - iii. Air filtration and odour suppression systems that meet the standards of the BC Building Code, as approved by the Chief Building Official for the Village; and
    - iv. Any other security measures that the Chief of Police (RCMP) or the Fire Chief for the Village consider necessary in the circumstances of a specific facility or premises for public safety or security or fire safety, as applicable.

## **PART 24: PENALTIES**

24.1. Any person who:

- a) contravenes any provision of this bylaw;
- b) causes or allows any act or thing to be done in contravention of any provision of this bylaw; or
- c) fails or neglects to do anything required to be done by any provision of this bylaw

commits an offence, and each day that the offence continues constitutes a separate offence.

24.2 A person found guilty of an offence under this bylaw is liable:

*(Amendment Bylaw No. 890, 2020)*

- a) If proceedings are brought under the *Offence Act (B.C.)*, to pay a fine to maximum of \$50,000 and such other amounts as the court may impose in relation to the offence;
- b) If a ticket is issued under the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, as amended or replaced from time to time, to pay a fine to a maximum of \$1,000;
- c) If a bylaw notice is issued under the Bylaw Notice Enforcement Bylaw No. 874, 2020, as amended or replaced from time to time, to pay a penalty to a maximum authorized under that *Local Government Bylaw Notice Enforcement Act*.

## **PART 25: BYLAW ENFORCEMENT**

25.1. The *Licence Inspector*, their designate from time to time or a *Bylaw Enforcement Officer* may enforce the provisions of this Bylaw.

## **PART 26: DUTY OF CARE**

26.1. This Bylaw does not create any duty of care whatsoever on the Village, its elected and appointed officials, Employees or agents in the respect of:

- a) the issuance of a *Business Licence*;
- b) inspection made by the Licence Inspector or failure to make an inspection; and/or
- c) the enforcement of this Bylaw.

**PART 27: SEVERABILITY**

27.1. If any section, subsection, sentence, clause, sub clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

**PART 28: MASCULINE/SINGULAR**

28.1. Whenever the masculine is used throughout this Bylaw, it shall also mean the feminine; and whenever the singular is used throughout this Bylaw, it shall also mean the plural.

**PART 29: BYLAW SHALL PREVAIL**

29.1. Where the provisions of this Bylaw conflict with the provisions of any other Bylaw of the Village, the Bylaw with the most stringent provision shall prevail.

**PART 30: REPEAL AND SCHEDULE**

30.1. The following bylaw is hereby repealed:

Village of Pemberton Business Licence Bylaw No. 842, 2018

30.2. Despite subsection 29.1 every order made under Business Licence Bylaw No. 842, 2018 and its amendments continue in effect.

30.3. Schedules 'A', 'B' and 'C' are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

**READ A FIRST TIME** this 5<sup>th</sup> day of February, 2019.

**READ A SECOND TIME** this 5<sup>th</sup> day of February, 2019.

**READ A THIRD TIME** this 5<sup>th</sup> day of February, 2019.

**ADOPTED** this 19<sup>th</sup> day of February, 2019.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

## SCHEDULE 'A'

### FEES

#### **Part 8. Transfer or Change at the Request of the Business**

Transfer and Change Fees (8.2) \$ 25.00

#### **Part 10.1 Business Licence Annual Fees:**

Business Licence Fee (Resident & Non-Resident): (10.1) \$ 150.00

Administration Fee: (10.3 – application withdrawn or refused) \$ 25.00

Inspection Fee: (10.4 – application withdrawn/refused) \$ 100.00

*(Amendment Bylaw No. 890, 2020)*

#### **Business Specific Fees (Part Noted):**

Cannabis Production Facility - Standard (22) \$5,000.00

Cannabis Production Facility – Micro (22) \$2,500.00

Cannabis Retail (23) \$5,000.00

Community Event (16) \$ 150.00

Farmers' Market (20) \$ 300.00

Street, Park, Mobile or Temporary Vending (14) \$ 300.00

Short-Term Vacation Rental (21) \$ 300.00

Special Event (17) \$ 100.00

Trade Contractor (15) \$ 150.00

Vending Machines (18) \$ 150.00

#### **Part 10.5 Reduced Fee for Applications received between October 1<sup>st</sup> and December 31<sup>st</sup>: (Amendment Bylaw No. 871, 2019)**

The Business Licence Annual Fee for new applications received between October 1<sup>st</sup> and December 31<sup>st</sup> will be 50% of the full business licence annual fee set out in Part 10.1.

#### **Part 10.6 Non-Refundable Application Processing Fee**

Cannabis Retail Business Licence Applications \$1,000.00

#### **Part 10.7 Auxiliary Business (Amendment Bylaw No. 890, 2020)**

Business Auxiliary to an existing business \$ 50.00

#### **Part 12. Business Licence Late Payment Fee:**

Business Licence Renewals received after January 31<sup>st</sup> will be subject to a Late Payment Fee of 25%. *(Amendment Bylaw No. 890, 2020)*



## SCHEDULE 'B'

### FINES

6.2 -	Resident Business without Business Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
6.3 -	Non-Resident Business without Business Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
7.1 -	Failure to Provide Access	\$150.00
11.2 -	Failure to Display Valid Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
13.5 -	Carrying on Business while Suspended:	
	1 <sup>st</sup> Offence	\$150.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$300.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$450.00
14.4 (d) -	Mobile Vendor without Business Licence	
	1 <sup>st</sup> Offence	\$300.00
	2 <sup>nd</sup> and Subsequent Offences	\$450.00
21.1(b) -	Short-Term Vacation Rental Advertising without a Business Licence	\$600.00
21.1(c) -	Short-Term Vacation Rental failure to display business licence number in advertisements	\$ 75.00
22.1	Cannabis Production without a Business Licence	\$600.00
22.4	Cannabis Production in contravention to operational requirements, per offense	\$ 75.00
23.1	Cannabis Retail without a Business Licence	\$600.00
23.4	Cannabis Retail in contravention to operational requirements, per offense	\$ 75.00