



DISTRICT OF 100 MILE HOUSE
COMMITTEE OF THE WHOLE
TO BE HELD IN DISTRICT COUNCIL CHAMBERS
Tuesday January 28th, 2025, AT 5:00 PM

	<p><u>CALL TO ORDER</u></p> <p>Mayor to call the Committee of the Whole meeting to order.</p> <p>Mayor acknowledges that this meeting is being held on Tsqescencúlecw.</p>
A.	<u>APPROVAL OF AGENDA:</u>
	<p>A1</p> <p>BE IT RESOLVED THAT the January 28th, Committee of the Whole agenda <u>be approved</u>.</p>
B.	<u>INTRODUCTION OF LATE ITEMS</u>
C.	<u>DELEGATIONS:</u>
D.	<u>UNFINISHED BUSINESS</u>
E.	<u>CORRESPONDENCE / MINUTES</u>
COW Meeting – December 10th, 2024	<p>E1</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of December 10th, 2024 <u>be adopted</u>.</p>

F.	<u>STAFF REPORTS:</u>
Illegal Secondary Suites	F1 BE IT RESOLVED THAT Council rise and report the Illegal Secondary Suites Policy to the next regular council meeting for endorsement.
Animal Control Bylaw – Roaming Cat amendments	F2 BE IT RESOLVED THAT the memo from Administration regarding amendments to the Animal Control Bylaw <u>be received.</u> <i>Further action at the discretion of Council</i>
Business Licencing – Mobile Vendors	F3 BE IT RESOLVED THAT the Council Report from Director of Finance S. Elias regarding Mobile Vendor Business Licencing <u>be received.</u> <i>Further action at the discretion of Council</i>
G.	<u>BYLAWS:</u>
H.	<u>OTHER BUSINESS:</u>
I.	<u>QUESTION PERIOD:</u>
J.	<u>ADJOURNMENT:</u>
	BE IT RESOLVED THAT the Committee of the Whole meeting of January 28 th , 2025, adjourn: PM:

“Committee of the Whole” means a committee comprised of all Council Members of the District of 100 Mile House to consider and recommend on matters of the Districts’ business. The Committee sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.



E1

DISTRICT OF 100 MILE HOUSE

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE MUNICIPAL COUNCIL HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday December 10th, 2024, AT 4:30 PM

PRESENT: Mayor Maureen Pinkney
 Councillor Jenni Guimond
 Councillor Dave Mingo
 Councillor Donna Barnett
 Councillor Marty Norgren

STAFF: CAO Tammy Boulanger
 Dir. Of Com. Services Todd Conway
 Dir. of Finance Sheena Elias

OTHERS: (0) MEDIA: (1)

	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 4:30 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsqescencúlecw.</p>
A	<p><u>APPROVAL OF AGENDA</u></p>

	<p>A1</p> <p>Res: 34/24 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the December 10th, 2024 Committee of the Whole agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED.</p>
B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>
D	<u>UNFINISHED BUSINESS</u>
E	<u>CORRESPONDENCE / MINUTES</u>
<p>COW Meeting November 26th, 2024</p>	<p>E2</p> <p>Res: 35/24 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of November 26th, 2024 <u>be adopted</u>.</p> <p style="text-align: center;">CARRIED</p>
F	<u>STAFF REPORTS</u>
<p>Watershed Board Establishment</p>	<p>F1</p> <p>Res: 36/24 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the memo from Administration on the establishment of a Watershed Board <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Council supports the establishment of a Watershed Board and staff be directed to engage Tsqéscen' First Nation as the initial step.</p>
G	<u>BYLAWS</u>

H	<u>OTHER BUSINESS</u>
I	<u>QUESTION PERIOD</u>
J	<p><u>ADJOURNMENT</u></p> <p>Res: 37/24 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for December 10th, 2024 be adjourned at 4:50 PM</p> <p style="text-align: right;">CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Mayor</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Corporate Officer</p>	



District of
100 MILE HOUSE

COUNCIL REPORT
File No. 570-01

Committee of the Whole Meeting
Jan. 28, 2025

REPORT DATE: Jan. 17, 2025
TITLE: Illegal Secondary Suites Policy
PREPARED BY: J. Doddridge, Director Economic Development & Planning

PURPOSE: To provide Council will an updated draft of the Illegal Secondary Suites Policy for discussion.

RECOMMENDATION: Recommended Resolution:

BE IT RESOLVED THAT Council rise and report the Illegal Secondary Suites Policy to the next regular council meeting for endorsement.

BACKGROUND INFORMATION / DISCUSSION:

Enclosed is an updated Illegal Secondary Suites Policy for Council discussion. Previous discussion took place at Committee of the Whole Meeting Oct. 30, 2023 (minutes and associated Staff Report dated Oct. 5, 2023 attached).

OPTIONS: N/A

BUDGETARY IMPACT: N/A

LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws): N/A

- ATTACHMENTS:**
- Illegal Secondary Suites Policy
 - Staff Report dated Oct. 5, 2023 from Planning re: Policy Discussion Paper
 - Minutes of Committee of the Whole Meeting Oct. 30, 2023

Prepared By: J. Doddridge
J. Doddridge, Dir Ec Dev & Planning

Date: Jan. 17/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Jan. 17/25



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

X.X ILLEGAL SECONDARY SUITES POLICY

PURPOSE:

To establish procedural standards to assist staff in handling complaints and otherwise dealing with Illegal Suites.

GUIDING PRINCIPLE:

Council recognizes the need for additional affordable housing options and therefore supports this Policy to harmonize existing illegal, non-compliant suites into the District's housing inventory.

LIMITATIONS:

In preparing this Policy, Council has assessed the limited equipment, materials, personnel, and financial resources available to the District for Illegal Suite identification, inspection, and enforcement. Council recognizes that there are Illegal Suites that have not yet been identified and/or inspected and those may include Illegal Suites that pose a safety hazard. Council further recognizes that, as a result of the budgetary and resource limitations described above, the District does not have the capacity to proactively identify, remove, or mitigate such safety hazards. As a result, Illegal Suite identification, inspection, and enforcement will be conducted within the District's limited availability of equipment, materials, personnel, and financial resources, as set out in this Policy.

DEFINITIONS AND INTERPRETATION:

Any enactment referred to in this Policy is a reference to a provincial or federal enactment, as the case may be, as amended, revised, consolidated, or replaced from time to time, and any bylaw, policy, or standard referred to herein (as may be cited by short title or otherwise) is a reference to a bylaw, policy, or standard of the District of 100 Mile House, as amended, revised, consolidated, or replaced from time to time.

The following definitions apply to this Policy:

"BC Assessment" means the Provincial program which develops and maintains real property assessments throughout British Columbia;

"Building Bylaw" means the District's *Building Bylaw No. 695, 1996*;

"Building Inspector" has the meaning set out in the *Building Bylaw*;

"Building Permit" has the meaning set out in the *Building Bylaw*;

"Decommission" has the meaning ascribed in section 4.1 of this Policy;



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

“District” means the District of 100 Mile House;

“Fees and Charges Bylaw” means the District’s *Fees and Charges Bylaw No. 1434, 2024*;

“Final Inspection Report” means the approved final completion inspection report issued by the District’s Building Inspector under the *Building Bylaw*;

“Illegal Dwelling Unit” means a building, or part of a building, that:

- (a) is a self-contained residential accommodation unit;
- (b) has cooking, sleeping, and bathroom facilities; and
- (c) is located on commercial, industrial, or other property that does not contain a Primary Dwelling Unit;

“Illegal Suite” includes both:

- (a) Illegal Dwelling Units; and
- (b) Secondary Suites that:
 - i) were not disclosed to the Building Inspector as required under the *Building Bylaw* or its Predecessor Regulations;
 - ii) were constructed without a Building Permit contrary to the provisions of the *Building Bylaw* or its Predecessor Regulations;
 - iii) have not been inspected by the Building Inspector contrary to the provisions of the *Building Bylaw* or its Predecessor Regulations;
 - iv) have not been issued a Final Inspection Report by the Building Inspector contrary to the provisions of the *Building Bylaw* or its Predecessor Regulations; or
 - v) are located in a zone or in a building which does not allow Secondary Suites;

“Legal Suite” means a Secondary Suite that:

- (a) was constructed in full compliance with the British Columbia *Building Code* and *Building Bylaw* or their Predecessor Regulations;
- (b) was constructed in full compliance with the *Zoning Bylaw* or its Predecessor Regulations, or meets the criteria of a lawful non-conforming use as defined in the *Local Government Act*; and
- (c) has been issued a Final Inspection Report;



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

“Predecessor Regulations” means the preceding federal or provincial enactment, or the preceding District bylaw, that was in force at the applicable time;

“Primary Dwelling Unit” means the principal dwelling unit on a property and does not include a Secondary Suite;

“Secondary Suite” means a building, or part of a building, that:

- (c) is a self-contained residential accommodation unit;
- (d) has cooking, sleeping, and bathroom facilities; and
- (e) is secondary to a Primary Dwelling Unit located on the same property;

“Utility Fees” means the water and sanitary sewer fees prescribed in the District’s *Fees and Charges Bylaw*, and

“Zoning Bylaw” means the District’s *Zoning Bylaw No. 1290, 2016*.

PART 1 - APPLICATION

- 1.1 This Policy only applies to Illegal Suites within the District’s jurisdiction. For clarity, this Policy does not apply to new construction or renovation work to create a new Secondary Suite in compliance with the *Building Bylaw* and *Zoning Bylaw*.

PART 2 – IDENTIFICATION OF ILLEGAL SUITES

- 2.1 Due to budgetary and resource constraints and the existence of an unprecedented housing crisis, the District will not proactively attempt to identify Illegal Suites within its jurisdiction.
- 2.2 From time to time, the District may become aware of Illegal Suites within its jurisdiction by various means, including, without limitation:
- (a) complaints;
 - (b) inspections;
 - (c) property owner disclosure;
 - (d) tenant disclosure;
 - (e) BC Assessment Roll notifications; and
 - (f) other public sources, including but not limited to:
 - (i) real estate listings;



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

- (ii) realtor inquiries;
 - (iii) advertisements; and
 - (iv) social media.
- 2.3 The District will create an Illegal Suites registry. As budgetary and resource constraints permit, District staff may update the Illegal Suites registry to include a description of known Illegal Suites. The Illegal Suites registry is for internal purposes only, and the District expressly does not represent or guarantee that the Illegal Suites registry contains an exhaustive list of all known Illegal Suites, or that it is accurate or up-to-date.
- 2.4 When the District identifies an Illegal Suite pursuant to section 2.2 of this Policy, the District may, but is not required to, file notice under section 57 of the *Community Charter* on title to the property.

PART 3 – NOTIFICATION

- 3.1 When the District identifies an Illegal Suite pursuant to section 2.2 of this Policy, District staff, as budgetary and resource constraints permit, will endeavor to issue a written notice to the property owner:
- (a) advising that the District has determined their property contains an Illegal Suite;
 - (b) confirming that the property owner is required to comply with the District's utility billing, addressing, and garbage collection bylaws and policies in respect of the Illegal Suite as set out in this Policy; and
 - (c) directing or recommending one or more of the following:
 - (i) that the property owner Decommission the Illegal Suite in accordance with section 4.1 of this Policy;
 - (ii) that the property owner bring the Illegal Suite into compliance with the British Columbia *Building Code* and District bylaws; or
 - (iii) that the property owner decide by a specified date whether to Decommission the Illegal Suite or bring the Illegal Suite into compliance with safety regulations, including compliance with the British Columbia *Building Code*, *BC Fire Code*, District bylaws and/or any other applicable enactment.
- 3.2 The District may, from time to time, notify BC Assessment of any Illegal Suites of which the District has knowledge.



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

PART 4 – DECOMMISSIONING OR LEGALIZING

- 4.1 To Decommission an Illegal Suite, the property owner must:
- (a) remove all cooking facilities, including stove, oven, exhaust fans, and related wiring; and
 - (b) arrange for the Building Inspector to inspect and certify that the Illegal Suite has been Decommissioned.
- 4.2 If a property owner wishes to bring their Illegal Suite into compliance with the British Columbia *Building Code*, *BC Fire Code*, and District bylaws, the property owner should contact the Building Inspector to discuss the requirements.

PART 5 – UTILITY BILLING, ADDRESSING, AND GARBAGE COLLECTION

- 5.1 When, pursuant to sections 2.2 and 3.1 of this Policy, the District has identified an Illegal Suite and notified the property owner, the District will immediately begin charging the property owner Utility Fees in respect of the Illegal Suite as if it were a Legal Suite. For clarity, the District will allow only one water service and one sewer service per property containing a primary dwelling and a Secondary Suite.
- 5.2 The Utility Fees for an Illegal Suite will be added to the utility account of the Primary Dwelling Unit located on the same property.
- 5.3 When, pursuant to sections 2.2 and 3.1 of this Policy, the District has identified an Illegal Suite and notified the property owner, the District may, upon written request of the property owner:
- (a) arrange for a second set of garbage and recycling totes to be delivered to the property; and
 - (b) assign a civic address to the Illegal Suite in accordance with the District's Civic Addressing Policy.

PART 7 – ENFORCEMENT

- 7.1 The District will determine whether or not to investigate complaints about Illegal Suites on a case-by-case basis, in accordance with its budgetary and resource capacity.
- 7.2 Nothing in this Policy restricts the District's ability to enforce against Illegal Suites, at its discretion.



DISTRICT OF 100 MILE HOUSE
Policy & Procedure Manual

- 7.3 Nothing in this Policy creates a duty of care on the part of the District, its staff, officials, or other representatives (collectively, the “District Parties”) to any third party, and none of the District Parties are liable for loss or damage of any kind for the doing of anything, or the failure to do anything, under this Policy.

Approved by Council: _____, 2024



COPY

DISTRICT OF 100 MILE HOUSE

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
MUNICIPAL COUNCIL HELD IN DISTRICT COUNCIL CHAMBERS**

MONDAY, October 30th, 2023, AT 12:00 PM

PRESENT: Mayor Maureen Pinkney
Councillor Jenni Guimond
Councillor Dave Mingo
Councillor Ralph Fossum
Councillor Donna Barnett

STAFF: CAO Tammy Boulanger
Dir. Ec-Dev/Planning Joanne Doddridge
Dir. Of Com. Services Todd Conway

OTHERS: (0)
MEDIA: (0)

	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 12:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p>
A	<p><u>APPROVAL OF AGENDA</u></p>
	<p>A1</p> <p>Res:18/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the October 30th, 2023 Committee of the Whole agenda <u>be approved</u>. CARRIED.</p>

B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>
D	<u>UNFINISHED BUSINESS</u>
E	<u>CORRESPONDENCE</u>
F	<u>STAFF REPORTS</u>
Secondary Suites	<p>F1</p> <p>Res: 19/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from J. Doddridge, Director of Planning and Economic Development <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT staff is directed to draft a secondary suite policy for consideration based on suite recognition (option 3) and to prepare for a public information session in March 2024.</p> <p style="text-align: center;">CARRIED</p> <hr/> <p>Council is supportive of affordable housing and supporting home owners. Public safety, ESS, garbage collection, addressing, fairness in utility and taxation are all contributing factors to recognizing secondary suites.</p> <p>Council would like to hold a public information session to provide an opportunity for residents to attend, ask questions of Council and staff on secondary suite concerns. In addition, Council would like to extend an invitation to BCAA and insurance providers to attend.</p> <p>Further, Council requested staff contact the Municipal Insurance Association to clarify any municipal liability concerns.</p>
G	<u>BYLAWS</u>
H	<u>OTHER BUSINESS</u>
I	<u>QUESTION PERIOD</u>

J	<p><u>ADJOURNMENT</u></p> <p>Res: 20/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for October 30th, 2023, be adjourned at 1:30 PM.</p> <p style="text-align: center;">CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p>_____ Corporate Officer</p>	

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DISTRICT OF 100 MILE HOUSE

M E M O

Date: Oct. 5, 2023

To: Mayor & Council

From: Planning

Subject: Policy Discussion Paper - Secondary Suites

Introduction

Prior to March 22nd, 2016, secondary suites were not permitted in single family dwellings in the Low Density Residential (R-1) Zone. Similarly, caretaker or other residences were not permitted in industrial zones. In 2016, the new Zoning Bylaw was adopted, which allowed secondary suites in most single-family residential dwellings, including the R-1 zone, and some limited residential use in the Industrial Zones.

Any suites constructed under a Building Permit from the point of adoption of Zoning Bylaw 1290, 2016 are considered “legal” suites. However, still to be addressed are the suites that were in existence prior to March 22, 2016 that were not constructed under a Building Permit. These suites, even though current zoning may now allow them as a permitted use, are considered ‘illegal’ because they were built without Building Permits in areas which were not zoned for suites at the time. The District is aware of some of these suites, but there are almost certainly others that we are not aware of yet. To be fair, some secondary suites may have been in existence prior to various boundary expansions in the past. These units are not necessarily ‘illegal’ but neither can they be considered ‘legal’ suites.

Generally accepted practice in other municipalities is to focus staff efforts and resources on new secondary suites rather than on non-compliant existing suites - in short, ensuring suites are legally constructed and built to current safety and zoning standards moving forward. However, a policy for how the District intends to deal with illegal suites is still needed.

The Problem(s)

One of the problems with existing 'illegal' suites is that property owners are not paying their fair share of utility charges. Similarly, if BC Assessment is not aware of constructed suites, assessments cannot be calculated accurately, and property taxes are not collected fairly.

Liability concerns are also paramount. The Municipal Insurance Association of BC advises that that the District should adopt a policy setting out the following:

1. What District staff will or will not do to investigate for the purpose of identifying secondary suites or identifying other compliance concerns once the District has become aware of a suite or has reasonable grounds to believe it exists. The District can choose to do nothing, but the important thing is to actually make a choice.
2. How the District will deal with complaints.
3. What enforcement steps will be taken once compliance issues have been identified.

Another policy matter to consider is whether or not the District will recognize 'illegal' suites and if so, how this will be done.

Finally, if the District wants to encourage more housing, given the current shortages, there must be a fair playing field. Property owners who have illegal suites, should not receive an unfair advantage over those who chose to go through proper processes.

Implementing a Council-endorsed policy that provides a clear and consistent approach to how existing secondary suites will be treated is needed, especially as it relates to administration of the Zoning Bylaw, Bylaw Enforcement and Building Inspection processes. It also provides clarity and certainty for property owners.

Other Municipalities

Many municipalities have made a conscious choice to do nothing. There is no requirement in their policies for illegal suites to be recognized or legalized.

Many also deal with suites on a complaint driven basis only. Anonymous complaints or complaints from people that do not reside in proximity to the subject property (ie: sharing a common property boundary) may or may not be accepted.

In some cases, municipalities require existing suites to be inspected. If the Building Inspector requires upgrades to the suite to comply with the Building Code, property owners may be given a time limit to make the necessary changes. The penalty for not meeting the time limit is a charge registered on the title of the property alerting future buyers of a non-conforming suite.

One municipality has opted to undertake building inspections that focus on visual life-safety aspects pertaining to fire detection (smoke alarms), fire spread (drywall), and exits (a safe way out). This could form the basis for 'recognizing' an existing secondary suite within a home,

although without seeing all the construction work hidden behind walls, it would still not be considered 'legal' by the municipality. This approach is fraught with challenges because once a Building Inspector enters a suite, the full weight of liability and responsibility of the safety of that suite lies with the municipality.

Another approach used by some local governments is to establish a suite registry, which lists all known secondary suites whether legal or illegal. A registry allows the municipality to maintain a record of known suites, monitor the extent of secondary suite usage, and ensure fair collection of utilities. Registration could be voluntary or mandatory, and municipal staff could add properties to the registry as information becomes known through publicly available sources (ie: real estate listings, Craigslist, Facebook, public advertisement, etc.), or by complaint investigation. One Cariboo municipality considered but later opted not to utilize a registry as it was thought to be too costly to implement and the advantage of such a process unclear.

Finally, in order to encourage voluntary declaration of existing suites, some municipalities have provided incentives to property owners [ie: waiving inspection fees (if they are required) for a given time period or charging reduced utility costs].

Other Discussion Items

If a property owner wants to 'legalize' an existing suite, the only avenue available is to apply for a Building Permit. Existing improvements may have to be removed and reconstructed under permit and inspection. This is not an option that many property owners will take.

According to the BC Building Code, only 1 suite is permitted within a house. How would Council like to handle 'multiple' illegal suites in a single home? There are some cases where a single home/building contains 3, 4 or potentially even more suites. In these cases, density provisions are significantly exceeded, and the burden on residential neighbourhoods can be evident in terms of parking availability, garbage collection, and other issues.

Several of the newer homes in town have been constructed under valid Building Permit to suite-ready standards. In some cases, homeowners have not built a suite. In other cases, staff is aware that suites have subsequently been constructed. Staff has considered the challenge of undeclared suites constructed in newer homes after final building permit approval is issued for the house. Since a Building Permit is required for construction of a suite, those built without a permit are not deemed legal, regardless of whether they meet BC Building Code or not.

In the interest of fairness, utilities should be charged regardless of whether a suite is legal or not, occupied or not, or by whom it is occupied (ie: a renter vs a family member). The District would want to be clear that although we are charging utilities, and are therefore aware that a suite exists, we are not authorizing the suite as legal or conforming in any way. It should also be noted that charging utilities is not a cash-grab. Rather it is a matter of equity.

If a property owner decides not to use the suite any longer, or wants to avoid paying utilities, decommissioning the suite would be required. There is strong language in policies from several other local governments to show what might be involved to decommission a suite. Ultimately, proof would be required, and an inspection could take place at that time.

Options

Staff has proposed 3 options below to help focus discussion. There are other possible options.

Option 1 – Take a hard stance on all illegal suites. Fully enforce the current BC Building Code.

Option 2 – Register a Notice on Title for properties with illegal suites, to advise future owners that the suite was not built with proper permits.

Option 3 – Existing illegal suites will remain illegal but become ‘recognized’ by the District upon discovery. No inspections* will be performed. From the date a policy is endorsed by Council onward, any new illegal suites will be enforced to the fullest extent of the law. But older existing illegal suites will not be treated with heavy enforcement action - staff will do nothing in terms of enforcement for these suites.

*Note: Inspection of illegal suites generates additional workload for the Building Inspection Department. It also creates concerns about authorizing (after-the-fact) those suites that were built without proper building permits. Therefore, staff does not recommend any inspection options.

Option 1 is the hardest stance, creates administration, and results in financial cost to the District as well as to the property owner. It will likely discourage self disclosure and compliance. Option 2, Notice on Title, is a good tool to encourage compliance, but it is most effective if used as a first step toward further enforcement measures.

Staff recommends Option 3 – with the following approach outlined here for Council’s consideration.

Two categories of suites would be created:

Legal suites – secondary suites built under Building Permit in zones which legally permitted suites at the time of construction.

Illegal suites – suites that have not been disclosed, were constructed without Building Permit, have not been inspected, and/or are located in zones or buildings which do not allow secondary suites.

Process

- Investigating illegal suites will be done on a complaint driven basis only. No inspection will be performed.

- Staff will become aware of suites by publicly available sources, voluntary disclosure, or complaint investigation.
- Upon discovery of an illegal suite, BC Assessment Authority will be notified. A note will be placed into the property folio, indicating the presence of an illegal suite.
- Annually, upon receipt of the BC Assessment roll, the District's Finance Department will generate a report of all suites BC Assessment has listed, and utility billing charges will be set up accordingly and will commence at the next billing cycle.
- A civic address may be assigned if requested by the property owner and otherwise meets the policies set out for civic addressing.
- Garbage and recycling totes may be made available upon request if the intent of the garbage-recycling program is met.
- Illegal suites **will not** be inspected, nor legalized, nor endorsed - only "recognized".

Complaints, Enforcement & Action

Finally, discussion is needed around how to handle complaints, enforcement, and further action once staff become aware of a new illegal suite - that is one constructed after the policy date.

The Chief Building Official will be in attendance to outline how more strict enforcement of 'new' illegal suites might be handled and answer any Building Code questions.

Conclusion

Many municipalities have created a secondary suite brochure or information package available to the public. Once Council has authorized a policy, a robust public awareness campaign is recommended to educate residents about suites. Staff anticipates strong public interest.

This memo has been prepared for discussion purposes. Staff will take Council's direction to draft a policy and return it to Council for further consideration.

Note: a draft of this memo was circulated to the CAO, Deputy CAO, Chief Building Official, Fire Chief, and Director of Finance.

COPY

J. Doddridge, Director Ec Dev / Planning

Tammy Boulanger, CAO



DISTRICT OF 100 MILE HOUSE

MEMO

Date: January 9th, 2025

To: Mayor & Council – Committee of the Whole

From: T.Boulanger, Administration

Subject: Roaming Cat Bylaw

Introduction:

As the community's concerns about outdoor roaming cats grow, the issue of whether to incorporate an outdoor roaming cat bylaw has become an important point for discussion. At the regular Council meeting November 26th, 2024 staff was directed to prepare a draft cat roaming bylaw and return to the Committee of the Whole for further discussion. A draft Animal Control Bylaw Amendment has been prepared and attached to this memo for consideration.

This memo outlines the key advantages and disadvantages of implementing such a bylaw.

Pros of Incorporating an Outdoor Roaming Cat Bylaw:

Neighborhood Quality of Life

Cats that roam freely can create disturbances in residential areas, including noise from fights, destruction of property (such as garden plants or trash), and issues related to littering. A bylaw could address these concerns, promoting cleaner, quieter neighborhoods for residents.

Control of Overpopulation

One of the challenges associated with outdoor roaming cats is the potential for overpopulation. Roaming cats often contribute to unplanned breeding, leading to large numbers of feral cats that reduce the neighbourhood quality of life and is difficult to manage with limited to no access to local animal shelters. A bylaw could help manage

the population of free-roaming cats and encourage responsible pet ownership, such as spaying and neutering.

Community Support for Pet Owners

By enforcing a bylaw that encourages responsible pet care, the District could foster a culture of responsible ownership. With more public education, support for cat owners to provide safe outdoor spaces (e.g., "catios") the bylaw could ultimately benefit both pets and their owners.

Wildlife Protection

Outdoor cats, particularly those left to roam unsupervised, are known to cause significant harm to local wildlife. Studies suggest that cats are responsible for the deaths of billions of birds and small mammals each year. A bylaw could help reduce these impacts on biodiversity and support conservation efforts.

Public Health and Safety

Roaming cats can present health risks to both humans and animals. They can spread diseases such as toxoplasmosis, feline leukemia, and rabies. Limiting their roaming could reduce the transmission of such diseases. Additionally, it would minimize conflicts between cats and wildlife or domestic animals, such as dogs.

Cons of Incorporating an Outdoor Roaming Cat Bylaw:

Enforcement Challenges

One of the most significant challenges with a roaming cat bylaw is enforcement. It may be difficult for the Bylaw Officer to effectively monitor and catch violators. Without strict enforcement and public cooperation, the effectiveness of the bylaw may be limited. Additionally, the costs associated with monitoring compliance (e.g., fines, patrols) could be burdensome.

Impact on Outdoor-Loving Pet Owners

Many cat owners allow their pets outside as part of a healthy lifestyle for the animal, believing that it provides mental and physical stimulation. Implementing a bylaw could upset responsible pet owners who see their cats' outdoor time as beneficial. A complete restriction could be seen as overly restrictive or unnecessary for responsible owners.

Community Pushback

There may be considerable resistance from some community members who feel that a bylaw infringes on personal freedoms or goes too far in regulating pet ownership. This could result in a lack of cooperation from residents, complicating implementation efforts.

Unintended Consequences for Animal Behavior

Cats are independent creatures with natural hunting instincts. Restricting outdoor access could lead to unwanted behavioral changes, such as stress, boredom, or aggression,

which may affect their well-being. Without proper alternatives, such as adequate indoor stimulation, there may be negative consequences for the animals' health and happiness.

Conclusion:

While an outdoor roaming cat bylaw could offer significant benefits, particularly in terms of neighborhood quality of life, control of overpopulation and public health; there are also notable drawbacks. Challenges in enforcement, community resistance, and potential impacts on responsible cat owners must be weighed carefully.

In considering the implementation of such a bylaw, it is essential to balance the needs of the community, the environment, and the welfare of cats. Alternatives could include education campaigns or encouraging voluntary participation from cat owners before taking more restrictive steps. A draft bylaw amendment has been attached for Council's consideration.

Council discussion and direction is requested.



T. Boulanger, CAO

Enc.

District of 100 Mile House Animal Control Bylaw Amendment - DRAFT
BCSPCA – Speaking for Animals
Stewardship Centre for BC – Cats & Birds

DISTRICT OF 100 MILE HOUSE

BYLAW NO.

A bylaw to provide for the Control and Licensing of Animals and the Operation of Pound Facilities in the Municipality.

This bylaw may be cited for all purposes as the ***“District of 100 Mile House Animal Control and Pound Operation Amendment Bylaw No.## , 2025”***.

The Council of the District of 100 Mile House in open meeting assembled enacts as follows:

Part I – Interpretation

1. **“animal”** includes a dog, cat, horse, sheep, goat, mule, ass, swine, rabbit, poultry, llama, cow or other animal of the bovine species;

“At large” means an animal:

- a) In or upon a public place, or
- b) In or upon the lands or premises of any person other than the owner of the animal without the express or implied consent of that person while not under direct and continuous control of the Owner or a Competent person.

“Bylaw Enforcement Officer” means any person so appointed by Council or pursuant to any enactment to enforce this bylaw and includes peace officers and the poundkeeper;

“Cat” means a male or female of the species *Felis catus*.

“Collector” means the Director of Financial Administration of the District of 100 Mile House or any person authorized by Council to perform the duties assigned in this bylaw to the Collector:

“District” means the area contained within the boundary of the District of 100 Mile House;

“Exotic Animal” means any animal that is not normally domesticated in Canada or is wild by nature. Exotic animals include, but not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. The animals listed in parentheses are intended to act as examples and are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified:

1. Non-Human primates and prosimians (monkeys, chimpanzees, baboons)

2. Felidae (lions, tigers, bobcats, lynx, cougars, leopards, jaguars, not domesticated cats)
3. Canidae (wolves, coyotes, foxes, jackals, not domesticated dogs)
4. Ursidae (all bears)
5. Reptilia (iguanas, all venomous and constricting snakes)
6. Arachnida (tranchulas, scorpions and all venomous spiders)
7. Crocodilia (alligators, crocodiles)
8. Proboscidae (elephants)
9. Hyanenidae (hyenas)
10. Artiodatyla (hippotamuses, giraffes, camels, not cattle or seine or sheep or goats)
11. Procyonidae (raccoons, coatis)
12. Marsupialia (kangaroos, oppossums)
13. Perissodactylea (rhinoceroses, tapirs, not horses or donkeys or mules)
14. Edentara (anteaters, sloths, armadillos)
15. Viverridae (mongooses, civets, and genets)

“Feral Cat” means a cat that is unsocialized to humans and has a temperament of extreme fear and resistance to contact with humans;

“impounded” means seized, delivered, received or taken into the Pound or into the custody of the Bylaw Enforcement Officer or any officer;

“incurable/contagious disease” means any disease, sickness, injury or mutilation which would inevitably result in death, including without limitation, rabies;

“keeping” means owning, possessing, having the care, custody or control of, or harbouring;

“Kennel” means a facility for the care of four (4) or more dogs, cats or other household pets, where such animals are kept commercially for boarding, propagation, training, grooming or sale;

“Municipality” means the Corporation of the District of 100 Mile House;

“neutered male dog” means a male dog certified as neutered by any licensed veterinarian;

“owner” means any person:

- a) to whom a licence for a dog has been issued under this bylaw;
- b) who owns, is in possession of or has the care, custody or control of any animal;
- c) who harbours or allows any animal to remain about his house, land or premises;

“Pound” means any facility, building, structure or enclosure used to harbour and maintain animals pursuant to this bylaw or any vehicle used by the Poundkeeper.

“Poundkeeper” means the person or persons that from time to time may be appointed by Council to perform the duties of poundkeeper as specified in this bylaw and shall include the Bylaw Enforcement Officer, Peace Officer and any person acting on behalf of or assisting such Poundkeeper;

“spayed female dog” means any female dog certified as spayed by any licensed veterinarian;

“unlicensed dog” means any dog for which the license for the current year has not been paid or any dog which does not have affixed to its collar or harness a valid and subsisting license tag;

“vicious dog” means any dog which without provocation has bitten another domestic animal or human;

“Zoning Bylaw” means the bylaw of the District of 100 Mile House that regulates the use of land, as it may be amended or replaced from time to time.

Part 2 – Licensing of Dogs

Licenses

- 2.1 No person shall keep any dog unless a valid and subsisting license has been obtained under this bylaw for that dog. A license may be obtained by completing a “Dog License Application” form.
- 2.2 Every license and corresponding license tag issued under this bylaw shall expire on the 31st day of December of the year in which it was issued.
- 2.3 Every license and corresponding license tag issued under this bylaw is valid only in respect of and shall be worn only by the dog for which it was issued and is not transferable to a dog other than the dog for which the license and corresponding licence tag was issued.

Fees

- 2.4 The owner of every dog shall pay an annual license fee for that dog assessed as follows:
 - a. for each neutered male or spayed female dog, a fee of \$30.00;
 - b. for each male dog other than a neutered male, a fee of \$50.00;

- c. for each female dog other than a spayed female, a fee of \$50.00;
- d. notwithstanding the provisions of sub-paragraphs (a), (b), (c), above:
 - (i) an application for a license or a renewal license received on or before February 28th in a licensing year will be issued at no cost to the applicant.

2.5 Where a dog is not four months old until after the 30th day of June in the current calendar year, or a dog has been moved into the District after the 30th day of June, the license fee shall be as follows:

- a. for each neutered male or spayed female, dog, a fee of \$20.00;
- b. for each male dog other than a neutered male, a fee of \$35.00;
- c. for each female dog other than a spayed female, a fee of \$35.00.

Duties of Collector

2.6 The Collector, or their designate, shall receive dog license fees and is responsible for issuing dog licenses and license tags.

License Tag

2.7 Every owner of a dog in respect of which a license has been issued under this bylaw shall, while the license is valid, affix and keep affixed on the dog, by collar, harness or other suitable device, the license tag issues.

2.8 No person other than the owner of a dog shall remove the license tag affixed on that dog by the owner.

Replacement Licenses

2.9 The Collector may issue a replacement license or license tag upon:

- a. being satisfied by the owner that the original license or license tag issued by the Collector in respect of that dog has been lost or stolen;
- b. receipt of a fee of \$2.50; and
- c. receipt of a completed "Dog License Application" form.

2.10 If the person to whom the license was issued sells or otherwise ceases to be the owner of a dog, the new owner of that dog shall obtain a license and corresponding license tag in respect of that dog upon submitting a completed "Dog License Application" form.

Part 3 – Kennels And Dog Shelters

- 3.1 No person shall keep more than three (3) dogs at any one time on any parcel within the District, unless such person is the operator of a kennel in accordance with Section 3.2 of this bylaw.
- 3.2 No person shall operate a kennel on any parcel in the District that is in an area not zoned in accordance with the Zoning Bylaw.

Part 4 – Control Of ~~Dogs~~ Animals

- 4.1 Every person owning or keeping any animal shall prevent that animal from being at large in the District.
- 4.2 For the purposes of this bylaw, a ~~dog~~ animal is deemed to be at large where it is not under control by being:
 - a. on the property of its owner;
 - b. in the direct and continuous charge of a person who is competent to control it;
 - c. securely held on a leash ~~or harness~~ not exceeding three metres (9.8 feet) by a person who is competent to control it so that it is unable to roam, or
 - d. securely confined within an enclosure.
- ~~4.3 For the purposes of this bylaw, any animal other than a dog is deemed to be at large when, in the opinion of the Bylaw Enforcement Officer, such animal is led, driven or strays on any highway or public place and is not under the direct and continuous charge of a person who is competent to control it.~~
- 4.4 ~~4.3~~ Subject to Part 5 of this bylaw, every person owning or keeping any ~~dog~~ animal shall prevent that ~~animal~~ ~~dog~~ from being on any public property within the district unless ~~the dog~~ it is held on a leash ~~or harness~~ not exceeding 3 metres (9.8 feet) by a person who is competent to control it.

Part 5 – General Prohibitions

- 5.1 The Council may designate all or any part of a park or public place as an area in which no animals shall be permitted and such an area may be marked by signs or other devices.
- 5.2 Every person owning or keeping any animal shall prevent such animal from being in an area designated pursuant to Section 5.1.
- 5.3 The Bylaw Enforcement Officer may seize and impound any animal that is found on any land designated pursuant to Section 5.1.

- 5.4 The Poundkeeper shall retain in the Pound any animal seized and impounded pursuant to this section and shall not release any such animal except in accordance with the provisions of this bylaw.
- 5.5 It is an offence for any person owning or keeping a **dog animal** to fail to immediately remove and dispose in a waste container or by other sanitary means, any excrement deposited by such **dog animal** in any place off the owner's property.
- 5.6 As an exception, subsection 5.5 does not apply to the owner of a seeing eye dog.
- 5.7 No person shall own, keep or harbour any animal or bird which by its barks, cries or other noises disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity.

Part 6 – The Pound

- 6.1 The Pound will be designated by resolution of Council of the District of 100 Mile House.

Part 7 – The Poundkeeper

- 7.1 The Council may by resolution appoint a Poundkeeper, and such assistance as may be required, all at such salary or remuneration as Council may determine.

Contracting Out

- 7.2 The Council may enter into an agreement with the Poundkeeper for the purpose of:
 - a. maintaining and operating a Pound;
 - b. managing the Pound; and
 - c. providing for the collection, distribution and payment of any revenue and expenditures derived from the operation of the Pound.
- 7.3 Every Poundkeeper, when required by the Council, shall give a bond to the Municipality, in the sum of one hundred dollars (\$100.00), that he will and faithfully perform the duties of his office, and account for and pay over to the Municipality all monies which he shall receive by virtue of his office
- 7.4 Every Poundkeeper shall pay over to the Collector all monies received by him by virtue of his office if and when instructed to do so and shall at all times produce his financial records for the inspection of Council or the Collector when required to do so.

- 7.5 Whenever any seizure or impoundment has been made as herein provided, the Poundkeeper shall daily furnish the seized animal with sufficient food, water, shelter and attendance during the whole period the animal continues to be impounded, and for so doing the Poundkeeper shall be entitled to demand and receive from the owner a maintenance fee specified in this bylaw.
- 7.6 No person shall take or rescue or attempt to take or rescue any animal that is in the lawful custody of a Poundkeeper.
- 7.7 No person shall resist or interfere with a Bylaw Enforcement Officer or Poundkeeper in the performance of their duties under this bylaw.

Part 8 – Impounding

Authority to Seize

- 8.1 The Bylaw Enforcement Officer may impound any dog and any animal which is found by him/her to be at large within the Municipality pursuant to Sections 4.1, 4.2 or 4.3 of this bylaw.

Duty to Inform Owner

- 8.2 Subject to Section 8.5, where an animal that has been impounded has identification stating the name and address of the animal's owner, the Poundkeeper shall forward a notice to the owner of the animal stating that the animal has been impounded.
- 8.3 Where the owner of an impounded animal is unknown to the Poundkeeper, the Poundkeeper shall cause a notice of impoundment to be posted on the notice board at the main entrance to the Municipal Hall.
- 8.4 The notice referred to in Section 8.3 shall include a description of the animal which has been impounded and shall specify the place where, and the time when, the said animal may be sold or destroyed if not previously reclaimed, which time shall be not less than three days after the date on which the said notice was published or posted.
- 8.5 Where the Poundkeeper posts a notice in accordance with Section 8.3, he shall be deemed to have informed the owner of the animal of the impoundment as required by Section 8.2.
- 8.6 The Poundkeeper shall retain any impounded animal for a period of 8 calendar days, and if such animal is not reclaimed within the 8 calendar days, the Poundkeeper may:

- a. allow its adoption by any person by means of sale or auction; or
- b. destroy the animal.

Impoundment Fees

- 8.7 The owner of any impounded animal may reclaim the animal at any time prior to its sale or destruction, by providing to the Poundkeeper proof of ownership and paying the ~~following fees, where applicable:~~ applicable fees as per the Fees & Charges Byaw
- ~~a. an impounding fee of twenty five (\$25.00) for the first impoundment; fifty dollars (\$50.00) for the second impoundment; one hundred and fifty dollars (\$150.00) for the third impoundment; two hundred and fifty dollars (\$250.00) for the fourth and subsequent impoundments and applicable license fees if the dog is unlicensed.~~
 - ~~b. maintenance costs:~~
 - ~~i. for any animal other than a horse — \$9.00 per day for dogs and \$9.00 per day for cats;~~
 - ~~ii. for a horse — \$10.00 per day or portion of a day;~~
 - ~~c. a license fee, as required by this bylaw, where the impounded animal is a dog and the dog is unlicensed; and~~
 - ~~d. any fine or penalty imposed under this bylaw.~~
- 8.8 The Poundkeeper may destroy any animal suffering from an incurable /contagious disease upon certification of the animal's condition by a licensed veterinarian. Fees incurred will be collected from the animal's owner as set out in Section 8.10.
- 8.9 Any animal that is destroyed pursuant to this bylaw shall be destroyed by a veterinarian in a manner that causes the quick death of the animal without unreasonable risk of harm to other animals or any other person. Fees incurred will be collected from the animal's owner as set out in Section 8.10.

~~Destruction of Animals at Owner's Request~~

- ~~8.10 Where the owner of any animal desires it to be destroyed, the Poundkeeper may provide such a service upon the owner paying the following fees:~~
- ~~a) — \$25.00 plus the veterinarian fee.~~

Duty of Poundkeeper to keep Records

- 8.11 The Poundkeeper shall keep a record book in which he shall record the following information:
- a. the number and description of each dog impounded,
 - b. the description of each other animal impounded;
 - c. the name of the person who brought or caused the animal to be impounded;
 - d. the day and the hour on which the animal was received, reclaimed, sold or destroyed;
 - e. the fees paid by the reclaiming party; and
 - f. the amount of the proceeds of the sale, if any.
- 8.12 No liability shall attach to the Poundkeeper or the Municipality for any animal destroyed in accordance with the provisions of this bylaw.

Part 9 – Unlicensed Dogs

- 9.1 Where the Bylaw Enforcement Officer has reason to believe that an unlicensed dog is on any premises, the Bylaw Enforcement Officer may request the occupant of the premises:
- a. to satisfy the Bylaw Enforcement Officer that a license has been obtained and a license tag has been issued for that dog; or
 - b. to deliver the dog to the Bylaw Enforcement Officer;

And where any dog is found to be on any such premises as set out above, no person shall:

- a. fail or refuse to produce any license or license tag issued for a dog;
- b. fail or refuse to deliver any dog to the Bylaw Enforcement Officer;
- or
- c. resist or interfere with the Bylaw Enforcement Officer in impounding any dog.

Part 10 – Vicious Dogs

- 10.1 a. no person shall own or keep a vicious dog unless it is confined indoors or confined in a securely enclosed and locked dog shelter constructed to prevent the escape of the vicious dog, and capable of preventing the entry of young children;

- b. such dog shelter shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be imbedded in the ground to a minimum depth of one foot;
- c. every person who possesses or harbours a vicious dog shall not permit, suffer or allow the dog to be on any streets or in any public place or any other place that is not owned or controlled by that person, unless the dog is muzzled to prevent it from biting another animal or human;
- d. The Bylaw Enforcement Officer may request owners of vicious dogs to comply with these regulations.

Part 11 – Exotic Animals

- 11.1 All exotic animals are strictly prohibited within the municipal boundaries.

Part 12 – Cat Regulations

- 12.1 No person shall keep more than three (3) cats at any one time on any parcel within the District, unless such person is the operator of a kennel in the accordance with Section 3.2 of this bylaw.

No person shall keep more than three (3) cats at any one time on any parcel within the District, unless such person is a Foster Home for the SPCA. A copy of an authorized SPCA Foster Home Application must be submitted to the District.

- 12.2 ~~Any person that owns more than three (3) cats, prior to adoption of this bylaw, must complete and submit Schedule "A", Grandfathering Consent Form for approval by the District.~~
- 12.2 Every owner of a cat over the age of 12 weeks shall affix and keep affixed sufficient identification on the cat by means of a collar, harness, traceable tattoo, microchip or other suitable devices.
- 12.3 A person must not intentionally feed or leave food out for any feral cat.

Part 13 – Penalties and Severability

- 13.1 Every person who contravenes a provision of this bylaw is guilty of an offence and upon summary conviction is liable to a fine of not more than \$2,000, plus the costs of prosecution.
- 13.2 If any section, subsection or clause of this bylaw is held invalid by a Court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

Part 14 – Repeal

14.1 The District of 100 Mile House Animal Control and Pound Operation Bylaw No. 1088, 2007, and all amendments thereto, are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME day of _____, 2025.

ADOPTED this _____ day of _____, 2025.

Mayor

Corporate Officer

~~DISTRICT OF 100 MILE HOUSE~~
~~SCHEDULE "A"~~
~~GRANDFATHERING CONSENT FORM~~

I, _____, residing at _____
_____ print name _____ civic address


~~100 Mile House, BC hereby notify the District, that prior to or at adoption of this
Bylaw, I own _____ cats. A written description of each cat is listed below
(or submit on a separate sheet to be attached to this consent form).~~

Description: (include such details as name, sex, age, colour, markings)

Signed this _____ day of _____.

Signature of Applicant _____ Phone number

Approved by the District of 100 Mile House: _____
_____ Bylaw Enforcement Officer

Donate  (<https://bcspca.donorsupport.co/-/XBTHGFGP>)



[BC SPCA \(https://spca.bc.ca\)](https://spca.bc.ca) > [FAQs \(https://spca.bc.ca/faqs/\)](https://spca.bc.ca/faqs/) > [Pet care & behaviour \(https://spca.bc.ca/ufaq-category/pet-care-behaviour/\)](https://spca.bc.ca/ufaq-category/pet-care-behaviour/) > Should I keep my cat indoors? Is unsupervised outdoor time OK?

Should I keep my cat indoors? Is unsupervised outdoor time OK?

 **Should I keep my cat indoors? Is unsupervised outdoor time OK?**

[\(https://spca.bc.ca/faqs/indoor-cats-vs-outdoor-cats/\)](https://spca.bc.ca/faqs/indoor-cats-vs-outdoor-cats/)



The BC SPCA recommends that cats live indoors. Indoor cats have a longer life span than those that go outside. Whether you choose to let your cat out or keep them in, know how to provide them with the best environment to keep them happy and safe.



What's the issue with indoor and outdoor cats?

Risks of letting your cat outdoors

- Other cats or dogs in the neighbourhood can cause injuries to your pet
- Busy streets and traffic can cause injury or death
- Exposure to contagious diseases and parasites
- Extreme weather issues
- Poisoning
- Pet theft
- Animal cruelty
- Eaten or injured by wildlife like coyotes, eagles or other predators



Outdoor roaming cats also cause

- Problems by digging in neighbour's gardens
- Marking territory by spraying
- Prey on songbirds and other wildlife

Risks for indoor cats

- Depression
- Frustration
- Become lethargic if their environment does not provide enough stimulation

To prevent these issues, help your cat be a cat. Indoor cats need to do things in their home that let them hide, chase, climb, jump and pounce.



Tips to keep your cat happy, healthy and safe indoors

- Give your cat toys that are safe and stimulating.
- Use feathery and fake furry toys that move like small prey or toys filled with catnip.
- Rotate toys and new objects to ensure there's always something novel
- Give your cat a scratching post with high perches. Put it near doorways or window.
- Spend time every day interacting with your cat. What does your cat like? Play or petting? Play with toys, games of chase and peek-a-boo. Train your cat.
- Cats need at least 15 to 30 minutes of play broken into short five minute sessions throughout the day.

- Plant a pot of indoor greens for your cat to munch on such as cat grass from seeds (oat, rye, wheat, barley) or catnip.
- Open screened windows to let fresh air in. Give her access to window ledges to sit on and look out at the world.
- Cats are auditory hunters. Be creative, get toys that make buzzing noises.
- Reward your cat when he hunts the sound.
- Use food puzzles! Cats normally have to work for their food through hunting. Food puzzles can be a nice substitute for hunting behaviour and provide lots of important cognitive stimulation for your kitty!
- Add a catio so your cat can go outside, keeping them and birds safe! And other safe outdoor access options.
- Provide multiple litter boxes of different sizes and litter types to do a preference test of what your cat likes best.
- Feed meals in smaller increments throughout the day to mimic hunting. Use enrichment feeding toys to make it a little more fun.
- Teach your cat to high five using positive reinforcement clicker training.



I want my cat to have some time outside

- Supervise your cat outdoors

- Train your cat to walk on a harness
- **Build an enclosure outside to keep her safe (<https://spca.bc.ca/news/how-to-build-a-catio/>)**

Tip Tuesdays: Putting a Harness on a Cat



All cats need a collar and identification

Whether inside or out, your cat should always have a collar and ID tag as well as a tattoo or microchip. “Quick-release” or “break-away” collars with elastic are best. They’ll prevent your cat from getting tangled in branches or other objects.

We also recommend that you **register your cat in the BC Pet Registry** (<https://spca.bc.ca/programs-services/pet-identification-registry/>). This registration will enable any participating veterinarian, animal control agency or rescue group to identify the lost animal in their care and notify the guardians.



Tips to help keep your cat safe outside

Think about all the risks before deciding to let your cat go outside. It might be hard to change her habit of going out if you change your mind and want to keep her in.

- Train your cat to come back at a certain time every day by feeding her only then.
- Give your cat access to the inside of the house or a safe shelter near the house to escape other cats or dogs if one is chasing her.
- Train your cat to respond to a whistle by blowing the whistle every time you feed her or give her a treat. (Be careful as your cat may come running from across the street when she hears the whistle. You should not use the whistle unless you know it is safe).
- Talk to your vet about vaccines and parasite prevention.



Read more about indoor vs outdoor cats and how to enrich your cat's life

[Indoor versus outdoor – how to provide the best environment for your cat](https://spca.bc.ca/wp-content/uploads/enrich-your-cats-life.pdf) (PDF)

ENRICH YOUR CAT'S LIFE

THE AVERAGE LIFE SPAN OF AN INDOOR CAT IS LONGER THAN THOSE ALLOWED OUTSIDE.

IT'S IMPORTANT TO PROVIDE AN INDOOR ENVIRONMENT THAT PROMOTES NATURAL BEHAVIOURS SUCH AS CLIMBING, HIDING, CHASING, JUMPING AND POUNCING.

HERE ARE SOME TIPS TO KEEP YOUR CAT HAPPY, HEALTHY AND SAFE INDOORS:



Provide a variety of toys for your cat and rotate them.



Provide a scratching post with high perches.



Set out objects or areas for your cat to explore, such as cardboard boxes or paper bags.



Set up high perches, particularly near windows.



Plant a pot of indoor greens that are safe for your cat to munch on, such as cat grass or alfalfa.



Play with your furry friend! Spend 15 to 30 minutes broken up into short sessions throughout the day.



Hide treats around the house and encourage your cat to find them.



More great tips at spca.bc.ca

Find out more at spca.bc.ca

BCSPCA
SPEAKING FOR ANIMALS

I need help with...

Adoption

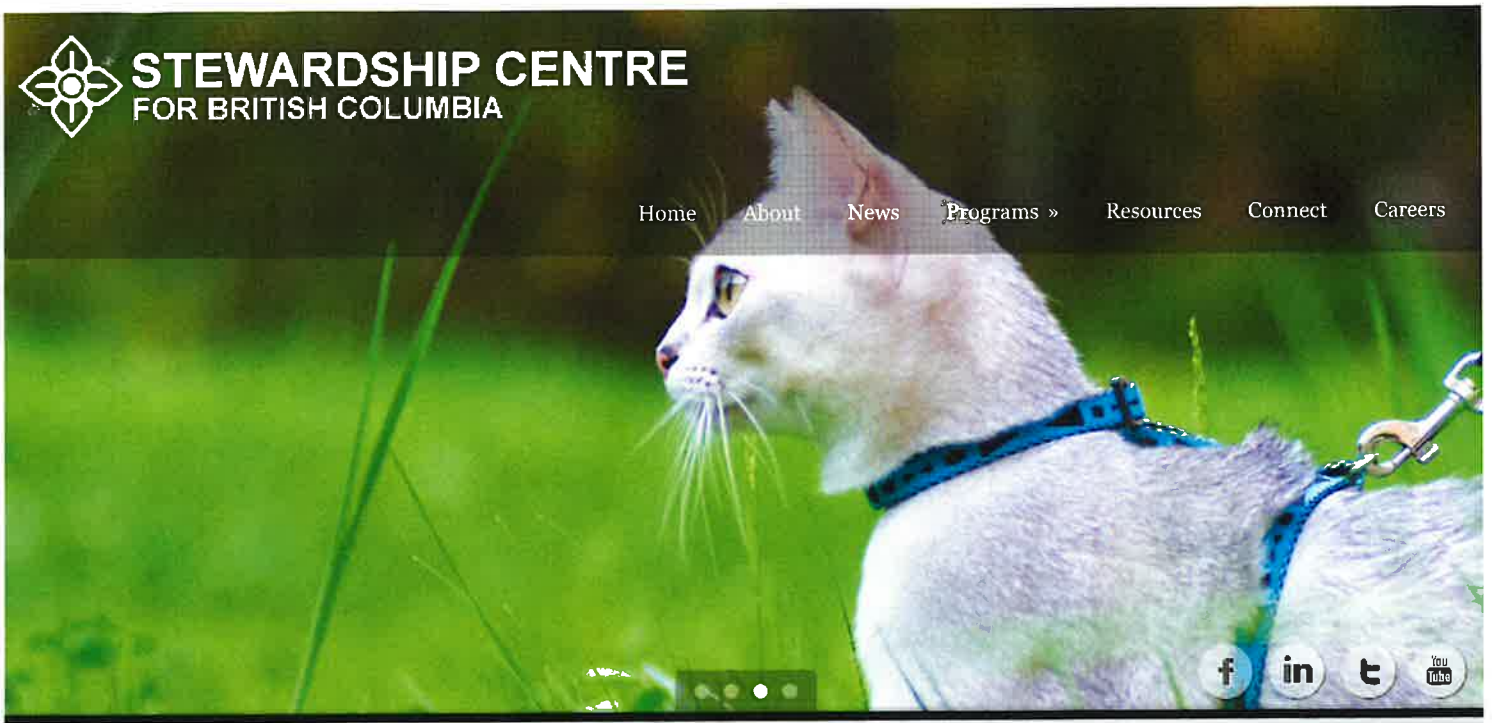
Animal cruelty

Animal issues

Buying ethical meat/dairy

Can't keep an animal

Exotic animals



Cats and Birds | Cat Bylaws

Ask your local government to adopt cat bylaws

Cats are the most common pets in Canadian households, outnumbering dogs and other companion animals ([Humane Canada, 2017](#)). However, the majority of BC municipalities don't recognize cats in policy to the same extent as dogs. **There are minimal to no protection policies that adequately address cat welfare, contributing to the cat overpopulation crisis and leaving millions of cats left to suffer outdoors.** Charity and volunteer-based cat welfare organizations are overwhelmed by the volume of abandoned cats and the challenge of managing feral cat colonies.

One of the primary reasons for this issue is the common practices of allowing cats to roam unsupervised, along with low rates of spay/neuter, and a lack of regulations to address an existing cat problem and preventing more cats from living outdoors. Moreover, [free-roaming cats negatively impact biodiversity](#) and community health, predated on protected species, spreading parasites and diseases to other animals and people, and causing tension between neighbours over roaming cats trespassing private property and parks.

Only together we can help cats, wildlife and communities to co-exist. Ask your local government to recognize cats in municipal bylaws, adopt policies to support local cat welfare, and enforce responsible cat ownership practices. Send a letter to your Mayor and Council to raise awareness of this issue and advocate cat-specific bylaws in your area.

About Cats and Birds

- [Cats and Birds Home](#)
- [Cats and Birds About](#)
- [Cats and Birds Research](#)
- [Cats and Birds Funders](#)
- [Working Together](#)

Cats and Birds Tips

- [Helping Birds](#)
- [Helping Cats](#)

All Cats and Birds Resources

- [Cats and Birds Downloads](#)
- [For Cat Owners](#)
- [For Veterinarians](#)
- [For Local Government](#)
- [Letter Template – Ask your local government to introduce cat bylaws](#)



**District of
100 MILE HOUSE**

**COUNCIL REPORT
File No. 570-01**

Committee of the Whole – January 28, 2025

REPORT DATE: January 22, 2025
TITLE: Business Licence Bylaw 1407, 2024
PREPARED BY: Sheena Elias - Director of Finance

PURPOSE:

The purpose of this report is to provide Council with information for discussion on Mobile Vendor licencing and fees.

BACKGROUND INFORMATION / DISCUSSION:

At the November 20th, 2024, Committee of the Whole meeting Council requested a review of the Mobile Vendor section of the Business Licence Bylaw #1407 and the fees associated in the current fees and charges bylaw.

Annual Business Licence Fee – Mobile Vendor

Staff have reviewed the current annual business licence fee for Mobile Vendors (\$250) in comparison with other municipalities. The average fee for the fourteen (14) municipalities surveyed is \$207.00.

When looking at the comparison the current fee of \$250.00 per year is current and would not require an increase at this time.

In addition to the annual licence fee some municipalities charge a per day fee for a limited or unlimited number of days per year or a parking pad fee for setting up on municipal property.



Business Licence Bylaw 1407 – Mobile Vendor

Historically, Mobile vendors in the District of 100 Mile House were primarily retail sales or direct sale food vendors. As illustrated in the table below there has been a very noticeable increase in Mobile Vendor licences including Food Trucks in the last two years.

	2020	2021	2022	2023	2024
Food Truck	0	0	1	5	8
Fruit or Vegetable	1	2	1	2	4
Meat or Seafood	3	2	2	2	3
Other	1	1	1	2	2
Total	6	5	5	11	17

Due to the increase in Food Trucks a review of the bylaw will provide clarification on requirements, ensure safety requirements are up to date and ensure an easy to follow clear process for businesses.

The following sections have presented challenges and require clarification:

10.12 Every business carrying a license for mobile/street vendor shall only operate on private property with written permission of the owner/tenant, a copy of which is to be kept on file at the District, and upon approval of Council, any municipal owned designated property.

- Food trucks are often in multiple locations during a season in contrast to the previous vendors that would stay in one location. Does Council wish to have proof of permission for each location a food truck sells from?
- Events are often held on municipal property – Does Council wish to preapprove locations where and when food trucks or mobile vendors can set up on municipal land?

10.13 Every person who sells from a vehicle shall provide registration for the vehicle and provide valid Personal Identification.

- Due to protection of privacy legislation, it is recommended to remove the personal identification requirement.



Attached are examples of how Prince George and Abbotsford have prepared guides for Mobile Vendors to follow to ensure all requirements are well communicated and easy to follow.

OPTIONS:

- 1) Provide direction to staff on desired changes to Business Licence Bylaw 1407
- 2) No changes to the bylaw, staff will follow current requirements.

BUDGETARY IMPACT: n/a

LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):

ATTACHMENTS:

District of 100 Mile House Business licence Bylaw 1407
City of Prince George – Mobile Vendor and Sidewalk Vendor Business License Guide
City of Abbotsford – Operating as a Mobile Food Vendor

Prepared By: S. Elias
Sheena Elias, Director of Finance

Date: Jan 23/25

Reviewed By: T. Boulanger
Tammy Boulanger, CAO

Date: Jan. 28.25

DISTRICT OF 100 MILE HOUSE
BUSINESS LICENSE BYLAW NO.1407, 2023

A bylaw to provide for licensing and regulation of businesses

WHEREAS pursuant to the Community Charter, Council may, by bylaw, regulate matters in relation to business.

NOW THEREFORE Council for the District of 100 Mile House, in open meeting assembled, hereby enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "***Business License Bylaw No.1407, 2023.***"

2. REPEAL

The "District of 100 Mile House Business License Bylaw No.1252, 2013," and all amendments therefore are hereby repealed.

3. SEVERABILITY

If any portion of this bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of the bylaw.

4. INTERPRETATION

Except as otherwise defined in **Schedule A** to this Bylaw, words and phrases herein are to be construed in accordance with their meanings under the *Community Charter* and the *Interpretation Act*, as the context and circumstances require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time. Headings are for conveniences only and must not be construed as defining or in any way limited the scope or intent of this Bylaw. If any part of this Bylaw is held as being invalid by a court of competent jurisdiction, the invalid parts is severed and the remainder is deemed to have been enacted without the invalid part.

5. APPLICATION

This Bylaw applies to all business activity in or from premises within the District, except in relation to activity carried on:

- (a) by the government of Canada or its agents, corporations or persons acting for or on behalf of the Federal government;
- (b) by the Province of British Columbia or its agents, corporations or persons acting for or on behalf of the Province;
- (c) by the District or another local government or by an agent, corporation, or person acting for or on behalf of the District or other local government;
- (d) by a person on an Indian Reserve, by an Indian Band within the meaning of the *Indian Act* (Canada), or by an Indian Band organization composed exclusively of Indian Bands or other person employed to act for or on behalf of the Indian Band.

6. COMPLIANCE WITH OTHER APPROVAL AGENCIES

- 6.1** If a business is subject to any requirements, approvals, or restrictions of the federal, provincial, or local government, the applicant must meet all requirements, acquire such approvals, and adhere to such restrictions prior to submitting an application.
- 6.2** The District's issuance of a license is not a representation by the District to the licensee or any person that the business complies with legislation, or other enactments, that apply to that business. As such, if the District issues a license to a licensee, it is their responsibility for ensuring that their business complies with all applicable legislation and enactments.

7. AUTHORITY OF BUSINESS LICENSE INSPECTOR

- 7.1** The following officers of the District of 100 Mile House are designated as "License Inspectors" for the purpose of issuing business licenses and/or administering and enforcing the provisions of this bylaw:
 - (i) CAO or Deputy
 - (ii) Corporate Officer or Deputy

7.2 The Business License Inspector may, in accordance with this Bylaw:

- (a) issue a license when he or she is satisfied that the applicant has complied with the requirements of the regulations governing building, zoning, fire, health, sanitation and business;
- (b) shall have the authority to grant or refuse a business license in any specific case, provided that a business license shall not be unreasonably refused and, in the case of refusal, upon request, the Business License Inspector will provide written reasons for refusal.

8. LICENCE REQUIREMENTS

8.1 A person must not operate a business within the District except in accordance with this Bylaw and, unless exempted in this Bylaw, in accordance with a valid and current license issued by the License Inspector for that business.

Exemptions

8.2 A license is not required for the following activities:

- (a) a performance, concert, exhibition or entertainment the entire proceeds of which, above actual expenses, are devoted to a charitable purpose.
- (b) a performance, concert, exhibition, entertainment or concession that is held in a licensed theatre or other licensed place.
- (c) a business of letting or renting rooms if not more than 2 rooms are available for letting or renting.
- (d) commercial travelers offering for sale or selling merchandise to merchants for resale by them in the ordinary course of their business.
- (e) owners or operators of retail businesses who only deliver commodities sold by them in the ordinary course of business and pick up commodities being returned or exchanged..
- (f) persons practicing a profession governed by a special Act, unless they regularly and generally carry on business in the municipality.
- (g) Non-profit organizations are not required to obtain a business license but will be required to register with the District.

Applications and Information

- 8.3** Every person applying for a license or a transfer of license shall complete the District Business License Application form. Applications may be signed by the owner or his duly authorized representative.
- 8.4** Any person making an application for a license shall give true and correct details for the business that the license is being applied for, on the application form supplied by the District. Any false declaration or concealment of material facts shall be deemed an infraction of this Bylaw and shall be liable to the penalties set forth in Section 11.4.
- 8.5** For the purpose of this Bylaw, where a business is carried on, in or from more than one premises, the business carried on, in or from each premises shall be deemed a separate and distinct business.
- 8.6** Where more than one business with separate and/or different owners is carried on, in or from a single premise, each separate business requires a business license.
- 8.7** Where more than one business is operated by one owner in or from a single premise, a business license shall be required for the principal business only.
- 8.8** Off-premises sales are permitted where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, as per Section 10.25.

Term of License and Renewal

- 8.9** A license shall be valid for the year in which it is obtained unless it has been cancelled.
- 8.10** In order to continue to operate a business beyond the term of its license, a licensee must renew the license by paying the applicable license fee. For every license renewal the fee must be paid before January 31st of each and every year that the business activity continues.
- 8.11** License fees that remain unpaid after January 31st will be treated as a new application and the appropriate fees shall apply.

License Fees

8.12 A license is not valid until the required license fee payment, as described in the Fees & Charges Bylaw, has been received.

Transfers

8.13 Where a business has transferred ownership, upon sale, a Transfer of License Application must be approved by the License Inspector and the appropriate fees described in the Fees & Charges Bylaw paid.

8.14 Where a business has transferred location, a Transfer of License Application must be approved by the License Inspector and the appropriate fees described in the Fees & Charges Bylaw paid.

8.15 Where only the name of the business has changed (ownership and location remains the same) the fees described in the Fees & Charges Bylaw apply.

Display of License

8.16 The license holder or person in charge of the premises wherein the business is practiced, shall at all times keep the Business License prominently displayed in the sales or reception area of the premises to which the public has access, or in an area designated by the License Inspector.

8.17 Upon the termination of the business operations by the license holder, the license holder shall notify the License Inspector that the license is no longer required and shall surrender the license to the License Inspector.

9. GENERAL REGULATIONS

Inspections

9.1 Without limiting Section 7.2, the License Inspector or a Bylaw Enforcement Officer may, at reasonable times and in a reasonable manner, enter on or into a property, building, structure, or other premises where business is or appears to be carried on to inspect and determine whether all restrictions, conditions and requirements under this Bylaw or another applicable enactment are being met.

Terms and Conditions by License Inspector

9.2 The License Inspector may impose terms and conditions that must be met for obtaining, continuing to hold, or renewing a license for the purpose of addressing any concern or obstacle to the reasonable operation of the business, including issues of safety, health, nuisance, crime prevention or reduction, security of persons or property, and otherwise for compliance with this Bylaw or other applicable enactments.

Suspension or Cancellation of License

9.3 A business license may be suspended or cancelled for reasonable cause. Without limiting subsection 9.3, any of the following circumstances may constitute reasonable cause:

- (a) the holder fails to comply with a term or condition of the license;
- (b) the holder is convicted of an offence indictable in Canada;
- (c) the holder is convicted of an offence under an Act or municipal bylaw in respect of the business for which the holder is license or with respect to the premises named in the license;
- (d) the holder is deemed, under this Act or the *Offence Act*, to have pleaded guilty to an offence referred to in section 9.3(c).
- (e) the holder has ceased to comply with a bylaw or has otherwise ceased to meet the lawful requirements to carry on the business for which the holder is licensed or with respect to the premises named in the license;
- (f) in the opinion of the Council, the holder has engaged in misconduct that warrants the suspension or cancellation of the license, if the misconduct is:
 - i. in respect of the business
 - ii. in or with respect to the premises named in the license, or
 - iii. in respect of that business or another business, or in or with respect to the premises of that business or other business, carried on by the holder inside or outside the municipality.

9.4 The suspension of a license by the License Inspector shall be made by notice in writing signed by the License Inspector and served on the person holding such license or delivered to the holder of such license by

registered mail to the address given by the Licensee on the application for license.

- 9.5** Any person whose license has been suspended under section 9.3 may appeal to the District Council, and upon appeal, the Council may confirm or may set aside the suspension on such terms as Council may think fit.
- 9.6** The License Inspector is authorized to grant a license if, in his or her opinion he or she is satisfied that the applicant has complied with the requirements of the bylaws of the District regulating building, zoning, health, sanitation and business. In cases where the License Inspector is not satisfied that the applicant has complied with the requirements of the aforementioned bylaws, the License Inspector may refuse to grant a license.
- 9.7** Notwithstanding anything contained in this bylaw, District Council may, on the affirmative vote of at least two-thirds (2/3) of its members, refuse in any particular case to grant the request of an applicant for new or renewed Business License; however, the granting or renewal of a license must not be unreasonably refused.

10. SPECIFIC BUSINESS REGULATIONS

Carnivals and Circuses

- 10.1** No Business License shall be issued for a *Carnival* or *Circus* until the applicant provides to the District of 100 Mile House, proof satisfactory to the License Inspector of a commercial general liability insurance that:
- (a) has limits of not less than \$5,000,000 per occurrence;
 - (b) includes the District named as additional insured;
 - (c) the licensee shall hold the District harmless against claims, actions for injury, property damage, loss or death arising out of or resulting from the operation of a business;
 - (d) contains a cross-liability clause;
 - (e) provides that the insurer will give the District at least 30 days prior written notice of cancellation of, or material alteration to, the policy.

Transportation Service

- 10.2** Every business carrying the license for a taxi/shuttle/limousine must provide the District of 100 Mile House with a valid copy of a British Columbia Drivers License.

10.3 No business shall operate or permit to operate, in the District of 100 Mile House, a commercial passenger vehicle unless licensed under the provisions of the British Columbia Passenger Transportation Act.

Second-Hand Dealers and Pawnbrokers

10.4 Every Second-Hand Dealer and Pawnbroker shall keep a register and shall clearly record in that register the following information on each item at the time the item is received:

- (a) a reference number unique to the item;
- (b) the make, model, serial number and description of the item;
- (c) the amount paid for the item;
- (d) the time and date of receipt of the item;
- (e) the full name, residential or business address and full description of the person from whom such articles, goods or things were purchased or received, along with the number and expiration date from one of the following picture identifications: a passport, a driver's license, or a British Columbia Identification (BC ID) card;
- (f) the full signature of the person from whom the articles, goods or things were purchased or received; and
- (g) the make, model and Provincial License Plate of the motor vehicle used by the person from whom such articles, goods, or things were purchased or received, for the purpose of delivering the articles, goods or things.

10.5 The register shall be the permanent record and the operator responsible shall ensure that it is not destroyed, defaced or mutilated. No entry which has been made shall be erased or obliterated. The register shall be open to inspection by members of the RCMP Detachment and by the District Bylaw Enforcement Officer at all times during business hours.

10.6 Every operator shall forthwith upon demand being made by any member of the RCMP Detachment provide, during business hours any and every article requested which has been received or acquired by the business.

10.7 No operator shall alter, sell, exchange or otherwise dispose of any item which has been received or acquired by the business within seven (7) days of receipt or acquisition.

10.8 No operator shall allow any item to be removed from the premises within seven (7) days of the date of receipt or acquisition, unless such item is removed by a member of the RCMP Detachment.

- 10.9** Every operator under this category, or their employee or agent, shall on the Saturday of each and every business week, compile and sign a true and accurate report of all articles received or acquired during such business week. Such report shall be delivered, in the form required by the License Inspector, to the Non-Commissioned Officer of the 100 Mile House RCMP Detachment by 10:00 a.m. of the 1st business day of the following week.
- 10.10** Every operator under this category shall ensure that his premises are maintained in an orderly and safe condition, and shall ensure that no part of the premises are unsightly.
- 10.11** This section of the bylaw does not apply to operators of second-hand art and book shops, second-hand clothing stores and not for profit thrift stores.

Mobile/Street Vendor

- 10.12** Every business carrying a license for mobile/street vendor shall only operate on private property with written permission of the owner/tenant, a copy of which is to be kept on file at the District, and upon approval of Council, any municipal owned designated property.
- 10.13** Every person who sells from a vehicle shall provide registration for the vehicle and provide valid Personal Identification.
- 10.14** Every business shall obtain five million (\$5,000,000) liability insurance inclusive of limits covering bodily injury, death and property damage including the loss of use of such property, showing the District of 100 Mile House as a coinsured party and a copy of which is to be kept on file at the District.
- 10.15** Every mobile/street vendor who sells any commodity by its weight, shall have available and use a weigh scale capable of accurately weighing any such commodity.
- 10.16** A Health Permit is required for the selling/preparing/serving of food or beverages.
- 10.17** Must always display business license within the motorized or non-motorized vehicle/cart.
- 10.18** Every mobile/street vendor shall ensure that the business does not obstruct the free movement of pedestrians and traffic, as applicable.

10.19 Every mobile/street vendor shall ensure that any and all litter, refuse or garbage generated by the business be disposed of appropriately, and that the space is maintained and left in a safe, clean and sanitary condition.

Off-Premises Sales

10.20 Off-premises sales are permitted subject to the conditions outlined in the bylaw.

10.21 Off-premises sales are permitted only in areas designated and zoned commercial in the Zoning Bylaw.

10.22 Off-premises sales are restricted to a maximum of three (3) days per event.

10.23 If the off-premises sales are held on privately-owned property, written permission of the property owner and tenant or such other person duly authorized to give such permission should be obtained and a copy shall be provided to the District of 100 Mile House prior to the event.

10.24 Where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, the fees described in the Fees & Charges Bylaw will apply:

10.25 A business may only operate on municipal property with written approval from the District of 100 Mile House. Any person or business, seeking a license to conduct business on municipal property, must obtain liability insurance in the amount of Five Million Dollars (\$5,000,000.00) for personal injury, death and property damage, as well as (if applicable), vehicle insurance. The liability insurance must contain a clause indemnifying the District from liability in the event of injury or damage being done to any person or property as a result of any activity of the business, and contain a clause that the insurance cannot be terminated without a thirty day notification of such to the District of 100 Mile House. Proof of such insurance must be submitted to the satisfaction of the Director of Financial Administration or License Inspector prior to the granting of a license.

10.26 Applications that are refused by the License Inspector will be forwarded to Council for reconsideration if written request is received in the Municipal Office within ten (10) days of refusal of the license.

Farmer's Market

- 10.27** Every Farmers' Market applicant must obtain a license that shall cover ALL the vendors participating in the market inclusive of mobile concessions and prior to allowing the sale of any goods, be able to provide evidence that all vendors intending to sell food products have complied with any conditions, restrictions or requirements of the District and the Medical Health Officer.
- 10.28** Every Farmers' Market must not operate on District lands or premises until the Farmers' Market applicant has obtained permission from Council and has provided a certificate of insurance that includes vendors' product liability, in a form and on terms acceptable to the District naming the District as an additional insured.
- 10.29** Each location is deemed to be a separate market and a license will be required for each market location.

Special Events

- 10.30** A business entity must complete the "*Business License Application for Special Events*" to obtain a valid business license for the location where a special event is to be held or conducted, except in the case where the location is occupied by a not-for-profit entity which is not required to hold a business license for the location.
- 10.31** At multi-vendor events,
- (a) The primary organization for the event is required to attain a business license;
 - (b) A business license is not required if the organizer is a not-for profit entity which continuously and legally occupies the location, whether or not they are required to hold a valid business license for that location;
 - (c) Vendors are not required to attain a business license, however it is the responsibility of the primary organization to ensure that each vendor has attained appropriate health inspections, liability insurance, etc.
- 10.32** The License Inspector may waive the license fee for a special event where the organizer is a not-for-profit organization and the purpose of the event is to raise funds for charitable purposes.

Cannabis Retail Store License Regulations

- 10.33** A requirement of this bylaw pertaining to Cannabis Retail Stores does not abrogate the applicant of any other requirements contained herein that are generally applicable to all businesses.
- 10.34** A business license for Cannabis Retail Store is required whether the Cannabis store operates for profit or not for profit basis.
- 10.35** A business license will only be issued once an “approval in principle” is received from the Province and the District has provided a favorable resolution to the LCRB. The business license will be issued on the condition that the LCRB provides final approval.
- 10.36** The *Cannabis Control and Licensing Act* defines regulations and terms and conditions that relate to owners and operators of non-medical cannabis retail stores in B.C. and it is the responsibility of the licensee to be aware of and to operate in compliance with these rules.
- 10.37** Licensees are also responsible for knowing and complying with any Federal, Local Government and/or Indigenous Nation laws, bylaws and requirements.
- 10.38** A Cannabis Retail Store must not:
- (a) advertise or promote the use of cannabis to a person under the age of 19;
 - (b) allow a person to smoke, vape, consume or otherwise ingest Cannabis or products containing Cannabis on the premises;
 - (c) display signage that is in contravention of Provincial and Federal legislation and the District’s Sign Regulation Bylaw including all amendments and replacements thereto;
 - (d) place any sandwich board signs outside the premises;
 - (e) operate the cannabis retail store between the hours of 9 pm and 9 am daily
- 10.39** A Cannabis Retail Store must:
- (a) use the front door for public access to the retail storefront;
 - (b) install video surveillance cameras that monitor all entrances and exits and the interior of the business premises at all times;
 - (c) install a security and fire alarm system;

- (d) not allow Cannabis to remain on the premises when the business is not open to the public, unless the Cannabis is securely stored on the premises in a locked cannabis storage room & display cases.
- (e) ensure that no odour is detectible from public property, neighboring properties, or other premises within the same building;
- (f) not use the premise to carry on business other than the Cannabis Retail Store;
- (g) ensure that windows on street frontage of the premises are not blocked by translucent or opaque material, artwork, posters, shelving, display cases or similar elements;
- (h) ensure the cannabis and cannabis accessories are not visible from outside the store.

10.40 A Cannabis Retail Store must promptly bring to the attention of the License Inspector:

- (a) the name of any new on-site manager, officer, director or shareholder of the licensee;
- (b) any criminal charge brought against the licensee or an on-site manager, officer, director or shareholder of the licensee.

10.41 A Cannabis Retail Store must promptly provide the License Inspector a current police information check for any now on-site manager, officer, director or shareholder of the licensee.

10.42 Any person making application for a Cannabis Retail Store license shall at the time of making such application,, in addition to the general requirements under this Bylaw, must;

- (a) hold a valid license issued by the Province to sell cannabis and be in compliance with all conditions and requirements of said license;
- (b) provide any other documents required by the License Inspector.

Cannabis Production

10.43 The *Cannabis Act* defines regulations and terms and conditions that relate to cannabis production in Canada and it is the responsibility of the licensee to be aware of and to operate in compliance with these rules.

10.44 Licensees are also responsible for knowing and complying with any Provincial, Local Government and/or Indigenous Nation laws, bylaws and requirements.

10.45 A license holder for a business which is Cannabis Production must do the following:

- (a) install and maintain an air-filtration system on the premises that prevents odour from seeping outside the facility and prevents odour from being detected beyond the property where the facility is located.

11. ENFORCEMENT, CONTRAVENTION AND PENALTY

Enforcement

11.1 This Bylaw may be enforced by a Bylaw Enforcement Officer or a person duly appointed as the License Inspector and may be enforced:

- (a) by means of a ticket issued under the MTI Bylaw No.1340, 2019
- (b) by way of proceeding brought under the *Offence Act*

Contravention

11.2 Any person who fails to comply with the regulations within this Bylaw, or who violates any provision of this bylaw, is guilty of an offence.

11.3 Where the offence is a continuing one, each day that the offence continues shall constitute a separate offence.

Penalty

11.4 Upon being convicted of an offence under this Bylaw, a person shall be liable:

- (a) if issued a ticket, to pay a fine imposed under the MTI Bylaw No.1340, 2019
- (b) if a proceeding is brought under the *Offence Act*, to pay the fine imposed and any further amounts that may be ordered by the court under the *Community Charter* or the *Offence Act*.

READ A FIRST, SECOND AND THIRD time this 12th day of September, 2023.

ADOPTED this 10th day of October 2023.

Mayor

Corporate Officer

SCHEDULE "A"
DEFINITIONS

In this Bylaw:

- Amusement Machines** means machines or surfaces on which mechanical, electrical, automatic or computerized games or contests are placed for amusement or entertainment, and for which a coin or token is required or a fee is charged for use. Without restricting the generality of the foregoing, Amusement Machines include video machines, pinball machines, pool and billiard tables;
- Cannabis** means cannabis as defined in the *Controlled Drugs and Substances Act* or *Cannabis Act*, and includes any products containing cannabis.
- Cannabis production** means the premises where cannabis and cannabis derivatives (whether medical or non-medical) are lawfully cultivated, propagated, harvested, researched, tested, produced, stored, manufactured, prepared, packaged, distributed, destroyed, transported, shipped, or delivered, but does not include retail cannabis sales or the cultivation of cannabis by an individual for personal use and consumption.
- Cannabis retail sales** means the sale of cannabis or cannabis accessories as lawfully permitted and authorized under the Provincial Cannabis Control and Licensing Act to retail consumers for consumption off site.
- Carnival** means a business having any mechanical riding device, games of chance or skill, midways or similar attractions;
- Circus** means the exhibiting of a public circus menagerie, hippodrome, horse show or pony show;
- Farmers Market** means persons carrying on a business in an outdoor or enclosed market, made up multiple vendors, for the sale of farm and garden produce and handicrafts produced by full-time residents of the area;

Mobile/Street Vendor	means the business of selling or offering for sale goods or services primarily from a motor vehicle, trailer, cart or other mobile device;
MTI Bylaw	means the District of 100 Mile House Municipal Ticket Information Bylaw No.1340, 2019, and as amended from time to time or superceded;
Pawnbroker	means every person who carries on the business of taking goods or chattels in pawn, whether or not the provisions of the <i>Pawnbrokers Act</i> apply to him;
Personal Photo Identification	means any of the following that is current and valid and includes a photograph of the person it identifies: (a) a driver's license issued by a Canadian province or territory; (b) a provincial identity card; (c) a passport issued by the government of Canada or another state recognized by the government of Canada; (d) a certificate of Canadian citizenship or landed immigrant status issued by the government of Canada; or (e) a certificate of Indian status issued by the government of Canada;
Second-Hand Dealer	means and includes every person who is in the business of purchasing, receiving, taking on consignment, holding, offering for sale or trade, selling, exchanging or otherwise dealing with used or second-hand property of any kind whatsoever;
Special Events	means a business type involving short term or temporary events, performances, concerts, exhibitions, entertainment or concession which includes but is not limited to retail sale, auction, Trade show, flea market or craft fair.
Trade Show	means a type of Special Event involving organizing a group of more than five (5) merchants to gather in one location or building to offer or promote sales, such as the sale of goods, wares, merchandise, services, products or concepts.

Operating as a Mobile Food Vendor

Mobile food businesses include any vehicle, cart or other self-contained movable structure from which food is served to the public. In order for vendors to be permitted to operate a food truck at festivals and events, both on city land or private property, operators must meet the following City requirements.

REQUIREMENTS

*Please note that all permit applications and inspections have a minimum 3 week processing time

- **Permit or Approval to Operate from Fraser Health**

Mobile food premises must receive a health operating permit or approval to operate. For more information contact your local Abbotsford Environmental Health Officer at HPAbbotsford@fraserhealth.ca or phone **604-870-7900**

- **Fire Safety Inspection**

Abbotsford Fire Rescue Services must inspect your unit. The approval is good for the calendar year. Inspection is conducted at Fire Hall 1. Alternatively, they will accept an approval from another fire department in the Greater Vancouver Fire Chiefs Association. This approval must be for the current calendar year with proof of your inspection report and a current decal. Email documentation to fireprevention@abbotsford.ca or phone **604-853-3566**.

- **Technical Safety BC Approval**

All Mobile Outdoor Food Service Equipment (MOFSE) and electrical equipment in your truck must bear an approval decal from Technical Safety BC or alternatively must be certified and labeled by a Certification Organization accredited by the Standards Council of Canada. For more information, contact **1-866-566-7233**

- **Zoning Compliance and Location Approval**

The City of Abbotsford Zoning Bylaw regulates Mobile Food Vendors, where permitted, to be located on a lot, completely removed from the lot every night, and prohibits being within 50 meters of a restaurant. Vendors must receive property permission when operating on private property; as well as, event permission when operating at public events. Please inquire about our Property Permission forms when applying for a Business Licence.

- **City of Abbotsford Business Licence**

Apply online at www.abbotsford.ca or in person at Abbotsford City Hall, Business Licence Division, 1st Floor. When applying online your Licence Type will be "Mercantile" and Licence Subtype will be "Mobile Vendors". Before the Business Licence is issued, you must provide proof of all applicable requirements above are met. For more information, contact _businesslicence@abbotsford.ca or phone **604-864-5525**.

CITY OF ABBOTSFORD

32315 South Fraser Way Abbotsford, BC V2T 1W7
604-853-2281
www.abbotsford.ca



ABBOTSFORD 2020
CELEBRATING 25 YEARS
OF COMMUNITY



Mobile Food and Sidewalk Vendor Business Licence Guide

2024



CITY OF
PRINCE GEORGE



CITY OF
PRINCE GEORGE

Mobile Food and Sidewalk Vendor Business Licence Guide

A City of Prince George Business Licence is required to operate a Mobile Food and/or Sidewalk Vendor business within the City. This information guide has been developed to assist vendors that are interested in applying for a Mobile Food and/or Sidewalk Vendor Business Licence.

A Mobile Food Vendor Business Licence is required for the following businesses:

- A food truck that is a motorized, mobile, self-contained vehicle equipped to cook, prepare and/or serve food or beverages; or
- A food trailer that is a portable, self-contained trailer equipped to cook, prepare and/or serve food or beverages.

A Sidewalk Vendor Business Licence is required for the following businesses:

- A food cart is a non-motorized mobile cart having a typical area of 4.65 m², which food and/or drink(s) are dispensed.

Please note that if a Licensee operates a single Business in multiple different premises or locations, each Business is deemed a separate Business for licensing purposes, and must obtain a separate licence for each Business. For example, a single Businesses storefront and food truck each require separate Business Licences.

Business Licences must be renewed annually and expire on December 31st of each year. Should a vendor currently hold a valid Business Licence, you will receive a renewal notice in the mail in November of each year preceding expiry.

For the purpose of this guide any reference to food truck(s), food trailer(s) and food cart(s) will be called a "vendor unit". The owner or operator of said "vendor unit" is considered a "vendor".

The Application Process

Business Licence application form can be found online at www.princegeorge.ca > select the Business and Development tab > select Business Licences > scroll down to apply or renew a Business Licence. An application form may be picked up in person at City Hall from the Development Services Division located on the second floor.

Once the necessary supporting documentation has been obtained, submit your completed application and fees to the Business Licence Section.

Development Services
1100 Patricia Blvd.
Prince George, BC V2L 3V9

Hours of operation: 8:30 am to 5:00 pm, Monday to Friday

If you have any questions, please contact a Development Services Representative at 250-561-7611 or by email at devserv@princegeorge.ca.

Please submit a completed Business Licence application and attach the following supporting documents at time of submission to the Development Services Division:



CITY OF
PRINCE GEORGE

Requirements	Description
Business Licence Application	Please provide a complete application form online at www.princegeorge.ca or in person at City Hall.
Liability Insurance	Provide a copy of your liability insurance with the following minimum requirements: <ul style="list-style-type: none">• Inclusive limit of \$5,000,000 for Public Liability and Property Damage;• Cross Liability Clause; and• City of Prince George named as additional insured under the policy.
Northern Health Authority (Public Health Protection Branch)	It is the responsibility of the vendor to contact the Public Health Protection Branch. Approval of the vendor unit must be obtained prior to the City's Business Licence approval. Please ensure that any confirmation and approval from the Public Health Protection Branch is forwarded to the City's Development Services Division. For any questions, please contact the Public Health Protection Branch directly at 250-565-7322 or by email PublicHealth.Protection@northernhealth.ca .
Litter Plan	Please provide a site plan of the location of proposed garbage containers in relation to the mobile food and/or sidewalk vendor. The vendor must not include or use any existing City litter containers.
Photographs	Photos of all sides of the mobile food vending unit must be provided.
Permission from the property owner/event organizer	The vendor must contact the property owner and/or event organizer and receive approval for conducting a business at their location.

Once the above noted requirements have been completed and submitted to Development Services for review, the City of Prince George Fire Rescue Services will contact the vendor to arrange an inspection of the vendor unit to ensure compliance with the Mobile Food and Sidewalk Vendor Information Requirements (attached as Appendix "B").

Fire Rescue Services approval must be obtained prior to Business Licence approval and issuance.



CITY OF
PRINCE GEORGE

Pre-Approved Locations

Vendor units are permitted to operate and serve the public in select City locations and on private property in zones that permit restaurant use (as per Zoning Bylaw No. 7850, 2007, as amended and replaced) provided that written permission from the property owner or event organizer is received. Pre-approved City locations are available on a first-come-first serve basis to a limited number of vendor units. Please refer to Table 1: Vendor Details Summary below for a list of pre-approved City locations and maps of these locations attached as Appendix "A".

If a special event is occurring adjacent to the on-street parking space or park location, permission must be obtained from the event organizer.

Locations Requiring Permitting

The City's Parks Division has additional vendor unit locations available for rent at Wood Innovation Square and Lheidli T'enneh Memorial Park. These additional locations include specific assignment of vendor pads in the approved parks with access to power and water. Costs associated with these vendor pads are outlined in the [City's Comprehensive Fees and Charges Bylaw No. 7557, 2004](#). These serviced locations must be booked online at www.princegeorge.ca/parks and have a valid permit on site.

On occasion, the City Parks Division books special events in the parks that include food vendors as part of the event. Fees are at the discretion of the event organizer and locations within the park are negotiated between the City Parks department and special event organizer.

Hours of Operation

The hours of operation for vendors on privately owned land, or participating in an event, must be approved by the property owner and/or event organizer. The hours of operation for vendors located at a pre-approved City park or on-street location is identified in Table 1: Vendor Details Summary below.

Location	Number of Vendors	Days of the Week	Hours of Operation
Duchess Park (Renwick Crescent)	2	Monday to Sunday	10:00 am to 10:00 pm
Skateboard Park - Massey Drive	1	Monday to Sunday	10:00 am to 10:00 pm
Connaught Hill Park	1	Monday to Sunday	10:00 am to 10:00 pm

Please note that it is the responsibility of the vendor to ensure they have the most current Mobile Food and Sidewalk Vendor Business Licence Guide, this guide may be updated annually.



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Parking on City Property

Parking spaces on City properties will not be reserved and are available for public use. It is the responsibility of the vendor to arrive early and ensure that parking is available for use. Required parking configurations are attached as Appendix "C". Vehicles towing a vendor unit must be detached and parked separately from the vendor unit.

After-Hours Vending

Vendors are permitted within the Downtown from 10:00 pm to 3:00 am on Friday to Saturday. Vendors are requested to respect the above-mentioned guidelines in regards to water and electric, waste and recycling initiatives, and the parking configuration identified on Appendix "C". Please note that any after-hours vending will not be permitted from Sunday to Thursday within the downtown.

Water and Electrical Power Sources

Electrical and water connections will not be provided on any City owned properties. Vendor units must be self-contained and capable of providing their own power and water sources.

Waste and Recycling

Vendors must provide proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area. In addition to this, the vendor must remove any waste within a 5.0 m (16 ft) radius of their vendor unit and remove all collected waste and recycling materials for disposal at an appropriate facility.

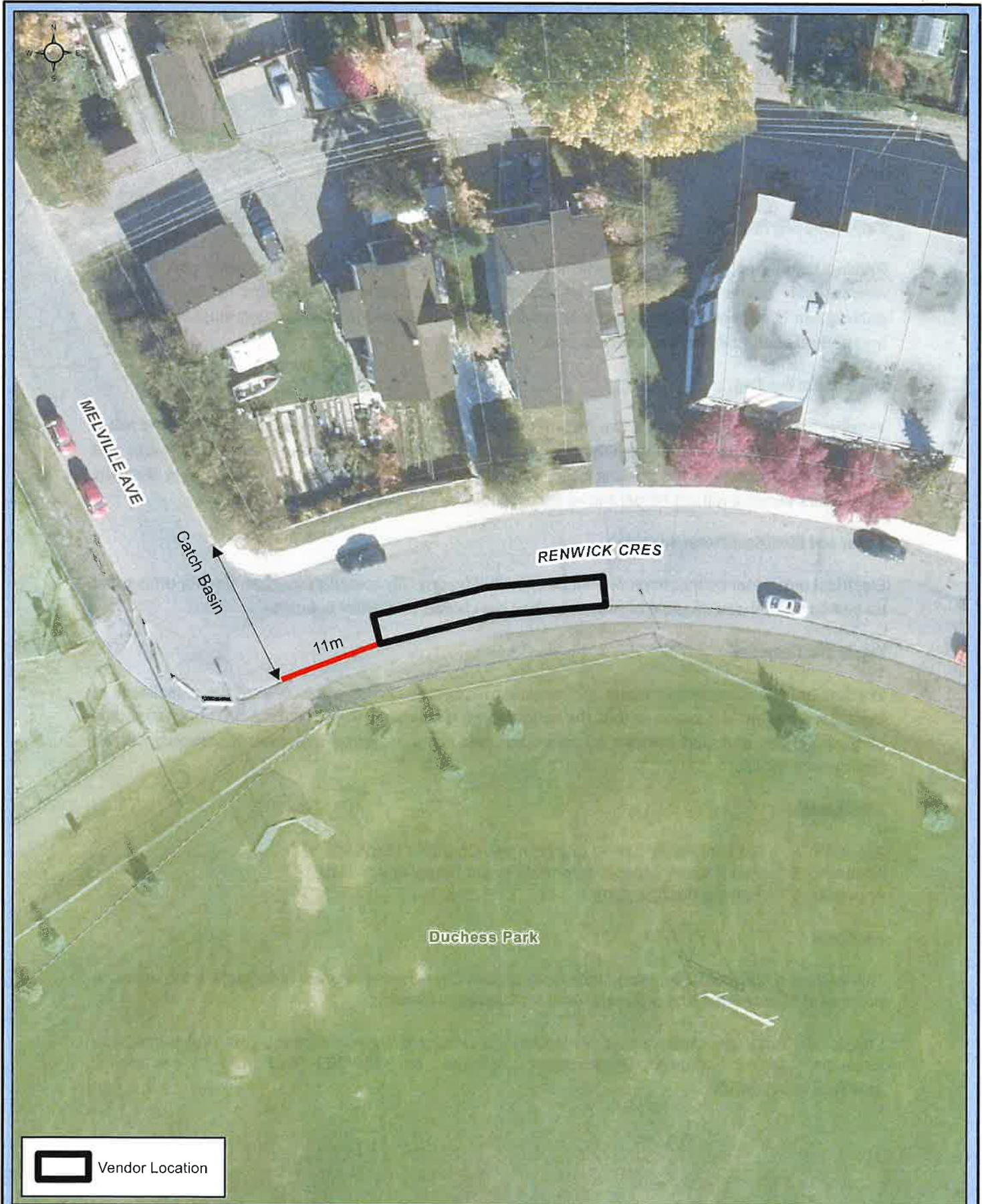
Attachments


Appendix "A" – Maps of Pre-Approved City Park and On-Street Locations
Appendix "B" – Fire Rescue Services Information and Safety Check List
Appendix "C" – Parking Configuration

Feedback

This guide is a compilation of information from various City divisions in order to streamline the approval process of Mobile Food and Sidewalk Vending Business Licensing.

Should you have any questions or comments concerning the guide content, approval process, or locations, please contact Development Services at 250-561-7611 or by email at devserv@princegeorge.ca.



 Vendor Location

0 2.5 5 10 15 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A"

Duchess Park - 2 Vendors Allowed



Carrie Jane Gray Park



MASSEY DR



Vendor Location

0 2.5 5 10 15 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A"

Carrie Jane Gray Skateboard Park - 1 Vendor Allowed





CAINE DR

Connaught Hill Park

CAINE DR



CAINE DR

CONNAUGHT DR

CONNAUGHT DR

LARCHIST

KENWOOD ST

H AVE



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:1500

Appendix "A"

Connaught Hill Park - 1 Vendor Allowed



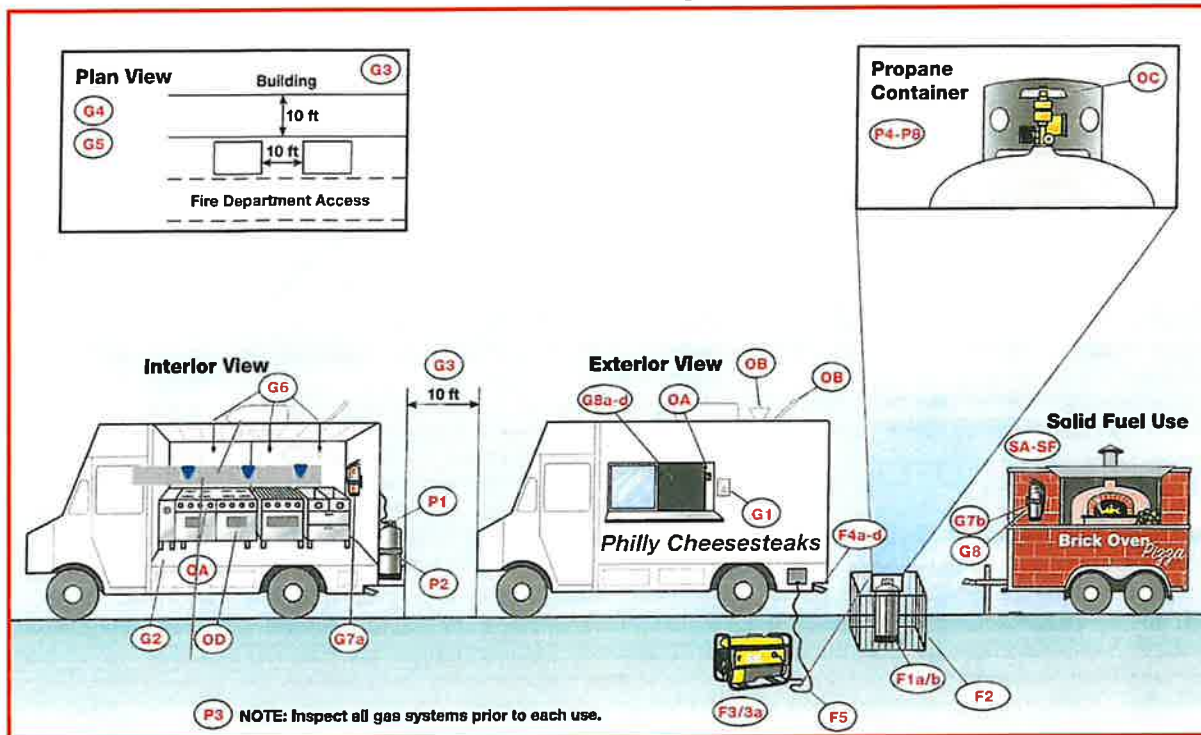
Appendix "B"



PRINCE GEORGE FIRE RESCUE SERVICE
FIRE PREVENTION BRANCH
2012 Massey Drive | Prince George, BC, Canada V2M 0E9
p: 250.561.7667 | fireprevention@princegeorge.ca
www.princegeorge.ca



Prince George Fire Rescue Service (PGFRS) - Mobile Vendors Safety Check Sheet-



This safety check sheet provides mobile food vendors with safety checklists. The red keys at the end of sentences correspond with the above diagram. Please review the checklists and ensure all applicable requirements are in compliance prior to mobile vendor operation.

This is not an all-inclusive checklist. Therefore, a PGFRS Fire Inspector may identify additional measures to be completed.

British Columbia Fire Code, Division C, Part 2, Section 2.2. Sentence (1) states, "Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code".

If you require clarification or additional information, please contact Prince George Fire Rescue Service Fire Prevention Branch at 250-561-7667.

General Safety Checklist:

- Obtain license or permits from the local authorities. City of PG business License, PGFRS Fire Inspection, Electrical Certification, and Technical Safety BC Directive D-GA-2014-2 Gas Inspection. **G1**
- No public seating within the mobile vendor unit. **G2**
- Clearance of at least 10 ft away from buildings, structures, vehicles and any combustible materials. **G3**
- Verify fire department apparatus access is provided for fire lanes and access roads. **G4**
- Do not block access to fire hydrants and building fire department connections. **G5**
- Recommend cooking operations that produce grease-laden vapours be NFPA 96 compliant related to the design, installation, operation, inspection, and maintenance of those cooking operations. **G6**
- Portable extinguishers are present in kitchen area; Class K and ABC multi-purpose dry chemical. **G7a**
- If using solid fuel cooking appliance that produces grease-laden vapours, ensure a listed fire extinguishing system protects the appliance area. **G7b**

- Ensure workers are trained in the following: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems. **G8a**
 - Proper method of shutting off fuel sources. **G8b**
 - Proper procedure for notifying the fire department. **G8c**
 - Proper procedure for how to perform simple leak test on gas connections. **G8d**

Fuel and Power Sources:

- Verify that fuel tanks/cylinders are filled to the capacity needed for uninterrupted operation during normal operating hours. **F1a**
- Ensure that refueling is conducted only during non-operational hours. **F1b**
- Verify that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. **F2**
- Ensure that any engine-driven power source is shut down and surfaces are cool to the touch prior to refueling from a portable container. **F3**
- Make sure that exhaust from engine-driven power sources comply with the following:
 - At least 10 ft in all directions from openings, air intakes and fuel sources. **F4a**
 - At least 10 ft from every means of egress. **F4b**
 - Directed away from all buildings. **F4c**
 - Directed away from all other mobile vendors and operations. **F4d**

Propane System Integrity:

- Check that the main shutoff valve on all LP gas cylinders is readily accessible. **P1**
- Ensure that portable gas cylinders are in the upright position and secured to prevent tipping over. **P2**
- Inspect gas system prior to each use. **P3**
- Perform leak testing on all new gas connections of the gas system. **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable cylinder. **P5**
- Document leak testing and make documentation available for review by the authority having jurisdiction. **P6**

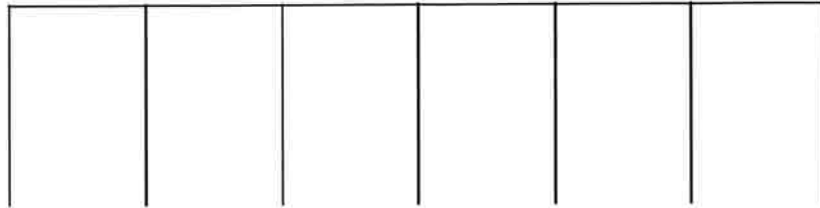
Operational Safety:

- Do not leave cooking equipment unattended while it is still hot. **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. **OB**
- Close gas supply piping valves and gas cylinder valves when equipment is not in use. **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. Hood system to be cleaned by a qualified hood cleaning company every 6 months. Documentation required. **OD**
- Fixed suppression system to be tested every 6 months. Testing documentation required. **G6**
- Perform the monthly owner's fixed suppression system inspection, which includes: **G6**
 - Inspect in accordance with the manufacture owner's manual, or at least,
 - The extinguishing system is in the proper location.
 - The manual actuators are unobstructed.
 - The tamper indicators and seals are intact.
 - The maintenance tag or certificate is in place.
 - No obvious physical damage or condition exists that might prevent operation.
 - The pressure gauge(s), if provided, shall be inspected physically or electronically to ensure it is in the operable range.
 - The nozzle blowoff caps, where provided, are intact and undamaged.
 - Neither the protected equipment nor the hazard has not been replaced, modified, or replaced.

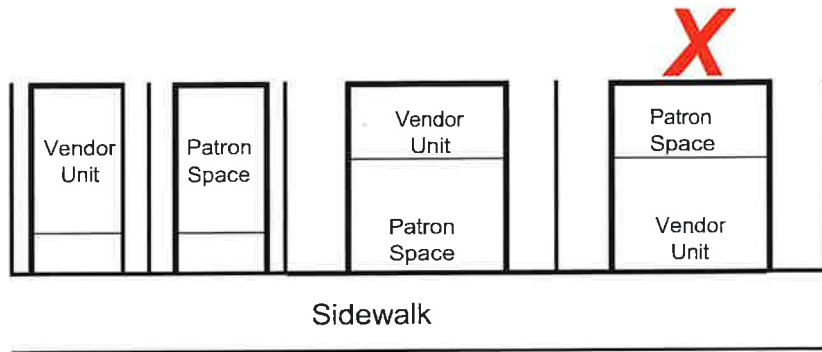
Solid Fuel Safety (Where Wood, Charcoal, Or Other Solid Fuel Is Used):

- Fuel is not stored above any heat-producing appliance or vent. **SA**
- Fuel is not stored closer than 3 ft to any cooling appliance. **SB**
- Fuel is not stored near any combustible/flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. **SD**
- Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day. **SE**
- Removed ashes, cinders, and other removed fire debris shall be placed in a closed, metal container, extinguisher with water and located at least 3 feet from any cooking appliance. **SF**

Parking Lot Options



Driving Lane



Angle Parking Options

Driving Lane

