



# Select Committee on Business Licensing Terms of Reference

March 2018

## PHILOSOPHY AND OBJECTIVES

The primary objective of the Select Committee on Business Licensing is to consider, inquire into, report and make recommendations to the Council of the Village of Queen Charlotte about a bylaw to provide for the licensing of businesses, trades, professions and other occupations.

## COMMITTEE TERMS OF REFERENCE

1. The members of the Select Committee are volunteers from the business community of Queen Charlotte.
2. Minutes/summary of deliberations of the Select Committee will be maintained by the Village of Queen Charlotte.
3. The Select Committee's responsibilities will include the following:
  - a) Sourcing and review of Business Licensing Bylaws in other similar sized municipalities
  - b) Development of recommendations related to a business licensing:
    - Definition of a business requiring a license
    - Application process
    - License fees including annual, new application, transfer of license and other administrative changes
    - Specific license requirements
    - General exemptions or reduced fees (i.e. for not-for-profit organizations)
    - Business license use types (including resident vs. non-resident businesses)
    - Suspension of licenses and enforcement
    - Mobile business licensing (i.e. temporary businesses that move between communities)
  - c) Consider how the recommended business licensing regulations will:
    - Protect public health and safety
    - Protect vulnerable populations (i.e. youth, seniors, etc.)
    - Minimize noise or other impacts of businesses on the surrounding neighbourhood
    - Ensure that businesses operating in the community comply with Village Bylaws and other regulations (i.e. Zoning, Official Community Plan, Noise, etc.)

## COMMITTEE MEMBERS

### Composition

4. The Select Committee will consist of a minimum of **6** and a maximum of **10** volunteers from the business community with consideration of a balance of the types of businesses found within the municipality (i.e. accommodations, restaurants, retail, construction, home-based businesses, government, not-for-profit, marine, service, professional consultants, logging etc...). Experience with more than one type of business is also desirable.
5. At least one member of the Select Committee must be a Council member.

### Term of Office

6. The term of office is from May through September 2018

### Selection of Members

7. The Council of the Village of Queen Charlotte will appoint members to the Select Committee.

### Time Commitment

8. The Select Committee members will be expected to participate in meetings hosted by the Village of Queen Charlotte at the Village Office located at 903A Oceanview Drive, Queen Charlotte BC. The estimated time for meetings is 2 hours per month.

**Council Procedure Bylaw 36-2010 Part 8 - Committees**

**Establishment of Select Committees**

- 48 (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 48(2) of this Bylaw, persons who are not Council members may be appointed to a select committee.

**Duties of Select Committees**

- 49 (1) Select committees must consider, inquire into, report and make recommendations to the Council about matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to the Council at the next Council meeting unless the Council specifies a different date and time.

**Schedule of Committee Meetings**

- 50 (1) At the first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

**Notice of Committee Meetings**

- 51 (1) The committee must prepare annually on or before January 15, a schedule of the dates, time and places of standing committee meetings and must make the schedule available:
- (a) to the public by posting it at the Public Notice Posting Place; and
- (b) providing a copy to each committee member.
- (2) Where revision to the annual schedule of committee meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a committee meeting.
- (3) Where an additional meeting is called pursuant to section 50(2) of this Bylaw, a notice of the date, hour and place of the additional committee meeting must be given at least twenty-four hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and,
- (b) providing a copy of the notice to each committee member.

**Attendance at Committee Meetings**

- 52 (1) Council members who are not members of a committee may attend the meetings of the committee.
- (2) Section 11 of this Bylaw applies to committee meetings.

**Minutes of Committee Meetings to be Maintained and Available to Public**

- 53 (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and,
- (c) signed by the presiding member at the meeting or at the next meeting at which the minutes are adopted.
- (2) The minutes of the proceedings of a committee must be open for public inspection at the Village Office during regular office hours.

**Quorum**

- 54 The quorum for a committee is the majority of all of its members.

**Conduct and Debate**

- 55 (1) The rules governing the conduct and debate of the Council as set out in this Bylaw shall govern the conduct and debate of committees and must be observed during committee meetings unless otherwise provided in the Bylaw.
- (2) Council members attending at a meeting of a committee of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

**Voting at Meetings**

- 56 (1) Votes at a committee meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.
- (3) Section 18 of this Bylaw applies to voting in committees.
- (4) Council members attending a meeting of a committee of which they are not a member must not vote on a question.