

TSESHAHT FIRST NATION

Business On-Reserve Licencing Policy

Date Adopted: January 1, 2023

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WHEREAS:

- A. The Council of Tseshaht First Nation deems that it is advisable, for the orderly conduct and administration of businesses, and for the health, welfare, and safety of the inhabitants and environment within Tseshaht Reserve, to licence Businesses on Tseshaht Reserve; and
- B. The Council of Tseshaht First Nation wishes to make a policy governing the licensing of Businesses on Tseshaht Reserve.

NOW THEREFORE the Council of Tseshaht First Nation, hereby adopts the following Policy:

PART 1 - ADMINISTRATION

1. Title

- (1) This Policy may be cited for all purposes as the “Tseshaht First Nation Business On-Reserve Licencing Policy, 2023”.

2. Effective Date

- (2) Subject to, s. 2(3), this Policy is effective January 1, 2023, however, a transition period of three (3) months will occur to provide an opportunity for Businesses to apply for licences and to permit effective implementation of the Policy by Tseshaht.
- (3) No conditions will be placed on Licences during the first year of this Policy, meaning between January 1, 2023, and January 1, 2024. Thereafter, a schedule containing the types of conditions the Business Licence Officer may apply and the factors to be considered when applying them will be attached to this Policy in accordance with s. 14(3).

3. Severability

- (1) The provisions of this Policy are severable and the invalidity of any part of this Policy will not affect the validity of the remainder of this Policy.

4. Amendments

- (1) Council has the authority to amend or supplement this Policy from time to time with written recommendations from the Business Licence Officer.

5. Definitions

- (1) In this Policy, unless the context otherwise requires:

“Appeal Board” means the board established by the Executive Director to hear an appeal of a decision in accordance with Part 10 of this Policy;

“Applicable Laws” means all laws, statutes, regulations, by-laws, rules, codes, guidelines, standards, declarations, notices, ordinances, requirements and directions of Tseshaht or any federal, provincial, or municipal governmental authority in force from time to time;

“Applicant” means a person who makes application for any licence under the provisions of this Policy;

“Business” means the carrying on of a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal, or other services for the purpose of gain or profit but does not include any business carried on by Council, Tseshaht-owned corporations or entities, Tseshaht public institutions or any business exempted under Part 2 of this Policy;

“Business Licence” means a licence issued for the carrying on of a Business in accordance with the provisions of this Policy;

“Business Licence Application” means an application for a Business Licence in the form provided under Schedule A of this Policy;

“Business Licence Officer” means the person appointed by Council from time to time to administer the issuance of Business Licences;

“Council” means the Elected Chief Councillor and Council of Tseshaht;

“Executive Director” means the person who holds the position of Executive Director of Tseshaht;

“Home-Based Business” means a Business operating out of the Applicant’s principal residence or within their Property;

“Licencee” means a Person holding a valid Business Licence issued under this Policy;

“Member” means a member of Tseshaht;

“Member-Owned Business” means a Business that is directly or indirectly majority owned by a Member or Members;

“Mobile” means a Business that changes its location or that operates in a premise that is capable of relocating, such as in the case of a food truck or similar;

“Person” includes, in addition to its ordinary meaning, any association, household, society, corporation, partnership, or party, whether acting by themselves or by a servant, agent, or employee, and the successors, assigns, and personal or other legal representatives of such person to whom the context can apply according to law;

“Premise” includes a store, office, warehouse, factory building, house, enclosure, yard, vehicle or other place occupied or capable of being occupied by any person for the purpose of carrying on a business, and will also mean any area situated within any of the foregoing where more than one class or classification of business is carried on;

“Property” means a Member’s lot allocation, including where the lot allocation is held through a Certificate of Possession;

“Tseshah” means Tseshah First Nation;

“Tseshah Reserve” means Tsahaheh 1, Alberni 2, Equis 8, Tseoowa 4, Omoah 9, Ahmitsa 5, Keith Island 7, Cleho 6; and

“Tseshah Services” means any Tseshah utility services or services paid for by Tseshah, including but not limited to water, sewer usage, electrical utilities, natural gas, telecommunications, road maintenance, garbage collection and snow removal.

5. Licence Required

- (1) Effective April 1, 2023, except as hereinafter provided or by resolution of Council, no Person will carry on a Business on Tseshah Reserve, without holding a valid and subsisting Business Licence for the Business so carried on.
- (2) Every licence issued pursuant to this Policy will authorize the holder to carry on the Business stipulated in the Business Licence in a lawful manner for the period, within the times, and at the premise specified in the Licence, subject to the terms and conditions specified on the Business Licence.
- (3) Where a Business is carried on in or at more than one Premise, each Premise is deemed to be a separate business.
- (4) Every person who operates more than one Business from the same Premise will apply for and maintain a separate Business Licence in respect of each Business.

6. Licence Transfer

- (1) A Business Licence issued is personal to the Person named therein and may not be transferred, given, lent, or sold to another Person without the consent of the Business Licence Officer, which will not be unreasonably refused.
- (2) Any request for transfer will be accompanied by a \$50 fee.
- (3) Where any person purchases the controlling interest in a Business licenced under this Policy from another person without the consent of the Business Licence Officer, the Business Licence of that Business expires sixty (60) days after the purchase.

7. Compliance with Applicable Laws

- (1) The Applicant will ensure that the Business complies with all Applicable Laws and policies, including, without limitation, all Tseshahat by-laws and policies, and the regulations made pursuant thereto, and the Applicant will, upon request by the Business Licence Officer, produce certificates, permits or letters of approval as may be required by Tseshahat.
- (2) Neither the issuance of a Licence under this Policy nor the acceptance or review of supporting documents, nor any inspections made by or on behalf of Tseshahat, will in any way relieve the Business or its owners from full and sole responsibility to comply with this Policy and any other Applicable Laws.
- (3) Neither the issuance of a Business Licence nor the acceptance of supporting documents, nor any inspections made by or on behalf of Tseshahat, constitute in any way a representation, warranty, assurance or statement that this Policy or other Applicable Laws have been complied with.
- (4) No Person will rely upon any Business Licence as evidence of compliance with this Policy or assume or conclude that this Policy has been administered or enforced according to its terms.

8. Licence to be Displayed

- (1) Every Business Licence will be displayed in a conspicuous place on the Premise for which the Business Licence was issued.
- (2) Where the Licencee has no permanent Business Premise on Tseshahat Reserve, the Business Licence will be carried upon the Licencee's person, or by a representative of the Licencee at all times when the Licencee is engaged within Tseshahat Reserve in the business for which the Business Licence was issued.

PART 2 - EXEMPTIONS

9. Licence Not Required

- (1) Notwithstanding the provisions of this or any other Policy, a Business Licence is not required for the following Business and activities:
 - a. any Business that has an existing lease agreement or partnership agreement with Tseshahat First Nation or a Tseshahat-owned corporation or entity to carry on Business on Tseshahat Reserve;
 - b. any fish harvesting Business of a Member authorized to harvest and sell fish under the Tseshahat Tsu-ma-uss Fisheries Agreement or licenced under Applicable Laws;
 - c. any Home-Based Business that does not:
 - i. use or impact Tseshahat Services beyond regular residential usage;

- ii. impact neighbouring occupants or the Tseshah community, such impacts including, but not limited to, where the Home-Based Business:
 - 1. significantly increases traffic, noise, odours, or dust; or
 - 2. creates environmental or health hazards, or other safety issues;
 - iii. increase the number of individuals in the Tseshah community (eg. overnight camping, short term rentals, etc.); or
 - iv. require a municipal or provincial license or permit to ensure compliance with health and safety regulations (eg., health regulations for food services);
- d. any Business, the entire proceeds of which, above actual bona fide expenses, are devoted to any charitable purposes (eg. Looney Toonies);
 - e. any performance, concert, sporting event, exhibition, concession or other public entertainment event which is held in a Premise that is authorized for such a purpose;
 - f. garage sales or yard sales held by Members or occupants of Tseshah Reserve;
 - g. small-scale non-commercial periodic fundraising events by Members or Tseshah organizations or occupants of Tseshah Reserve;
 - h. owners or operators of retail businesses whose premise and licence are maintained in another jurisdiction and whose only activity on Tseshah Reserve is to deliver commodities already purchased or requested for delivery and pick up of commodities being returned or exchanged;
 - i. a wholesaler, manufacturer, or processor whose premise and licence are maintained in another jurisdiction and whose only activity on Tseshah Reserve is to deliver merchandise in their own vehicle to Licenced businesses and/or licencees for resale by them in the ordinary course of their business; or
 - j. any activity that Council, based on a recommendation by the Business Licence Officer, reasonably determines does not require a Business Licence due to unusual circumstances not captured by this Policy.
- (2) A Person who is unsure whether an exemption applies to their Business should contact the Business Licence Officer to inquire or submit a Business Licence Application.
- (3) A Person who is exempt under Part 4 may still choose to submit a Business Licence Application in order to be added to the Tseshah Business Directory.

PART 3 - APPLICATION PROCESS

10. Licence Applications

- (1) Every Licence Application will be made to the Business Licence Officer in the form attached as Schedule A to this Policy.

11. Applicant Will Give True Information

- (1) An Applicant will at the time of making the Business Licence Application give true, correct, and complete details and facts with regard to all information about the Business for which the Business Licence Application is being made.

12. Application Review Process

- (1) Within thirty (30) working days of receiving a Business Licence Application, the Business Licence Officer will contact the Applicant by telephone to confirm receipt of the Business Licence Application and obtain clarification or information where required.
- (2) Within thirty (60) working days of receiving a Business Licence Application and prescribed Licence fee, the Business Licence Officer will review the Business Licence Application and determine:
 - a. whether the Business Licence Application should be approved, approved with conditions, or denied; and
 - b. any suggested modifications, terms or conditions that should apply to the Business Licence.
- (3) Within sixty (60) working days of receiving a Business Licence Application, the Business Licence Officer will contact the Applicant by telephone call and in writing to inform the Applicant of the Business Licence Officer's decision to approve or deny the Business Licence Application and any conditions of Business Licence approval, including payment of any fees.
- (4) If the Business Licence Officer denies a Business Licence under subsection 15(2), the Business Licence Officer will provide a written summary of the reason(s).

13. Factors in Reviewing Business Licence Applications

- (1) In reviewing a Business Licence Application, the Business Licence Officer will consider the following:
 - a. the promotion of health, safety, convenience and welfare of Members and of residents and occupants and other Persons who have a lawful interest in the Tseshaht Reserve;
 - b. environmental protection and enhancement, and the potential environmental impacts of the proposed Business;

- c. the character of the proposed Business in relation to the character of and surrounding area of the proposed Premise of the Business, including the neighbourhood, already established Businesses in the area and buildings erected in the area;
- d. whether the proposed Business would result in increased use of Tseshaht Services or demand on infrastructure;
- e. whether the proposed Business would result in a significant increase in the number of Persons on Tseshaht Reserve;
- f. whether the proposed Business would conform with Tseshaht policies or Applicable Laws regarding zoning and land use;
- g. the availability of adequate parking, where applicable, and access and emergency access to the Premise where the proposed Business would be located;
- h. potential impacts on adjacent uses, owners and occupants (including potential impacts of noise, odours, light, increased traffic, environmental or health hazards, etc.);
- i. compliance with Tseshaht policies and any Applicable Laws;
- j. any approvals already granted by Council, including any terms or conditions, in relation to the same Business or other Businesses in the same Premise; and
- k. any other potential impacts of the proposed Business to Tseshaht membership and services.

PART 4 - ISSUING OF BUSINESS LICENCES

14. Issuing of Business Licences

- (1) The Business Licence Officer is authorized to grant, issue, or transfer Business Licences as provided in this Policy.
- (2) A Business Licence may be issued with conditions including, but not limited to:
 - a. that specified insurance be obtained, and documentation thereof provided to the Business Licence Officer (eg. comprehensive general liability insurance, home insurance, construction insurance, etc.);
 - b. that the Applicant pay annual or monthly service fees where the Business results in increased use of Tseshaht Services or infrastructure such as roadways;

- c. that the Applicant indemnify Tseshaht against Business-related liabilities;
 - d. stating a maximum number of occupants allowed on the Premise of the Business;
 - e. stating a maximum number of Businesses allowed on a Premise;
 - f. that specific safety measures be implemented;
 - g. the Applicant provide a site plan for the Business or Premise where the Business will be located;
 - h. the Applicant provide a business plan for the Business;
 - i. imposing a provisional term for the Business under a temporary licence; or
 - j. conditions specific to the classification of the Business;
- (3) The Business Licence Officer may recommend to Council the establishment of a schedule to be attached to this Policy containing the types of conditions the Business Licence Officer may apply and the factors to be considered when applying them.
- (4) Once approved by Council and attached as a schedule in accordance with s. 14(3), the Business Licence Officer may require that the Applicant meet any of the conditions set out in subsection 14(2) or other preconditions the Business Licence Officer considers necessary before issuing the Business Licence.
- (5) Every Business Licence will state that the holder is licenced to carry on the Business stipulated in the Business Licence:
- a. in a lawful manner;
 - b. for the period specified in the Business Licence; and
 - c. only from the Premise or Premises designated in the Business Licence.
- (6) The Business Licence Officer may contact Persons who are potentially impacted by a Business and provide notification regarding the nature of the Business and an opportunity to provide input.

15. No Licence Issued

- (1) The Business Licence Officer may refuse to review any Application which is materially incomplete or insufficient to ascertain whether the Business complies with this Policy or other Applicable Laws.
- (2) The Business Licence Officer may deny a Business Licence where:
- a. the Applicant has contravened any Tseshaht law, bylaw, code or policy, in relation to the activities of the Business for which the Applicant has applied;

- b. the Applicant is the owner of a Business whose Business Licence was suspended or revoked under Part 9 [*Suspension and Revocation*] of this Policy;
 - c. the Applicant fails to meet any preconditions set by the Business Licence Officer in accordance with subsection 14(3);
 - d. in the Business Licence Officer's view, approving the Licence Application is not in the best interest of Tseshaht, having considered the factors set out in subsection 13(1); or
 - e. for any other reason, provided that the Business Licence is not unreasonably refused.
- (3) The Business Licence Officer will deny a Licence if the Business does not comply with the provisions of this Policy, another Tseshaht policy, or other Applicable Laws.
- (4) A decision of the Business Licence Officer to approve or deny a Business Licence are final, subject to the appeal provisions in Part 10.

16. Licence Cancelled

- (1) If a Business Licence Application is approved in error, the Business Licence will be cancelled at the time that the error is uncovered, and the Applicant will be sent notification to the contact address provided by the Applicant.
- (2) If a Business Licence Application for a Business is accepted due to any misrepresentation or concealment of fact, the Business Licence Application will be revoked upon the discovery of such misrepresentation or concealment of fact, and no refund will be given.

PART 5 - LICENCE FEES AND TERMS

17. Fee

- (1) Every Applicant will pay to Tseshaht at the time of application, a Business Licence fee of \$50 and no Business Licence will be issued until payment of the fee is made.
- (2) Business Licence fees paid pursuant to this Policy are not refundable.

18. Licence term

- (1) All Business Licences issued pursuant to this Policy will terminate one year from the date the application is approved (the "**Licence Period**"), unless otherwise provided in the Business Licence.

PART 6 - LICENCE RENEWAL

19. Renewal Requirements

- (1) Each Licencee wishing to continue operation will renew their Business Licence before the Licence Period expires by submitting the Business Licence Application found in Schedule A and selecting the Business Licence Renewal box.
- (2) A request for renewal will be provided to the Business Licence Officer in writing and will be accompanied by a \$50 Business Licence renewal fee. In its request, the Licencee will indicate any changes to the information in the original Business Licence Application. If significant changes have occurred, including those listed under s. 22, the Business Licence Officer may request a new Business Licence Application be submitted.
- (3) The Business Licence Officer may remove conditions or impose additional conditions upon renewal of a Business Licence.

21. Licence No Longer Required

- (1) Every Licencee will notify the Business Licence Officer in writing when the Licence is no longer required. The Licence will be cancelled upon receipt of such notification or on the date indicated in the notification as the end of Business operations. There will be no refund or partial refund of the Business Licence fee.

PART 7 - CHANGES AFFECTING LICENCE

22. Changes

- (1) Every Licencee will immediately notify the Business Licence Officer in writing of:
 - a. any change in the contact and/or Business address, provided that if the intention is relocation of the Business to a different Premise than the Premise for which the licence was granted, a Business Licence Application must be submitted and approved for the new Premise prior to such relocation;
 - b. any change in the nature of the Business;
 - c. any expansion of the Business;
 - d. any change to the name of the Business;
 - e. any change to the ownership of the Business; or
 - f. any change to any term or condition on which the Business Licence was granted.
- (2) Where the Applicant wishes to move to a different Premise than the Premise for which a Business Licence was granted, a new Business Licence Application will be submitted to and approved by the Business Licence Officer prior to such relocation.

- (3) The Business Licence Officer may require a Licencee to submit a new Business Licence Application upon notification of any changes described in subsection 22(1)(b-f).

PART 8 - LICENCE OPERATION

23. Businesses Licenced to Serve Liquor

- (1) No Person may sell, distribute or serve liquor on Tseshaht Reserve without a valid provincial licence or permit, as required by Applicable Laws.
- (2) No Person may grow for sale or sell cannabis on Tseshaht Reserve without the formal permission of Council as evidence by a band council resolution.

24. Mobile Businesses

- (1) The operation of a Mobile Business is prohibited:
- a. on any Member's Property except with the written permission of the Member to whom the Property has been allocated;
 - b. in any roadway such that flow of vehicular or pedestrian traffic is obstructed or impeded, including by customers accessing the mobile business, except with authorization of the Business Licence Officer; and
 - c. at any location where Tseshaht policies or Applicable Laws do not provide for the operation of such a Business.

25. Conditions for Mobile Businesses

- (1) A Business Licence for a Mobile Business may be issued with conditions that the Business Licence Officer deems necessary, including, but not limited to, that the Business:
- a. provide on-site receptacles for garbage, and dispose of the garbage in an appropriate manner;
 - b. not operate at certain hours of the day;
 - c. not be or become a nuisance by generating excessive odours, music, light, or noise;
 - d. limit the accessory equipment around the vending vehicle; or
 - e. limit the distance the vending vehicle will be from a like food service establishment.

26. Businesses Offering Accommodations

- (1) A Business Licence for a Business whose activities include the letting of rooms, suites, or other accommodations, including motels, Airbnbs, overnight camping (tents, trailers,

vans, and recreational vehicles) bed and breakfasts, tiny homes or other room and board, may be issued with conditions identified in a schedule to this Policy, including, but not limited to:

- a. that the Applicant pay an annual or monthly fee to cover the costs and fees for any Tseshahat Services used by the Business, such as water and sewage, which may include the costs of any utility hookups or monitoring of the Licencee's use of Tseshahat Services; and
- b. that the Applicant allow Tseshahat access to inspect any utility metres connected to Tseshahat Services.

27. Access to Premise

- (1) The Business Licence Officer or a designated Tseshahat representative of the Business Licence Officer may enter at any reasonable hours, any Premise in respect of which a Business Licence has been applied for, granted or may be required under this Policy, for the purpose of ascertaining that the terms of this Policy are being observed, except that where any residential building is occupied, the Business Licence Officer will obtain the consent of the occupant, or provide written notice to the occupant 24 hours in advance of entry.
- (2) Despite subsection 30(1), the Business Licence Officer may conduct an inspection without providing notice to the occupant of a residential building:
 - a. in the event of an emergency;
 - b. where providing notice would not be reasonably possible or practical in the circumstances, or
 - c. where providing notice would frustrate the purposes of the inspection.
- (3) An individual authorized under Federal law or British Columbia law to inspect premises to ensure health and safety, may enter at any reasonable hours, any Premise in respect of which a Licence has been applied for, granted or may be required under this Policy, for the purpose of ascertaining that a Business is observing Applicable Laws related health and safety.

PART 9 - SUSPENSION AND REVOCATION

28. Suspension and Revocation

- (1) The Business Licence Officer may revoke or may suspend a Business Licence for any period of time deemed necessary:
 - a. if the Licencee is convicted of an indictable offence in Canada;

- b. if the Licencee is convicted under a law of any First Nation, the Province of British Columbia or Canada in relation to the activities of the Business for which the Licencee is licenced;
 - c. if the Licencee has, in the opinion of the Business Licence Officer, been guilty of such gross misconduct in respect of the Business for which the Licencee is licenced or with respect to the Premise for which the Business is licenced as to warrant the suspension of the holder's Business Licence;
 - d. if the Licencee has ceased to meet the legal or regulatory requirements to carry on the Business for which the Licencee is licenced or with respect to the Premise for which the Business is licenced;
 - e. if the Licencee has failed, or ceased, to meet the conditions imposed by the Business Licence Officer as a condition of issuing the Business Licence;
 - f. if the Licencee fails to comply with the provisions of this Policy;
 - g. if the Licencee has, in the opinion of the Business Licence Officer, conducted the Business in a manner, performed a service in a manner, or sold, offered for sale, displayed for sale or distributed to a person actually or apparently under the age of 16 years, anything that may be harmful or dangerous to the health or safety of a Person actually or apparently under the age of 16; or
 - h. for other reasonable cause.
- (2) A revocation or suspension of a Business Licence under this Policy will be made in writing, signed by the Business Licence Officer and served on the Licencee or delivered to the contact address provided in the Business Licence Application.
- (3) No Licencee will engage in any Business operations or activities or otherwise conduct a Business for which a suspension is in effect.

PART 10 - APPEALS AND RECONSIDERATION

29. Administrative Review

- (1) An appeal of a decision made under subsections 12(6) or 28(2) of this Policy (the "Decision") may be made by the Applicant or the Licensee where the appeal is made on one or more of the following grounds:
- a. The Policy was incorrectly applied;
 - b. The Applicant or Licencee was not granted procedural fairness (eg. the investigation was improper, the decision was not impartial, etc.);
 - c. New information renders the original decision unreasonable; or
 - d. The Policy is unreasonable.

- (2) An Applicant or a Licencee who wishes reconsideration of the Decision will, within seven (7) business days of receipt of notice of the decision, deliver to the Executive Director a written request for appeal (the “**Appeal**”) stating the grounds upon which the Appeal is based, together with any relevant supporting information or evidence.
- (3) Within (7) business days of receipt of the Appeal, the Executive Director will convene an ad hoc board made up of three non-Members (the “**Appeal Board**”), to review the Appeal.
- (4) Within thirty (30) days of being convened, the Appeal Board will review the Appeal and meet with the Applicant or Licencee and may meet with the Business Licence Officer to try to resolve the Appeal.
- (5) The Applicant or Licencee’s failure to participate in the meeting with the Appeal Board under subsection 32(3) will result in the Appeal being denied, except where their failure to participate is a result of an emergency or other extenuating circumstances, as determined by the Appeal Board.
- (6) If the Appeal Board cannot resolve the Appeal pursuant to subsection 32(3), the Appeal Board will consider whether the Decision should be modified or reversed on any of the grounds set out in subsection 32(1) and may concur with, modify, or reverse the Decision as the Appeal Board considers appropriate.
- (7) The Appeal Board will provide written notice of its decision regarding the Appeal to the Applicant or Licencee and the Business Licence Officer within four (4) days of its decision.
- (8) Decisions of the Appeal Board are final.

SCHEDULE A – BUSINESS LICENCE APPLICATION

Tseshaht First Nation Business Licence Application Guide and Instructions

PLEASE READ CAREFULLY BEFORE COMPLETING A BUSINESS LICENCE APPLICATION

General

Every person who carries on a Business on Tseshaht First Nation Reserve is required to apply for and hold a valid licence to do so.

Application Steps

1. Fill in the Business Licence Application and submit the completed Business Licence Application with supporting documentation and the \$50 fee.
2. You will receive notice of the decision to approve or deny the licence within sixty (60) days following submission.
3. If you disagree with the decision, you may appeal in writing to the Executive Director within seven (7) days of receipt of the decision. A meeting to discuss the appeal will be scheduled within thirty (30) days of receipt of an appeal.

Questions?

The Business Licence Officer can be reached by telephone at (250) 724-1225 between 8:30am and 4:30pm, Monday to Friday.



This form is made pursuant to the *Tseshaht First Nation Business On-Reserve Licencing Policy, 2023*. It is to be completed and submitted to the Business Licence Officer along with the prescribed fee. No person may carry on a business on Tseshaht Reserve without holding a valid and subsisting Business Licence. If there is more than one owner of the Business, each must fill in a separate Application.

TYPE OF APPLICATION	
<input type="checkbox"/> New Business Licence	<input type="checkbox"/> Business Licence Renewal _____ (add Licence Number)

FEE PAYABLE	
Business Licence Fee (\$50) Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF BUSINESS	
<input type="checkbox"/> Basic Business (<i>all businesses not otherwise listed in this chart</i>)	<input type="checkbox"/> Home-Based Business (<i>operating out of applicant's principal residence</i>)
<input type="checkbox"/> Mobile Business (<i>businesses that change location, i.e. food trucks</i>)	

MEMBER-OWNED BUSINESS	
Is the Applicant a Tseshaht Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what % of the business is Member-owned?

BUSINESS INFORMATION	
Name of Business to be Licenced:	Business Email:
Business Address (<i>Physical street address of site including postal code</i>):	Business Phone Number:
Preferred Mailing Address with postal code (<i>if different from above</i>):	
Corporate Mailing Address with postal code (<i>if different from above</i>):	
@ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach proof of incorporation or registration and Notice of Articles
@ _____ administered by a partnership <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach details regarding this partnership
Is there an existing Band Council Resolution for this Business? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach a copy with this Application. If no, will you require one? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT INFORMATION	
Applicant's Name:	Applicant Status Number (<i>if applicable</i>):
Applicant's Phone Number:	Property Owner's Name (<i>if different</i>):
Applicant's Email:	Property Owner's Phone Number:
Applicant's Home Address:	Property Owner's Email:
Emergency contact/Alternative contact name other than licensee:	Emergency Contact Phone Number:

PLEASE READ, FILL OUT, AND SIGN BACK OF APPLICATION. THANK YOU.

DESCRIPTION OF BUSINESS AND POTENTIAL IMPACTS

Business Description: <i>Describe the nature of the business.</i>	
Potential Impacts Description: <i>Describe the potential impacts of the proposed Business on the Premise and surrounding area including:</i> <i>(i) environmental impacts;</i> <i>(ii) increased traffic or parking;</i> <i>(iii) noise, odours, or other disturbances to neighbouring properties; and/or</i> <i>(iv) impacts to Tseshaht heritage sites.</i>	
Indicate use Tseshaht services (eg. water, hydro, sewage, garbage), if any, and whether services require connection.	
Other Business Approvals Required: <i>Indicate any approvals the Business requires from other regulatory agencies.</i>	
Will the public be attending the Business premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed hours of operation: _____
	Number of employees: _____

APPLICATION REQUIREMENTS – To avoid delays in processing, submit the following items

<input type="checkbox"/> Licence fee (\$50)
<input type="checkbox"/> Copies of any Business approvals obtained from other regulatory agencies, such as Island Health or the Liquor Licencing Board, etc.
<input type="checkbox"/> Copy of any existing Band Council Resolution for the Business
<input type="checkbox"/> Copies of all relevant documents related to provincial registration or incorporation of Business and/or Business partnership details
<input type="checkbox"/> Please check this box if you are interested in having your Business listed in the Tseshaht Business Directory.

APPLICANT’S ACKNOWLEDGEMENT

I, (print full name of applicant) _____ hereby apply to the Business Licence Officer for the issuance of a business licence under the provisions of the *Tseshaht First Nation Business On-Reserve Licencing Policy, 2023* (the “Policy”). By signature hereon, I declare that all information provided in the support of this application is true and correct. I fully understand that acceptance of a fee and/or the issuance of a business licence is done solely to satisfy the requirements of the Policy and does not convey or imply assurance by Tseshaht that this business conforms to the Policy or any other enactment. I further understand this is an application only and does not constitute the issuance of a business licence.

Signature of Applicant: _____ Date (mm/dd/year) _____

FOR OFFICE USE ONLY

Date received: _____ File No. : _____ Fee (\$50): _____ (Yes/No)

Additional documentation attached: _____ (Yes/No) If Yes: _____
 Building Zoning Fire Health Insurance Other

Date of decision: _____ Decision made by: _____ Classification: _____

Application approved: _____ (Yes/No) If approved, list any conditions: _____.

If rejected, provide reasons for rejection: _____

If approved, Business Licence valid from: _____ (mm/dd/year) to: _____ (mm/dd/year) (the Business Licence Period).