

**The Corporation of the City of Cornwall
Bylaw #182- 2005**

Being a By-law of the Corporation of the City of Cornwall
to provide for licensing, regulating, governing
and inspecting Bed and Breakfast Establishments

WHEREAS Section 150 of the Municipal Act 2001 authorizes Council to pass By-laws for licensing, regulating, inspecting and governing local business.

AND WHEREAS Section 150 of the Act authorizes Council to pass By-laws for the licensing, regulating, governing, classifying and inspecting of bed and breakfast establishments, and classes thereof and for the revoking or suspending any such licenses to be granted.

AND WHEREAS the Corporation of the City of Cornwall deems it advisable, having regard among other matters to the potential for health and safety and nuisance, has enacted a By-law to govern total class of bed and breakfast establishments.

THEREFORE the Council of the Corporation of the City of Cornwall enacts as follows:

DEFINITIONS AND INTERPRETATIONS

1. For the purpose of this By-law:

Applicant. - shall mean a person applying for the issuance or renewal of a license.

Bed and Breakfast. - shall mean only a single family dwelling designed to be used, in part, for the accommodation of the travelling or vacationing public, containing therein five (5) or fewer suites or guest rooms. Parking standards for said suites/guest rooms shall be supplied on-site and based on the Boarding and Rooming House and Tourist Home standard.

Board. - shall mean the Police Services Board for the Corporation of the City of Cornwall.

Board of Health. - shall mean the Eastern Ontario Health Unit.

Building. - means a single-detached dwelling or a portion of a single-detached dwelling.

Business. - includes a trade, calling or occupation.

Chief Building Official. - shall mean the authority having jurisdiction over the Building Permits and By-law Enforcement Section, Department of Planning and Housing Services, and administer the related By-laws of the Corporation of the City of Cornwall under the direction of the Manager of Planning Services.

Chief of Police. - shall mean the Chief of Police for the Corporation of the City of Cornwall or his/her appointee.

City. - shall mean the Corporation of the City of Cornwall.

Enforcement Officer. - shall mean a police officer, By-law enforcement officer, a special constable or any other public officer engaged in the enforcement of this By-law.

Fire Chief.- shall mean the municipal Chief Fire Official for the Corporation of the City of Cornwall or a member or members of the Fire Department designated by the municipal Fire Chief or a person appointed by the Fire Marshall of Ontario.

Licensing.- shall mean a license issued under this By-law.

Licensing Officer. - shall mean the Chief Building official, also known as Issuer of Licenses, and/or his/her appointees for the Corporation of the City of Cornwall.

Municipal Law Enforcement Officer.- shall mean the person or persons authorized by the Council of the Corporation of the City of Cornwall to enforce all By-laws under its jurisdiction.

Municipality. - shall mean the Corporation of the City of Cornwall.

Non-Resident.- shall mean a person or persons or their agent's who's address is not within the boundaries of the municipality.

Operator.- refers to any person who alone or with others operates, manages, supervises, runs or controls a bed and breakfast establishment, and "operate," "operation" and other words of like import or intent shall be given a corresponding meaning.

Owner.- shall mean any person who operates or conducts a business, trade or calling, under which the municipality has the power to license.

Parks.- shall mean the land under the jurisdiction and control of the Corporation of the City of Cornwall.

Single-Detached dwelling. - means a separate building containing one dwelling unit.

Police Department. - shall mean the Chief of Police of the Cornwall Police Service or his/her appointee.

Zoning Inspector. - shall mean an officer or agent employed by the Corporation of the City of Cornwall for the purpose of enforcing and regulating the uses of its Zoning By-law.

LICENSES

2. a) No person shall carry on within the City of Cornwall any of the trades, callings, businesses or occupations listed herein and forming part of this By-law, unless he/she has obtained from the Corporation a license authorizing him/her to carry on the trade, calling, business or occupation.
- b) Every person who holds a license shall, in carrying on or engaging in the trade, calling, business, or occupation for which the license is issued, comply with this By-law and the regulations herein this By-law that relate to the person or the persons trade, calling, business, or occupation.

APPLICATION

3. Every person who requires a license under the provisions of this By-law for any trade, calling, business, or occupation shall:
 - a) apply to the Chief Building Official upon such form or forms as shall be prescribed by the Corporation;
 - b) provide any documents required under the applicable By-law.
 - c) pay, by cash or cheque, the applicable license and non-refundable application fee set out in the City of Cornwall By-law establishing licensing fees. (By-law #203-2005 and any amendments hereto)
4. a) the license fee referred to in Section 3(c) shall not be reduced or prorated.
5. a) where a partnership or an association applies for a license, the names and addresses of each member of the partnership or association shall be set out in the application.
- b) the applicant shall include the name, address and contact information of the registered owner of the property where the business is being operated.

PROCESSING AND ISSUANCE

6. The Chief Building Official shall, upon receipt of the application referred to in Section 3, make or cause to be made all investigations considered necessary or which are required by law or by the Corporation relative to the application.

REFUSAL TO ISSUE

7. The issue of a license shall be refused by the Chief Building Official until it has been determined that the licensee has complied with:
- a) the regulations under the jurisdiction of the Board of Health;
 - b) this or any other By-laws of the Corporation, or which shall be contrary to the law;
 - c) any other Federal or Provincial statutes and regulations.

EXPIRY

8. The licenses for the several trades, callings, businesses or occupations set out herein this By-law shall, unless they are expressed to be for a shorter or longer time, be for one year and unless they are sooner forfeited or revoked shall in each case expire on January 31st of the year which succeeds the year the license was issued for.

RENEWAL

9. The Chief Building Official shall renew an existing license if the licensee:
- a) meets all of the requirements of this By-law; and
 - b) pays by cash or cheque the applicable license fee set out in the City of Cornwall By-law establishing licensing fees. (A late fee shall be levied, as per that By-law, for all annual licenses due February 1 that are not obtained by May 1).

REFUSAL TO RENEW

10. A license shall not be renewed by the Chief Building Official until it has been determined that the licensee has complied with:
- a) the regulations under the jurisdiction of the Board of Health;
 - b) this or any other By-laws of the Corporation, which shall be contrary to the law;
 - c) any other Federal or Provincial statutes and regulations.
11. The Chief Building Official shall refuse to renew the license if the licensee does not meet all of the requirements for renewal as set out in Section 10 of this By-law.

12. If the Chief Building Official refused to renew the license, the licensee shall receive notice of refusal in writing, said notice to be served personally upon or sent by prepaid registered mail to the licensee.
13. If the licensee is not satisfied with the terms of the notice referred to in Section 13 of this By-law, he/she shall appeal to the Chief Building Official within thirty (30) days after service of the notice of refusal.

TRANSFERS

14. No license shall be transferable.
15. No person owning or operating a licensed premise under this By-law shall move from one location to another within the City of Cornwall without first paying the initial application fee set out in the By-law establishing fees and fulfilling the requirements for a license application as set out in this By-law.

GENERAL PROVISIONS

16. Every person obtaining a license under this By-law:
 - a) Shall keep his/her license posted up in a conspicuous place on the premises in respect to which the license is issued; or
 - b) Where the license does not apply to a premise, shall keep on his/her person the license issued.
17. Every person applying for or holding a license under this By-law shall comply with the regulations set out in this By-law.
18. A license is issued subject to the condition that the holder of the license indemnifies and saves harmless the Corporation and the employees, contractors and agents of the Corporation from all loss, damage, legal action, costs and expenses arising from the carrying on of the business, trade, calling or occupation for which the license was issued.
19. No person shall enjoy vested right in the continuance of a license and upon the issue, renewal, cancellation or suspension thereof, the value of the license shall be the property of the Corporation of the City of Cornwall.
20. No person licensed under this By-law shall refuse entry to a person with a service dog as provided for in the Health Protection and Promotion Act - O.Reg. 74/04.

INSPECTIONS

21. A Municipal Law Enforcement Officer or any other municipal official shall, with the owners approval:
 1. At all reasonable times, inspect the building, place or premise that is used for a trade, calling, business or occupation for which a person is licensed or is required to be licensed; and,
 2. When deemed necessary by the said officer, inspect the books, records or other documents of the trade, calling, business or occupation.
22. No person who is licensed or required to be licensed, shall hinder or obstruct inspections referred to in this section, or cause the inspections to be hindered or obstructed.
23. Every person who obtains a license under this By-law shall produce the license when requested to do so by a Municipal Law Enforcement Officer or a Police Officer.

REVOCATION AND SUSPENSION

24.
 - a) Where the Chief Building Official refuses to issue, suspends, or revokes a licence, the procedure as set out in By-law #204-2005 (A By-law Respecting Appeal Procedure for Municipal Licensing) shall be followed.
 - b) Upon suspension or revocation of a license issued under this By-law, the licensee shall return to the Corporation all licenses and all plates where applicably issued by the Council with reference to such license, and the person authorized by Council shall have access to any premises, vehicle or other property for the purpose of receiving or taking the plates, and no person shall refuse to deliver the plates to such persons authorized by the Council or shall, in any way, prevent or hinder such persons from receiving or taking the same.

REGULATIONS

25. No person shall own or operate a Bed and Breakfast Establishment without first obtaining a Bed and Breakfast Establishment License from the Corporation of the City of Cornwall to do so, and paying the license fee required for a Bed and Breakfast Establishment as per the Business Licensing Fees By-law.

LICENSE REQUIRED

26. In order to obtain a license, a person who carries on business as a bed and breakfast must comply with the following requirements:
- (a) A bed and breakfast must be secondary to a permitted use.
 - (b) There shall be no change in the residential character of the building used as a bed and breakfast.
 - (c) No person shall use a building wholly for the purpose of a bed and breakfast. The maximum number of guest bedrooms shall be five or fewer and the maximum number of guests in each bedroom shall be two (2).
 - (d) A bed and breakfast must be the principal residence and be occupied on a full-time basis by:
 - (i) the owner of the building; or
 - (ii) a lessee of a building who has a minimum one-year lease; or
 - (iii) a member of the family of the person described in (i), (ii); or
 - (iv) the principal shareholder of the corporation where the building is owned or leased by a corporation.
 - (e) Every application for a bed and breakfast shall include a description to identify the rooms which are to be licensed. The description shall be by name, number or physical description.
 - (f) Every application for a bed and breakfast shall include a plan showing the location of the house on the property with setbacks indicated from all property lines and the location, dimensions and driveway access to the required parking spaces which shall be a minimum of one for each guest bedroom.

APPROVALS

- (a) The issuance of a Bed and Breakfast Establishment license, upon its initial license shall be subject to the written approvals of the following:
 - 1. Zoning Administrator
 - 2. Chief Building Official or Designate
 - 3. Fire Prevention Officer
 - 4. Plumbing Inspector
 - 5. Municipal By-law Enforcement Officer

(b) Subject to a renewal license, and every three (3) years thereon, the licensee shall be required to obtain further approvals from the following:

1. Chief Building Official or Designate
2. Fire Prevention Officer
3. Municipal By-law Enforcement Officer

27. The Chief Building Official or Designate, Fire Department Inspector, or Zoning Administrator shall require by written report that the licensee take any steps which is considered to be in the interest of public safety, with regard to the construction, maintenance and operation of a Bed and Breakfast Establishment in accordance to the Ontario Building Code Act, Fire Protection and Prevention Act, Municipal Zoning By-law and any other municipal By-law applicable.

DUTIES OF OPERATOR

28. Every person who carries on business as a bed and breakfast shall comply with the following regulations:

1. A bed and breakfast shall provide meals to its guests. No cooking shall be permitted in the guest bedrooms.
2. Complimentary alcoholic beverages shall be served provided that the operator complies with the following criteria:
 1. the premise is not licensed pursuant to the Liquor Licensing Board of Ontario;
 2. the alcoholic beverage shall not be for sale;
 3. the cost of the alcoholic beverage shall not be included in the price of the room or accommodation and the advertising of complimentary alcoholic beverages is prohibited; and
 4. the bed and breakfast shall not be associated with any event on the premises which promotes, advertises or retails alcoholic beverages.
3. Services, facilities, and amenities, such as laundry, play equipment and a swimming pool shall be permitted.
4. Rates for the rooms shall be set forth on a card which will indicate that the room is licensed for hire and which is posted in a conspicuous place within the room.
5. Only signs in accordance with the applicable Sign By-law shall be displayed.

6. Each **operator** shall keep a daily register in the form of either a day journal or a pre-number guest registration form. The day journal shall have a separate date on each page adequate space provided for each guest to register in a designated room. The pre-numbered guest registration form is a separate form for each registered guest and indicates the room assigned to the guest. The said registration form shall also indicate the guest's name and home address.
7. Upon request from the Issuer of Licenses or an inspector, the operator shall present the guest register for inspection.

PENALTY

29. Any person who contravenes the provisions of this By-law, including every person who fails to perform a duty imposed herein or who performs an act prohibited herein and every director or officer of a corporation who concurs in such a contravention is guilty of an offence and, upon conviction pursuant to the provisions of the Provincial Offences Act (as amended), is liable to:
 - a) a penalty in the case of persons, other than a corporation, not to exceed \$25,000.00 or imprisonment for a term not to exceed one year or both;
 - b) a penalty in the case of a corporation, not to exceed \$50,000.00; and
 - c) an order closing the premises which are the subject of the contravention for a period not to exceed two years.
30. Where a provision of this By-law conflicts with a provision of another By-law in force in the City of Cornwall, provisions that establish the higher standards shall prevail in order to protect the health, safety and welfare of the general public.
31. A Municipal Law Enforcement Officer or a Cornwall Police Services Officer of the Corporation of the City of Cornwall shall enforce the provisions of this By-law.
32. It is the declared intention of the Council of the Corporation of the City of Cornwall that any section or part of a section of this By-law which shall subsequently be held to be illegal shall be severable from the remainder of the By-law and shall not be deemed to have persuaded or influenced the Council to pass the remainder of the By-law.
33. That By-law #111-1998 and #143-2002 and all other By-laws or parts of By-laws inconsistent with this By-law are hereby repealed. All licenses previously issued shall, during the period for which the same have been issued, remain in full force and effect, unless for other reasons the same are forfeited or revoked.

34. This By-law shall come into force and take effect on January 1, 2006.

Read a first, second and third time, signed and sealed, in open Council, this 14th day of November, 2005.


DENISE LABELLE-GÉLINAS
CITY CLERK


MAYOR PHIL POIRIER

ATTACHMENT "A"

**The Corporation of the City of Cornwall
#203-2005**

A to Establish Licence Fees
for the City of Cornwall

WHEREAS Section 150 of the Municipal Act 2001 permits municipalities to license, regulate and govern any business wholly or partly carried on within the municipality;

WHEREAS except as otherwise provided, a municipality may only exercise its licensing powers under this section, including imposing conditions, for one or more of the following purposes - health and safety, nuisance control, consumer protection;

WHEREAS a licensing or imposing any condition shall include an explanation as to the reason the municipality is licensing it or imposing the conditions and how that reason related to the purposed under the Municipal Act, 2001, Section 150, subsection (2);

WHEREAS it has been determined that it is appropriate to license, regulated and govern certain businesses for the purpose of:

- Health and Safety - being an activity or undertaking that could result in hazardous conditions, injury or loss, and/or
- Nuisance control - being an activity that adversely affects, or could possibly adversely affect, the 'quality of life' of any person(s), and/or,
- Consumer protection - being the prevention of unfair or potentially unfair business practice(s) that could result in loss(es) on the part of the consumer;

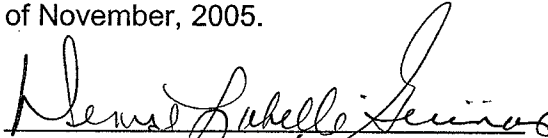
WHEREAS the report of the Chief Building Office dated October 17, 2005 includes an explanation as to the reason the municipality is licensing or imposing the conditions and how that reason related to the purposes under the Municipal Act, 2001, Section 150, subsection (2);

WHEREAS it has been determined that it is appropriate to license, regulate and govern businesses for the purposes and reasons as contained in Appendix 1 attached hereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF CORNWALL ENACTS AS FOLLOWS:

1. No person may carry on those business included in Appendix 1 attached hereto in the City of Cornwall without application for, obtaining and maintaining in good standing a licence, pursuant to the terms of the specific .
2. The fees for individual businesses, owners, operators and attendants are listed in Appendix 1 attached hereto.
3. This will take effect and come into force on January 1, 2006 and remain in force until December 31, 2010.

Read a first, second and third time, signed and sealed, in open Council, this 14th day of November, 2005.


DENISE LABELLE-GÉLINAS
CITY CLERK


MAYOR PHIL POIRIER

APPENDIX I

PROPOSED LICENSING S AND FEES

Licensing	Initial Description	Purpose for Licence	Additional Information	Initial Fee	Renewal Fee	Renewal Fee after May 1st
Adult Entertainment Attendant	License & Regulate	- Health & Safety - Nuisance		\$ 100.00	SAME AS	INITIAL
Adult Entertainment Establishment	License & Regulate	- Health & Safety - Nuisance	Owner/Operator (includes travelling shows)	\$ 1,400.00	\$ 1,200.00	\$ 1,250.00
Adult Entertainment Retail	Sale of Goods	- Health & Safety - Nuisance		\$ 300.00	\$ 200.00	\$ 215.00
Amusement Exhibition	License & Inspect	- Health & Safety - Nuisance	Tent	\$ 180.00	SAME AS	INITIAL
			Open Air	\$ 132.00	SAME AS	INITIAL
Amusement Place	License & Inspect	- Health & Safety - Nuisance		\$ 220.00	\$ 45.00	\$ 60.00
Auctioneer	License & Regulate	- Consumer Protection		\$ 15.00	SAME AS	INITIAL
Auto Repair & Public Garages	License & Inspect	- Health & Safety - Nuisance		\$ 150.00	\$ 41.00	\$ 56.00
Bed & Breakfast	License & Inspect	- Health & Safety - Nuisance		\$ 150.00	\$ 60.00	\$ 75.00
Body Rub Parlour	License & Inspect	- Health & Safety - Nuisance	Owner/Operator	\$ 1,400.00	\$ 1,200.00	\$ 1,250.00
			Attendant	\$ 60.00	SAME AS	INITIAL
Christmas Tree Vendor	License & Inspect	- Health & Safety - Nuisance		\$ 35.00	SAME AS	INITIAL
Dry Cleaning Depot	License & Inspect	- Health & Safety		\$ 60.00	\$ 35.00	\$ 50.00

Licensing	Initial Description	Purpose for Licence	Additional Information	Initial Fee	Renewal Fee	Renewal Fee after May 1st
Eating Establishment	License & Inspect	- Health & Safety		\$ 140.00	\$ 37.00	\$ 52.00
Escort Service & Escort Attendant	License & Regulate	- Health & Safety - Nuisance	Owner/Operator	\$ 1,400.00	\$ 1,200.00	\$ 1,250.00
			Attendant	\$ 50.00	SAME AS	INITIAL
Food Premises	License & Inspect	- Health & Safety		\$ 30.00	\$ 26.00	\$ 41.00
Hair Dressing Establishment	License & Inspect	- Health & Safety	First Chair	\$ 95.00	\$ 20.00	\$ 35.00
			Additional Chair	\$ 10.00	\$ 10.00	\$ 11.00
NOTE: If this license is combined with a "Personal Facility" license, then only half of this fee shall be paid for both initial and renewal licenses.						
Hobby Exhibition	License & Inspect	- Health & Safety - Consumer Protection	Tent - Open Air	\$ 40.00	SAME AS	INITIAL
			Indoor	\$ 38.00	SAME AS	INITIAL
Holistic Practitioners	License & Inspect	- Health & Safety		\$ 100.00	\$ 60.00	\$ 75.00
			Mobile Food Premises	\$ 130.00	SAME AS	INITIAL
			Hot Dogs	\$ 85.00	SAME AS	INITIAL
Pawnbroker	License & Inspect	- Health & Safety - Consumer Protection	Ice Cream Wagon	\$ 85.00	SAME AS	INITIAL
				\$ 200.00	\$ 115.00	\$ 130.00
Personal Service Facility	License & Inspect	- Health & Safety - Consumer Protection		\$ 80.00	\$ 30.00	\$ 45.00

Licensing	Initial Description	Purpose for Licence	Additional Information	Initial Fee	Renewal Fee	Renewal Fee after May 1st
Pet Stores	License & Regulate	- Health & Safety		\$ 70.00	\$ 30.00	\$ 45.00
Recycling Facility	License & Inspect	- Health & Safety - Nuisance - Consumer Protection		\$ 135.00	\$ 35.00	\$ 50.00
Rickshaw	License & Regulate	- Health & Safety - Consumer Protection		\$ 20.00	SAME AS	INITIAL
Salesperson (resident)	License & Regulate	- Health & Safety - Consumer Protection	Stationary	\$ 110.00	SAME AS	INITIAL
Salesperson (non-resident)	License & Regulate	- Health & Safety - Consumer Protection	Place to Place	\$ 50.00	SAME AS	INITIAL
Salesperson (non-resident)	License & Regulate	Health & Safety - Consumer Protection	Place to Place	\$ 160.00	SAME AS	INITIAL
Seasonal Stationary Food Premises	License & Inspect	- Health & Safety	30 Day - Stationary	\$ 130.00	SAME AS	INITIAL
Second Hand Goods	License & Inspect	-Health& Safety - Consumer Protection	New Business	\$ 140.00	SAME AS	INITIAL
Tobacco	License & Inspect	-Health& Safety - Consumer Protection		\$ 175.00	\$ 135.00	\$ 150.00
Transient Photographer	License & Regulate	- Health & Safety - Consumer Protection		\$ 40.00	SAME AS	INITIAL
		- Consumer Protection		\$ 100.00	SAME AS	INITIAL

ATTACHMENT "B"

**The Corporation of the City of Cornwall
By-law #204-2005**

Respecting Appeal Procedure
for Municipal Licensing under Section 150
of the Municipal Act

WHEREAS Section 150 of the Municipal Act 2001 authorizes Council to pass By-laws for licensing, regulating, and governing local business.

AND WHEREAS Section 150 of the Act authorizes Council to pass By-laws for the licensing, regulating, governing, and classifying various classes of business through various By-laws under this section.

AND WHEREAS the Corporation of the City of Cornwall deems it advisable to set out an appeal procedure when the Chief Building Official refuses to issue, suspends, or revokes a license of By-laws passed under Section 150 of the Municipal Act.

NOW THEREFORE the Council of the Corporation of the City of Cornwall enacts as follows:

**NOTICE AND APPEAL PROCEDURE
FOR MUNICIPAL LICENSING**

DEFINITIONS: for the purpose of this By-law the following term is defined as follows:

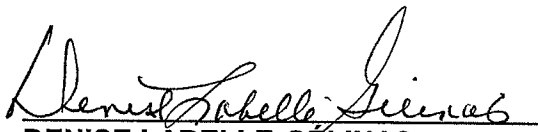
Council. - shall mean Council of the City of Cornwall.

1. Where the Chief Building Official refuses to issue, suspends, or revokes a license, the said Chief Building Official shall notify the applicant in writing of such decision and the said notice shall set out the grounds upon which the issue of the said license is refused and shall state that the Applicant or Licensee may appeal such decision by filing an appeal with the Clerk of the municipality within fifteen (15) days as set out in this By-law.
2. Where the Chief Building Official refuses to grant a license, suspends, or revokes a license under this By-law the Applicant or Licensee may appeal this decision to the Council of the Corporation by filing with the Clerk an appeal, in writing, of the said decision within (15) fifteen days of being notified of the decision of the Issuer of Licenses.
3. Upon receipt of an appeal from the applicant, the Clerk and Council shall follow the procedure set out in this By-law.

4. The Council of the Corporation may, after the appropriate hearing is conducted, grant a license, refuse to grant a license, revoke a license, or suspend a license and may make any suspension of license subject to such terms or conditions as Council may prescribe and a decision made pursuant to the exercise of these powers is final and binding upon the applicant or any licensee.
5. Council, in considering whether or not to grant a license, refuse to grant a license, or to revoke or suspend a license shall have regard to the following:
 - a) whether or not the Applicant or Licensee and the premise, facilities, equipment, vehicles and other personal property used or kept for hire in connection with the carrying on of a business which is licensed or which is required to be licensed, pursuant to this By-law, complies with all requirements of this By-law;
 - b) whether or not the Applicant or Licensee has failed to promptly remedy any reasonable concern with regard to those matters set out in this By-law or has committed past breaches of this By-law;
 - c) whether or not the Applicant or Licensee has failed to comply with any requirements of any other applicable By-law of the City of any Local Board thereof or of any statute, Order-in-Council, or Regulation of the Provincial Legislature or the Parliament of Canada, or of any Agency, Board or Commission thereof, in, upon or in connection with the licensed activity or the premise, facilities, equipment, vehicles and other property used or kept for hire in connection with the licensed activity;
 - d) whether or not the Applicant or Licensee has any outstanding fines imposed under the Provincial Offences Act for the contravention of any provision of this By-law;
 - e) whether or not the applicant/licensee or his tenant has any outstanding taxes owing to the City of Cornwall in respect of the business or premise in question.
6. Council shall comply with the following procedure in granting a license, refusing to grant a license, revoking or suspending any license issued under this By-law:
 - a) where Council wishes to consider whether or not to issue a license or to refuse to grant a license or to suspend or revoke a license issued under this By-law, the Clerk shall fix a date and time for such matter to be considered by Council and shall mail a Notice of Hearing to the Licensee (at his last address as shown in the records of the Chief Building Official or the current year's Assessment Roll) and to any other person who has applied to be heard with regard to the matter;
 - b) such Notice shall be mailed at least (15) fifteen days prior to the date and time fixed for such hearing;
 - c) at such hearing, Council shall receive a report, either verbally or in writing, from the Chief Building Official and from such other officers or employees of the Corporation who may be involved in the matter being considered by Council;

- d) at the hearing before Council, the Licensee, either personally or through his agent or solicitor, shall be afforded an opportunity to present such material and evidence relevant to the issue before Council as he may deem expedient and he may ask questions of any person presenting evidence or a report to Council relevant to the said issue.
7. Council may, in its sole discretion, afford any other person who applied to be heard and who appears to have an interest in the matters under discussion, an opportunity to present material and evidence relevant to the issue before Council and to ask questions of any person presenting evidence or a report to Council relevant to the said issues;
 8. Council may, after having heard all of the evidence and submissions made to it by the Applicant/Licensee, and the Chief Building Official resolve into the Committee of the Whole, to debate the matter and to reach its decision.
 9. The decision made by Council sitting as the Committee of the Whole shall be confirmed in open Council by Resolution immediately following the meeting of the Committee of the Whole and a certified copy of such Resolution and reasons shall be mailed to the Licensee, to any person who has appeared before Council and requested that a copy of the Resolution be provided to them, and to the Chief Building Official.
 10. The decision of Council to keep a license, refuse to issue a license, revoke a license or suspend a license may be subject to such terms as Council shall impose and shall be final.
 11. No person shall engage in, or continue to conduct, or permit any person to engage in or continue to conduct, a business for which a license is required under the By-law while such license is suspended or revoked under the provisions of this By-law.

Read a first, second and third time, signed and sealed, in open Council, this 14th day of November, 2005.


DENISE LABELLE-GÉLINAS
CITY CLERK


MAYOR PHIL POIRIER