



**VILLAGE OF BELCARRA
Business Language and
Contact Information Requirements Bylaw
Bylaw No. 497, 2016**



A bylaw to provide for conducting business in the Business Language of the Province
and for the provision of Contact Information Requirements

WHEREAS the Municipal Council may, by bylaw, establish requirements for the conducting of business in the Village of Belcarra;

NOW THEREFORE the Municipal Council of the Village of Belcarra in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Business Language and Contact Information Requirements Bylaw No. 497, 2016".
2. **Business Language**
 - 2.1 The language for conducting business with the municipality shall be Canadian English for all written and verbal communications; hereafter referred to as the Business Language of the municipality.
 - 2.2 All property owners, applicants for permits or municipal services, agents of property owners, contractors working for property owners, and the general public shall be expected to communicate with the municipality, both verbally and in writing, in the Business Language of the municipality.
 - 2.3 If a property owner, an applicant for a permit or municipal service, an agent of a property owner, a contractor working for a property owner, or a member of the general public do not possess serviceable communications ability in the Business Language of the municipality, then it will be the responsibility of that person to provide the necessary translation of the written and/or verbal communications into the Business Language of the municipality.
3. **Contact Information**
 - 3.1 Contact Information shall mean the full name, mailing address, postal code, telephone number, email address, and emergency contact information for the applicant for a permit or municipal service including, as applicable, the Contact Information for the property owner, agent of the property owner, and/or contractor working for the property owner.
 - 3.2 All applicants for a permit or municipal service, agents of property owners, and contractors working for property owners must provide current Contact Information in the Business Language of the municipality for the property owner, agent of the property owner and/or contractors working for property owner, as applicable to the circumstances of the business being transacted, as a prerequisite to making application for a permit or municipal service from the municipality.

- 3.3 If a property is registered to a 'numbered company', then an applicant for a permit or municipal service, the agent of a property registered to a 'numbered company' and/or contractors working for the 'numbered company' must provide current Contact Information for both themselves and the signing officer of the 'numbered company' and/or the person responsible for the operation of the 'numbered company'.

- 3.4 Any costs associated with implementing this bylaw will be the responsibility of the property owner and communication will occur during the Village of Belcarra working hours with the exception of an emergency.

READ A FIRST TIME on March 14, 2016

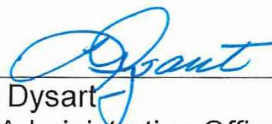
READ A SECOND TIME on March 14, 2016

READ A THIRD TIME on March 14, 2016

ADOPTED by the Council on April 11, 2016



Ralph E. Drew
Mayor



Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Council Indemnity Bylaw No. 496, 2016



Chief Administrative Officer