



BUSINESS LICENCE BYLAW

BYLAW #: 2024-04

AUTHORITY: COUNCIL

SUPERSEDES: BUSINESS LICENSE BYLAW 87-17,
AND AMENDMENTS 1993-09, 2005-11

EFFECTIVE DATE: February 26, 2024

A BYLAW OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF ALBERTA, TO REGULATE, CONTROL, AND LICENSE ANY BUSINESS OR INDUSTRY, OCCUPATION, AND PROPERTY OPERATING IN THE TOWN OF VALLEYVIEW.

WHEREAS, pursuant to Section 7(a) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting safety, health and welfare of people and the protection of people and property; and

AND WHEREAS, pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

AND WHEREAS, pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Act* or any other enactment including any or all of the matters listed therein; and

AND WHEREAS, pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) Regulate or prohibit;
- b) Deal with any development, activity, industry, business, or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- c) Provide for a system of licenses, permits or approvals, including any or all of the matters listed therein;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF ALBERTA DULY ASEMBLED, ENACTS AS FOLLOWS:

PART 1: PURPOSE, DEFINITIONS, and INTERPRETATION

1. Purpose

The purpose of this bylaw is to regulate, control, and license any business or industry, occupation, and property operating within the Town’s jurisdiction and to establish a system of licensing for businesses, business activities and persons engaged in business.

2. Definitions

In this bylaw:

- 2.1 **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 2.2 **“Applicant”** means a Person who applies for a Business Licence, renewal, or transfer of a Business Licence required by this bylaw;
- 2.3 **“Application”** means a written Application, on a form approved pursuant to this bylaw, for a Business Licence required by this bylaw;

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- 2.4 **“Business”** means a Business as defined in the *Act*:
- a) a commercial, merchandising, or industrial activity or undertaking;
 - b) a profession, trade, occupation, calling or employment; or
 - c) an activity providing goods or services;
- whether or not for profit and however organized or formed, including a co-operative or association of Persons;
- 2.5 **“Business Licence”** means a Licence issued pursuant to this bylaw, on a form approved pursuant to this bylaw, for the purposes of allowing a Business to operate within the corporate limits of the Town;
- 2.6 **“Business Licence Year”** means the calendar year from January 1st and ending December 31st of the same year;
- 2.7 **“Carry On” or “Carrying On”** means to Operate, to act, to perform, to keep, to hold, to canvas, to occupy, to deal in, or to use and or to have for gain, whether as principal or agent;
- 2.8 **“Charitable or Non-Profit Organization”** means an organization defined pursuant to the *Charitable Fund-Raising Act* and registered as such;
- 2.9 **“Chief Administrative Officer”** or CAO means the chief administrative officer of the Town of Valleyview or their delegate;
- 2.10 **“Council”** means the Municipal Council of the Town of Valleyview;
- 2.11 **“Development Authority”** means the person or group whom, through bylaw, has been delegated development powers on behalf of the municipality;
- 2.12 **“Expiry Date”** means the last day the Licence is valid as listed on the Licence;
- 2.13 **“Hawkers and Peddlers”** means any Person who, whether as a principle or agent:
- a) Goes from door to door selling or offering for sale any merchandise or service to any Person, and who does not have a permanent place of Business in Town.
 - b) Offers or exposes for sale to any person by means of samples of merchandise or services or both to be afterwards delivered or shipped into the municipality.
 - c) Sells merchandise or a service or both, on the streets or roads or elsewhere other than a permanent place of Business.
 - d) Does not include a Person selling meat, fruit, or other farm produce that has been produced, raised, or grown by themselves, or fish of their own catching.
- 2.14 **“Home Based Business or Occupation”** means a Business whose primary location is in the business owner's residence and as described within the Town's Land Use Bylaw;
- 2.15 **“Licence”** means a Business Licence granted by the Town entitling a Person to whom it is granted to Carry On an activity therein specified in the Town. The said Licence shall be in the form of a written permit and showing thereon the type of Business engaged in;
- 2.16 **“Licensee”** means a Person who holds a valid and subsisting Business Licence issued pursuant to the provisions of this bylaw;
- 2.17 **“Licensing Administrator”** means a Person(s) authorized by the CAO to carry out the administration of this bylaw;



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- 2.18 **"Licence Inspector"** means a Person authorized by the CAO to carry out the enforcement and inspections of this bylaw, and may include a Peace Officer, the Licensing Administrator, or the CAO;
- 2.19 **"Local Business"** means a Business that is physically located within the Town;
- 2.20 **"Mobile Vendor"** means a vending Business that is Carried On from a non-permanent, mobile facility, including but not limited to a motor vehicle, trailer, cart, or cycle within the Town where sales and services from this Business type are limited to those offered at the mobile facility and cannot extend beyond.
- a) Examples of a Mobile Vendor include, but are not limited to circuses, carnivals, midways, dare-devil exhibitions, stampedes, menageries, shooting galleries, and or any similar shows;
- 2.21 **"Municipal District of Greenview Business"** means a Business that is physically located within the Municipal District of Greenview No. 16, a municipal corporation in the Province of Alberta;
- 2.22 **"Municipality"** means the municipal corporation of the Town of Valleyview;
- 2.23 **"Municipal Tag"** means a tag or similar document issued by the Town pursuant to the *Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Town in lieu of prosecution of the offence;
- 2.24 **"Non-Local Business"** means a Business that is not physically located within the Town's corporate boundaries that provides services within the Town;
- 2.25 **"Non-Resident"** means a Person or Business whose office or premises is not located in either the Town or the Municipal District of Greenview No. 16;
- 2.26 **"Operate" or "Operating"** means to Carry On, to act, to perform, to keep, to hold, to canvas, to occupy, to deal in, or to use and or to have for gain, whether as principal or agent;
- 2.27 **"Peace Officer"** means a Community Peace Officer or Bylaw Officer appointed by the Town to do any act, perform any duty, and enforce any provision outlined by any municipal bylaw, and includes a member of the Royal Canadian Mounted Police
- 2.28 **"Person"** means an individual human being or a corporation and includes a partnership, an association, or a group of Persons acting in concert unless the context explicitly or by necessity implication otherwise requires;
- 2.29 **"Premises"** includes the store, office, warehouse, factory building, enclosure, yard, or other place occupied or capable of being occupied by any Person for the purposes of any Business;
- 2.30 **"Public Place"** means any Property, whether publicly or privately owned to which members of the public have access as of right, or by express or implied invitation, whether on payment of any fee or not;
- 2.31 **"Resident"** means a Person or Business whose office or premises is located within the Town or the Municipal District of Greenview No. 16;
- 2.32 **"Temporary Business Licence"** means a License granted to a Person who intends to carry on a Business in the Town for a period of not more than 1 week (7 days);



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2.33 **“Town”** means the Town of Valleyview;

2.34 **“Violation Ticket”** means a violation ticket as defined in *Provincial Offences Procedure Act*.

3. Rules of Interpretation

The following interpretation rules apply to this bylaw:

3.1 Marginal notes and headings in this bylaw are for ease of reference only;

3.2 A valid Licence means that the proposed Business has been reviewed and approved against the provisions of this bylaw; and

3.3 An approved Licence does not remove obligations to obtain the proper inspections or permits, or abide by other legislation, regulations, or bylaws, including, but not limited to, the Town of Valleyview’s current Land Use Bylaw and Community Standards Bylaw, the *Safety Codes Act* RSA 2000 c. S-1, the *Consumer Protection Act* RSA 2000 c. C-26.3, the *Gaming Liquor and Cannabis Act* RSA 2000 c. G-1, or the *Cannabis Act* SC 2018 c. 16, including any legislation that is not directly tied to business licensing.

PART 2: LICENSING

4. Necessity of a Business Licence

4.1 No Person shall Carry On a Business within the Town unless a Business Licence has been issued pursuant to the provisions in this bylaw and any applicable Business Licensing policies and procedures approved by the Town.

4.2 A Person who operates a Business at more than one location must have a separate Business Licence for each location.

4.3 A Person who operates more than one Business at one location must have a separate Business Licence for each Business.

4.4 No Person shall contravene a condition of a Business Licence.

4.5 A Person who operates a Business shall follow all applicable legislation, regulations, and bylaws, and all Persons or Businesses shall be subject to inspection at any time by a License Inspector of the Town.

4.6 Any advertising of the Business(es) shall be deemed to be prima facie proof of the fact that the Person advertising is Carrying On any such Business.

5. Exemptions

5.1 A Business Licence is not required for the following organizations or Businesses and can be considered fee exempt however, the following organizations and Businesses shall nonetheless comply with the provisions of this bylaw and Carry On in accordance with all other applicable legislation, regulations, and bylaws:

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- a) Municipal, Provincial, or Federal government offices and services;
- b) Any Business specifically exempts from municipal licensing by a statute of the Legislature of Alberta or Parliament of Canada;
- c) Anyone under eighteen (18) years of age and a resident of the Town who is:
 - i. Operating as a Home Based Business or temporary Business;
 - ii. Providing occasional light duty services such as paper deliveries, babysitting, yard work, or snow shoveling, to name a few.
 - iii. Operating a beverage stand (i.e., selling lemonade);
- d) The Town receives written confirmation stating the Business is no longer operating within the Town.

5.2 Notwithstanding any exemption, any Business shall register Business and contact information by submitting a completed Application to the Licensing Administrator.

6. Application for a Business Licence

- 6.1 Before issue or renewal of a Licence, a Person must submit to the Licensing Administrator:
- a) An Application in a form established by the Licensing Administrator;
 - b) The applicable Licence fee;
 - c) Confirmation that the Business is owned by, or will be licensed to a valid legal entity (a) for corporate applicants: a current corporate registry search showing the legal entity is active, or (b) for non-corporate applicants: a valid government-issued photo identification; and
 - d) Any other information required by this bylaw or by the Licensing Administrator.
- 6.2 A new Application must be submitted for:
- a) A change in Business name;
 - b) A change in the nature of the Business;
 - c) A change of address;
 - d) An exemption as described in Section 5. Business Licence Exemptions; or
 - e) A renewal of a Temporary Business Licence.
- 6.3 A new Application will not be required for a change of contact information. Change of contact information must be submitted in writing to the Licensing Administrator.
- 6.4 Every Person who makes an Application for a Licence must submit to and assist in every inspection required with respect to the Business to be licensed and provide all information as required. Failure to disclose any information required regarding the Business shall be grounds for immediate cancellation of the Licence if issued, forfeiture of any Licence fee if paid, and guilty of an offence as described within this bylaw.
- 6.5 No Person shall give false information in any Licence Application.
- 6.6 Where required, proof of a valid development and safety codes permit(s) shall be provided by the Applicant to the Licensing Administrator prior to the issuance of a Licence.



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- 6.7 A Person Carrying On a Business within the Town limits and who fails to furnish information regarding their Business as requested by the License Inspector within ten (10) days from the date on which the request was made, is guilty of an offence as described within this bylaw and liable to a fine of not more than \$5.00 per day during which the default continues.

7. Approvals of Business Licence Application

- 7.1 The Licensing Administrator shall review all Business Licence Applications before approval is granted.
- 7.2 Should a Business require, in the opinion of the Licensing Administrator, planning approval, such approval will be secured from the appropriate Development Authority prior to approval of the Business Licence Application.
- 7.3 Licensing Administrator may reject a Business License Application for the following:
- a) Failure to receive the proper planning approval;
 - b) Proposed Business is contrary to any Municipal, Provincial, or Federal regulation or statute;
 - c) Application is not accompanied by the appropriate License fee;
 - d) Applicant has an outstanding License fee from prior year(s).
- 7.4 The approval of a Business Licence in no way removes the responsibility of the Applicant to ensure that it will receive all other required approvals pursuant to any Municipal, Provincial, or Federal regulation or statute.
- 7.5 The Business Licence, once approved, must be placed in a conspicuous place within the Business that it is visible to customers or, if this is not feasible due to the type of Business, available for inspection by a Licence Inspector at any time that Business is Carrying On.
- 7.6 Should the Licensing Administrator refuse to grant a Business License, the Applicant must communicate in writing to the applicant the reasons for the decision.

8. Duration of a Business Licence

- 8.1 All Licences issued under the provisions of this bylaw are valid for one (1) Business Licence Year (January 1 to December 31 of the same calendar year) unless:
- a) The Licence starts on any day after July 1 of any year, then the Licence fee will be one-half the normal rate for the first Business Licence Year only;
 - b) The Licence states otherwise;
 - c) The Licence has been cancelled or surrendered.
- 8.2 All Temporary Business Licences are valid for a specified duration of a given year unless the Business Licence is cancelled by the Licensing Administrator or CAO.



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9. Business Licence Fees

- 9.1 Business Licence fees are set out as per **Appendix A** of this bylaw.
- 9.2 If the fee for a Business Licence is not paid the Business Licence is not valid.
- 9.3 If the fee for a Business Licence is not paid within sixty (60) days of the Business Licence renewal notice invoice date, additional late charges per day will be applied over and above the Licence fee as per **Appendix A** of this bylaw.
- 9.4 All new Business Licence Applications must include the applicable Licence fee when the Application is submitted for approval to the Licensing Administration.
- 9.5 All Non-Local Businesses and Municipal District of Greenview Businesses doing Business in Town must pay a Business Licence for each year.
- 9.6 Where a Business Licence is cancelled, surrendered, or operation ceases, the Licensee is not entitled to a refund either in part or in whole.
- 9.7 If a Business Licence application is withdrawn prior to processing, the fee for the Business Licence will be refunded.
- 9.8 A Charitable or Non-Profit Organization may apply to the Licensing Administrator for an exemption from the Business Licence fee and the request must include a current copy of the Charitable or Non-Profit Organization status.

10. Business Licence Renewal

- 10.1 An invoice including the instructions for the renewal process shall go out to all Local and Non-Local Business Licensees to allow Business owners to renew their Business Licences and update information.
- 10.2 All Local and Non-Local Business renewals require confirmation that the Business still operates as previously identified.
- 10.3 Any Business operating in the Town without a valid Business Licence as of February 28 of a given year will be deemed inactive.
- 10.4 If a Business has been deemed inactive but is still operational, they are required to apply for a new Business Licence and is guilty of an offence as described within this bylaw.

11. Obligations of Business Licence Holder

- 11.1 A Business Licence must be posted in a conspicuous place on the Business Licence Premises so that it is visible to the customers of the Business.
- 11.2 If a Business Licence is lost or damaged, a new Business Licence may be issued, and an additional Licence fee will apply as per **Appendix A** of this bylaw for a Licence replacement.
- 11.3 A Business Licence must be produced for the Licence Inspectors' review upon request.
- 11.4 A Licensee must give access to the Premises specified in the Business Licence to the Licence Inspector subject to notice provisions contained within the *Act*.



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12. Other Businesses

12.1 Mobile Vendors

- a) Any Business operating as a Mobile Vendor within Town limits shall obtain a valid Business Licence as per **Appendix A** of this bylaw.
- b) Any Person Carrying On a Mobile Vendor Business shall:
 - i. Obtain a valid food handling permit, if a food Mobile Vendor, from Alberta Health Services and provide a copy of the same with their Application;
 - ii. Provide a schedule of prices for food and or admissions with their Application;
 - iii. Carry general commercial liability insurance of at least one million dollars (\$1,000,000.00) to operate a Mobile Vendor Business and provide a copy of the same with their Application;
 - iv. Maintain general commercial liability insurance policy noted in 12.1b) iii. above for life of the Licence and provide proof of same with their Application;
 - v. In absence of general commercial liability insurance as noted in 12.1b) iii. & iv. above, a Person may, with the approval of the CAO, provide a bond in the amount of one thousand dollars (\$1,000.00) and this shall be conditioned that the bond will be forfeited unless the schedule of prices as noted in 12.1b) ii are kept, and further, the loses or damages to which the Town may pay by reasons arising out of use of Public Place(s) by the Mobile Vendor Business, and that such bond shall remain in full force for the life of the Licence.
 - vi. Have fully charged fire extinguisher(s) accessible to the operator(s) and obtain fire inspection approval for the Mobile Vendor Business from the Valleyview Volunteer Fire Department.
 - vii. Provide garbage and recycling receptacles for customers to discard waste and other whatnots from the products sold;
 - viii. Comply with all applicable bylaws of the Town;
 - ix. Indemnify and save harmless the Town from any actions, claims, damage, or loss arising from the Mobile Vendor Business within the Town limits or anything undertaken or neglected to be undertaken in connection with this Business License and requirements.
- c) Mobile Vendors shall not:
 - i. Discharge fat or other waste products into the Town storm sewer system;
 - ii. Leave a Mobile Vendor unit unattended;
 - iii. Park on public property;
 - iv. Impede traffic and or pedestrians, endanger public safety, or cause an unwelcome disturbance;
 - v. Create a noise or pollution disturbance when operating Mobile Vendor generator system(s) for the unit(s);

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- vi. Operate on a public highway controlled by Alberta Transportation without written permission from Alberta Transportation and provide a copy of the same to the Town with their Application;
- vii. Leave a Public Place without first ensuring the area is free of debris associate with the Business;
- viii. Solicit or conduct business with Persons in motor vehicles;
- ix. Carry On illegal activity from the Mobile Vendor Business or in Town limits.
- d) The daily Licence fee as outlined in **Appendix A** from operations of Mobile Vendors for Town functions and services provided to Town residents shall be waived.

12.2 Hawkers and Peddlers

- a) Any Person or Business operating as a Hawker and Peddler within Town limits shall obtain a valid Business Licence as per **Appendix A** of this bylaw.
- b) Any Person Carrying On as a Hawker and Peddler shall:
 - i. Not Carry On a Business on any Public Place unless expressed written permission has been obtained and granted.
 - ii. Carry a copy of the Business License with them at all times while they are Carrying On within the Town limits.
 - iii. Abide by this and all bylaws in force in the Town.
- c) Violations of any provision of this bylaw or complaints received by the Town will result in the Business License being revoked.

12.3 Home-Based Business or Occupation

- a) Any Person or Business operating as a Home-Based Business or Occupation within the Town shall obtain a valid Business Licence as per **Appendix A** of this bylaw.
- b) Any Person or Business operating as a Home-Based Business or Occupation within the Town shall also obtain and submit with their Application, a valid development permit as issued under the provisions of the Town's Land Use Bylaw.
- c) Where a Home-Based Business or Occupation subject to licensing is Carrying On or is intended to be Carried On in more than one location, a Licence shall be required in respect of each location as though the Home-Based Business or Occupation Carried On in each as a separate Home-Based Business or Occupation.
- d) Violations of any provision of this bylaw or any complaints received by the Town as a result of the Home-Based Business or Occupation Carrying On within the Town limits is guilty of an offence as described within this bylaw and may result in the Business Licence being revoked.

13. General Provisions to All Business Licences

- 13.1 A Business Licence does not relieve the Licensee from the obligation to obtain any other permit, licence, or approval that may be required under another bylaw of the Town or any



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other governmental authority including any Statutes of Canada or the Province of Alberta that may apply.

- 13.2 All Business Licences granted by the Town are subject to the provisions of any land use or development regulations of the Town and issuance of a Licence shall not be deemed as approval to Carry On a Business in or on any Business location in contravention of the provisions in the Town's Land Use Bylaw.
- 13.3 A Person shall not obstruct or hinder any Person and or Licence Inspector in the exercise or performance of their powers pursuant to this bylaw and by doing so, this said Person is guilty of an offence as described within this bylaw.

14. Transfer of a Business Licence

- 14.1 Should a Business be sold to a new owner, the new owner may, with the current Business License holders written permission, apply for transfer of the Business License to the new owner's name. The new owner must submit their request in writing to the Licensing Administrator along with the permission letter and Licence transfer fee as defined in **Appendix A**.
- 14.2 Should a Business request to transfer a Mobile Vendor to a new owner, the new owner must comply with Section 12.1 of this bylaw, and provide the necessary documentation, including permission letter and Licence transfer fee, prior to issuance of the Business License.

15. Business Licence Refusal, Revocation, or Imposing of Conditions

- 15.1 The Licensing Administrator may impose conditions on or refuse to issue a Business Licence for the following reasons:
 - a) Has revoked or suspended a Business Licence of the Applicant for the same or a similar Business within the past twelve (12) months.
 - b) Has reasonable grounds to believe that the Applicant does not or will not comply with this bylaw, another bylaw of the Town, or an any Statute of Canada or the Province of Alberta in relation to the Carrying On of the Business.
 - c) Has reasonable and justifiable grounds for believing that issuing a Business Licence with respect to the proposed Business is not in the public interest.
- 15.2 At any time, the Licensing Administrator may impose conditions on a new or existing Business Licence in relation to the establishment or operation of the applicable Business;
- 15.3 A Licensing Administrator may revoke or suspend a Business Licence if:
 - a) The Business is operating in contravention of the issued Business Licence;
 - b) The Business Licence Application is untruthful or inaccurate; or
 - c) Payment of a Business Licence has not been received by the due date.



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16. Notice of Revocation or Suspension

- 16.1 Upon a Business Licence being revoked or suspended as noted in Section 15 of this bylaw, the Licensing Administrator will notify the Licensee by:
- Delivery of a written notice to the Licensee personally; or
 - Mailing a written notice to the Licensee's place of Business or residence as shown on the Business Licence.
- 16.2 A notice of revocation or suspension of a Business Licence shall be deemed to be received on the date of service or seven (7) working days after the date it is mailed.
- 16.3 Upon delivery of notice of revocation or suspension of a Business Licence, a Person shall cease to Carry On the Business with respect to which the Business Licence was issued.
- 16.4 Where a Business Licence is revoked pursuant to Section 15 of this bylaw, the Licensee shall immediately:
- Return the Business Licence to the Licence Administrator; and or
 - Provide satisfactory proof to the Licence Administrator of renewal or reissue of any certificate, authority, Business Licence, or other document as referred to in Section 6 of this bylaw.

17. Nullification of Business Licence

- 17.1 A Business Licence will be considered null and void where any certificate, authority, Business Licence, or other document under this or any other bylaw, or under any Statute of Canada or the Province of Alberta is suspended, cancelled, or terminated.

PART 3: APPEALS and ENFORCEMENT

18. Right to Appeal

- 18.1 The Applicant may file an appeal in every case where:
- An Application for a Business Licence has been refused; or
 - A Business Licence has been revoked or suspended; or
 - A condition has been imposed on a Business Licence.
- 18.2 The Applicant and or Person seeking the Business Licence may appeal to the CAO.
- 18.3 An appeal, as per Subsection 18.1, shall be made by the Applicant within thirty (30) days after such refusal, revocation, or suspension.
- 18.4 All appeals shall be made in writing with the applicable appeal fee (see **Appendix A**) and a copy of the Licensing Administrators notification and shall be addressed to the CAO.
- 18.5 After reviewing the appeal, the CAO shall:
- Direct a Business Licence to be issued or reinstated.



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- b) Direct a Business Licence to be issued or reinstated with conditions.
 - c) Refuse to grant a Business Licence.
 - d) Uphold the revocation or suspension of a Business Licence.
- 18.6 The decision of the CAO is final and binding.

19. Penalties

- 19.1 Any Person or Business who contravenes, through direct action or omission, any of the provisions of this bylaw or who permits any act or thing to be done in contravention of any of the provisions of this bylaw, or who neglects or refrains from doing anything required by the provisions of this bylaw, or fails to comply with any order, notice, or direction given under this bylaw is guilty of an offence and liable to a fine.
- 19.2 Each day a violation is permitted to exist shall constitute a separate offence and each offense shall include those costs associated with the enforcement and prosecution of each offense.
- 19.3 In the case where the specific offense is related to the non-payment of the License fee established by this bylaw, the outstanding fee will, in addition to the penalties set out as per **Appendix B** of this bylaw, be required to be paid as part of penalty imposed.
- 19.4 Where the Licence Inspector believes that a Person has contravened this bylaw, they may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act*, RSA 2000, c. p-34 and amendments thereto.
- 19.5 Where there is a specified penalty listed for an offence as per **Appendix B** of this bylaw, that amount is the specified penalty for the offence.
- 19.6 Where a penalty has not been specified in **Appendix B**, a fine of \$250.00 for a first offence and \$1,000.00 for each subsequent offence shall be issued for contravention of this bylaw.
- 19.7 The provisions of this Section shall not prevent any Licence Inspector from issuing a Violation Ticket requiring court appearance of a Person in violation of this bylaw pursuant to the *Provincial Offences Procedure Act*, RSA 2000, c. p-34 and amendments thereto.
- 19.8 Any Person who is convicted of an offence pursuant to this bylaw is liable on summary conviction to a fine not exceeding \$10,000.00 and in default on payment of any fine imposed, to imprisonment for up to 6 months.
- 19.9 If a Municipal Tag has been issued, and the specified penalty on the Municipal Tag has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the Person whom the Municipal Tag was issued.

20. Appointment of Licensing Administrator and Licence Inspector

- 20.1 The CAO shall appoint a Licensing Administrator and a Licence Inspector to carry out the provisions of this bylaw.



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PART 4 – GENERAL

21. Severability

All sections of this bylaw are separate and severable. Should any section or part of this bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

22. Repeal

This bylaw repeals Business License Bylaw 87-17 and all amendments including 1993-09 and 2005-11 are also hereby repealed.

23. Coming Into Force

This Bylaw comes into force and effect on the day it is passed.

READ A FIRST TIME ON FEBRUARY 26, 2024

READ A SECOND TIME ON FEBRUARY 26, 2024

READ A THIRD TIME AND PASSED ON FEBRUARY 26, 2024



MAYOR

FEB 26, 2024

DATE



CAO

FEB 26, 2024

DATE



BUSINESS LICENCE BYLAW

BYLAW #: 2024-04

AUTHORITY: COUNCIL

SUPERSEDES: BUSINESS LICENSE BYLAW 87-17,
AND AMENDMENTS 1993-09, 2005-11

EFFECTIVE DATE: February 26, 2024

APPENDIX A

BUSINESS LICENCE FEES and CHARGES

Applicant	Fee or Charge
All Resident and Municipal District of Greenview Businesses	\$100.00 per annum
Non-Resident or Non-Local Businesses	\$250.00 per annum
Mobile Vendor	\$25.00 / \$100.00 per day / per week
Hawkers and Peddlers	\$25.00 / \$100.00 per day / per week
Non-Resident Home-Based Business or Occupation	\$25.00 / \$100.00 per day / per week
Per Section 6.7: Default Charges	\$5.00 per day
Per Section 9.3: Late Charges	\$5.00 per day
Per Section 11.2: Licence Replacement Fee	\$40.00 per event
Per Section 14.1: Licence Transfer Fee	\$40.00 per event
Per Section 18.4: Appeal Fee	\$50.00 per event



BUSINESS LICENCE BYLAW

BYLAW #: 2024-04

AUTHORITY: COUNCIL

SUPERSEDES: BUSINESS LICENSE BYLAW 87-17,
AND AMENDMENTS 1993-09, 2005-11

EFFECTIVE DATE: February 26, 2024

APPENDIX B

PENALTIES

Bylaw Section(s)	Offence	Municipal Tag	Violation Ticket
4.1	Carry On a Business without a valid Town Licence	\$500.00	\$1,000.00
4.2	Operate separate Business without a Licence for each location	\$500.00	\$1,000.00
6.4	Failure to disclose information regarding Business	\$250.00	\$500.00
6.5	Gives false information on Licence Application	\$250.00	\$500.00
6.6	Failure to provide a valid development or safety codes permit	\$250.00	\$500.00
6.7	Failure to furnish information regarding Business to Licence Inspector	\$250.00	\$500.00
10.4	Fail to renew Business Licence but continue to be operational	\$250.00	\$500.00
11.1	Failure to place Licence in conspicuous / visible place within Business	\$250.00	\$500.00
11.3	Failure to produce Licence to Licence Inspector upon request	\$250.00	\$500.00
12.1 a)	Mobile Vendor: fail to obtain a Business Licence	\$250.00	\$1,000.00
12.1 b)	Mobile Vendor: fail to obtain required proper permits, insurance, location, equipment	\$250.00	\$1,000.00
12.1 c) viii.	Mobile Vendor: Carries On an illegal activity(ies)	\$250.00	\$500.00
12.2 a)	Hawkers and Peddlers: fail to obtain a Business Licence	\$250.00	\$500.00
12.2 b) i.	Hawkers and Peddlers: fail to get permission to set-up in a Public Place	\$250.00	\$500.00
12.3 a)	Homebased Business or Occupation: fail to obtain a Business Licence	\$250.00	\$500.00



BUSINESS LICENCE BYLAW

BYLAW #: 2024-04

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12.3 d)	Home-Based Business or Occupation: causes a nuisance within Town limits	\$250.00	\$1,000.00
13.3	Obstruct or hinder any Person / Licence Inspector while exercising their duties	\$500.00	\$1,000.00
16.3	Carry On a Business when revoked or suspended	\$250.00	\$500.00
19.3	Non-payment of Licence fee	\$250.00	\$500.00
19.6	For any offence for which a penalty is not established in Appendix B	\$250.00	\$1,000.00