

TOWN OF BIGGAR

BYLAW NO. 18-803

A BYLAW OF THE TOWN OF BIGGAR TO REGULATE BUSINESSES

The Council of the Town of Biggar, in the Province of Saskatchewan, enacts the following:

PART I GENERAL MATTERS:

Short Title

1. This Bylaw may be cited as the Business License Bylaw.

Purpose

2. The purpose of this Bylaw is to license businesses in The Town of Biggar so as:
 - a) To regulate businesses;
 - b) To ensure compliance with land-use and building regulations;
 - c) To gather land-use information;
 - d) To gather workforce statistics;
 - e) To facilitate planning decisions.

PART II DEFINITIONS:

Definitions

3. In this Bylaw, the following terms will have the following meanings:
 - a) **“Act”** means *The Municipalities Act* and amendments thereto.
 - b) **“Administrator”** means the Town Manager, or other person designated by him/her to issue business licenses pursuant to this Bylaw.
 - c) **“Business”** means any of the following activities, whether or not for profit and however organized or formed:
 - i. A commercial, merchandising or industrial activity or undertaking;
 - ii. The carrying on of a profession, trade, occupation, calling or employment;
 - iii. An activity providing goods or services;
 - d) **“Contractor”** means a person who constructs, alters, maintains, repairs or removes buildings or structures, performs electrical work, installs heating plants, plumbing or other fixtures or performs other similar work in the Town and who does not have a business premises in the Town.
 - e) **“Direct Seller”** means a person who does not have a business premises in the Town and:
 - i. Travels from house to house selling or offering for sale, or soliciting orders for the future delivery of goods or services; and/or
 - ii. By telephone offers for sale or solicits orders for the future delivery of goods or services;

- f) **“Farmers’ Market”** means a group of persons operating collectively which sells products that they bake, make, or grow.
- g) **“Goods”** means any article, thing or substance and includes subscriptions for books, magazines or any printed matter.
- h) **“Home Based Business”** means a business located on land or within a building where the land or building is primarily used for residential purposes and the owner(s) are the full-time residents.
- i) **“Home Based Party-Type Consultant”** means a home based business such as, but not limited to, Avon, Epicure, Mary Kay, Pampered Chef, Party-Lite, Tupperware, Watkins, Gold Canyon Candles, Arbonne, and Silpada.
- j) **“Local Business”** means any business that is owned and operated with a civic address in the Town.
- k) **“Mobile Food Vehicle or Unit”** means a motor vehicle, structure, cart, table, stand or display used to operate a business, designed for the purpose of preparing and offering the sale of food products, which does not contain customer seating, and is capable of being moved.
- l) **“Mobile Vendor”** means a person selling confectionary items, coffee, lunches, snacks, ice cream or other products from a mobile vehicle or mobile food unit.
- m) **“Not Classified”** includes every person carrying on any trade or business for gain not otherwise specified anywhere in this bylaw.
- n) **“Services”** means performing a service or any work, act or deed, for any compensation whether monetary or otherwise.
- o) **“Store-front Business”** means any business located in the commercial and/or industrial district(s) as shown on the Zoning District Map in the Town Zoning Bylaw.
- p) **“Town”** means the Town of Biggar in the Province of Saskatchewan.
- q) **“Transient trader”** means a person carrying on business in a municipality who:
 - i. Offers goods or merchandise for sale by retail or auction; or
 - ii. Solicits any person who is not a wholesaler or retail dealer for orders for the future delivery of goods or merchandise;
 but does not include a person who is required to be licensed pursuant to *The Direct Sellers Act* or who is an occupant of property that is used for business purposes.

PART III GENERAL LICENSING:

License Required

- 4. No person shall carry on any business in the Town without a license.

Application

- 5. A person must apply in writing to the Town for a Business License before commencing any business.
- 6. An application must include all requested information, including but not limited to:
 - a) Name and address of the applicant;
 - b) The nature of the business for which the application is required
 - c) The place where the business is to be carried on;
 - d) The name under which the business will be operated;

- e) The area of the premises where the business will be carried on;
 - f) The name of a contact person;
 - g) A completed Development Permit and supporting documents (when applicable).
7. Notwithstanding the provisions of this bylaw, the Town, at its sole discretion, may require the general contractor of a project to provide a list of sub-trades for the project and the total business license fees will be payable by the general contractor with the term of the business license to expire at the end of the project. Business licenses for the individual sub-trades listed will be included within the business license of the contractor.

License Fee

8. A person must pay the fee provided for in Schedule “A” prior to the license being issued.
A person will not be issued a license until the fee has been paid.

Granting of Licenses

9. The Town may issue licenses in the following circumstances:
- a) The required application form has been completed;
 - b) The required license fee has been paid;
 - c) If required, the necessary provincial or federal license has been produced;
 - d) If required, the necessary written approval of Heartland Health Region has been produced; and
 - e) The business or the premises occupied by the business complies with all the zoning, building, plumbing and other requirements of the Town.
10. The following establishments are considered exempt from obtaining a Business License from the Town:
- a) Real Estate Agents that do not operate a Store-Front or Home Based business within the Town limits.
 - b) Publicly funded organizations such as, but not limited to, educational institutions, educational administration, municipal administration and its entities, and hospitals.
 - c) Non-profit organizations, service groups and community groups such as, but not limited to, churches or places of worship, unless operating a service for profit out of a location within the Town limits.

License Issued for One Year Unless Otherwise Stated

11. Every license, unless suspended or revoked, shall expire on December 31st of each calendar year and must be renewed by the last working day of January.

Renewal

12. A person must renew their license annually or purchase a license for each project in the manner prescribed by the Town. Submission of application is required in writing for all renewals.
13. A person must pay the fee provided for in Schedule “A” when renewing the license.

Discontinuance or Change

14. A person must notify the Town if a business is discontinued.
15. A person must notify the Town if either the size or nature of the business changes.
16. A person must notify the Town if the business relocates.

17. A person purchasing or taking over an existing business must notify the Town of any changes to the business contact information. In this circumstance, the new license will expire at the end of the original license period.

Revoking or Suspending of Licenses

18. If a licensee contravenes any term or condition of this Bylaw, the Town may suspend or cancel the license pursuant to this Bylaw, in accordance with Section 8 of the Act. No refunds will be issued for any licenses suspended or revoked.
19. The Town may reinstate a suspended license if it is satisfied that the licensee is complying with the Bylaw.
20. Any licensee may appeal the suspension or cancellation of a license to Council.

Distress

21. The Town may recover any license fee by distress in accordance with the provisions of *The Municipalities Act*.

Town Bylaws

22. No license shall be issued for a business which does not or will not conform to any zoning, building, plumbing and/or any other bylaws of the Town.
23. As per the Zoning Bylaw, a Development Permit will be required prior to the issuance of a Business License for certain businesses which include but are not limited to Home Based Businesses and Store Front Businesses.
24. The issuing of a license to a person/business does not relieve that person/business of the responsibility of conforming to any zoning, building, plumbing, and other requirements of the Town.

Federal or Provincial License Required

25. A license will not be issued under this Bylaw to any person required by law to obtain a federal or provincial license, until the person has first produced the required federal and/or provincial license to the Town.
26. Any license issued under this Bylaw without the person first obtaining the required federal or provincial license is invalid.

License to be Displayed

27. Any license issued under this Bylaw must be displayed in a prominent place at the place of business for which the license was issued.
28. Every person licensed under this bylaw shall, at all reasonable times, upon request of the Town Manager, a Bylaw Enforcement Officer or Peace Officer, produce such license for inspection purposes.

PART IV SPECIFIC LICENSING:

Mobile Food Vendors and Mobile Food Vehicle or Unit

29. A license will not be issued for a mobile food vendor until the applicant produces the following:
 - a) Approval from the Saskatchewan Health Authority;
 - b) Motor vehicle insurance (if mobile food vehicle);
 - c) Discharge management plans;

- d) Photographs of the vehicle or unit being used; and
 - e) Proof of liability insurance of \$2,000,000 with the Town of Biggar named as an additional insured.
30. Mobile Food Vendors shall be permitted to operate between the hours of 10:00 am and 10:00 pm.
31. A Mobile Food Vendor may operate on private or public property at any location, where the Mobile Food Vendor has the consent of the property owner in writing, except the following:
- a) Within 3 metres of a building entrance or exit;
 - b) Within 6 metres of an intersection;
 - c) Within 3 metres of a back alley or lane;
 - d) Where the mobile food vehicle or unit obstructs a fire hydrant, driveway, loading zone or emergency access
 - e) Within 20 metres (measured from the nearest edge of the mobile food vehicle or unit to the property line) of an existing permanent food service establishment;
32. Sign boards are to be placed against the mobile food vehicle or unit to avoid any obstructions. Only one sign board is permitted per mobile vendor.
33. Mobile food vendors shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.

PART V ENFORCEMENT OF BYLAW:

Enforcement of Bylaw

34. The administration and enforcement of this Bylaw is hereby delegated to the Administrator for the Town of Biggar.
35. The Administrator is hereby authorized to further delegate the administration and enforcement of this Bylaw to any municipal official or designate.

Inspections

36. The inspection of property by the Town to determine if this Bylaw is being complied with is hereby authorized.
37. Inspections under this Bylaw shall be carried out in accordance with Section 362 of *The Municipalities Act*.
38. No person shall obstruct a designated officer who is authorized to conduct an inspection under this Section, or a person who is assisting a designated officer.
39. Examples of business activity may include but is not limited to one monetary or non-monetary transaction and/or business advertising.

Offences and Penalties

40. No person shall:
- a) Obstruct or hinder any designated officer or any other person acting under the authority of this Bylaw; or
 - b) Fail to comply with any other provision of this Bylaw.
41. Notwithstanding any other penalty provisions on this bylaw, a designated officer may issue a voluntary payment in lieu of a summons and the accused may within 15 days pay the following monetary penalty to the Town:

- a) For the first offence \$ 50.00
 - b) For a second offence \$100.00
 - c) For a third and subsequent offence \$100.00
42. Except where a penalty is specifically provided for in this Bylaw, every person who contravenes any provision of Section (40) is guilty of an offence and liable on summary conviction and shall be liable for the penalties listed in Schedule “B” and costs in default of payment.
43. In the event that a person who has been refused a license carries on a business, he shall be guilty of an offense and shall be liable on Summary Conviction to a fine of Fifty Dollars (\$50.00) for each day that such business is carried on and costs associated with conviction. Upon conviction under this paragraph, the Court may order that the accused cease to carry on such business.
44. If a license fee imposed for the licensing of building contractors is unpaid, a designated officer:
- a) may give a written notice to any person by whom the contractor is employed requiring that person to pay the license fee out of moneys payable by that person to the contractor; and
 - b) if the designated officer gives written notice pursuant to clause (a), he/she shall send a copy of the written notice to the contractor.
45. On receipt by a person mentioned in Section (44) of a written notice requiring the person to pay a license fee, the amount of the license fee is, to the extent of the moneys so payable, a debt due by that person to the Municipality; and may be recovered in the same manner as taxes may be recovered.

PART VI SEVERABILITY: Scope

46. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

PART VII REPEAL OF BYLAWS:

47. Bylaw No. 18-800 passed January 16, 2018 is hereby repealed.

PART VIII EFFECTIVE DATE OF BYLAW:

48. This Bylaw shall come into force and take effect upon the date of the final passing thereof.

Read a first time this 1st day of May, 2018.

Read a second time this 1st day of May, 2018.

Read a third time and adopted this 1st day of May, 2018.

(S E A L)

Mayor

Chief Administrative Officer

Schedule “A” to Bylaw No. 18-803

SCHEDULE OF FEES

Annual - Store-Front Businesses	\$ 10.00
Annual - Home-Based Businesses	\$100.00
Annual – Home Based Party-Type Consultant	\$ 25.00
Annual - Contractors	\$200.00
Annual - Direct Sellers	\$ 75.00
Annual – Mobile Food Vendor	\$100.00
Annual - Transient Traders	\$250.00
License fee – General Contractors (special – per project)	\$350.00
License fee – Subcontractors (special – per project)	\$200.00
All Others	\$100.00

Schedule “B” to Bylaw No. 18-803

SCHEDULE OF OFFENSES

Conducting a business without a license	\$200.00
Conducting business activity from a premises not identified on license	\$100.00
Conducting business without renewal	\$200.00
Failing to post license	\$100.00
Failing to produce license upon request by authorized personnel	\$100.00
Advertising or promoting a business without license	\$200.00
Providing false or misleading information to the Town	\$500.00
Providing false or misleading information to Bylaw Enforcement Officer	\$500.00

Schedule "C" to Bylaw No. 18-803



APPLICATION FOR BUSINESS LICENSE

Business Name: _____

Owner Name(s): _____

Civic Address: _____

Mailing Address: _____

Phone: _____ **Fax:** _____

Email: _____

Website: _____

Business Description: _____

I/We authorize the contact information, email, and website address of the above business to be posted on the Town of Biggar's website. Yes No

The issuing of a license to a person by the Town of Biggar does not relieve that person of the responsibility to obtain any federal/provincial license that may be required by law, and any federal/provincial laws must also be followed. **Applicable certificates and/or licenses must be attached to this application.**

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE:

Type of Business: _____

License Fee: _____

Date: _____



BUSINESS LICENSE

TOWN OF BIGGAR – BIGGAR, SK

PLEASE POST IN PUBLIC VIEW

BUSINESS LOCATION

ABC Company
1234 Main St
Biggar, SK

BUSINESS TYPE

Contractor

BUSINESS OWNER

Abe Smith

MAILING ADDRESS

ABC Company
P.O. Box 123
Biggar, SK
S0K 0M0

EXPIRATION DATE

[sticker]

Mayor



2018
BUSINESS LICENSE
Direct Sellers

Business Name: _____

Expiration Date: **December 31, 2018**



Approved by: _____

Front

Back