



**THE CORPORATION OF THE TOWN OF FOX CREEK, ALBERTA
BY-LAW 810-2018
BUSINESS LICENSE BYLAW**

Being a Bylaw of the Town of Fox Creek, in the Province of Alberta, to provide for licensing of businesses operating within the Town of Fox Creek

WHEREAS the Council of the Town of Fox Creek deems it necessary to provide for the regulation and licensing of all Business carried on within the municipality,

AND WHEREAS Sections 7 and 8 of the Municipal Government Act, RSA 2000, Chapter M-26 gives the Council authority to pass such a Bylaw.

AND WHEREAS Section 145 of the Municipal Government Act gives Council authority to pass bylaws in relation to the establishment, functions, procedures and conduct of council committees.

NOW THEREFORE, the Council of the Town of Fox Creek, in the Province of Alberta, duly assembled, enacts as follows:

SECTION 1 – TITLE

1.0 This Bylaw shall be known as “The Business License Bylaw”

SECTION 2 – DEFINITIONS

2.0 **“Administration”** means the Chief Administration Officer or Development Officer or any other officer appointed by Council.

2.1 **“Applicant”** means a person who applies for a License or the renewal of a License required by this Bylaw.

2.2 **“Application”** means a written Application for a Business License or renewal thereof required under this Bylaw.

2.3 **“Business”** means
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.

- 2.4 **“Business License and License, Licensed and Licensing”** means a License issued pursuant to this Bylaw.
- 2.5 **“Business Premises”** includes a store, office, dwelling, warehouse, yard, building, enclosure or other place occupied, or capable of being occupied, for the purpose of carrying on a Business and in which place the carrying on of a Business is a permitted or discretionary use under the Town’s Land Use Bylaw.
- 2.6 **“Business Sector and Business Sectors”** means any one of the following: lodging, restaurants/bars, retail, transportation/attractions/entertainment, or service.
- 2.7 **“Bylaw Officer”** means an employee of the Town who has been appointed to the position of Bylaw Enforcement.
- 2.8 **“Carry on, carrying on, carried on and carries on”** means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent.
- 2.9 **“Charitable Organization”** means:
 - a) any incorporated or unincorporated organization that is formed for a charitable purpose, including a philanthropic, benevolent, educational, health, human, religious, cultural, artistic or recreational purpose, so long as the purpose is not part of a Business, or
 - b) a person who makes solicitations for contributions to be used for a charitable purpose and who is not connected to any incorporated or unincorporated organization that is formed for the charitable purpose for which the solicitation is made.
- 2.10 **“Development Officer”** means a person appointed as Development Officer by resolution of Council to fulfil the duties specified in the Town of Fox Creek Land Use Bylaw.
- 2.11 **“Hawker”** means any person who:
 - a) goes from house to house selling or offering for sale any merchandise or services, or both, to any person, and who is not a wholesale or retail dealer and direct seller in that merchandise or service, and not having a permanent place of business in the municipality, or
 - b) sells merchandise or a service, or both, on the streets or roads or elsewhere than at a building that is his permanent place of business.

- 2.12 **“Home Occupation”** means any occupation, trade, profession or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building, and for which a home occupation development permit has been approved under the provision of the Land-Use Bylaw.
- 2.13 **“Home Office”** means any business carried on by an occupant of a residential building that is not open to clients or public and not as the primary workplace of the business.
- 2.14 **“Licensee”** means the holder of a valid and subsisting License issued pursuant to the provisions of this Bylaw.
- 2.15 **“Lodging”** means a person, corporation or organization resident in Fox Creek engaged in the rental of accommodation on a short term basis, including hotels, motels, hostels, and bed & breakfasts.
- 2.16 **“Non-Profit Organization”** means a club, society, or association that’s organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.
- 2.17 **“Non-Resident Alberta Based Business”** means a Business that is carried on, in whole or in part, within the Town, but neither maintains a permanent place of Business within the incorporated boundaries of the Town nor is listed on any current Town tax assessment roll, with a head office located within the Province of Alberta
- 2.18 **“Non-Resident – Out of Province Based Business”** means a Business that is carried on, in whole or in part, with the Town, but neither maintains a permanent place of Business within the incorporated boundaries of the town nor is listed on any current Town tax assessment roll, with a head office located outside of the Province of Alberta.
- 2.19 **“Restaurant/Bar”** means a person, corporation or organization resident in Fox Creek engaged in the retail sale of food or beverage to the public for consumption within the premises or off the site, and, without limiting the foregoing, includes licensed drinking establishments, restaurants, cafes, ice cream shops, tea rooms, lunchrooms and take-out restaurants.
- 2.20 **“Retail”** means the sale of offering for sale of tangible personal property from a premises in the Town of Fox Creek to a consumer for purposes of use and not for resale, and without limiting the forgoing includes the retail sale of groceries, beverages, baked goods, household goods, clothing, jewellery, furniture and appliances, hardware, printed matter, confectionery, gifts and souvenirs, tobacco, pharmaceutical and personal care items, automotive parts and accessories, office equipment, stationery and similar goods, minor public services, such as postal services and film processing depots, and convenience retail stores from within an enclosed building.

- 2.21 **“Service”** means a person, corporation or organization engaged in the operation of a business in Fox Creek which primarily serves residents or businesses defined as Lodging, Restaurants/Bars, Retail, Attraction/Entertainment; and without limiting the forgoing includes; agency sales or distributors, automotive, banks, full service banking machines (when no local branch), brokerages, business support services, car washes, cleaning services, contractors, currency exchanges, educational services, financial institutions, garages, laundry and linen supplies, newspapers, personal services including massage and spa, printing businesses including publishers, designers and websites, property development firms, property management companies, repair services, service stations, towing companies, trades, travel agencies, and wholesalers.
- 2.22 **“Town”** means the Corporation of the Town of Fox Creek and, where the context requires, the land included within the boundaries of the Town of Fox Creek.
- 2.23 **“Temporary Sales”** means the selling of goods or services, including food and beverages from a temporary location in any place where the public has an expected right of access, but not including sales to a wholesale or retail dealer in any such goods.
- 2.24 **“Violation Ticket”** means any ticket or tag in a form approved by the Town of Fox Creek, authorized under the Provincial Offences Procedures Act, issued for any offence for which a penalty may be paid out of court in lieu of appearing to answer a summons.

SECTION 3 – LICENSING PROVISIONS

- 3.0 No person shall carry on any business, within the Town without first being licensed to do so, and having paid the fee as prescribed in Schedule A attached to this bylaw.
- 3.1 A Business shall not be required to be licensed if:
- a) the Business is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
 - b) the Business is carried on by the Government of Province of Alberta or Canada;
 - c) any statute of the Province of Alberta or Canada exempts such Business or person from the requirements of municipal licensing;
 - d) the Business is a Charitable or Non-profit Organization;
 - e) any other Business exempted through or by order of Council;
 - f) the Town is in receipt of a completed Statutory Declaration stating that the Business is no longer operating in the Town of Fox Creek;
 - g) the Business is a Day home service provider that is registered with a provincially approved Day home Agency that is licensed through the Town of Fox Creek;
 - h) the Business carries on its activity at the Farmer’s Market which is operated by an organization that is registered with the Farmer’s Market Association;

- i) any craft sale, rummage sale, flea market or a residential garage sale, of which the duration is less than seven consecutive days.
- 3.2 Any advertising of businesses, trades or occupations shall be deemed to be prima facie proof of the fact that the person is carrying on or operating any such business, trade or occupation.
- 3.3 No person shall be issued a Business License or have such License renewed unless that person provides written confirmation in a form acceptable to the Town that all provincial and federal licensing requirements have been met, including, but not limited to, all licensing requirements under the Fair Training Act of Alberta.
- 3.4 Notwithstanding that a Business License has been issued under the provisions of this bylaw, such License does not authorize or permit the Licensee to carry on a Business or any pursuit contrary to the provisions of other Town bylaws.
- 3.5 All licenses issued pursuant to this bylaw remain the property of the Town.
- 3.6 The annual Business License certificate issued pursuant to this bylaw shall be posted in a conspicuous place on the Business Premises of the Licensee, so as to be clearly visible to the public. For those Business that are not carried on at a fixed location, the License must be:
- a) carried on the person of the Licensee; or
 - b) carried in or on the vehicle or apparatus from which such Business is conducted;
 - c) be shown to the Officer or member of the public upon demand.
- 3.7 Where a Business, subject to being licensed, is carried on or intending to be carried on in more than one premise separate licenses shall be required in respect to each premise and a separate fee shall be paid.
- 3.8 Two or more businesses, owned by the same natural person and located in the same premises shall be considered as one Business for the purposes of this bylaw; however, if the business activities are different, the business classification with the higher license fee shall apply, and the Businesses shall be listed separately in the Business Registry.
- 3.9 A subsisting Business License issued under this bylaw shall not be transferred from one person to another or from one location to another or to another Business except upon:
- a) application being made to the Town;
 - b) the Applicant furnishing evidence of a transfer or assignment of the interests of the existing Licensee or of the location of the Business;
 - c) the Applicant complying with the provisions of this bylaw; and
 - d) the application being approved by the Town.

- 3.10 Business no longer requiring a Business License, pursuant to this bylaw, are required to complete and sign a declaration provided by the Town within thirty (30) days of termination of business.
- 3.11 Each business License issued pursuant to this bylaw shall automatically terminate at midnight on the 31st day of December in the calendar year for which such license was issued. Renewal of the license is required for each subsequent calendar year, no later than the 31st day of December. Term licensees (day or week) terminate at the end of the period as indicated.

SECTION 4 – DUTIES

- 4.0 The Bylaw Officer, as duly appointed by the Chief Administrative Officer of the Town, shall hereby be appointed to enforce the provisions of this bylaw.
- 4.1 The Bylaw Officer shall at all reasonable times during regular business hours have the right to enter any business for the purpose of ascertaining if the provisions of this bylaw are being complied with.
- 4.2 Council delegates the following functions and duties to the Chief Administrative Officer:
- a) administer and enforce the requirements of this bylaw;
 - b) invoice all active businesses;
 - c) collect all fees required by this bylaw and credit such fees to the account of the Town;
 - d) maintain all Business Licensing records for a period of seven years.
- 4.3 The Chief Administrative Officer may delegate his / her authority to carry out the functions and duties as specified in this bylaw to an employee of the Town.

SECTION 5 – APPLICATION PROCESS

- 5.0 Before the issue or amend or transfer or renewal of a License a Person must submit to the Administration:
- a) an application in a form established by the Town;
 - b) the License Fee;
 - c) any applicable Home-Based Business Fee and/or Non-Resident License Fee;
 - d) a current corporate registry search for all corporate applicants; and
 - e) proof of a valid and subsisting Development Permit for the Business premises; and
 - f) any additional information required by the Administration.
- 5.1 A Business License shall not be issued:
- a) if the applicant has failed to provide all the information required or requested under this Bylaw;

- b) to any applicant not property licensed or approved or otherwise not in compliance with any Federal, Provincial or Municipal statute, regulation, Bylaw or other requirement;
- c) if any information with respect to an application is false, misleading, incomplete or inaccurate; or
- d) if Administration determines that there are reasonable grounds no to grant a Business License. Such grounds may include, but not limited to, the character of the applicant and a criminal record.

5.2 Any business license application that has not received approvals from all Municipal, Provincial, and Federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

5.3 A Business License is not valid until it has been signed by Administration.

5.4 Administration may consult, prior to issuing or renewing a License, with the Province of Alberta, the RCMP, and any Town Department to determine whether they are in possession of information which, in the opinion of Administration, renders it inappropriate for an Applicant to be issued a License.

5.5 The holder of a Business License shall apply to the Administration for an amendment to the license if there is any change in the business location, the owner, the contact, the name, or the type of the business.

SECTION 6 – FEES

6.0 Any Business which commences business or operations after January 1st and has not previously been in operation in that calendar year shall pay the appropriate business license fee, as per the Council approved fees in Schedule A.

6.1 The Town may issue a license after October 1st of any license year for one forth the annual fee as per the Council approved fees in Schedule A provided the business applying for the license has not been operation within the limits of the Town prior to October 1st.

6.2 Annual Business License invoices are to be mailed at least thirty (30) days prior to the January 1st commencement of the license term.

6.3 Business License invoices paid prior to the January 1st will pay the fees as per the Council approved fees in Schedule A. Invoices not paid prior to January 1st will be levied an additional fee on January 1st which will form part of the total fee owing.

- 6.4 When a License Fee required has been paid by an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.
- 6.5 When a Business which has been issued an annual Business License is removed from the Business Registry within three (3) months of the Application, the Applicant is entitled to a refund equal to the unused portion of the license fee minus an administrative fee, as established from time to time. When a Business is removed from the Business Registry more than three (3) months after the Application is made, the applicant is not entitled to any refund of the License Fees.
- 6.6 Charitable, Non-Profit Organizations as defined in this Bylaw, are exempt from all requirements of this Bylaw.

SECTION 7 – REVOCATION, SUSPENSION, AND REFUSAL

- 7.0 The Administration may refuse to issue or renew a License, may suspend or revoke a License and may impose any conditions on a License for the following reasons:
- a) in his / her opinion, the applicant or Licensee does not or no longer meets the requirements of this bylaw with respect to the License applied for or held;
 - b) in his / her opinion based on reasonable grounds it is in the public interest to do so;
 - c) the licensee has breached a condition of the License;
 - d) the applicant or Licensee or any of its officers or employees:
 - i) furnishes false information or misrepresents any fact or circumstances to a Peace Officer or the Administration;
 - ii) fails to pay a fine imposed by a court for a contravention of this bylaw;
 - iii) fails to pay any fee required by this or any applicable bylaw.
- 7.1 If there are reasonable grounds for believing that a person is carrying on or operating a Business without a Business License, the Administration or Bylaw Officer may inspect lands or buildings to determine whether it is the case.
- 7.2 Administration may make inquiries and receive information, including information from the Applicant, to determine whether there are just and reasonable grounds for the refusal of an Application, or a revocation, or a suspension of a License.
- 7.3 A suspension of a License may be:
- a) for a period of time not exceeding the unexpired term of the License; or
 - b) until the non-compliance of the suspended business is rectified to the satisfaction of the Administration.

- 7.4 When an Application for a License is refused, or when a License is revoked or suspended, Administration shall notify the Applicant or Licensee, in writing, of the refusal, revocation or suspension and the reasons for it:
- a) by delivering a notice to the Applicant or Licensee personally; or
 - b) by delivering a notice by registered mail to the Applicant's or Licensee's most recent place of Business or residence as shown on the License or Application.
- 7.5 After the delivery of a notice of the refusal of an Application or suspension or revocation of a License, the Business shall not be carried on until such time as a License is issued or the suspended License is reinstated.

SECTION 8 – APPEALS

- 8.0 An Applicant may appeal the category of business and the applicable fee assigned to a Business.
- 8.1 Where an Application for a License has been refused, or a License has been revoked or suspended, or an exemption has been refused, the Application may appeal the decision to Council within ten (10) business days of receipt of notice of such refusal, revocation or suspension. All appeals shall be made in writing addressed to the Administration of the Town, accompanied by the applicable Appeal Fee as set out in Fees and Charges Bylaw 800-2017, on or before the due date for payment of the License fee.
- 8.2 On the filing of an appeal in accordance with subsection 10.2, a decision to revoke or suspend a Business License is stayed for thirty (30) business days or until the date the appeal hearing is scheduled, whichever occurs first.
- 8.3 At the hearing of the appeal the Council may review the written submissions of the appellant, the License Inspector and of any other persons the Council deems has the right to speak, or may hear such submissions verbally.
- 8.4 Within ten (10) business days of the completion of the hearing, the Council shall:
- a) direct that business be added to the Business Registry;
 - b) confirm the refusal, revocation or suspension of a Business License;
 - c) reinstate the revoked license;
 - d) remove or vary the suspension, or
 - e) establish the category of business and/or its applicable licensing fee.
- As the case may be.
- 8.5 Fifty percent (50%) of the appeal fee shall be refunded to the appellant should the appeal be successful.

- 8.6 The Chief Administration Office of the town may extend the time frame referred to in the above sections, but any such extension shall not exceed an additional ten (10) business days in total.

SECTION 9 – OFFENCES AND PENALTIES

- 9.0 Any Person who contravenes a provision of this bylaw by:
- a) doing any act or thing that is prohibited under the terms of this bylaw;
 - b) failing to do any act or thing that is required to be done under the terms of this bylaw;
- is guilty of an offence and the Town of Fox Creek can utilize whatever means deemed appropriate to affect the collection.
- 9.1 A form of notice called a Violation Ticket may be issued by a Bylaw Officer or a Peace Officer to any person alleged to have breached any provision of this bylaw. The Violation Ticket shall:
- a) require the payment to the Town of the specified penalty set out in Schedule B to this bylaw and shall comply with and be served in accordance with the Provincial Offences Procedure Act, as amended, and regulations thereunder; or
 - b) require an appearance in Court without the option of making a voluntary payment.
- 9.2 Violation Ticket shall be deemed to be sufficiently served:
- a) if served personally on the accused at the business premise; or
 - b) if mailed to the address of an Applicant or to the business premise's address.
- 9.3 Should a person not pay the penalty provided or contravention of any section of this bylaw and prosecution has been entered against him, he shall be liable on summary conviction to a fine of not less than five hundred (500.00) dollars and not exceeding ten thousand (10,000.00) dollars in addition to any fine or license fee he may be required to pay.
- 9.4 There a person is convicted of carrying on a business without first being licensed with the Town, or without payment of the necessary fee having been made, the Court may direct payment of the applicable license fee to the Town in addition to the fine imposed pursuant this bylaw.
- 9.5 When a corporation commits an offence under this bylaw, every principal, director, manager, employer or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- 9.6 If a partnership is guilty of an offence under this bylaw, each partner in the partnership who authorized the act or omission that constitutes the offence or assented to or

acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

- 9.7 Nothing in this section shall:
 - a) prevent Administration from laying an information or complaint in lieu of issuing a Violation Ticket; or
 - b) prevent any person from exercising his right to defend any charges of committing a breach of any provision of this bylaw.

NOW THEREFORE, the Council of Fox Creek duly assemble and pursuant to the provisions of the said Municipal Government Act and the amendments thereto, enacts as follows:

That upon third and final reading of Bylaw 810-2018 – Business License Bylaw shall come into effect, furthermore upon passing thereof and upon taking effect, Bylaw 796-2017 and any amendments thereto are hereby repealed.

READ A FIRST TIME IN COUNCIL THIS ____ DAY OF _____, 2018

READ A SECOND TIME IN COUNCIL THIS ____ DAY OF _____, 2018

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS ____ DAY OF _____, 2018

Jim Hales, Mayor

Roy Dell, Chief Administrative Officer

SCHEDULE A – BUSINESS LICENSE FEES

Business License Application Fee **\$20.00**

License Fees (Per year unless designated otherwise)

In-Town Businesses:

Home Office \$100.00

Home Occupation (No GST Number) \$25.00

Home Occupation (GST Registrant) \$125.00

All Commercial & Industrial (including but not limited to:
lodging, restaurant/bar, retail, service, etc.) \$75.00

Multi Commercial \$150.00

Out of Town Businesses:

1-Day Business License \$ 25.00

1-Week Business License \$100.00

Annual Business License – Head Office Based in Alberta \$250.00

Annual Business License – Head Office Based Out of Alberta \$350.00

Replacement of a lost license **\$25.00**

Refunds:

Where a Business License is surrendered, revoked or cancelled, the Town of Fox Creek shall refund the license fee as follows:

- a) If surrendered, revoked or cancelled within three (3) months of the Application, the Applicant is entitled to a refund equal to licensee ½ (one half) of the annual fee, but this provision shall not apply for an license issues for a period of less than the full license year
- b) If surrendered, revoked or cancelled after three (3) months after the Application is made, the applicant is not entitled to any refund of the License Fees.

SCHEDULE B – FINES

Description	Amount
Carrying on or operating a Business within or partially within the Town without a valid and subsisting Business License	\$500.00 plus \$100.00 per day for each day the offence continues after the conviction
Refusing Administration or the Bylaw Officer from conducting any inspection authorized by this Bylaw	\$500.00
Failing to post the Business License in a conspicuous place on the Business premises of the Licensee	\$200.00
Late fees and penalties for the non-payment on the Business License Account	Until April 1 - \$25.00 Until July 1 - \$50.00 Until October 1 - \$75.00 Until December 31 - \$100.00



**THE CORPORATION OF THE TOWN OF FOX CREEK, ALBERTA
BY-LAW 796-2017
BUSINESS LICENSE BYLAW**

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WHEREAS the Council of the Town of Fox Creek deems it necessary to provide for the regulation and licensing of all Business carried on within the municipality,

AND WHEREAS Sections 7 and 8 of the Municipal Government Act, RSA 2000, Chapter M-26 gives the Council authority to pass such a Bylaw.

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 - b) sells merchandise or a service, or both, on the streets or roads or elsewhere than at a building that is his permanent place of business.
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- 2.18 **“Resident Business”** means any Business that locates or maintains a permanent place of Business within the incorporated boundaries of the Town, including commercial operations, licensed home occupations and bed and breakfast operations.

- 2.19 **“Restaurant/Bar”** means a person, corporation or organization resident in Fox Creek engaged in the retail sale of food or beverage to the public for consumption within the premises or off the site, and, without limiting the foregoing, includes licensed drinking establishments, restaurants, cafes, ice cream shops, tea rooms, lunchrooms and take-out restaurants.
- 2.20 **“Retail”** means the sale of offering for sale of tangible personal property from a premises in the Town of Fox Creek to a consumer for purposes of use and not for resale, and without limiting the forgoing includes the retail sale of groceries, beverages, baked goods, household goods, clothing, jewellery, furniture and appliances, hardware, printed matter, confectionery, gifts and souvenirs, tobacco, pharmaceutical and personal care items, automotive parts and accessories, office equipment, stationery and similar goods, minor public services, such as postal services and film processing depots, and convenience retail stores from within an enclosed building.
- 2.21 **“Service”** means a person, corporation or organization engaged in the operation of a business in Fox Creek which primarily serves residents or businesses defined as Lodging, Restaurants/Bars, Retail, Attraction/Entertainment; and without limiting the forgoing includes; agency sales or distributors, automotive, banks, full service banking machines (when no local branch), brokerages, business support services, car washes, cleaning services, contractors, currency exchanges, educational services, financial institutions, garages, laundry and linen supplies, newspapers, personal services including massage and spa, printing businesses including publishers, designers and websites, property development firms, property management companies, repair services, service stations, towing companies, trades, travel agencies, and wholesalers.
- 2.22 **“Town”** means the Corporation of the Town of Fox Creek and, where the context requires, the land included within the boundaries of the Town of Fox Creek.
- 2.23 **“Temporary Sales”** means the selling of goods or services, including food and beverages from a temporary location in any place where the public has an expected right of access, but not including sales to a wholesale or retail dealer in any such goods.
- 2.24 **“Violation Ticket”** means any ticket or tag in a form approved by the Town of Fox Creek, authorized under the Provincial Offences Procedures Act, issued for any offence for which a penalty may be paid out of court in lieu of appearing to answer a summons.

SECTION 3 – LICENSING REQUIREMENTS

- 3.0 Except as otherwise provided for in this Bylaw, a License is required to carry on or operate any of the following Businesses:
- a) Resident Business
 - b) Non-Resident Business
- 3.1 The following conditions are sufficient to establish that a Business is being carried on:
- a) Proof of one transaction or offer to transact, or
 - b) Any advertising of a Business.
- 3.2 Residents and non-residents of the Town shall be entitled to equal rights in all matters relating to the issuance of Licenses.
- 3.3 Separate Licenses are required if two or more owners are operating Businesses from the same Business Premises.
- 3.4 No License shall be required to carry on or operate any Business that is exempt under the provisions of any Statute of Canada or the Province of Alberta. The onus of proving that a Business is exempt from requiring a License is on the Business alleging the exemption.

- 3.5 No License shall be required by the operator or participants to carry on or operate a craft sale, a rummage sale, a flea market or a residential garage sale where the duration of the activity is less than seven consecutive days.
- 3.6 No License shall be issued until such time as the Applicant holds current and valid Municipal, Provincial or Federal permits, approvals licenses or clearances as required by the relevant Municipal, Provincial, or Federal bylaws, statutes or regulations, including a valid Town of Fox Creek development permit.

SECTION 4 – LICENSE APPLICATION AND FEES

- 4.0 Every Applicant for a License, for renewal of a License, or for a transfer of License:
- a) Must provide the following information, in the form prescribed by Administration:
 - i) The civic and legal address for the proposed place of Business;
 - ii) The Trade name under which the proposed Business will operate;
 - iii) Where the Applicant is a sole proprietorship or partnership, the full name, mailing address and telephone number of the Applicant or Applicants;
 - iv) Where the Applicant is a corporation, the full name and mailing address of the principal managing employee or employees and the telephone number of the Business;
 - v) Any certificate, authority, License or other document of qualification under this or any other Bylaw, or under any Statute of Canada or the Province of Alberta that may be required in connection with the carrying on of the Business;
 - vi) Such other information as Administration may reasonably require.
 - vii) Goods and Services (GST) Number
- 4.1 All Business License fees are due and payable:
- a) For all Businesses thirty days after the date invoices are sent to Licensees.
- 4.2 Charitable, Non-Profit Organizations as defined in this Bylaw, are exempt from all requirements of this Bylaw.
- 4.3 Any Resident or Non-Resident Business which commences business or operation after January 1st and has not previously been in operation in that calendar year shall pay pro-rated amount of the appropriate License fees provided for in this bylaw, which amount shall be pro-rated on a quarterly basis.
- 4.4 License fees must be paid in full by the due date with cash or cheque. Post-dated cheques must be valid the date on which payment is due. A License fee is non-refundable. Unpaid License fees are a debt owed to the Town.
- 4.5 Where a License fee has been paid by an uncertified cheque, the License;
- a) may be issued subject to the cheque being accepted and cashed by the bank, and
 - b) will be automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.
- 4.6 The fee to replace a lost license is \$25.00
- 4.7 A Licensee may transfer a License issued to him to another person or to another Business Premises, or change the information contained on the License upon approval of Administration.
- 4.8 No person shall commence to, or shall carry on or engage in the business of a Hawker or Peddler on public property within the Town unless and until such person is the holder of a business license issued pursuant to this Bylaw.

- 4.9 All License fees shall be used:
- a) For the administration and enforcement of this Bylaw, for Infrastructure development and improvements

SECTION 5 – TERMS OF LICENSE

- 5.0 Every annual License issued under the provisions of this Bylaw, unless revoked, cancelled or surrendered, shall terminate at midnight on the 31st day of December of the year in which said License was issued.
- 5.1 Notwithstanding section 5.0, unless the Town is notified in writing of surrender or cancellation, a Business holding a valid License on December 31st is deemed to wish to renew that License for a subsequent year, and the Town will issue an invoice to that Business for the fee owing in accordance with this bylaw. If the License fee is not received by the Town within the time periods provided in Schedule “A”.

SECTION 6 – POSTING OR PRODUCTION OF LICENSE

- 6.0 A Licensee shall:
- a) Post the License in a prominent visible location in the Business Premises; or
 - b) If it is not practical to post the License, produce the License forthwith upon demand by Administration.

SECTION 7 – CONSULTATIONS

- 7.0 Administration may consult, prior to issuing or renewing a License, with the Province of Alberta, the RCMP, and any Town Department to determine whether they are in possession of information which, in the opinion of Administration, renders it inappropriate for an Applicant to be issued a License.
- 7.1 Administration may determine that it is inappropriate to issue a License to an Applicant where the safety, health or welfare of the public may be at risk due to the issuance of a License.
- 7.2 Subject to the provisions of this Bylaw, upon receipt of an Application for a License, Administration may:
- a) grant a License, or
 - b) refuse a License, if the Applicant is in breach of this or any other Bylaw of the Town, does not have an occupancy permit (if required pursuant to the Town’s Building Permit Bylaw), has not met the requirements of this Bylaw, or in the Administration’s opinion, there are other just and reasonable grounds for the refusal of the Application.

SECTION 8 – INSPECTIONS

- 8.0 Where a Business requires a Business License or is Licensed, then the Business Premises and surrounding lot may be inspected by a Bylaw Officer, who shall at all reasonable times have the right to enter upon any Business Premises required to be Licensed under the provisions of this Bylaw for the purpose of inspection or for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.
- 8.1 A Bylaw Officer may inspect a Business Premises or site at which a contractor is working for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.
- 8.2 A person whom a Bylaw Officer reasonably believes is carrying on a Business requiring a Business License, or who is an Applicant, shall,
- a) permit and assist in all inspections requested by a Bylaw Officer;

- b) furnish to a Bylaw Officer all identification, information, or documentation related to the inspection or Licensing requirements; and
- c) not provide a Bylaw Officer false or misleading information or information intended to mislead with regard to any matter or things arising in connection with the Licensing of the Business.

8.3 No person shall attempt to prevent, obstruct or hinder a Bylaw Officer from making an inspection authorized by this Bylaw.

8.4 During an inspection authorized under this Bylaw, a Bylaw Officer may examine any Business record or document for the purpose of enforcing this Bylaw, remove any relevant record or document from the Business Premises for the purpose of copying it, and will provide a receipt for any document or record so removed.

SECTION 9 – REFUSAL, REVOCATION, SUSPENSION

9.0 Administration shall refuse an Application if, in the opinion of a Bylaw Officer, any Licensing requirements of this bylaw have not been met or a Bylaw Officer has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.

9.1 Administration may suspend or revoke a License if:

- a) The Licensee fails to comply with the Licensing requirements of this bylaw; or
- b) Administration has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.

9.2 Administration may make inquiries and receive information, including information from the Applicant, to determine whether there are just and reasonable grounds for the refusal of an Application, or a revocation, or a suspension of a License.

9.3 A suspension of a License may be:

- a) for a period of time not exceeding the unexpired term of the License; or
- b) where the suspension is for non-compliance with the licensing requirements of this bylaw, until the holder of the suspended License proves compliance to the satisfaction of the Administration.

9.4 A License may be revoked or suspended for non-compliance with any law or regulation notwithstanding, that the holder of the License has not been prosecuted for a contravention of that law, where the Administration or a Bylaw Officer has reasonable grounds to believe that the Licensee poses a danger to the safety, health or welfare of the public, to the protection of property.

9.5 When an Application for a License is refused, or when a License is revoked or suspended, Administration shall notify the Applicant or Licensee, in writing, of the refusal, revocation or suspension and the reasons for it:

- a) by delivering a notice to the Applicant or Licensee personally; or
- b) by delivering a notice by registered mail to the Applicant's or Licensee's most recent place of Business or residence as shown on the License or Application.

9.6 After the delivery of a notice of the refusal of an Application or suspension or revocation of a License, the Business shall not be carried on until such time as a License is issued or the suspended License is reinstated.

SECTION 10 – APPEALS

- 10.0 Where an Application for a License has been refused, a License revoked or suspended or an exemption has been refused, the Application may appeal the decision to Council. All appeals shall be made in writing addressed to the Administration of the Town, and received by the Town within 45 days of the date of issue of refusal, revocation or suspension.
- 10.1 Any Applicant for a License may appeal to Council the License fee imposed or the Business Sector of Business applied to the Applicant. All appeals of License fee or Business Sector shall be made in writing addressed to the Administration of the Town and received by the Town, on or before the due date for payment of the License fee.
- 10.2 Upon receipt of any appeal under Section 10.0 or 10.1 Council, or a Committee appointed by Council, shall:
- a) Schedule and hold an appeal hearing not more than thirty days from following receipt of appeal;
 - b) Advertise the date, time and details of the appeal hearing at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the appeal relates;
 - c) Allow any third party to make written or oral representation in support of or in opposition to the appeal at its first regular meeting following receipt of the recommendation;
 - d) If a committee hears the appeal, the committee shall make a written recommendation to Council within fifteen days of the hearing following which Council shall make a decision upon the appeal;
 - e) If Council hears an appeal, Council shall make a decision on the appeal.
- 10.3 Council may extend the time frames referred to in this Bylaw, but any such extension shall not exceed fifteen (15) days in total.

SECTION 11 – VIOLATIONS

- 11.0 Any Person who contravenes a provision of this bylaw or the terms of any permit issued pursuant to this bylaw is guilty of an offence and is liable for the penalty set out in Schedule "B", or if no penalty is specified in Schedule "B" for the particular offence, for the penalty in accordance with Section 11.4 of this bylaw.
- 11.1 When a corporation commits an offence under this bylaw, every principal, director, manager, employer or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- 11.2 If a partnership is guilty of an offence under this bylaw, each partner in the partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
- 11.3 Violation tickets:
- a) Where Administration reasonably believes that a person has contravened any provision of this bylaw, a Bylaw Officer may serve upon the person a Violation Ticket, allowing payment of the specified penalty set out in Schedule "B" for the offence, and the recording of such payment by the Court shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.
 - b) This section shall not prevent Administration from issuing a ticket requiring a court appearance of the defendant, pursuant to the provisions of the

Provincial Offences Procedure Act or from laying an information in lieu of issuing a Violation Ticket.

- 11.4 Except as otherwise provided in this Bylaw, a person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not less than \$200.00 and not more than \$500.00.
- 11.5 The imposition of a fine either by issuance of a Violation Ticket or by summary conviction in court shall not relieve any person so fined from any debt owing to the Town for an unpaid Business License.

SECTION 12 – TRANSITION

- 12.0 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

NOW THEREFORE, the Council of Fox Creek duly assemble and pursuant to the provisions of the said Municipal Government Act and the amendments thereto, enacts as follows:

That upon third and final reading of Bylaw 796-2017 – Business License Bylaw shall come into effect, furthermore upon passing thereof and upon taking effect, Bylaw 780-2016 and any amendments thereto are hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 26 DAY OF June, 2017

READ A SECOND TIME IN COUNCIL THIS 26 DAY OF June, 2017

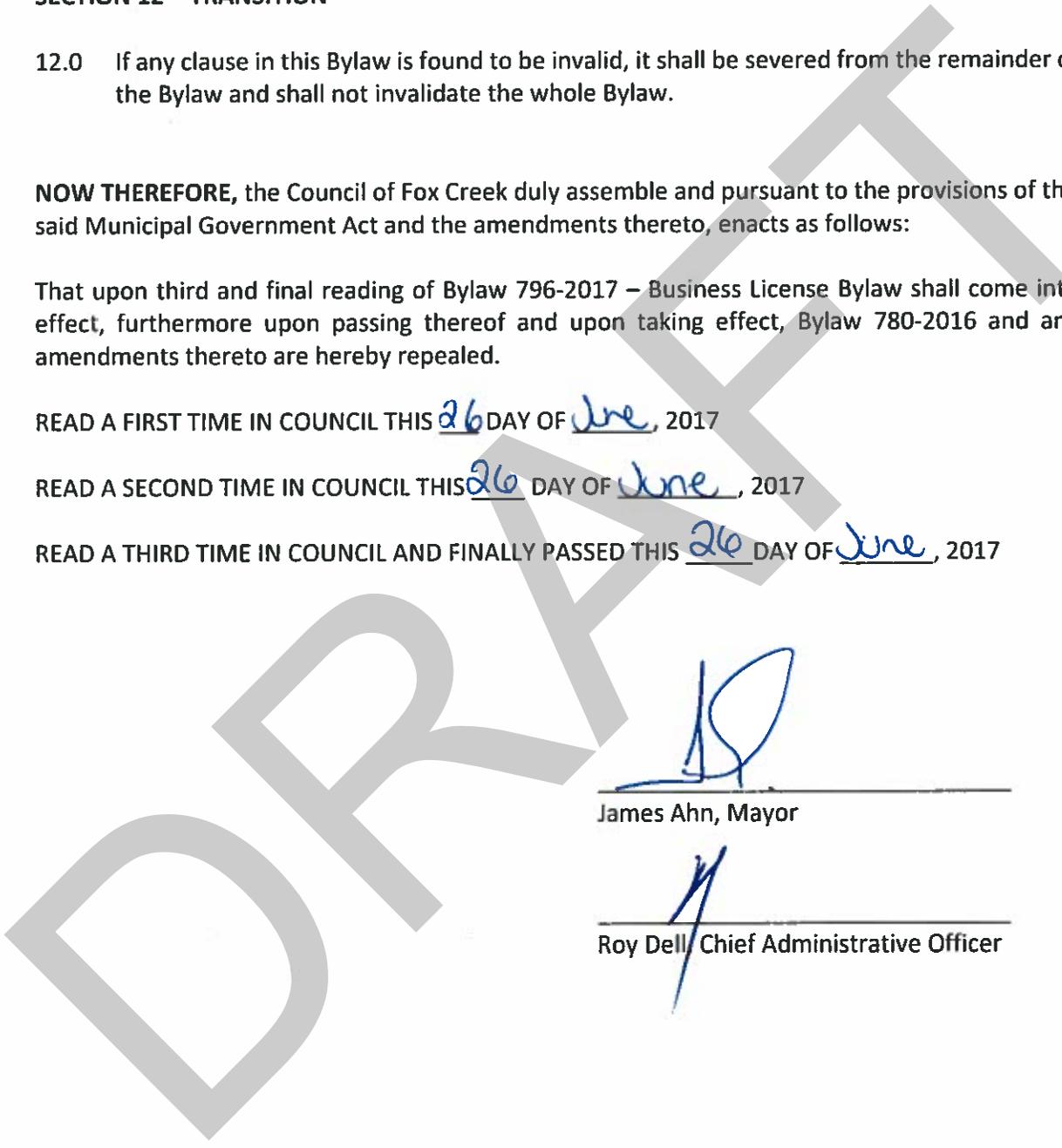
READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 26 DAY OF June, 2017



 James Ahn, Mayor



 Roy Dell, Chief Administrative Officer



SCHEDULE A – BUSINESS LICENSE FEES

Business License Application Fee	\$20.00
License Fees:	
Per year unless designated otherwise.	
Home Occupation (No GST Number)	\$25.00
Home Occupation (GST Registrant)	\$125.00
Commercial	\$75.00
Industrial	\$75.00
Service (banks, utility companies, cable, apartments, multi-family, rental properties, mobile home parks, and non-government run health care facilities)	\$75.00
Lodging	\$75.00
Multi Commercial	\$150.00
1 Day Business License	\$ 25.00
1 Week Business License	\$100.00
Annual Business License – Alberta Home Office	\$250.00
Annual Business License – Out of Province Home Office	\$350.00

Refunds:

Where a Business License is surrendered, revoked or cancelled, the Town of Fox Creek shall refund the license fee as follows:

- If surrendered, revoked or cancelled prior to September 1 of the current calendar year, the Town of Fox Creek shall refund to the licensee ½ (one half) of the annual fee therefore, but this provision shall not apply for an license issues for a period of less than the full license year
- If surrendered, revoked or cancelled after September 1 of the current calendar year, the Town of Fox Creek shall not be liable to refund all or any portion thereof of the license fee

SCHEDULE B – FINES

Description	Amount
Carrying on or operating a Business within or partially within the Town without a valid and subsisting Business License	\$500.00 plus \$100.00 per day for each day the offence continues after the conviction
Refusing Administration or the Bylaw Officer from conducting any inspection authorized by this Bylaw	\$500.00
Failing to post the Business License in a conspicuous place on the Business premises of the Licensee	\$200.00
Late fees and penalties for the non-payment on the Business License Account	Until April 1 - \$25.00 Until July 1 - \$50.00 Until October 1 - \$75.00 Until December 31 - \$100.00



In Town Business License Application

All fields on this application form must be completed before an application can be processed.
If any of the fields do not apply to your business please indicate this with "N/A".
Business shall not commence prior to a license being issued.

STEP 1: CONTACT INFORMATION

Business / Operating Name: _____

Business Address: _____

Lot: _____ Block: _____ Plan: _____

Mailing Address _____

Mailing address is the same as the business address

Business Phone Number: _____

Business Email: _____ Business Website: _____

Business Owner's Name(s): _____

Applicant Name (if different than owner): _____

Address of the Applicant: _____

Postal Code: _____

Phone Number: _____

GST Number: _____

Emergency Contacts (Name & Phone Number): _____

Primary: _____

Secondary: _____

I would like the above information included in the Town of Fox Creek Business Directory on www.foxcreek.ca. (Owner contact will not be listed unless otherwise specified.)

I would like to receive Town of Fox Creek's Monthly Electronic Newsletter for Business.

I would like a member of the Fox Creek Chamber of Commerce to contact me to discuss the benefits of a Chamber membership.

New business license application

Are you or anyone else doing interior alterations OR construction OR change of use to your business location?

No Yes – NOTE: You will need to fill out the Development Permit application form in addition to this form



STEP 2: BUSINESS ACTIVITIES

Business Ownership Information

- Corporation or Corporate Partnership (provide legal name): _____
Corporation Access Number: _____ Alberta, or other province _____
- Charitable Organization (provide Charity Registration Number): _____
- Sole Proprietor or Partnership (provide names of proprietor & partners): _____

Does your business operate under a Trade Name? If yes, what is it? _____

Indicate type of business and supply information where applicable below:

- Accounting, Financial Services
- Advertising/PR Consulting
- Automobile Repair, Services, etc. Incl. Car Wash
- Architecture, Engineering, Building Inspection
- Arts, Entertainment & Sports Facility Operations Number of seats/occupants: _____
- Banks, Credit Unions
- Building (construction) – Commercial Percentage of office space: _____ Percentage of warehouse space: _____
- Building, Renovating, Handyman – Residential
Percentage of office space: _____ Percentage of warehouse space: _____
- Childcare, Daycare Services
- Computers System & Software Services **not** Sales
- Consulting – Management/Environment/Scientific
- Courier and Messenger Services
- Design – Interior, Graphic, etc.
- Developers of Land & other Heavy/Civil Construction
- Education Services Incl. Dance, Marital Arts, Hockey, etc. Number of seats/occupants: _____



- Employment and Business Support Services
- Event Planning
- Gas Station with or without Convenience Store
- Healthcare – Dentist, Doctor, etc. **not** Pharmacy
- Holding Company or Head Office
- Information Services
- Insurance Companies/Brokers/Providers
- Investment Advise/Consulting
- Janitorial/Cleaning/Dry Cleaning, Landscaping, Pest Control
Percentage of office space: _____ Percentage of warehouse space: _____
- Legal Services
- Locksmiths, Security Companies
- Manufacturers Percentage of office space: _____ Percentage of warehouse space: _____
- Newspaper, Magazine, Radio Companies
- Oil and Gas Extraction, Mining and Support
Percentage of office space: _____ Percentage of warehouse space: _____
- Personal & Pet Services – Hair, Esthetics, Therapy, etc.
- Pharmacy and Health Stores
- Photography **not** picture framing
- Printers (Ink, Digital, Quick Copy)
- Real Estate Agents, Offices, Appraisers
- Religious Assembly Number of seats/occupants: _____
- Rental or Leasing Services
- Rental Accommodations – Lodging Houses, B&Bs, Rental Apartment Housing, Hotels/Motels, Group-Care Facilities
Number of roomers to be accommodated: _____ Number of rooms: _____
- Repair Services except Automotive Repair
- Restaurants, Bars, Caterers, Food Trucks, etc. Number of seats/occupants: _____
- Retail Sales



<input type="checkbox"/> Storage Facility or Warehousing	Percentage of office space: _____	Percentage of warehouse space: _____
<input type="checkbox"/> Taxi & Other Passenger Transportation		
<input type="checkbox"/> Towing, Snow Clearing, Other Transport Support		
<input type="checkbox"/> Trade Contractors – Plumbers, Electricians, etc.		
	Percentage of office space: _____	Percentage of warehouse space: _____
<input type="checkbox"/> Transportation of Goods & Fleet Services		
<input type="checkbox"/> Travel Agencies		
<input type="checkbox"/> Utility Providers		
<input type="checkbox"/> Veterinary not Pet Grooming		
<input type="checkbox"/> Waste and Recycling Services	Percentage of office space: _____	Percentage of warehouse space: _____
<input type="checkbox"/> Wholesale Trade	Percentage of office space: _____	Percentage of warehouse space: _____
<input type="checkbox"/> Other _____		

Please provide total business floor area (sq. m):
--

Is your business doing any of the following activities (please check at least one option)			
<input type="checkbox"/> Bulk Plant for Flammable Liquid	<input type="checkbox"/> Bulk Storage Warehouse	<input type="checkbox"/> Dry Cleaning Plant	
<input type="checkbox"/> Chemical Manufacturing/Processing Plant	<input type="checkbox"/> Chemical Recycling Plant	<input type="checkbox"/> Distillery	
<input type="checkbox"/> Feed or Flour Mill	<input type="checkbox"/> Fireworks Sales	<input type="checkbox"/> Grain Elevator	<input type="checkbox"/> Laboratories
<input type="checkbox"/> Paint Factory	<input type="checkbox"/> Rubber Processing Plant	<input type="checkbox"/> Service Station	<input type="checkbox"/> Waste Recycling
<input type="checkbox"/> Spray Painting Operation	<input type="checkbox"/> Wood Working Factory	<input type="checkbox"/> Not Applicable	



STEP 3: CHANGES TO AN EXISTING BUSINESS LICENSE (If Applicable)

Current Business License # _____
Current Business Address: _____
Business Name: _____

Please indicate what the change was:

Moved to a new location for an existing business (no change in ownership or operations)

New address is: _____
Lot: _____ Block: _____ Plan: _____
Mailing Address: _____

Mailing address is the same as the new address

Business Phone Number: _____
Business Email: _____
Business Website: _____

New Legal Entity: _____

New Trade Name: _____

Bought an existing business – If the previous company was operated as a Ltd. or Inc. company

Did you buy the Ltd. Or Inc. company (Legal entity)? Yes No

Did you only buy the equipment/assets of the business? Yes No

Changed Operations (i.e. was retail now restaurant, please describe): _____

Other (please explain): _____

BUSINESS OWNER DECLARATION: I, (Please print) _____, the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a license will be subject to approvals from such municipal, provincial, and federal departments or agencies as the License Administrator deems necessary. The Issuance of a license is not intended and shall not be construed as permission or consent by the Town for the holder of the license to contravene or fail to observe or comply with any law of Canada or Alberta or any by-law of the Town.



Any business license application that has not received approvals from all municipal, provincial, and federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

Date this _____ day of _____, 20_____.

Business Owner: _____ **Signature**

Authorized Agent: _____ **Signature**

(if a limited company, affix corporate seal over signature)

Payment Information

Licenses are not issued until all license fees are paid. Business license fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, cheque or credit card.

If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your license and you may pay by credit card.

Normal office hours are Monday to Thursday, 8:00 a.m.—4:30 p.m., Friday 8:00 a.m.—1:00 p.m., with the exception of closures for holidays.

FOR OFFICE USE ONLY

Prerequisite Information

Development Permit required? Yes No If approved: # _____

Zoning: _____ Permitted Use: Yes No If approved: # _____

Discretionary Use: Yes No If approved: # _____

Building Permit required? Yes No If approved: # _____

Demolition Permit required? Yes No If approved: # _____

Sign Permit required? Yes No If approved: # _____

Additional requirements met? Yes No Reviewed by: _____

Business License Information: *Only processed after prerequisites have been approved and received*

Business License Categories to be processed:

Home Office Home Occupation Commercial & Industrial Exempt

Multi-Commercial Fees Paid: \$ _____

Reviewed by: _____ Date: _____ (YYYYMMDD)

The information being collected on this form is for the purpose determining the applicant's eligibility to be granted a Town of Fox Creek business license, pursuant to the provisions of the Municipal Government Act, Section 8(b)(v), and the Freedom of Information and Protection of Privacy Act, Section 33(c). This information may be shared with applicable Town of Fox Creek departments, agencies, RCMP, and/or Alberta Health Services, for the purpose of conducting required inspections and approvals, as part of the Business License application process.



Out of Town Business License Application

All fields on this application form must be completed before an application can be processed.
If any of the fields do not apply to your business please indicate this with "N/A".
Business shall not commence prior to a license being issued.

STEP 1: CONTACT INFORMATION

Business / Operating Name: _____

Business Address: _____

Mailing Address: _____

Mailing address is the same as the business address

Business Phone Number: _____

Business Email: _____

Business Website: _____

Business Owner's Name(s): _____

Applicant Name (if different than owner): _____

Address of the Applicant: _____

Postal Code: _____

Phone Number: _____

GST Number: _____

Emergency Contacts (Name & Phone Number): _____

Primary: _____

Secondary: _____

STEP 2: BUSINESS ACTIVITIES

New business license application: _____

Business Ownership Information

Corporation or Corporate Partnership (provide legal name):

Corporation Access Number: _____ Alberta, or other province: _____

Charitable Organization (provide Charity Registration Number): _____

Sole Proprietor or Partnership (provide names of proprietor & partners): _____

Does your business operate under a Trade Name? If yes, what is it? _____



Indicate type of business and supply information where applicable below:

- Accounting, Financial Services
- Advertising/PR Consulting
- Automobile Repair, Services, etc. Incl. Car Wash
- Architecture, Engineering, Building Inspection
- Arts, Entertainment & Sports Facility Operations Number of seats/occupants: _____
- Banks, Credit Unions
- Building (construction) – Commercial
Percentage of office space: _____ Percentage of warehouse space: _____
- Building, Renovating, Handyman - Residential
Percentage of office space: _____ Percentage of warehouse space: _____
- Childcare, Daycare Services
- Computers System & Software Services **not** Sales
- Consulting – Management/Environment/Scientific
- Courier and Messenger Services
- Design – Interior, Graphic, etc.
- Developers of Land & other Heavy/Civil Construction
- Education Services Incl. Dance, Marital Arts, Hockey, etc. Number of seats/occupants: _____
- Employment and Business Support Services
- Event Planning
- Gas Station with or without Convenience Store
- Healthcare – Dentist, Doctor, etc. **not** Pharmacy
- Holding Company or Head Office
- Information Services
- Insurance Companies/Brokers/Providers
- Investment Advise/Consulting
- Janitorial/Cleaning/Dry Cleaning, Landscaping, Pest Control
Percentage of office space: _____ Percentage of warehouse space: _____
- Legal Services
- Locksmiths, Security Companies



Oil and Gas Extraction, Mining and Support

Percentage of office space: _____ Percentage of warehouse space: _____

Personal & Pet Services – Hair, Esthetics, Therapy, etc.

Pharmacy and Health Stores

Photography **not** picture framing

Printers (Ink, Digital, Quick Copy)

Real Estate Agents, Offices, Appraisers

Religious Assembly

Number of seats/occupants: _____

Rental or Leasing Services

Rental Accommodations – Lodging Houses, B&Bs, Rental Apartment Housing, Hotels/Motels, Group-Care Facilities

Number of roomers to be accommodated: _____ Number of rooms: _____

Repair Services except Automotive Repair

Restaurants, Bars, Caterers, Food Trucks, etc.

Number of seats/occupants: _____

Retail Sales

Storage Facility or Warehousing

Percentage of office space: _____ Percentage of warehouse space: _____

Taxi & Other Passenger Transportation

Towing, Snow Clearing, Other Transport Support

Trade Contractors – Plumbers, Electricians, etc.

Percentage of office space: _____ Percentage of warehouse space: _____

Transportation of Goods & Fleet Services

Travel Agencies

Utility Providers

Veterinary **not** Pet Grooming

Waste and Recycling Services

Percentage of office space: _____ Percentage of warehouse space: _____

Wholesale Trade

Percentage of office space: _____ Percentage of warehouse space: _____

Other _____



STEP 3: CHANGES TO AN EXISTING BUSINESS LICENSE (If Applicable)

Current Business License # _____
Current Business Address: _____
Business Name: _____

Please indicate what the change was:

Moved to a new location for an existing business (no change in ownership or operations)
New address is: _____
Mailing Address _____
(Mailing address is the same as the new address)
Business Phone Number: _____
Business Email: _____
Business Website: _____

New Legal Entity: _____

New Trade Name: _____

Bought an existing business – If the previous company was operated as a Ltd. or Inc. company
Did you buy the Ltd. or Inc. Company (Legal entity)? Yes No
Did you only buy the equipment/assets of the business? Yes No

Changed Operations (i.e. was retail now restaurant, please describe): _____

Other (please explain): _____

I would like the above information included in the Town of Fox Creek Business Directory on www.foxcreek.ca. (Owner contact will not be listed unless otherwise specified.)
 I would like to receive Town of Fox Creek's Monthly Electronic Newsletter for Business.
 I would like a member of the Fox Creek Chamber of Commerce to contact me to discuss the benefits of a Chamber membership.

BUSINESS OWNER DECLARATION: I, (Please print) _____, the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.



The undersigned agrees that the issuance of a license will be subject to approvals from such municipal, provincial, and federal departments or agencies as the License Administrator deems necessary. The Issuance of a license is not intended and shall not be construed as permission or consent by the Town for the holder of the license to contravene or fail to observe or comply with any law of Canada or Alberta or any by-law of the Town.

Any business license application that has not received approvals from all municipal, provincial, and federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

Date this _____ day of _____, 20_____.

Business Owner: _____ **Signature**

Authorized Agent: _____ **Signature**
(if a limited company, affix corporate seal over signature)

Payment Information

Licenses are not issued until all license fees are paid. Business license fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, cheque or credit card.

If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your license and you may pay by credit card.

Normal office hours are Monday to Thursday, 8:00 a.m.—4:30 p.m., Friday 8:00 a.m.—1:00 p.m., with the exception of closures for holidays.

FOR OFFICE USE ONLY

Prerequisite Information

Development Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Zoning: _____ Permitted Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Discretionary Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Building Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Demolition Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Sign Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Additional requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed by: _____

Business License Information: *Only processed after prerequisites have been approved and received*

Business License Categories to be processed:

Alberta Based Head Office (*no property owned or rented in Fox Creek*) Out of Province Head Office

Day Week Annual Fees Paid: \$ _____

Reviewed by: _____ Date: _____ (YYYYMMDD)

The information being collected on this form is for the purpose determining the applicant's eligibility to be granted a Town of Fox Creek business license, pursuant to the provisions of the Municipal Government Act, Section 8(b)(v), and the Freedom of Information and Protection of Privacy Act, Section 33(c). This information may be shared with applicable Town of Fox Creek departments, agencies, RCMP, and/or Alberta Health Services, for the purpose of conducting required inspections and approvals, as part of the Business License application process.



Business License Application

Business License Bylaw 780-2016

Business Legal Name: _____

Business Operating Name: _____

Name of Owner(s): _____

Business Location

Civic Address: _____

Lot: _____ Block: _____ Plan: _____

Applicant _____

Address: _____ Phone 1: _____

_____ Phone 2: _____

City/Town _____ Fax: _____

Postal Code: _____ Email: _____

GST Number _____

Property Owner if different than the applicant: _____

Address: _____ Phone 1: _____

_____ Phone 2: _____

City/Town _____ Fax: _____

Postal Code: _____ Email: _____

Administrative Use Only

License No. _____ License Fee: _____

Type: _____ Date Issued: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____



BUSINESS INFORMATION FORM

Business Legal Name _____

Business Operating Name _____

Manager or Contact Person _____

Website Address (Optional) _____

Detailed description of your business and the service(s) you will provide (this will help us to better categorize your business in the Town's Business Directory):

Days and hours of operation: _____

How will you advertise your business? (Signs, Internet, Yellow Pages, Newspaper, etc):

If you will be using any signage to identify or advertise your business, please describe the signs you propose to use (Note: a separate Development Permit may be required for the sign):

Number of on-site employees: _____

Number of vehicles associated with the business that will visit the property on a weekly basis:

Number less than 1 ton (vans, pickup trucks) _____

Number between 1 ton and 5 tons (cube vans, flat decks etc.) _____

Cont'd.



BUSINESS INFORMATION FORM (cont'd)

Describe in detail the goods or equipment to be stored outside (and indicate storage location on a site plan):

Height of structures/equipment to be stored outside: _____

Are you storing or using hazardous chemicals on the property for the operation of your business?

If yes, list all hazardous chemicals you will be storing or using (NOTE: Hazardous Chemicals are any chemicals controlled under the Workplace Hazardous Materials Information System (WHMIS) - please provide MSDS documentation):

PLEASE ANSWER THE FOLLOWING QUESTIONS IF YOU ARE APPLYING FOR A HOME OCCUPATION DEVELOPMENT PERMIT

Describe rooms and/or buildings to be used to operate the Home Occupation and the floor area used (in square feet or square meters,):

Number of employees that do not reside in your residence? _____