

## **BYLAW NO. 907 TOWN OF SPIRIT RIVER**

A BYLAW OF THE TOWN OF SPIRIT RIVER IN THE PROVINCE OF ALBERTA TO REGULATE BUSINESSES, BUSINESS ACTIVITIES, AND PERSONS ENGAGED IN BUSINESS, INCLUDING BUSINESS REGISTRATION, IN THE TOWN OF SPIRIT RIVER

WHEREAS it is deemed expedient and proper pursuant to Section 7 & 8 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2006, and amendments thereto, that the Municipal Council of the Town of Spirit River, in the Province of Alberta, duly assembled, enacts as follows:

### SECTION 1: Short Title

This Bylaw may be cited as the Business Registry Bylaw or Business Registration Bylaw.

### SECTION 2: Definitions

- a) Administrator – also known as the Town Manger, CAO and responsible for carrying out and/or supervising administration duties
- b) Business – includes business, trade, profession, industry, occupation, employment or calling and the providing of goods and services
- c) Business Registry – means a record kept pursuant to this Bylaw
- d) Business Registration Fee – shall be the sums of money which are required for payment for a business registration as detailed in the Master Rates and Schedules Bylaw
- e) Contractor – shall mean any person who undertakes, as a principle to carry out the whole of the work called for, by either the Town of Spirit River or in a development permit issued by the Town of Spirit River
- f) Council – shall mean the Council of the Town of Spirit River
- g) Home Occupation – means a resident business that is operated out of a residence and as a secondary use to the residence, subject to the requirements set out in the Town's Land Use Bylaw
- h) Non-resident business – means a business operating in the Town without maintaining a regular place of business within the Town of Spirit River
- i) Peddler – one who travels door to door selling goods or services
- j) Person – means a person or persons, peddler, firm, partnership or body corporate
- k) Registrar – means a person or persons authorized by the Administrator to carry out the provisions of the Bylaw and record the business
- l) Resident Business – means a business that maintains a regular place of business within the Town of Spirit River
- m) Street Vendor – means a person or persons who sells merchandise or service on the streets or roads or elsewhere at a building that is their permanent place of business in the Town of Spirit River but does not include any person selling
  - i. Meat, fruit, or other farm produce which has been produced, raised, or grown in the Province of Alberta by the seller
  - ii. Fish that has been caught within the Province of Alberta by the seller
- n) Street Vending Vehicle – means the device by which a Street Vendor transports, displays, prepares and/or sells their goods or services
- o) Town – shall mean the Town of Spirit River
- p) Sub-Contractor – shall mean a person who undertakes to carry out a portion of the work called for by either the Town of Spirit River or in a development permit issued by the Town of Spirit River and under the supervision of a Contractor

### SECTION 3: General Provisions

1. No person shall, within the limits of the Town, carry on or be engaged in any business unless
  - i. the business registration fee, as outlaid in the Master Rates and Schedules Bylaw, has been paid in full or waived by the Administrator
  - ii. the business registration form, as outlaid in the Master Rates and Schedules Bylaw, has been completed
2. The business will be issued a business registration certificate which must be posted in a conspicuous place in the registered business' premises
3. The following persons shall be exempt from the requirements of Section 3.1
  - i. Is under the age of 18 years and does not have a permanent place of business
  - ii. Is operating as a wholesaler or distributor of goods to one or more licensed businesses within the Town
  - iii. Is conducting business as a participant of a Trade Show
  - iv. Operates an entertainment or business operation that, upon the satisfaction of the Registrar, is carried out for religious, charitable or community purposes
4. Each business registration granted under the provisions of the Bylaw shall terminate on the 31<sup>st</sup> day of December in the year in which the registration was issued, unless cancelled or forfeited sooner, except where indicated below
  - i. In the case of a Contractor or Sub-Contractor working on a single project the business registration issued to them shall be valid for the period it takes to complete the particular project and subject to a separate fee set out in the Master Rates and Schedules Bylaw
  - ii. In the case of any persons requesting a special temporary business registration they may apply for such which will be valid for a period not to exceed seven (7) consecutive days and subject to a separate fee set out in the Master Rates and Schedules Bylaw

### SECTION 4: Special Provisions

1. Street Vendors
  - i. Operation shall be restricted to privately or publicly owned properties located in commercial, industrial or recreational districts as identified in the Town's Land Use Bylaw and with the written consent of the Landowner.
  - ii. Operation will not be allowed on any public roadway or street right-of-way
  - iii. Notwithstanding article (i) the Street Vendor shall operate their business in such a manner and location on the property that causes minimal disturbance to the normal use of the property and no damage to the property

### SECTION 5: Business Registration Fees

1. All business registration fees, temporary or annual, shall be outlaid in the Master Rates and Schedules Bylaw
2. The Town does not pro-rate registration fees or grant rebates or refunds
3. Business registration fees are due as of January 01<sup>st</sup> each year or prior to the opening of a new business operation

**BYLAW NO. 907**

**SCHEDULE A  
Business Registration Fees**

a) The annual Business Registration Fee for residential business	\$25.00
b) The annual Business Registration Fee for a home occupation	\$25.00
c) The annual Business Registration Fee for a non-residential business	\$25.00
d) The temporary Business Registration Fee for a non-resident	
i. Contractor	\$25.00
ii. Sub-Contractor	\$25.00
e) The special temporary Business Registration Fee (7 days max.)	\$25.00

SECTION 6: Penalties

1. Any person in contravention of any provision of this bylaw shall be guilty of an offense and liable to a penalty of
  - i. \$ 25.00 for the first offence
  - ii. \$ 50.00 for a second offence or
  - iii. \$100.00 for a third and subsequent offence
2. The Council may at any time revoke or suspend any business registration for failure to comply with any conditions or regulations of herein

SECTION 7: Severability

1. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.
2. RESCINDING BYLAWS NO. 459, 477, 526, 708, 718, 738, 770, and 807. All other bylaws preceding this bylaw addressing a matter addressed by this bylaw and dated prior to the date of the final reading of this Bylaw will hereby be repealed.

READ a first time in Council this 21st day of September, 2009.

READ a second time in Council this 19th day of October, 2009.

READ a third and final time in Council this 19th day of October, 2009.

  
MAYOR

  
ADMINISTRATOR



## Town of Spirit River

P.O. Box 130

Spirit River, Alberta

T0H 3G0

Phone: 780-864-3998

Fax: 780-864-3433

[www.townofspiritriver.ca](http://www.townofspiritriver.ca)

### Business Registration Form Schedule B

Dear Business Owner,

The annual registration of your business is due on or before January 1<sup>st</sup> for the year 20\_\_ in accordance with Bylaw No. 907, Section 3, 1. *"No person shall, within the limits of the Town, carry on or be engaged in any business unless (i) the business registration fee..... is paid in full...."*

This Business Registration, as per Bylaw No. 907, Section 3, 4 *"shall terminate on the 31<sup>st</sup> day of December in the year in which the registration was issued, unless cancelled or forfeited sooner..."*

We require the following information for new registrations. Please mail the completed and signed form into the Town Office with your payment of \$25.00. Thank you!

**Registered Business Name:** \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

Business Municipal Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Email : \_\_\_\_\_

Type of Business: \_\_\_\_\_ Fax No: \_\_\_\_\_

Does the Owner or Agent representative consent for Town of Spirit River to promote business? \_\_\_\_\_  
(example: website)

**What company are you using for your garbage collection?** \_\_\_\_\_

**Signature of Owner or Agent Representative** \_\_\_\_\_

**\*Only the information in red is needed for businesses that have registered previously with the Town of Spirit River unless there have been any other changes in the information previously provided.**

**Thank you for being a vital part of our business community!**

**Office Use Only:**

\_\_\_\_\_ Business Fee paid on this date \_\_\_\_\_ and registration

Certificate mailed out or handed to owner or agent on \_\_\_\_\_ Signed: \_\_\_\_\_

Rescinded July 16, 2012  
12-120

**SCHEDULE B  
BUSINESS REGISTRATION FORM**

Dear Business Owner,

December 01, 2009

The Annual Registration of your Business is due on or before January 1<sup>st</sup> for the year of 2010 in accordance with Bylaw No. 907, Section 3, 1. *"No person shall, within the limits of the Town, carry on or be engaged in any business unless (i) the business registration fee... is paid in full..."*

\*\* We request the following information. Please mail the completed and signed form into the Town Office with your payment of \$25.00... thank you!

Registered Business Name

Business Owner(s)

Business Municipal Address

Business Mailing Address

Business Phone Numbers

Type of Business:

Owner's consent for Town of Spirit River to promote your business YES or NO (circle one)

Signature of Business Owner \_\_\_\_\_

**The Town of Spirit River thanks you for being a vital part of our business community!!!**

**OFFICE USE ONLY:**

Business Fee paid on this date \_\_\_\_\_

And Registration Certificate mailed out \_\_\_\_\_ Signed \_\_\_\_\_

This Business Registration, as per Bylaw No. 907, Section 3, 4 "... shall terminate on the 31st day of December in the year in which the registration was issued and paid, unless cancelled or forfeited sooner..."