

**TOWN OF WILKIE
BYLAW 10/18**

A BYLAW OF THE TOWN OF WILKIE TO CLASSIFY, REGULATE, CONTROL AND LICENCE ANY BUSINESS, TRADE OR CALLING WITHIN THE TOWN OF WILKIE EXCEPT THOSE BUSINESSES OPERATING FROM A COMMERCIALY ASSESSED PROPERTY.

The Council of the Town of Wilkie, in the Province of Saskatchewan enacts as follows:

1. This Bylaw shall be cited as "*The Business Licensing Bylaw.*"

2. **DEFINITIONS**

- a) In this Bylaw "Municipality" means the Town of Wilkie.
- b) "Administrator" means the Administrator of the Town of Wilkie
- 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) "Bookkeeper" every public bookkeeper or accountant, or a person who gives counselling in income tax matters and /or prepares income tax returns.
- e) "Bylaw enforcement Officer" means the individual or designate who is authorized by the Town to enforce this bylaw;
- f) "Child care centre" means a facility that provides child care services, but does not include a family child care home;
- g) "Contractor" means a person who constructs, alters, maintains, repairs or removes buildings or structures, installs heating plants, plumbing or other fixtures or performs other similar work in the Town and who does not have a premises in the Town;
- h) "Direct Seller" means a person who goes from house to house selling or offering for sale, or soliciting orders for the future delivery of, goods or services;
- i) "Handi-man" means any person doing the following:
 - i) grass mowing done with garden tractor or riding mower
 - ii) garden tilling done with garden tractor
 - iii) snow blowing or removal done by machine
 - iv) repairs and maintenance to buildings/plumbing/electrical up to \$150 per job
 - v) tree trimming and removal
 - vi) fence construction and/or maintenance;
- j) "Hair Dresser" every person carrying on the business of hairdressing or barbering;
- k) "Home-based business" means an occupation conducted for a gain entirely within a dwelling unit by members of the family residing in the dwelling unit;
- l) "Petty Trades" every person carrying on business as a knife grinder, saw sharpener, skate sharpener, sewing alterations, locksmith or similar occupations;
- m) "Transient Trader" every person carrying on business as a transient trader as defined by *The Municipalities Act*;
- n) "Town" means the Town of Wilkie;
- o) "Welder" every person carrying on the business of electrical welding, fusion welding, oxyacetylene welding or cold welding;

3. No person shall carry on any trade, business or calling as set out in Schedule "A" attached to this Bylaw within the Town unless they have in their possession a valid existing license for the purposes issued in accordance with the provisions of this bylaw.

4. Persons required to be licensed under the provisions of this bylaw are those persons carrying on the business, industries, callings or occupations defined in Schedule "A" who are not operating from a commercially assessed property.

5. Any person required to obtain a license under this bylaw shall make application to the Administrator.
6. In all cases where the Government of Canada and/or the Province of Saskatchewan and/or applicable Professional Association and/or governing body require any person to obtain a federal or provincial license or certification or membership in respect of any business, trade, calling or occupation, no license shall be granted under the provisions of the Bylaw unless and until the applicant shall have first obtained and produced the said federal or provincial license or certification or membership documentation.
7. Each application for a license shall include the following information:
 - (a) The name and address of both the applicant and the business.
 - (b) The specific nature of the business for which the license is required.
 - (c) The place where the business in respect of which the license is required is to be exercised or carried on.
8. The application shall be in the form as set out on Exhibit "A" attached to this Bylaw and the applicable license fee prescribed by Schedule "A" attached to this bylaw shall be paid in full at the time of filing the application.
9. The Administrator shall issue a receipt to the applicant for the license fee tendered with the application in Section 7 with such receipt denoting approval of application.
10. Every license shall specifically state the kinds of services, goods or merchandise which the licensee is authorized to offer for sale or take orders for as the case may be and whether in the case of goods or merchandise, the licensee may offer the same for sale by retail or public auction or both and such license shall also state the restrictions or restrictions set forth in Section 11 hereof.
11. No person to whom a license has been granted under this bylaw shall offer for sale services, goods or merchandise or solicit orders for future delivery of goods or merchandise within the Town:
 - (a) Other than those services, goods or merchandise as described and set out in the license or;
 - (b) by any method except as stated in the license.
12. License fees shall become due and a business license shall be applied for on January 1st of each year or any time during the year immediately upon a person engaging in a business, industry, calling or occupation which requires a license pursuant to this bylaw.
13. Every license issued pursuant to this Bylaw shall expire on December 31st of the year of issued unless sooner suspended or revoked, excepting where a lesser period of time may be specified on the license issued.
14. Where an applicant pays a license fee for a period of less than one year, the amount of license fees paid by the applicant throughout the year in respect of a license for a period of less than one year shall be accumulated toward the cost of a yearly license, and upon the total amount of license fees paid by the applicant reaching the amount of the specified license fee for one year, the applicant shall be granted a license for the remainder of the current year.
15. Every person licensed under this bylaw shall, at all reasonable times, upon request of the Administrator, or any Bylaw Officer or any person, produce such license for inspection purposes.
16. No person to whom a license has been granted shall hinder, prevent or refuse any official mentioned under Section 15 from free access to the licensee's business location when such official has displayed his badge of office or other authorization.
17. The grant or refusal to grant a business license to any person to carry on a business, industry, or calling or occupation or the revoking or suspension of a business license shall be in the absolute discretion of the Council of the Town of Wilkie, but it shall give reasons for any refusal, suspension or revocation and, except as provided for in *The Municipalities Act*, its actions are not open to question or review by any Court.
18. Where a license is suspended or revoked the licensee shall be entitled to a refund of a part of the license fee in proportion to the unexpired part of the term for which it was granted.

19. No person to whom a license has been granted under this bylaw shall conduct a business so licensed on any street, lane, public place or Town property unless the license permits them to do so but may conduct a business on private property with the consent of the property owner as long as such business does not pose a conflict or hazard to residents of the area or traffic in the vicinity of the area where the licensee is local
20. If a license is applied for subsequent to September 1 of any year, the license fee payable shall be 50% of the fee prescribed in Schedule "A" where the license applied for is a yearly license. This discount shall not be applied to per job fees.
21. Any person who contravenes any of the provisions of this bylaw is guilty of an offense and liable, on summary conviction, to a fine of \$250.00.
22. Bylaw number 35/01 is hereby repealed.
23. This Bylaw shall have full force and effect on the date of final passage thereof.



Mayor



Administrator

A certified true copy of Bylaw No. 10/18
adopted by resolution by Council of
the Town of Wilkie on the 13th day of
August 2018.



Administrator

TOWN OF WILKIE

Schedule "A" to Bylaw 10/18

BUSINESS LICENCE FEES

General Contractor \$300.00 per year
(Not including Sub-trades) \$100.00 per Job

Trades and /or Subcontractors \$250.00 per year
\$75.00 per job

Includes the following trades:

- | | |
|---------------------------------|----------------------------------|
| (a) Plumbing/Refrigeration | (l) Insulator Installer |
| (b) Heating | (m) Eaves troughs |
| (c) Air Conditioning | (n) Brick Layer/Stone Masoner |
| (d) Electrical Contractor | (o) Parging and Stucco Installer |
| (e) Painter | (p) Window Installer |
| (f) Carpet Installer | (q) Roofer |
| (g) Siding Installer | (r) Framer |
| (h) Concrete Finisher | (s) Welding |
| (i) Stipler/Ceiling Texturer | (t) Real Estate Agent |
| (j) Gyprock Installer /Finisher | (u) Others Not Specified |
| (k) Mechanics | |

Handi Man \$100.00 per year
Home Based Business \$100.00 per year
Service, Support, Maintenance and Repair Contractors \$100.00 per year

Includes the following trades:

- | | |
|-------------------------------------|-------------------------------|
| (a) Blade Sharpener | (n) Auctioneer |
| (b) Bookkeeper/Accountant | (o) Day Care/Babysitters |
| (c) Chiropractor/Massage Therapists | (p) Picture Framers |
| (d) Taxi/Limo Service | (q) Reflexology |
| (e) Plant Nursery/Landscaper | (r) Tree Trimmers |
| (f) Building Mover | (s) Carpet/Furnace Cleaner |
| (g) Interior Decorator | (t) Digital Photo Inventory |
| (h) Upholsterer | (u) Alternative Health Clinic |
| (i) Catering | (v) Engraver |
| (j) Insurance Salesman | (w) Janitorial Services |
| (k) Music Teachers | (x) Photographer |
| (l) Greenhouse/Flower Shop | (y) Driving School |
| (m) Hearing aid Repair/Testing | (z) Esthetician |

Others not specified

****Senior Citizens (60+) and Secondary School Students pay 50% of Prescribed Fee****

Transient Trader
(Fruit Trucks/Fish Trucks/Satellite Sales and other not specified) \$125.00 per year

Direct Seller – Must hold a Provincial License
1. Class A – Sale of goods valued over \$100.00 \$ 30.00 per year
2. Class B – Sale of goods valued under \$100.00 \$20.00 per year

Hairdresser/Barber \$175.00 per year

TOWN OF WILKIE

LICENSE APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

BUSINESS NAME: _____

(if different from above)
ADDRESS: _____

TELEPHONE: _____

Specify services, codes or merchandise offered for sale;

IF SINGLE JOB LICENSE:

MUNICIPAL ADDRESS OF JOB: _____

LOT _____, BLOCK _____, PLAN _____

PERSON WHOM WORK IS BEING DONE FOR: _____

LOCATION OF TRANSIENT TRADER: _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Date

Signature of Applicant

**LICENSE IS HEREBY GRANTED AS PER THE ABOVE APPLICATION.
YOUR RECEIPT SHALL BE PROOF OF LICENSE.**

LICENSE FEE \$ _____ RECEIPT NO. _____

Date

Town Administrator