

**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

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**A BYLAW OF THE CITY OF LEDUC, IN THE PROVINCE OF ALBERTA, TO LICENSE AND REGULATE BUSINESSES**

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

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

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

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

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

**NOW THEREFORE** the Council of the City of Leduc, in the Province of Alberta, duly assembled, enacts as follows:

**PART I – GENERAL LICENSING PROVISIONS**

**Short Title**

- 1 This Bylaw may be cited as the “Business Licence Bylaw”.

**Interpretation and Definitions**

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- (1) In this Bylaw, unless the context otherwise requires:

- (a) “*applicant*” means a *person* who applies for a *licence* or renewal of a *licence*;
- (b) “*business*” means:
  - (i) a commercial, merchandising or industrial activity or undertaking,
  - (ii) a profession, trade, occupation, calling or employment; or
  - (iii) an activity providing goods or services;

Whether or not for profit and however organized or formed, including a co-operative or association of *persons*.

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- (c) “*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;
- (d) “*charitable organization*” means any incorporated or unincorporated organization that is formed for a *charitable purpose*;
- (e) “*charitable purpose*” includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose;
- (f) “*City*” means The City of Leduc, a municipal corporation in the Province of Alberta, and includes the area contained within the geographic boundaries of the City of Leduc where the context requires;
- (g) “*City Manager*” means the chief administrative officer of the *City* or his delegate;
- (h) “*Contractor*” means the business of offering to any *person* to perform or arrange to perform work involving an *improvement*;
- (i) “*Council*” as defined in the *Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended*;
- (j) “*dwelling unit*” means a dwelling unit as defined in the *Land Use Bylaw*;
- (k) “*Fees and Charges Bylaw*” means The City of Leduc Fees and Charges Bylaw No. 712-2008;
- (l) “*improvement*” means anything built, placed, altered or repaired which is in, upon, over or under land or water, including a building and any clearing, dismantling, digging, drilling, excavating, grading, filling or tunneling;
- (m) “*Land Use Bylaw*” means The City of Leduc Land Use Bylaw No. 516-2002;
- (n) “*licence*” means a licence issued under this Bylaw;
- (o) “*licence fee*” means those fees payable for a *licence* as prescribed in the *Fees and Charges Bylaw*;
- (p) “*Licensee*” means a *person* holding a valid and subsisting *licence*;
- (q) “*mobile business unit*” means a motor vehicle, temporary structure or display, or stand from which a *business* is *carried on* and for which the *Licensee* is not listed on the assessment roll;
- (r) “*Municipal Tag*” means a ticket alleging an offence issued pursuant to the authority of a Bylaw of the *City*;
- (s) “*Peace Officer*” means a peace officer as defined in the *Provincial Offences Procedure Act*;
- (t) “*person*” means an individual human being or a corporation and includes a partnership, an association or a group of *persons* acting in concert unless the context explicitly or by necessary implication otherwise requires;
- (u) “*premises*” means a store, office, *dwelling unit*, warehouse, factory, building, enclosure or the place occupied or capable of being occupied, by any *person* for the purpose of *carrying on any business*;

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- (v) “*subsequent offence*” means any offence under this Bylaw committed by a *person* after that *person* has already been convicted of an offence under this Bylaw or has voluntarily paid a fine for such an offence;
- (w) “*Violation Ticket*” means a violation ticket as defined in the *Provincial Offences Procedure Act*;
- (2) Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirement of any lawful permit, order or licence.
- (3) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- (4) All schedules attached to this Bylaw shall form part of this Bylaw.
- (5) Any headings or subheadings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- (6) Specific references to laws in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.
- (7) All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

**Licence Requirements**

3

- (1) No *person* shall *carry on a business* in the *City* unless the *person* holds a *licence* authorizing the *person* to *carry on* that *business*.
- (2)
  - (a) Notwithstanding subsection (1), a *licence* is not required for:
    - (i) a *business carried on* by the *City*;
    - (ii) a *business carried on* by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government;
    - (iii) a *business* expressly exempted from the requirement of a *licence* by a statute of the Legislature of Alberta or Parliament of Canada or;
    - (iv) a *business carried on* by any *person* as part of the Leduc Farmer’s Market;
  - (b) A *person* who contracts with any of the Governments or corporations designated in subsection (2)(a) will be subject to all the requirements of this Bylaw.
- (3) No *person* shall contravene a condition of a *licence*.
- (4) A *licence* is required for each *premises* or *mobile business unit* where the *business* is *carried on*.

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**Licence Application**

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- (1) Before the issue or renewal of a *licence* a *person* must submit to the *City Manager*:
  - (a) an application in a form established by the *City Manager*;
  - (b) the applicable *licence fee*; and
  - (c) any additional information required by this Bylaw or by the *City Manager*.
- (2) No *person* shall give false information in an application pursuant to the provisions of this Bylaw.

**Licence Fees**

5

- (1) Unless otherwise specified in this Bylaw, *licence fees* are not refundable.
- (2) The *City Manager* may refund a *licence fee* if the *licence* is not issued or renewed.
- (3) Where a *licence* has been issued in error without payment of the applicable *licence fee*, the *licence* may be revoked by the *City Manager*.
- (4) A *person* who does not reside or maintain a permanent *business premises* in the *City* shall pay the *non-resident licence fee* set out in the *Fees and Charges Bylaw*.
- (5) A *person* who operates a business from land zoned for residential use pursuant to the *City of Leduc Land Use Bylaw*.
- (6) A *Licensee* may apply to amend a *licence* by paying the amendment fee set out in the *Fees and Charges Bylaw*.
- (7) A *Licensee* may obtain a replacement *licence* for a *licence* that has been lost or destroyed by paying to the *City* the fee for a replacement *licence* set out in the *Fees and Charges Bylaw*.

**Fee Exemptions for Charitable Organizations**

6

- (1) Where any *charitable organization* wishes to be exempted from the requirements of this Bylaw to pay a *licence fee*, it shall apply to the *City Manager* for an exemption providing the name of the organization and such other information as the *City Manager* requires to determine that the organization is a *charitable organization*.
- (2) Where an exemption to pay the *licence fee* has previously been granted to the *charitable organization* applying under the same or similar circumstances or a similar relief or benefit was granted to the same or a similar *charitable organization* pursuant to the provisions of this Bylaw, the *City Manager* may issue a *licence* without requiring the payment of the *licence fee* from the *charitable organization*.
- (3) A *charitable organization* which receives an exemption under this section must otherwise comply with all provisions of this Bylaw.

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**Consultations and Approvals**

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- (1) The *City Manager* may consult, prior to issuing or renewing a *licence*, with authorities and agencies including but not limited to the Province of Alberta, the RCMP, and *City* departments, to determine whether they are in possession of information which, in the opinion of the *City Manager*, renders it inappropriate for a *licence* to be issued to a *person*.
- (2) Where a *person* intends to *carry on business* at a specific *premises* or location within the *City*, the person shall, prior to the *City Manager* issuing a *licence*, ensure that all necessary approvals required under the *Land Use Bylaw* have been obtained and shall provide satisfactory proof thereof to the *City Manager*.
- (3) Where a *licence* has been issued in error without all the necessary approvals required pursuant to this Bylaw, the *licence* may be revoked by the *City Manager*.
- (4) The *City Manager* may determine that it is inappropriate to issue a *licence* to a *person* where the safety, health or welfare of the public may be at risk due to the issuance of a *licence*.

**Inspections**

8

- (1) Where a *business* requires a consultation or approval for *licensing* or is *licensed*, then the *premises* and surrounding lot may be inspected by the *City Manager* or a *Peace Officer*.
- (2) A *person* who the *City Manager* or a *Peace Officer* reasonably believes is *carrying on a business* requiring a *licence*, an *applicant*, or a *Licensee* shall:
  - (a) permit and assist in all inspections requested by the *City Manager* or a *Peace Officer*,
  - (b) furnish to the *City Manager* or a *Peace Officer* all identification, information, or documentation related to the inspection or *licensing* requirement; and
  - (c) not provide to a the *City Manager* or a *Peace Officer* false or misleading information or information intended to mislead with regard to any matter or thing arising in connection with the *licensing* of the *business*.
- (3) No *person* shall attempt to prevent, obstruct or hinder the *City Manager* or a *Peace Officer* from making an inspection authorized by this Bylaw.
- (4) During an inspection authorized under this section, the *City Manager* or a *Peace Officer* may examine any *business* record or document for the purpose of enforcing this Bylaw, remove any relevant record or document from the *premises* for the purpose of copying it, and will provide a receipt for any document or record so removed.
- (5) No *person* shall allow any false or misleading information to appear on any record required to be kept or prepared pursuant to this Bylaw.

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**License Approval, Refusal, Suspension or Revocation**

9

- (1) The *City Manager* may refuse to issue or renew a *licence*, may suspend or revoke a *licence* and may impose any conditions on a *licence* for the following reasons:
  - (a) The *applicant* or *Licensee* does not or no longer meets the requirements of this Bylaw with respect to the *licence* applied for or held;
  - (b) The *applicant* or *Licensee* or any of its' officers or employees:
    - (i) furnishes false information or misrepresents any fact or circumstance to a *Peace Officer* or the *City Manager*;
    - (ii) has, in the opinion of the *City Manager* based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
    - (iii) fails to pay any fee or outstanding fine required by this Bylaw; or
  - (c) In the opinion of the *City Manager*, based on reasonable grounds, it is in the public interest to do so.
- (2) Where any certificate, authority, licence or other document of qualification under this or any other Bylaw, or under any statue of Canada or the Province of Alberta is suspended, cancelled, terminated or surrendered, the *City Manager* shall suspend any *licence* issued under this Bylaw based in whole or in part on the certificate, authority, *licence* or other document of qualification.

**Notice to Applicant or Licensee**

- 10 Before refusing to issue or renew a *licence*, and before a *licence* is suspended or revoked or conditions are imposed, other than conditions imposed by this Bylaw, the *applicant* or *Licensee* must be given:
- (a) notice of the proposed refusal, suspension, revocation or the proposed conditions with reasons; and
  - (b) an opportunity to make written representations to the *City Manager*.

**Decision of City Manager**

- 11 If a decision is made to refuse the issue or renewal of a *licence*, to suspend or revoke a *licence* or to impose conditions on a *licence*, other than conditions imposed by this Bylaw, notice of the decision may be served on the *applicant* or *Licensee*:
- (a) in person on the *applicant* or *Licensee* or any of its officers or employees; or
  - (b) by registered mail to the address in the application or in the records of the *City* for the *Licensee*.

**Appeal to City Council**

12

- (1) A *person*:
  - (a) who has been refused the issue or renewal of a *licence*;

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(b) whose *licence* has been suspended or revoked; or

(c) whose *licence* is made subject to conditions, other than conditions imposed by this Bylaw;

may appeal the decision within fourteen (14) days by providing written notice to the City Clerk and paying the notice of appeal fee set out in the *Fees and Charges Bylaw*.

- (2) Where a *Licensee* has given notice of an intention to appeal the revocation, suspension or conditions of a *licence*, the *City Manager* may, in the *City Manager's* sole discretion, stay the revocation, suspension or conditions pending the hearing of the appeal if the continued operation of the *business* does not create a danger to the safety, health or welfare of the public.

**Licence Identification**

13

- (1) A *licence* must be issued on a form bearing the identification of the *City* and all *licences* issued pursuant to this Bylaw are and shall remain the property of the *City*.
- (2) A *licence* must bear on its face the date on which it is issued and the date on which the *licence* will expire.
- (3) A *Licensee* shall:
- (a) post the *licence* in a prominent visible location in the *premises*; or
  - (b) if it is not practical to post the *licence*, produce the *licence* forthwith upon demand by a *Peace Officer*.
- (4) No person shall reproduce, alter, or deface a *licence*.

**Notification of Changes**

14 A *Licensee* shall forthwith notify the *City Manager* in writing of:

- (a) a change in the address of the *Licensee's business premises*;
- (b) a change in the partners of the *business* if the *licence* is issued to a partnership; or
- (c) a change in the officers or directors of the corporation if the *licence* is issued to a corporation.

**Transfer of Licence**

15 A *licence* does not confer any property right and no *Licensee* may sell, transfer, assign, lease or otherwise dispose of or deal in a *licence*.

**Term of Licence**

16

- (1) A *licence* issued pursuant to this Bylaw, unless previously suspended or revoked, or as otherwise specified in this Bylaw, is valid from the date issued stated thereon and shall expire at twelve o'clock midnight on December 31 in the year in which it was issued.

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- (2) The *City Manager* may issue a *licence* for a limited term or for a specified date in any case where the *City Manager* considers it appropriate to do so.
- (3) A *person* may not appeal a decision to issue a *licence* for a limited term or for a specified date.

**PART II – REGULATIONS PERTAINING TO PARTICULAR BUSINESSES**

**Contractor**

17

- (1) A *Contractor* that applies to the *City* for a permit, including but not limited to a Building Permit, a Development Permit, a Plumbing and Gas Permit, an Electrical Permit or a Mechanical Permit, must have a *licence*.
- (2) The *City Manager* or a *Peace Officer* may inspect the *premises* or the site at which a *Contractor* is working.
- (3) Notwithstanding Section 30, proof of one offer to perform or offer to arrange to perform work on an *improvement* is sufficient to establish that the *business* of a *Contractor* is being *carried on*.

**PART III – ENFORCEMENT**

**Offence**

18 A *person* who contravenes this Bylaw is guilty of an offence.

**Continuing Offence**

19 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a *person* guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

**Vicarious Liability**

20 For the purposes of this Bylaw, an act or omission by an employee or agent of a *person* is deemed also to be an act or omission of the *person* if the act or omission occurred in the course of the employee's employment with the *person*, or in the course of the agent's exercising the powers or performing the duties on behalf of the *person* under their agency relationship.

**Corporations and Partnerships**

21

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee 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.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or

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

**Fines and Penalties**

22

- (1) A *person* who is guilty of an offence is liable to a fine in an amount not less than that established in this Section, and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
- (2) Without restricting the generality of subsection (1) the following fine amounts are established for use on *Municipal Tags* and *Violation Tickets* if a voluntary payment option is offered:
  - (a) \$300.00 for any offence for which a fine is not otherwise established in this Section;
  - (b) \$500.00 for any offence under Sections 3(1), 3(4), 4(2), 8;
  - (c) double these fine amounts for any *subsequent offence*.

**Municipal Tag**

23

- (1) A *Peace Officer* is hereby authorized and empowered to issue a *Municipal Tag* to any *person* who the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) A *Municipal Tag* may be issued to such *person*:
  - (a) either personally; or
  - (b) by mailing a copy to such *person* at his last known post office address.
- (3) The *Municipal Tag* shall be in a form approved by the *City Manager* and shall state:
  - (a) the name of the *person*;
  - (b) the offence;
  - (c) the specified penalty established by this Bylaw for the offence;
  - (d) that the penalty shall be paid within 30 days of the issuance of the *Municipal Tag*; and
  - (e) any other information as may be required by the *City Manager*.

**Payment in Lieu of Prosecution**

24 Where a *Municipal Tag* is issued pursuant to this Bylaw, the *person* to whom the *Municipal Tag* is issued may, in lieu of being prosecuted for the offence, pay to the *City* the penalty specified within the time period indicated on the *Municipal Tag*.

**Violation Ticket**

25

- (1) If a *Municipal Tag* has been issued and if the specified penalty has not been paid within the prescribed time, then a *Peace Officer* is hereby authorized and

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- empowered to issue a *Violation Ticket* pursuant to the *Provincial Offences Procedure Act*;
- (2) Notwithstanding subsection (1), a *Peace Officer* is hereby authorized and empowered to immediately issue a *Violation Ticket* pursuant to the *Provincial Offences Procedure Act* to any *person* who the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- (3) If a *Violation Ticket* is issued in respect of an offence, the *Violation Ticket* may;
- (a) specify the fine amount established by this Bylaw for the offence; or
  - (b) require a *person* to appear in court without the alternative of making a voluntary payment.

**Voluntary Payment**

26 A *person* who commits an offence may:

- (a) if a *Violation Ticket* is issued in respect of the offence; and
- (b) if the *Violation Ticket* specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the *Violation Ticket*, the specified penalty set out on the *Violation Ticket*.

**Obstruction**

27 A *person* shall not obstruct or hinder any *person* in the exercise or performance of the *person's* powers pursuant to this Bylaw.

**PART IV - GENERAL**

**Proof of Licence**

28 The onus of proving that a *person* has a valid and subsisting *licence* for a *business* is on the *person* alleging the *licence* on a balance of probabilities.

**Proof of Exemption**

29 The onus of proving that a *person* is exempt from the provisions of this Bylaw requiring a *licence* is on the *person* alleging the exemption on a balance of probabilities.

**Proof of Business**

30 In a prosecution for a contravention of this Bylaw against *carrying on a business* without a *licence*, proof of one transaction in the *business* or that the *business* had been advertised is sufficient to establish that a *person* is *carrying on the business*.

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**City Manager**

- 31 Without restricting any other power, duty or function granted by this Bylaw, the *City Manager* may:
- (a) carry on whatever inspections are reasonably required to determine compliance with this Bylaw;
  - (b) delegate any powers, duties or functions under this Bylaw to an employee of the *City*; and
  - (c) establish forms for the purposes of this Bylaw.

**Certified Copy of Record**

- 32 A copy of a record of the *City*, certified by the *City Manager* as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the *person* signing it.

**Existing Licence**

- 33 An existing licence issued under Bylaw No. 487-2000, the City of Leduc Business Licence Bylaw, remains valid until the term of such licence expires.

**Repeal**

- 34 Bylaw No. 487-2000 is repealed.

**Enactment**

- 35 This Bylaw shall come into force and effect when it received third reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 24<sup>TH</sup> DAY OF MAY, 2011.

READ A SECOND TIME AS AMENDED IN COUNCIL THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2011.

READ A THIRD TIME AS AMENDED IN COUNCIL AND FINALLY PASSED THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2011.

*"original signed"*

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**Greg Krischke**  
**MAYOR**

*"original signed"*

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**Laura Knoblock**  
**CITY CLERK**

September 26, 2011  
Date Signed