

**Town of Osler**  
**BYLAW NO. 2014 – 03**  
**A BYLAW OF THE TOWN OF OSLER TO REGULATE BUSINESSES**

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

**PART I GENERAL MATTERS**

**Short Title**

1. This bylaw may be cited as the Business Licensing Bylaw.

**Purpose**

2. The purpose of this bylaw is to license businesses in The Town of Osler so as:

- (a) To regulate businesses;
- (b) To ensure compliance with land-use and building regulations;
- (c) To gather land-use information;
- (d) To gather workforce statistics; and
- (e) To facilitate planning decisions.

**PART II DEFINITIONS**

3. In this bylaw,

**“Act”** means *The Municipalities Act* and amendments thereto.

**“Business”** means any of the following activities, whether or not for profit and however organized or formed:

- (a) A commercial, merchandising or industrial activity or undertaking;
- (b) The carrying on of a profession, trade, occupation, calling or employment;
- (c) An activity providing goods or services;

**“CAO”** means the Chief Administrative Officer, or other person designated by him/her to issue business licenses pursuant to this Bylaw.

**“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 business premises in the Town.

**“Direct seller”** means a person who does not have a business premises in the Town and:

- (a) Travels from house to house selling or offering for sale, or soliciting orders for the future delivery of goods or services; and/or
- (b) By telephone offers for sale or solicits orders for the future delivery of goods or services;

**“Farmers’ Market”** means a group of persons operating collectively which sells products that they bake, make, or grow.

**“Goods”** means any article, thing or substance and includes subscriptions for books, magazines or any printed matter.

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**“Home Based Business”** as defined in the Town of Osler’s Zoning Bylaw.

**“Local Business”** means any business that is owned and operated with a civic address in the Town.

**“Not Classified”** includes every person carrying on any trade or business for gain not otherwise specified anywhere in this bylaw.

**“Services”** means performing a service or any work, act or deed, for any compensation whether monetary or otherwise.

**“Store-front Business”** means any business located in the commercial and/or industrial district(s) as shown on the Zoning District Map in the Town of Osler Zoning Bylaw.

**“Town”** means the Town of Osler in the Province of Saskatchewan.

**“Transient trader”** means a person carrying on business in a municipality who:

- (i) Offers goods or merchandise for sale by retail or auction; or
  - (ii) Solicits any person who is not a wholesaler or retail dealer for orders for the future delivery of goods or merchandise;
- but does not include a person who is required to be licensed pursuant to *The Direct Sellers Act* or who is an occupant of property that is used for business purposes.

**PART III GENERAL LICENSING:**

**License Required**

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

**Application**

5. A person must apply in writing, by completing an application form, Schedule C attached hereto and forming part of this bylaw, or, in the case of a home-based business, Schedule D, attached hereto and forming part of this bylaw, to the Town for a Business License before commencing any business.

6. An application must include all requested information, including but not limited to:

- (a) Name and address of the applicant,
- (b) The nature of the business for which the application is required,
- (c) The place where the business is to be carried on,
- (d) The name under which the business will be operated,
- (e) The area of the premises where the business will be carried on;
- (f) The name of a contact person;
- (g) A completed Development Permit and supporting documents (when applicable).

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7. Notwithstanding the provisions of this bylaw, the Town, at its sole discretion, may require the general contractor of a project to provide a list of sub-trades for the project and the total business license fees will be payable by the general contractor with the term of the business license to expire at the end of the project. Business licenses for the individual sub-trades listed will be included within the business license of the contractor.

**License Fee**

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

**Granting of Licenses**

9. The Town may issue licenses in the following circumstances:
- (a) The required application form has been completed;
  - (b) The required license fee has been paid;
  - (c) If required, the necessary provincial or federal license has been produced;
  - (d) If required, the necessary written approval of Saskatoon District Health has been produced; and
  - (e) The business or the premises occupied by the business complies with all the zoning, building, plumbing and other requirements of the Town.
10. Due to falling under legislation in *The Direct Sellers Act*, the following are exempt from obtaining a Business License from the Town:
- (a) Home based party-type businesses such as, but not limited to, Avon, Epicure, Mary Kay, Pampered Chef, Party-Lite, Tupperware, Watkins, Gold Canyon Candles, Arbonne, and Silpada.
  - (b) Real Estate Agents that do not operate a Store-front or Home-based business within the Town limits.
  - (c) Publicly funded organizations such as, but not limited to, educational institutions, educational administration, municipal administration and its entities, and hospitals.
  - (d) Non-profit organizations, service groups and community groups such as, but not limited to, churches or places of worship, unless operating a service for profit out of a location within the Town limits.

**License Issued for One Year Unless Otherwise Stated**

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

**Renewal**

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

14. A person must notify the Town if a business is discontinued.
15. A person must notify the Town if either the size or nature of the business changes.
16. A person must apply for a new license if the business relocates.
17. A person purchasing or taking over an existing business must apply for a new license but shall not be required to pay a new license fee. In this circumstance, the new license will expire at the end of the original license period.

**Revoking or Suspending of Licenses**

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

**Distress**

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

**Premises Licensed Separately**

22. If a business is carried on at more than one location, a person must obtain a license for each location.
23. A license issued under the provisions of this bylaw is only valid at the location for which it is issued.

**Town Bylaws**

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

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26. The issuing of a license to a person/business does not relieve that person/business of the responsibility of conforming to any zoning, building, plumbing, and other requirements of the Town.

**Federal or Provincial License Required**

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

**License to be Displayed**

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

**Enforcement of Bylaw**

31. The administration and enforcement of this bylaw is hereby delegated to the CAO for the Town of Osler.
32. The CAO is hereby authorized to further delegate the administration and enforcement of this bylaw to any municipal official, including but not limited to the Bylaw Enforcement Officer.

**Inspections**

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

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**Offences and Penalties**

37. No person shall:
- (a) Obstruct or hinder any designated officer or any other person acting under the authority of this bylaw; or
  - (b) Fail to comply with any other provision of this bylaw.
38. Notwithstanding any other penalty provisions of this bylaw, a designated officer may issue a voluntary payment in lieu of a summons and the accused may within 15 days pay the following monetary penalty to the Town:
- a) For the first offence \$ 50.00
  - b) For a second offence \$100.00
  - c) For a third and subsequent offence \$100.00
39. Except where a penalty is specifically provided for in this bylaw, every person who contravenes any provision of Section (37) is guilty of an offence and liable on summary conviction and shall be liable for the penalties listed in Schedule “B” and costs in default of payment.
40. In the event that a person who has been refused a license carries on a business, he shall be guilty of an offense and shall be liable on Summary Conviction to a fine of Fifty Dollars (\$50.00) for each day that such business is carried on and costs associated with conviction. Upon conviction under this paragraph, the Court may order that the accused cease to carry on such business.
41. If a license fee imposed for the licensing of building contractors is unpaid, a designated officer:
- (a) may give a written notice to any person by whom the contractor is employed requiring that person to pay the license fee out of moneys payable by that person to the contractor; and
  - (b) if the designated officer gives written notice pursuant to clause (a), he/she shall send a copy of the written notice to the contractor.
42. On receipt by a person mentioned in Section (41) of a written notice requiring the person to pay a license fee, the amount of the license fee is, to the extent of the moneys so payable, a debt due by that person to the Municipality; and may be recovered in the same manner as taxes may be recovered.

**PART V SEVERABILITY**

**Scope**

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

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**PART VI REPEAL OF BYLAWS**

**Repeal of Former Bylaws**

44. Upon effective date of this bylaw, Bylaw 1-94 is hereby repealed.

**PART VII EFFECTIVE DATE OF BYLAW**

**Coming Into Force**

45. This bylaw shall come into force and effect on the day it is passed by the Council of the Town of Osler.

Read a first time this 25<sup>th</sup> day of February, 2014

Read a second time this 25<sup>th</sup> day of February, 2014

Read a third time this 25<sup>th</sup> day of February, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

SEAL

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**Schedule “A” to Bylaw 2014 – 03**

**SCHEDULE OF FEES**

Annual – Store-front businesses	\$75	
Annual – Home-based businesses	\$25	
Annual – Contractors (other than General)	\$100	One time fee: \$50
Annual – Direct Sellers	\$100	One time fee: \$50
Annual – Transient Traders	\$100	One time fee: \$50
Annual – Mobile Food Vendor	\$100	One time fee: \$25
Annual – Farmer’s Market	\$100	One time fee: \$25
Annual – Daycares, After School Programs	\$ 25 (when requested)	
Annual – Preschools (Preschools in Residential areas must comply with the Zoning Bylaw)	\$ 25	
License fee – General Contractors (special – per project) (paid as part of Building Permit application)	\$300	

***After September 1<sup>st</sup>***

Store-front businesses	\$50
Home-based businesses	\$15
Contractors/Direct Sellers/Transient Traders	\$60



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**Schedule “B” to Bylaw 2014 – 03**

**SCHEDULE OF OFFENSES**

Conducting a business without a license	\$200
Conducting business activity from a premise not identified on license	\$100
Conducting business without renewal	\$200
Failing to post license	\$100
Failing to produce license upon request by authorized personnel	\$100
Advertising or promoting a business without license	\$200
Providing false or misleading information to the Town	\$500
Providing false or misleading information to the Bylaw Enforcement Officer	\$500

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**Schedule "C"**

**Business License Application**

Date: \_\_\_\_\_

**Owner's Information**

Owner's Name: \_\_\_\_\_ Ph No.: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Legal Description: Lot \_\_\_\_ Blk \_\_\_\_ Plan \_\_\_\_\_

Contact: \_\_\_\_\_ Ph No: \_\_\_\_\_  
(If different from owner)

**Business Information**

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

Operating Name of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business Class (as per Schedule A): \_\_\_\_\_

Civic Address of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Business Start Date: \_\_\_\_\_

I/We hereby make application for a Business License in respect to the above in accordance with the bylaw of the Town of Osler relating to the operating of a business within the Town of Osler.

I/We have complied with the requirements under all Town of Osler bylaws relating to the business listed above. (e.g. Zoning, Trailer, etc.) \_\_\_\_\_ [initial(s)].

Note: The issuing of a license to a person by the Town does not relieve that person of the responsibility to obtain any federal or provincial license that may be required by law \_\_\_\_\_ [initial(s)].

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Signature

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**Schedule "D"  
Home Based Business License Application**

**FILE NO:** \_\_\_\_\_ **Date of Application (mm/dd/yy):** \_\_\_\_\_ **Fee: \$** \_\_\_\_\_

**Application Type (please check all that apply)**

- New Business (\$25)\*
- Change of Location (\$15)\*      **Previous Location:** \_\_\_\_\_
- Change of Ownership No charge
- Change of Business Name No charge      **Previous Name:** \_\_\_\_\_

**Make cheques payable to: Town of Osler**

Forward the completed application form, any necessary supporting documents, along with the fee to:

Town of Osler  
228 Willow Drive, Box 190  
Osler, SK S0K 3A0

For more information contact us at: [info@townofosler.com](mailto:info@townofosler.com) or call 306-239-2155

Visit our website for additional information on starting a home based business: [www.osler-sk.ca](http://www.osler-sk.ca)

**Business Information (Please Print Clearly)**

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

**Address:** \_\_\_\_\_ **Osler** **SK** **S0K 3A0**  
Unit #      Street name      Town      Province      Postal Code

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Business Owner/Contact:** \_\_\_\_\_

**Business Description (Please Print Clearly)**

**(a) Please describe in your own words the primary function of your business. What goods and services are provided?**

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**(b) What will the days of operation be?** \_\_\_\_\_

**(c) In what manner will your clients or customers receive your services?** (e.g. in person, telephone, mail, internet, fax, etc.)

**(d) Do you reside at the business location?** YES  NO  **If no, what address do you reside at?**

**(e) Will you have clients or customers coming to your residence?** YES  NO

If yes, approx. how many per day? How many at one time? \_\_\_\_\_

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**(f) How many people work for this business and where do they work?** (Please include yourself)

On-site, (at the home):

Off-site (away from the home):

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

If on-site, where will they park? \_\_\_\_\_

**(g) Will you be the sole owner of the business?** YES  NO

If no, provide the name, address, and phone number of any other owner or partner(s) maintaining a separate business location.

**(h) List any equipment used to operate the home based business** \_\_\_\_\_

**(i) In connection with your business, do you require any materials/equipment to be stored at home (list and quantity)?**

**(j) Does your business have a designated business vehicle?** YES  NO

If yes, what type? \_\_\_\_\_ What is the gross weight? \_\_\_\_\_ Length? \_\_\_\_\_ Where is it kept? \_\_\_\_\_

**(k) Will materials be delivered to your home?** YES  NO

If yes, please describe how and in what quantity? \_\_\_\_\_

**(l) What is the floor area of your home?** \_\_\_\_\_ ft<sup>2</sup>  or m<sup>2</sup>

**(m) Which room(s) will be used to conduct the home based business and what is the approximate floor area to be used?**

\_\_\_\_\_ ft<sup>2</sup>  or m<sup>2</sup>

*From the Zoning Bylaw - Home based businesses shall be conducted entirely indoors, and no more than 20 % of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 30m<sup>2</sup>, may be occupied by home based business.*

**(n) Describe any exterior or interior alterations/renovations that will be made in connection with the proposed home based business.** (A building permit may be required for alterations/renovations)

**Declaration of Applicant**

I hereby certify that all statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*. I have enclosed the required Application Fee\*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**For Office Use Only:** Type (I or II) \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_ Business ID: \_\_\_\_\_

Approved by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_