

**ADMINISTRATIVE CONSOLIDATION OF BYLAW 20-13
AS OF OCTOBER 15, 2019**

BYLAW 20-13

**A BYLAW OF THE TOWN OF OKOTOKS
IN THE PROVINCE OF ALBERTA
TO REGULATE BUSINESS AND THE LICENSING OF BUSINESSES**

(As amended by Bylaws 32-18 and 29-19)

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for the purpose of controlling and regulating businesses, business activities and persons engaged in business within the Town of Okotoks; and

WHEREAS Council may control, regulate and license business and provide for a system of licenses, permits or approvals; and

WHEREAS Council deems it desirable to register businesses operating within and partially within the Town of Okotoks and establish a system for license fees, fines and penalties;

NOW THEREFORE the Council of the Town of Okotoks enacts as follows:

1. SHORT TITLE

This Bylaw may be known as "The Business License Bylaw".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

2.1 **Adult Entertainment Facility** means the premises used for the provision of any service appealing to erotic or sexual appetites or inclinations including but not limited to:

- a) adult mini-theatres;
- b) adult video stores;
- c) love boutiques or shops; and
- d) any facility where erotic entertainers are present.

2.2 **advertiser** means any person who:

- a) distributes advertising materials and samples from door to door;
- b) walks about the streets on foot carrying an advertising placard or sign; or
- c) employs a vehicle, animal or other device for the purpose of advertising any business.

- 2.3 **advertising** means the business of an advertiser, or the employment of others to act as advertisers, and includes any form including but not limited to:
- a) websites;
 - b) business cards;
 - c) newspapers;
 - d) radio;
 - e) television;
 - f) flyers;
 - g) brochures; or
 - h) any other promotional materials.
- 2.4 **agent** means any person who, by mutual consent, acts for the benefit of another, including a sales representative or a person in care and control of the premises where a business is being conducted.
- 2.5 **applicant** means a person who applies or makes application for a business license or the renewal of a business license.
- 2.6 **application** means a written application for a business license as provided for by this Bylaw and includes an application to renew, change address, amend, or transfer a business license to another owner.
- 2.7 **business** includes every business type, commercial, retail, merchandising industrial activity or undertaking, trade, profession, industry, occupation employment or calling and an activity providing goods and/or services however organized or formed, including a co-operative or association of persons as stated in the definitions in the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- 2.8 **business license** means a license granted by the Town entitling the person or business to which it is granted to carry on business therein specified in the Town pursuant to the provisions of this Bylaw.
- 2.9 **carry on, carrying on, carried on, 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.
- 2.10 **Chief Administrative Officer** means the Chief Administrative Officer of the Town of Okotoks appointed by Council, hereinafter referred to as the Municipal Manager, or designate.
- 2.11 **Christmas Tree Vendor** means the business of selling, displaying for sale or offering for sale to the public, natural Christmas trees.

- 2.12 **convenience store** means a development used for the retail sale of those goods required by area residents or employees on a day-to-day basis, from business premises which do not exceed 186m² (2,002.15 sq. ft.) in gross floor area. Typical uses include small food stores and variety stores selling confectionery, tobacco, grocery, non-alcoholic beverages, pharmaceutical and personal care items, hardware or printed matter.
- 2.13 **Council** means the Council of the Town of Okotoks.
- 2.14 **licensee** means a person holding a valid and subsisting business license issued pursuant to the provisions of this Bylaw.
- 2.15 **License Inspector** means a Peace Officer or an inspector appointed to assist in carrying out the administration and enforcement of this Bylaw and includes the Licensing Officer.
- 2.16 **Licensing Officer** means the Town employee so designated as the Licensing Officer and includes any License Inspector designated by the Municipal Manager to perform the duties of the Licensing Officer.
- 2.17 **license year** means the period commencing January 1 and ending on December 31 of the same calendar year.
- 2.18 **minor** means any person under the age of 18.
- 2.19 **Mobile Vending Unit** means a portable unit or vehicle used to sell food items, fruits, vegetables or artisan products.
- 2.20 **non-profit organization** means a person, association of persons, or a corporation (unincorporated or incorporated), acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes but is not limited to:
- a) a religious society, church or organization;
 - b) a service club;
 - c) a community, veterans' or youth organization;
 - d) a social, sport or fraternal organization or club; or
 - e) an employers' or employees' organization, club or social group.
- 2.21 **non-resident business** means a business not operating from a taxable premises within the Town or a business that operates from a residence or business within the geographic boundary established by the Municipal District of Foothills No. 31.

- 2.22 **person** means any individual, or any business entity, including but not limited to:
- a) a firm;
 - b) a partnership;
 - c) an association;
 - d) a corporation;
 - e) a society; or
 - f) a legal entity.
- 2.23 **Peace Officer** means:
- a) a member of the Royal Canadian Mounted Police;
 - b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
 - c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town.
- 2.24 **premises** means a store, office, warehouse, factory, building, enclosure, yard or other place occupied, or capable of being occupied, by any person for the purpose of any business.
- 2.25 **Rates & Fees Bylaw** means the Town of Okotoks Rates & Fees Bylaw as amended or replaced.
- 2.26 **resident business** means any person carrying on business from taxable premises within the Town.
- 2.27 **Senior's Lodge** means a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.
- 2.28 **separate businesses** shall mean each of the businesses having the same or different trade names and/or legal names, operating out of multiple locations and collecting revenue for tax purposes under the same business name or each individual business name.
- 2.29 ~~**smoke shop** means any stand alone business, or a licensed business within any other business or entity that is selling any tobacco products.~~
(DELETED Bylaw 32-18)

2.30 ~~tobacco products~~ means:

- a) ~~tobacco in any form including but not limited to:~~
 - i. ~~cigarettes;~~
 - ii. ~~pipe tobacco;~~
 - iii. ~~loose tobacco;~~
 - iv. ~~plugs of tobacco;~~
 - v. ~~chewing tobacco;~~
 - vi. ~~snuff;~~

- b) ~~merchandise used to make cigarettes including but not limited to:~~
 - vii. ~~rolling papers;~~
 - viii. ~~tubes;~~
 - ix. ~~filters;~~

- c) ~~devices intended to facilitate smoking activity including but not limited to:~~
 - x. ~~pipes (metal, glass, blown, plastic, wood);~~
 - xi. ~~water pipes;~~
 - xii. ~~water bongs;~~
 - xiii. ~~hookahs;~~
 - xiv. ~~shisha bowls;~~
 - xv. ~~scales;~~
 - xvi. ~~grinders;~~
 - xvii. ~~vaporizers;~~
 - xviii. ~~rollies; and~~
 - xix. ~~any other related accessories.~~ **(DELETED Bylaw 32-18)**

2.31 **Town** means the Town of Okotoks, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.32 **violation tag** means a notice or tag in a form as approved by the Municipal Manager, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw.

2.33 **violation ticket** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedures Act, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. **NECESSITY FOR BUSINESS LICENSE**

3.1 No person shall carry on any business or be engaged in any business within or partly within or partly without, the boundary limits of the Town unless that person has a valid and subsisting business license, and has paid the fee as prescribed in the Rates & Fees Bylaw.

- 3.2 An applicant and/or owner shall make application or amendments on a form supplied by the Town, furnishing such information as the form shall require and such additional information as may be reasonably required.
- 3.3 No person shall be issued a business license or have such business license renewed unless that person provides written confirmation in a form acceptable to the Licensing Officer, that all provincial and federal licensing requirements have been met, including, but not limited to, all licensing requirements under the Fair Trading Act, Revised Statutes of Alberta 2000, Chapter F-2.
- 3.4 No business license will be issued if the applicant fails to comply with the provisions of or regulations under any other Town Bylaw.
- 3.5 No business license shall be issued until such time as the applicant holds a valid development permit where required by the provisions of the Land Use Bylaw.
- 3.6 No business license will be issued until such time as the applicant and/or owner has completed all aspects of the final occupancy permit and/or inspection requirements as set out by the Safety Codes Officer (or designate) with respect to building codes and approvals.
- 3.7 No business license will be issued until such time as the applicant and/or owner has completed all aspects of fire inspection to the satisfaction of the Okotoks Fire Department.
- 3.8 Notwithstanding that a business license has been issued under the provisions of this Bylaw, such business license does not authorize or permit the licensee to carry on a business or any pursuit contrary to the provisions of any other Town Bylaw.
- 3.9 No person shall contravene a condition of a business license and must follow all regulations. All persons or businesses shall be subject to inspection at any time by a License Inspector of the Town.
- 3.10 A business license is required for each physical address, premises, or location where business is carried on within the Town and a separate fee shall be paid for each location. When two or more persons are operating separate businesses from the same premises a business license is required for each business.
- 3.11 Every business license holder must present a valid business license certificate should a License Inspector, Peace Officer, or any person with whom business is being conducted request to see it. The business license certificate shall be posted in a conspicuous place on the business premises of the licensee, so that it is clearly visible to the public.

- 3.12 For businesses that are not carried on at a fixed location, the business license certificate must be:
- a) carried on the person of the licensee; or
 - b) carried in or on the vehicle or apparatus from which the business is conducted; and
 - c) be shown to the Licensing Officer or members of the public upon request.
- 3.13 Every business license granted under the provisions of this Bylaw shall terminate at midnight on the 31st day of December in the calendar year in which the business license was issued. All annual business license holders are deemed to be renewing and will be invoiced for the next calendar year unless written verification is received otherwise (electronically or in writing), and it is assumed that renewal of the business license and payment of the business license fee is required each subsequent calendar year, no later than the 31st day of January or 30 days from the date of invoice.
- 3.14 Exceptions to section 3.13:
- a) the business license provides otherwise (i.e. a term or seasonal business license); or
 - b) the business license has been sooner cancelled, ceased, or forfeited in writing.
- 3.15 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 interest of the existing licensee or of the location of the business;
 - c) payment of the transfer or change of ownership fee as per the Rates & Fees Bylaw;
 - d) the applicant complying with the provisions of this Bylaw; and
 - e) the application being approved by the Town.
- 3.16 Any advertising of a business shall be deemed prima facie proof that the person is carrying on business.
- 3.17 All business licenses issued pursuant to this Bylaw remain the property of the Town.

4. PREREQUISITES FOR A BUSINESS LICENSE

- 4.1 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 properly licensed or approved or otherwise not in compliance with any Federal, Provincial or Municipal statute, regulation, Bylaw or other requirements; or
 - c) if a Licensing Officer or Licensing Inspector determines that there are reasonable grounds not to grant a business license. Such grounds may include, but are not limited to, the character of the applicant and a criminal record.

5. EXEMPTIONS

- 5.1 No business license is required if:
- a) the business is carried on or operated by the Town;
 - b) 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;
 - 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 non-profit organization;
 - e) the business is exempted through or by order of Council;
 - f) the Town is in receipt of written confirmation stating that the business is no longer operating in the Town;
 - g) the business is a non-resident business whose only business activity is the supply or delivery of wholesale or bulk goods to a resident business;
 - h) a special event or community event is being organized or financially sponsored by the Town;
 - i) a minor is providing individual light duty occasional services such as paper deliveries, baby sitting, yard work and snow shoveling;
 - j) a business is providing goods or services to the residents of a Senior's Lodge exclusively, that business is exempt from the payment of a business license fee under this Bylaw; or
 - k) a business is a day home provider with less than 7 children under care.
- 5.2 Where a non-profit organization wishes to be exempted from paying a business license fee, it shall apply in writing to the Licensing Officer providing the following information:
- a) the name of the organization, the Articles or Memorandum of Incorporation, and such other information as the Licensing Officer requires to determine that the organization is a non-profit organization; and
 - b) a description of the business which the organization wishes to carry on and the time and place where it will be carried on.

- 5.3 The Licensing Officer may grant any exemption to a non-profit organization with or without conditions, or may refuse to grant any such exemption.
- 5.4 Where a private business is donating any portion of their sales or revenues to a non-profit organization a business license is still required.
- 5.5 Where an exemption is granted to an organization pursuant to this section, unless otherwise stated under the exemption, the organization shall comply with all other provisions of this Bylaw relating to the business to be carried on.

6. BUSINESS LICENSE REQUIREMENTS

- 6.1 Every applicant for a business license must provide the following information on the application prescribed by the Licensing Officer:
 - a) the physical address for the proposed place of business;
 - b) the trade name(s) under which the proposed business will operate;
 - c) the full name, residential address, business address and telephone number of the owner when the applicant is a sole proprietorship or partnership. The owner of the business must also sign the application form in addition to the applicant if the applicant is different from the owner of the business;
 - d) the full name, residential address, business address, and telephone number of the principal managing employee or employees, when the applicant is a corporation;
 - e) proof, satisfactory to the Licensing Officer, that the proposed place of business complies with all applicable land use regulations and health and safety regulations that may affect the use of the proposed place of business; and
 - f) such other information as the Licensing Officer may reasonably require.
- 6.2 No person shall give false information in any application.
- 6.3 For the purpose of administering the provisions of this Bylaw, the Licensing Officer is authorized to prepare and use such forms and notices as may be deemed necessary. Any such forms and notices are deemed to have the full force and effect of this Bylaw in execution of the purpose for which they are designed, authorized and issued.
- 6.4 Forms, notices and fees may be issued, mailed, electronically mailed, collected, served or delivered in the course of the Licensing Officer's duties and responsibilities.

- 6.5 All fees are not processed until the applicant has met the other municipal requirements of obtaining the business license. Payment itself is not permission to operate the business within the community. The Licensing Officer must sign and/or approve the business license application in order for the business license to be granted and issued.
- 6.6 Every person who makes an application for a business license shall submit to and assist every inspection required by the Licensing Officer or other designate with respect to the business to be licensed and furnish to the Licensing Officer all information required.

7. LICENSING OFFICER

- 7.1 The Licensing Officer shall be appointed from time to time by the Municipal Manager and designated as a Municipal Official.
- 7.2 The powers and duties of the Licensing Officer are:
- a) to administer and enforce all requirements of the Bylaw including the applications for business licenses, invoicing all active businesses, and collection of money payable under this Bylaw;
 - b) to ascertain that all information furnished by an applicant in connection with an application for a business license is true in substance and in fact; and
 - c) to provide reports and advice to Council and the Municipal Manager on business licensing in such manner and at such time as required.

8. BUSINESS LICENSING FEES

- 8.1 The business license fees shall be established by resolution of Council as per the Rates & Fee Bylaw.
- 8.2 Every applicant for a business license shall pay the business license fee set forth in the Rates & Fees Bylaw and any business license is not valid if the fee prescribed under the Rates & Fees Bylaw is not paid.
- 8.3 Where an annual business license fee is greater than one dollar, the Town may issue a business license after July 1 of any license year for one half the annual fee as set in the Rates and Fees Bylaw, if the business applying for the business license has not been operating within the limits of the Town prior to July 1.
- 8.4 Once the License Officer has issued a business license, the business license fee is not refundable.
- 8.5 When a business closes, moves or ceases its operations at anytime through the calendar year all business license fees paid are not refundable.

- 8.6 Payment of the business license fee as set by resolution of Council, for business license renewal shall be made no later than thirty (30) days following the date of notice. Fees not paid within thirty (30) days will be charged interest at the current rate.
- 8.7 Flat rate charges and penalties will be applied to all outstanding accounts on February 1st of the calendar year or the next business day if on a weekend. Flat rate charges and penalties shall be set for in the annual Rates & Fees Bylaw.

9. REVOCATION, SUSPENSION OR REFUSAL OF A BUSINESS LICENSE

- 9.1 The Licensing Officer may revoke or suspend a business license if:
- a) the person or business to whom the business license is issued contravenes any Federal, Provincial or Municipal statute, regulation, directive or Bylaw, including this Bylaw, in the course of carrying on the business covered by the business license;
 - b) in the opinion of the Licensing Officer, there are just and reasonable grounds to suspend or revoke a business license; or
 - c) any certification, authority, license or other document of qualifications under any Federal, Provincial or Municipal statute, regulation, or Bylaw required for the operation of the business covered by the business license is suspended, cancelled, terminated or surrendered effective on the date of the suspension, cancellation, termination or surrender.
- 9.2 Upon a business license being suspended or revoked, the holder shall be notified:
- a) by personal service of a notice on the holder; or
 - b) by mailing a notice to the holder by double registered mail to the holder's business location or residential address noted on the application for the business license.
- 9.3 A notice of suspension or revocation of a business license shall be deemed to be received on the date of service or seven (7) working days after the date it is mailed.
- 9.4 Upon receiving a notice of suspension or revocation of a business license, a person shall cease to carry on the business with respect to which the business license was issued.
- 9.5 Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a business license under this Bylaw, a Peace Officer, Licensing Inspector, Licensing Officer, Municipal Enforcement officer or any other authorized person may inspect the building or location for any purpose under this Bylaw at all reasonable times during the license year.

- 9.6 A suspension of a business license under this Bylaw may be:
- a) for a period of time not exceeding the unexpired term of the business license; or
 - b) where the suspension is for non-compliance with a statute, regulation, or Bylaw, until the holder of the suspended business license, in the opinion of the Licensing Officer, complies with the statute, regulation or Bylaw.
- 9.7 A business license may be revoked or suspended for non-compliance with a statute, regulation or Bylaw notwithstanding that the holder of the business license has not been prosecuted for a contravention of the statute, regulation or Bylaw.
- 9.8 Where any certificate, authority, license or other document of qualification under this or any other Bylaw or under any statute of Canada or Province of Alberta, is suspended, cancelled, terminated or surrendered, any business license issued under this Bylaw based in whole or in part on such certificate, authority, license or other document of qualification shall be automatically revoked forthwith. The licensee shall:
- a) return the business license to the Licensing Officer; and
 - b) furnish the Licensing Officer with proof satisfactory of a renewal or reissue of any certificate authority, license or other document of qualification.
- 9.9 Upon request by the Environmental Health Officer to do so, the License Inspector shall suspend the business license of any licensed premises concerned and shall not reinstate such licensee until the Environmental Health Officer certifies that the premises concerned are again fit to be used.

10. APPEAL

- 10.1 In every case where an application for a business license has been refused, a business license has been authorized subject to conditions, or where a business license has been revoked, the person seeking the business license shall be entitled to appeal to Council. Council shall be the judge of whether the refusal of the business license or conditions attached thereto was just and reasonable.
- 10.2 Any applicant who is affected by a decision of the Licensing Officer, other than a decision to issue a violation tag or violation ticket, may appeal to Council, by delivering to the Municipal Secretary a notice of appeal in the form prescribed, within thirty (30) days. An appeal must be:
- a) in writing, setting out the reasons for the appeal; and
 - b) accompanied by the required appeal fee of One Hundred (\$100.00) Dollars.
- 10.3 Any appeal received after thirty (30) days shall be barred and extinguished.

- 10.4 If the Municipal Secretary determines that a notice of appeal is not properly completed, he or she shall notify the appellant and the appellant shall correct any deficiency in the notice of appeal within three (3) business days, failing which the notice of appeal will be deemed to be invalid. An appeal shall be heard by Council within forty-two (42) days of the date upon which a resubmitted notice of appeal is received by the Municipal Secretary.
- 10.5 After hearing the applicant and the evidence, Council may uphold, vary, or reverse a decision of the Licensing Officer. The decision of Council in the appeal matter is final.
- 10.6 On the filing of an appeal in accordance with 10.3, a decision to revoke or suspend a business license is stayed until the date Council has rendered a decision at the appeal hearing.
- 10.7 The Municipal Secretary shall advise an appellant of the outcome of the appeal within seven (7) days of the decision being rendered by Council.

11. ADULT ENTERTAINMENT FACILITY

- 11.1 No agent or person operating an Adult Entertainment Facility shall:
- a) permit any minor to enter or remain in the premises;
 - b) display adult video tapes or sexually explicit material so that it is visible from outside the premises; or
 - c) display any sign or other form of advertisement that indicates that sexually explicit displays, shows or material be available in the premises, or, in the opinion of a License Inspector, is otherwise not in good taste.
 - d) fail to post and keep posted at every entrance to the premises, signs sufficient to indicate clearly to any person approaching or entering the premises, that no minor is permitted to enter or remain in the premises;
 - e) fail to cover One Hundred (100%) Percent of all windows and doors on the premises with non transparent glazing to limit any visibility from outside the premises.

12. CHRISTMAS TREE VENDOR

- 12.1 No Christmas Tree Vendor will be issued a business license until an annual letter from the land owner of the property granting approval for the Christmas Tree Vendor to be located on private property and confirming necessary liability insurance is in place.

13. MESSAGE THERAPY

- 13.1 No agent or person operating as a Massage Therapy Business shall:
- a) be issued a business license unless the massage therapist(s) are licensed, trained or have credentials, proof of which must be provided at time of application;
 - b) exhibit or allow to be exhibited, on or in the premises or elsewhere, any sign or other form of advertising that suggests or indicates that the premises is a place where any form of sexual intercourse or other sexual gratification is offered; or
 - c) distribute or display any advertising that suggests or indicates that any services provided include any form of sexual intercourse or other sexual gratification.

14. MOBILE VENDING UNITS (Bylaw 29-19)

- 14.1 Mobile Vending Units may only participate at Market/Trade Show events, Special Events as approved by the Town, and areas approved under Subsection 14.5.
- 14.2 Mobile Vending Units operating within the Town of Okotoks will adhere to all provincial and municipal bylaws.
- 14.3 Mobile Vending Units shall obtain an Okotoks business license or operate under a Market/Trade Show business license issued only for the duration of the event.
- 14.4 Mobile Vending Units are required to provide a copy of their current health inspection approval, fire inspection approval, and liability insurance.
- 14.5 With the consent of the hosting business, Mobile Vending Units are permitted on the premises of a hosting business in a non-residential district when providing services that directly benefit the hosting business on the same site for a maximum period of three (3) days.
- 14.6 Hosting businesses must have a valid Town of Okotoks business license.

15. ~~SMOKING RELATED BUSINESSES~~

- 15.1 ~~The Town will not approve any business licenses whereby the following activities are proposed:~~
- a) ~~indoor smoking of any kind utilizing tobacco products; or~~
 - b) ~~compassion clubs or rooms where medical or medicinal marijuana or cannabis is sold to the public either retail or wholesale. (DELETED Bylaw 32-18)~~

16. ~~SMOKE SHOPS~~

- 16.1 ~~No agent or person operating a Smoke Shop shall:~~
- a) ~~sell tobacco products to a minor in either a single business location or under a single business license;~~
 - b) ~~display tobacco products at a premises such that tobacco products would be visible from outside the premises;~~
 - c) ~~fail to cover One Hundred (100%) Percent of all windows and doors on the premises with non transparent glazing to limit any visibility from outside the premises.~~
- 16.2 ~~Convenience stores, pharmacies or grocery stores that sell tobacco products as outlined in section 2.29 (a) and 2.29 (b) shall adhere to all Provincial and Federal regulations for tobacco products and only these businesses may be exempt from the requirement of non-transparent glazing at the premises. (DELETED Bylaw 32-18)~~

17. BUSINESS LICENSE FEES

- 17.1 Business license fees are specified in the Rates & Fees Bylaw and shall form part of this Bylaw.

18. PENALTIES AND ENFORCEMENT

- 18.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000.00) Dollars, imprisonment for a term not exceeding one (1) year, or both.
- 18.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the specified penalty for the offence.
- 18.3 Where a person contravenes the same provision of this Bylaw two or three times within one 12 month period, the specified penalty payable in respect of the second or third contravention shall be the amount stated in Schedule "A" for second and third offences.
- 18.4 In the case of an offense that is of a continuing nature, a contravention constitutes a separate offense in respect of each day or part of a day on which it continues.
- 18.5 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other Bylaw.

- 18.6 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:
- a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the Provincial Offences Procedure Act, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.
- 18.7 Service of a violation tag will be sufficient if it is:
- a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 18.8 If a violation ticket is issued in respect to an offence, the violation ticket may:
- a) specify the fine amount established by this Bylaw for the offence as set out in Schedule "A" of this Bylaw; or
 - b) require a person to appear in Court without the alternative of making a voluntary payment.
- 18.9 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 specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

19. SEVERABILITY

- 19.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

20. GENERAL

- 20.1 Any Person who contravenes any provision of this Bylaw by:
- c) doing any act or thing which the person is prohibited from doing; or
 - d) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

- 20.2 Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license. Notwithstanding section 3.3 of this Bylaw, the issuance of a business license shall not be deemed to be confirmation that a person has complied with the requirements of any federal or provincial law or regulation or other bylaw.
- 20.3 Words in the singular include the plural and words in the plural include the singular.
- 20.4 This bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 20.5 The Schedules to this Bylaw shall be included in and form part of this Bylaw.

This Bylaw shall come into full force and effect upon third reading. Bylaws 1-92, 21-92, 19-93, 24-93 and 5-00 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

Bylaw 20-13 received third and final reading August 19, 2013.

ORIGINAL BYLAW SIGNED BY
MAYOR AND MUNICIPAL SECRETARY

Bylaw 32-18 received third and final reading June 25, 2018.

ORIGINAL BYLAW SIGNED BY
MAYOR AND CHIEF ADMINISTRATIVE OFFICER

Bylaw 29-19 received third and final reading October 15, 2019.

ORIGINAL BYLAW SIGNED BY
MAYOR AND CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

SECTION	OFFENCE	PENALTY 1st offence	PENALTY 2nd offence	PENALTY 3rd and subsequent offences
3.1	carry on business without paid license fee	\$250	\$500	\$1000
3.9	contravene condition of business license	\$250	\$500	\$1000
3.10	operate separate businesses without license	\$250	\$500	\$1000
3.11	fail to post or present business license certificate	\$250	\$500	\$1000
3.12	fail to carry or show business license	\$250	\$500	\$1000
6.2	give false information on application	\$250	\$500	\$1000
9.4	carry on business when suspended	\$250	\$500	\$1000
11.1(a)	permit minor into Adult Entertainment Facility	\$250	\$500	\$1000
(b)	display adult material so to be visible from outside AEF	\$250	\$500	\$1000
(c)	display sign or advertise AEF	\$250	\$500	\$1000
(d)	fail to post no minor sign	\$250	\$500	\$1000
(e)	fail to have AEF windows properly glazed	\$250	\$500	\$1000
13.1(b)	massage clinic exhibit/display/advertise sex at facility	\$250	\$500	\$1000
(c)	masseur distribute/advertise sex	\$250	\$500	\$1000
14.1	carry on mobile vending business without approval	\$250	\$500	\$1000
16.1(a)	smoke shop sell tobacco products to a minor	\$1000	\$1500	\$2000
(b)	display tobacco products to be visible from outside facility	\$1000	\$1500	\$2000
(c)	fail to have Smoke Shop windows properly glazed	\$1000	\$1500	\$2000