

BYLAW 5-2026

BEING A BYLAW OF THE TOWN OF VERMILION IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF LICENSING AND REGULATING OF ANY BUSINESS OF INDUSTRY

WHEREAS, the Council of the Town of Vermilion deems it necessary to establish a Bylaw to deal with businesses, business activities and persons engaged in business;

AND WHEREAS the Council of the Town of Vermilion deems it necessary to establish a Bylaw to register businesses operating within the Town of Vermilion and establish a system for fees, fines and penalties; and

NOW THEREFORE, the Town of Vermilion duly assembled hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Business License Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may carry out anything required for the administration of this Bylaw, including but not limited to the following:
 - 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the Town;
 - 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
 - 3.2.3. establish any forms required for the administration of this Bylaw.

4. BUSINESS LICENSES

- 4.1. No person shall actively seek Business activities in or locate a Business within the Town unless a Business License has been issued pursuant to this Bylaw.
- 4.2. All Businesses shall be charged a fee in accordance with this Bylaw or any Fees and Charges Bylaw that may be enacted by the Town.
- 4.3. Business License fees for all Businesses are due upon approval of the Business License Application or as otherwise indicated by the Licensing Administrator.
- 4.4. Where a single location contains multiple Businesses, each Business is required to obtain a Business License.
- 4.5. Where a Business is operating concurrently in more than one location, a Business License shall be required for each location.
- 4.6. Any Advertising of a Business shall be deemed to be proof that the person Advertising is actively seeking or operating a Business.
- 4.7. A Business License shall not be required for:
 - 4.7.1. Municipal government services
 - 4.7.2. Provincial government services
 - 4.7.3. Federal government services
 - 4.7.4. Non-Resident Business working for the Town
 - 4.7.5. Any person or Business specifically exempted from municipal licensing by any Provincial or Federal legislation. The onus of proving that a Person is exempt from any provision of this Bylaw is on the person requesting exemption
 - 4.7.6. Non-Profit Organizations operating within the Town of Vermilion
 - 4.7.7. Seasonal Youth Entrepreneurship Business.
- 4.8. Where a Business License is revoked, surrendered, or operation ceases, the Business Licensee shall not be entitled to a refund.

- 4.9. Every Business that holds a Business License shall display the Business License in a prominent place at the place of Business.

5. APPLICATIONS

- 5.1. A Business License applicant shall make an application in the manner satisfactory to the Chief Administrative Officer.
- 5.2. Every Person who makes an application for a Business License shall assist in every inspection required by the Licensing Administrator.
- 5.3. Business License updates such as change of ownership, change in contact information or location may not require a new Business License application. Change of Business name will require a new Business License Application. All updates shall be submitted to the Licence Administrator for review and update.

6. BUSINESS LICENSE RENEWALS

- 6.1. Business Licenses shall be renewed on or before January 31, or as otherwise indicated by the Licensing Administrator.
- 6.2. The Town may provide notice if a Business License has expired or is up for renewal. Such notice may be sent by mail to the place of Business or residence as shown on the previous Business License application, or by electronic mail as shown on the previous Business License application.
- 6.3. Business License renewal fees are due on the renewal date as indicated by the Licensing Administrator and are subject to finance charges in accordance with Town policies, as amended from time to time.

7. BUSINESS LICENSE YEAR

- 7.1. All Business Licenses are valid from date of approval until December 31 of the same calendar year, unless the Business License is revoked by the Licensing Administrator.
- 7.2. Businesses commencing after July 1st in a given year shall receive the Business License at half the annual cost.

8. REFUSAL AND REVOCATION

- 8.1. The Licensing Administrator may grant, revoke, suspend or refuse to grant a Business License if in the opinion of the Licensing Administrator there are just and reasonable grounds for the refusal or revocation of the Business License such as but not limited to non-payment or non-compliance with any municipal Bylaws.
- 8.2. Upon a Business License being revoked or suspended, the Licensing Administrator shall provide the Business Licensee by written notice, delivered personally, by email listed on the Business file, or by regular mail.
- 8.3. Where a Business License is revoked the Business Licensee shall destroy the Business License.
- 8.4. An appeal may be made in writing to the Chief Administrative Officer where:
 - 8.4.1. A Business License Application has been refused; or
 - 8.4.2. A Business License has been revoked or suspended.
- 8.5. An appeal shall be made in writing within fourteen (14) calendar days after receiving notification of a Business License refusal, revocation or suspension to the Chief Administrative Officer.
- 8.6. Upon receiving a notice of appeal, the Chief Administrative Officer shall, within fourteen (14) calendar days:
 - 8.6.1. Direct the Business License to be issued or reinstated, with or without any conditions, as reasonably determined by the Chief Administrative Officer; or
 - 8.6.2. Uphold the refusal, revocation, or suspension.
- 8.7. Once an appeal has been decided by the Chief Administrative Officer, the matter shall be closed and shall not be subject to further appeal.

9. PENALTIES

- 9.1. Any person who contravenes this Bylaw is guilty of an offence.
- 9.2. Persons having contravened certain sections of this Bylaw shall be liable for the penalties set out in each section or set out in Schedule "B".

10. NUMBER AND GENDER REFERENCES

- 10.1. All references in this Bylaw will 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.

11. SEVERABILITY

- 11.1. 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.

This Bylaw shall come into force and effect upon the final passing thereof.

The following Bylaws and all amendments thereto are hereby repealed:

- Bylaw No. 20-2014

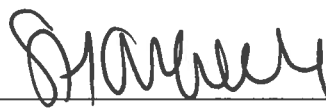
INTRODUCED AND READ a first time this 23 day of June, 2026, A.D.

READ a second time this 14 day of July, 2026, A.D.

READ a third time this 14 day of July, 2026 A.D.



Mayor



Chief Administrative Officer

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SCHEDULE “A”

Definitions

Advertising	To describe or draw attention to a service in order to promote a Business activity taking place within Town Limits
Business	A commercial, merchandising or industrial activity or undertaking; A professional, trade, occupation, craft or employment; or An activity providing goods or services whether or not for profit and however organized or formed, including a cooperative and association of persons
Business License	A document issued pursuant to this Bylaw that permits a Business to operate within the Town of Vermilion
Business Licensee	A person holding a valid and subsisting Business License issued pursuant to this Bylaw
Chief Administrative Officer	Employee of the Town appointed to a position under Section 205 of the Municipal Government Act
Council	The municipal Council of the Town of Vermilion
District Resident Business	A business having a permanent establishment within the limits of the Vermilion Recreation District in the County of Vermilion River as established by the Vermilion and District Recreation Board
Hawker or Peddler	Any Person who goes to a property or sets up on the streets or elsewhere than in a building, who is selling or offering for sale any goods or services and does not have a permanent place or Business in the Town
Home Occupation	Carrying on of any Business by any Person from a residence or accessory building within the Town
Licensing Administrator	An employee of the Town of Vermilion responsible for managing or administering the Business License program
MGA	The Municipal Government Act Chapter M-26, as amended
Non-Resident Business	A Business not having a permanent establishment within the corporate limits of the Town or in the Vermilion Recreation District as indicated in the District Resident Business definition.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or cooperative organization
Resident Business	A Business having a permanent establishment within the corporate limits of the Town
Town	The Town of Vermilion and the area contained within the corporate boundaries of the Town

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SCHEDULE “B”

Penalties

OFFENCE	SECTION	FINE
Operating without a Business License	4.1	
1 st offence		\$250
2 nd offence within 12 months of the first		\$500
Any other provision of the Bylaw	9.2	\$250
2 nd offence within 12 months of the first		\$500

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SCHEDULE “C”

Fees

LICENSE	FEE
District Resident Business	\$200 annually
Hawker and Peddler	\$120/day to a maximum of \$500 annually
Home Occupation	\$150 annually
Non-Resident Business	\$250 annually
Resident Business	\$150 annually