



MUNICIPAL DISTRICT OF BIGHORN NO.8

BYLAW 11-26

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF BIGHORN NO. 8 IN THE PROVINCE OF ALBERTA, BEING A BYLAW FOR THE PURPOSE OF ESTABLISHING REGULATIONS FOR THE LICENSING OF BUSINESSES.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, RSA 2000, C. 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;

WHEREAS pursuant to Section 7 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 matters listed therein;

WHEREAS pursuant to Section 8 of the *Municipal Government Act*, a Council may in a bylaw passed under this Division:

- 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;
- c) provide for a system of licences, permits or approvals, including any or all of the following:
 - i. establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii. establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - iii. prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;
 - iv. providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them;
 - v. setting out the conditions that must be met before a licence, permit or approval is granted or renewed the nature of the conditions and who may impose them;
 - vi. providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw; and
- d) provide for an appeal, the body that is to decide the appeal and related matters; and

NOW THEREFORE Council of the Municipal District of Bighorn No.8 in the Province of Alberta, duly assembled, adopts the Municipal District of Bighorn No.8 Business Licence Bylaw.

READ a First time this 12th day of May, 2026.

NON-STATUTORY Public Hearing held this _____ day of _____ 2026.

READ a Second time this _____ day of _____ 2026.

READ a Third and final time this _____ day of _____ 2026.

SIGNED AND PASSED this _____ day of _____ 2026.

CHIEF ADMINISTRATIVE OFFICER

REEVE

DRAFT

1. ENACTMENT

1.1 Title of this Bylaw

This bylaw shall be known as and may be cited as the “Municipal District of Bighorn Business Licence Bylaw”.

1.2 Purpose of this Bylaw

- 1.2.1** The purpose of this bylaw is to create a registry of Businesses operating in the Municipal District of Bighorn in order to identify and understand Business activity in the Municipality;
- 1.2.2** To provide for the licensing control and regulating any business within the Municipality, along with the related fees and penalties; and
- 1.2.3** To allocate the revenues generated from Business Licence fees to a general Economic Development Revenue Account to off-set related human resource costs.

1.3 Effective Date

- 1.3.1** This bylaw comes into force and takes effect upon January 1, 2027.

2. DEFINITIONS

2.1 In this bylaw, the following words, terms, and phrases, wherever they occur have the meaning assigned to them as follows:

- 2.1.1** “Advertise” or “Advertisement” means to promote, describe or publicize merchandise or services in a public forum including but not limited to commercial vehicles, newspapers, flyers, radio, television, fax communications or internet communications however created and distributed;
- 2.1.2** “Agent” means a person hired to represent another person or a commercial Business;
- 2.1.3** “Applicant” means a person or legal entity applying for a Business Licence or the renewal of a Business Licence in accordance with this bylaw;
- 2.1.4** “Application” means a written application submitted to the Municipality for a Business Licence or a renewal of a Business Licence, in accordance with this bylaw;
- 2.1.5** “Bed and Breakfast” has the same meaning as set out in the Municipality’s Land Use Bylaw;

- 2.1.6** “Builder” or “Developer” means a Business primarily engaged in the creation of new multiple residential, or commercial and/or industrial structures, or the management of land subdivision projects.
- 2.1.7** “Business” means:
- a) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
 - b) a profession, trade, occupation, calling or employment; or
 - c) an activity providing goods or services, whether or not for profit and however organized or formed, including a co-operative or association of persons;
- 2.1.8** “Business Premises” means a fixed or temporary location, building, structure, land, or part thereof from where a Business is allowed as a use under the Municipality’s Land Use Bylaw, and is carried on within the Municipality;
- 2.1.9** “Business Registry” means a list of all Businesses that have been issued a Business Licence within the Municipality;
- 2.1.10** “Business Licence” means a licence issued by the Municipality in accordance with this bylaw;
- 2.1.11** “Business Licence Officer” means a person hired by the Municipality to administer and issue Business Licences and designated as a Bylaw Enforcement Officer by the Chief Administrative Officer;
- 2.1.12** “Development Permit” has the same meaning as set out in the *Municipal Government Act*;
- 2.1.13** “Carry On” means conduct, operate, perform, keep, hold, occupy, deal in, or use, for gain, whether as principal or Agent;
- 2.1.14** “General Contractor” means a person or Business who manages erection, alteration, construction, or repair of buildings or structures, and who typically retains and supervises Sub-Contractors to perform specific trades.
- 2.1.15** “Gross Annual Revenue” means the total revenue earned by a Business before any deductions;
- 2.1.16** “Hawker” and / or “Peddler” means any person who, whether as principal or Agent, goes from door to door selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service, and who does not have a permanent place of Business within the Municipality;

- 2.1.17** “Home-Based Business – Major” has the same meaning as set out in the Municipality’s Land Use Bylaw;
- 2.1.18** “Home-Based Business – Minor” has the same meaning as set out in the Municipality’s Land Use Bylaw;
- 2.1.19** “Independent Contractors” means a person contracted to perform work for another entity as a non-employee. This does not include Industrial Maintenance Rider;
- 2.1.20** “Industrial Maintenance Rider” means an annual fee paid by an industrial or natural resource extraction Business holding a valid Business Licence, which allows up-to one-hundred (100) Sub-Contractors or tradespersons to perform work on the Licensee’s Business Premises for a maximum of eight (8) weeks per calendar year during a declared maintenance window, without such Sub-Contractors or tradespersons being required to obtain an individual Business Licence.
- 2.1.21** “Inter-Municipal Services Agreement” means a formal agreement between the Municipality and another jurisdiction to recognise and regulate regional business activity;
- 2.1.22** “Licensee” means the holder of a valid Business Licence from the Municipality;
- 2.1.23** “Micro-Business” means a Business earning less than \$30,000 (Thirty-Thousand Dollars) a year in Gross Annual Revenue;
- 2.1.24** “Municipality” means the Municipal District of Bighorn No.8;
- 2.1.25** “Non-Profit Organization” means a registered charity or an organization that exists solely to provide programs and services that are of public benefit;
- 2.1.26** “Non-Resident Business” means a Business that carries on activities, in whole or in part, within the Municipality, but:
- a) does not maintain a permanent place of Business within the Municipality; or
 - b) does not maintain a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an Inter-Municipal Services Agreement with the Municipality.
- 2.1.27** “Owner” means an individual, group, or entity that owns and operates a Business within the Municipality, and profits from the net gain of the Business;
- 2.1.28** “Peace Officer” has the same meaning as set out in the *Peace Officer Act*;

- 2.1.29** “Regional Business” means any businesses based within the Town of Canmore, performing work in the Municipality. The regional Business Licence rates are set in accordance with the Inter-Municipal Services Agreement between the Municipality and the Town of Canmore, which is subject to change without notice;
- 2.1.30** “Rental Platform” means an online service or marketplace that facilitates the listing, discovery, and booking of rental properties, such as Short-Term Rentals, for periods of time typically ranging from a single night to thirty (30) consecutive nights;
- 2.1.31** “Resident Business” means a Business that:
- a) maintains a permanent place of Business within the boundaries of the Municipality; or
 - b) maintains a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an Inter-Municipal Services Agreement with the Municipality.
- 2.1.32** “Sub-Contractor” means a person hired by a General Contractor to provide goods or services in relation to a particular trade, or a specific portion of a larger project;
- 2.1.33** “Short Term Rental (STR)” has the same meaning as set out in the Municipality’s Land Use Bylaw;
- 2.1.34** “Special Event” means any one-time or reoccurring event held outdoors in whole or in part that utilizes Municipal property or privately-owned property, which increases the volume of vehicular traffic and parking requirements due to event attendees, including but not limited to carnivals, festivals, weddings, commercial or industrial fairs, races, or similar events that are temporary in nature and held for a short period of time and subject to a Special Event Permit;
- 2.1.35** “Umbrella Rider” means an annual fee paid by a Resident Business with a valid Business Licence to allow one (1) or more other Businesses to be carried out on the same Licensee’s Business Premises for a maximum of five (5) consecutive days without the other Business having to purchase a separate Business License;
- 2.1.36** “Visitor Accommodation – Major” has the same meaning as set out in the Municipality’s Land Use Bylaw;
- 2.1.37** “Visitor Accommodation – Minor” has the same meaning as set out in the Municipality’s Land Use Bylaw;

- 2.1.38** “Vendor” means any person who, whether as a principal or Agent, offers or exposes for sale to any other person, processed or unprocessed foodstuffs, services, or retail items from:
- a) a push-cart, wagon, or other wheeled or skidded vehicle;
 - b) a mobile preparation unit (i.e. food truck); or
 - c) a stall, booth, table or space;
- 2.1.39** “Violation Tag” means a municipal tag or similar document issued by a Business Licence Officer or a Peace Officer in relation to an offence under this bylaw; and
- 2.1.40** “Violation Ticket” means a ticket issued by a Business Licence Officer pursuant to the Municipality’s applicable Directive or a Peace Officer pursuant to the *Provincial Offences Procedures Act*, as amended, and the regulations thereunder.

3. BYLAW PROVISIONS

3.1 Conformity with this Bylaw

- 3.1.1** Every Owner shall obtain a valid Business Licence and pay the fees prescribed in the Fee Schedule Bylaw, as amended, prior to carrying on any Business transaction, conducting any work, or providing services within the Municipality.
- 3.1.2** In addition to the requirements of this bylaw, an Owner must comply with all applicable Federal, Provincial and other Municipal legislation.
- 3.1.3** The issuance of a Business Licence to an Owner is contingent upon the Municipality first issuing a valid Development Permit approval in accordance with the Land Use Bylaw.
- 3.1.4** Where an Owner is operating more than one (1) Business from the same premises, the Owner shall obtain a separate Business Licence for each Business.
- 3.1.5** Where two (2) or more Owners are operating separate Businesses from the same Business Premises, each Owner shall obtain a separate Business Licence for each Business.
- 3.1.6** An Owner of a Business shall obtain a Business Licence for each physical location or Business Premises where the Business is operated within the Municipality, and a separate fee shall be paid for each location’s Business Licence in accordance with the Fee Schedule Bylaw, as amended.

- 3.1.7** An Owner who operates a Short-Term Rental with a valid Development Permit shall obtain a separate Business Licence for each Short-Term Rental location, and pay a separate fee for each Business Licence.
- 3.1.8** All Business Owners, General Contractors, Independent Contractors, and Non-Resident Businesses that operate a Business or perform Business-related activities within the Municipality shall obtain and maintain a valid Business Licence.
- 3.1.9** All General Contractors are responsible for ensuring all Sub-Contractors hired to support a construction project within the Municipality hold a valid Business License.
- 3.1.10** Non-Resident Businesses shall obtain a Business Licence to conduct Business within the Municipality.
- 3.1.11** The Business Licence Officer shall not issue a Business Licence to a Hawker, Peddler, or Vendor for the purpose of selling food products or edibles of any nature unless and until, the food products have been approved with a permit issued by the appropriate authority. Proof of this approval shall be submitted with the Business Licence application.
- 3.1.12** The operation of a Vendor shall only be permitted on private property with the written consent of the registered landowner or their representative.
- 3.1.13** The use of municipal streets, sidewalks, lanes, or public parking lots by vendors for vehicle-based product sales is subject to approval by the Business Licence Officer.
- 3.1.14** A Business Licence shall not be transferred from one Owner to another, and a new Business Licence shall be required upon transfer of Business ownership.
- 3.1.15** When a Business has been transferred from one Owner to another, the Applicant must provide evidence of a transfer or assignment of the interests of the existing Licensee or of the location of the Business.

3.2 Application and Responsibilities

- 3.2.1** An Applicant for a Business Licence shall complete an application on the approved form, providing such information as the form shall require and any such additional information the Business Licence Officer may reasonably require.
- 3.2.2** For Businesses applying under an Inter-Municipal Services Agreement, the Applicant must:
- a) Meet the requirements outlined in subsection 3.2.1; and

- b) Provide the Municipality with *proof of residence* within the participating jurisdiction (e.g., a copy of a driver's licence with civic address listed, a residential lease agreement, or an Alberta Land Title document printed within the last thirty [30] days);
- 3.2.3** The Owner of a Business is responsible for notifying the Business Licence Officer of any changes to the Business, including the location of the Business Premises, mailing address, primary contact, Business Owner, Business name, contact information or website address, and paying any fees in accordance with this bylaw.
- 3.2.4** The Owner of a Business is responsible for notifying the Business Licence Officer if the Business ceases to operate within the Municipality and is subject to paying any outstanding Business Licence fees prior to the Business Licence being cancelled.
- 3.2.5** Business Owners with a public-facing Business Premises or construction site within the Municipality shall display a valid Business Licence in a conspicuous location where it is visible to patrons.
- 3.2.6** Independent Contractors, Sub-Contractors, Tradespersons, Non-Resident Businesses, Hawkers/Peddlers and Vendors shall maintain a physical or digital copy of their valid Business Licence on their person, or within their vehicle or apparatus from which the Business is conducted, and shall produce the Business Licence upon request by a Peace Officer or a member of the public.
- 3.2.7** An operator of a Short-Term Rental, Bed and Breakfast, and Visitor Accommodations approved under the Municipality's Land Use Bylaw shall include the Business Licence number in all Advertising, including on any Rental Platforms, and such Business Licence number must be immediately visible to patrons of the Business and any member of the public.
- 3.2.8** Businesses that do not require a Development Permit may be issued a Business Licence that is subject to conditions imposed by the Municipality.
- 3.2.9** Any Owner of a Short-Term Rental – Minor shall, at the time of annual Business Licence renewal, complete and submit a Statutory Declaration on the approved form confirming that the property from which the Short-Term Rental is operated is the Owner's primary residence, as defined in the Municipality's Land Use Bylaw.

3.3 Expiry and Renewal of Business Licences

- 3.3.1** Except as otherwise provided in this Bylaw, all Business Licences issued pursuant to this Bylaw shall expire at midnight on December 31st of the calendar year for which the Business Licence was issued.

- 3.3.2** A Temporary Business Licence shall expire at midnight on the expiry date specified on the Temporary Business Licence.
- 3.3.3** Notwithstanding subsection 3.3.1, Business Licences held by Contractors and Sub-Contractors may be eligible for annual automatic Business Licence renewal, subject to the following requirements:
- a) any changes to the Business, including but not limited to the location of the Business Premises, mailing address, primary contact, Business Owner, Business name, contact information, or website address, have been provided to the Business Licence Officer prior to December 31st;
 - b) all applicable fees in accordance with this Bylaw have been paid by December 31st; and
 - c) the Contractor or Sub-Contractor has not had a Business Licence suspended or cancelled by the Business Licence Officer within the previous three (3) years.
- 3.3.4** Nothing in this section limits the authority of the Business Licence Officer to refuse, suspend, cancel, or impose conditions on a Business Licence in accordance with this Bylaw.

3.4 Exemptions

- 3.4.1** No Business Licence shall be required for:
- a) any Business operated by the Municipality, any other Municipal Government, the Government of Alberta, or the Government of Canada;
 - b) any school division, a provincially regulated childcare provider, or a Day Care facility approved under the Municipality's Land Use Bylaw (either private or public);
 - c) any health authority;
 - d) any Non-Profit Organization, including any public community events hosted by a Non-Profit Organization;
 - e) any Business operated by a minor;
 - f) any Special Event hosted by a Business on privately-owned land who already has a valid Business Licence within the Municipality;
 - g) any Business which is excluded from the requirements of this bylaw by an Act of the Legislature; the onus of proof of which lies on the Business, including but not limited to the *Health Professions Act*, *Veterinary Professions Act*, *Legal Professions Act*; and the *Chartered Accountants Act*;
 - h) Any Sub-Contractor or tradesperson entering the Municipality for the sole purpose of performing routine maintenance or annual shutdown repairs

at an existing Natural Resource Extraction or Industrial facility for a period not exceeding eight (8) weeks per calendar year, provided that the facility holds a valid Business Licence with an Industrial Maintenance Rider in place.

4. DUTIES OF A BUSINESS LICENCE OFFICER

4.1 The Business Licence Officer shall:

4.1.1 Receive and consider applications for a Business Licence;

4.1.2 Issue annual Business Licences with or without conditions;

4.1.3 Administer and enforce the requirements of this bylaw;

4.1.4 Conduct periodic or annual inspections of Business Premises to ensure reasonable and ongoing compliance with this bylaw;

4.1.5 Maintain appropriate annual records pertaining to Business Licencing, including any infractions of this bylaw; and

4.1.6 Refuse to grant a Business Licence, revoke or suspend any Business Licence if there are just and reasonable grounds for the refusal of the application, the revocation or suspension of the Business Licence, subject to the right of the Agent, Applicant, or Owner to appeal the refusal, revocation, or suspension to Council.

4.2 The Business Licence Officer may refuse to grant a Business Licence or renew a Business Licence if:

4.2.1 The Agent, Applicant, or Owner is in breach of this bylaw or another Municipality bylaw, or any applicable municipal, provincial, or federal statute or regulation; and/or

4.2.2 The Agent, Applicant, or Owner does not hold valid municipal, provincial or federal permits, approvals, licences, clearances or insurances as required by the relevant municipal, provincial or federal bylaws, statutes or regulations.

4.3 Where a Business Licence is refused, revoked, or suspended, the Business License Office shall notify the Agent, Applicant, or Owner immediately in writing outlining the reasons why and the details for their right to appeal.

5. LICENCE FEES

5.1 A Business Licence or the renewal of a Business Licence shall not be issued by the Business Licence Officer until the fees set out in Fee Schedule Bylaw, as amended, are received by the Municipality.

- 5.2** Any Agent, Applicant, or Owner that renews an existing Business Licence, or that commences Business on or after January 1st and on or before June 30th each calendar year shall pay 100% of the applicable annual Business Licence fee in accordance with the Fee Schedule Bylaw, as amended.
- 5.3** Any Agent, Applicant, or Owner that renews an existing Business Licence, or that commences Business on or after July 1st and on or before September 30th each year shall pay 50% of the applicable annual Business Licence fee in accordance with the Fee Schedule Bylaw, as amended.
- 5.4** Any Agent, Applicant, or Owner that renews an existing Business Licence, or that commences Business on or after October 1st each year shall pay 25% of the applicable annual Business Licence fee in accordance with the Fee Schedule Bylaw, as amended.
- 5.5** Any Business that completes a Business License application confirming a Gross Annual Revenue of less than \$30,000 (Thirty-Thousand Dollars), the Agent, Applicant, or Owner is eligible to pay the Micro-Business licence fee in accordance with the Fee Schedule Bylaw, as amended.
- 5.6** Any Business exempted from this bylaw may voluntarily obtain a Business Licence by completing the application form and paying the applicable fee in accordance with the Fee Schedule Bylaw, as amended.
- 5.7** All Business Licence fees shall be paid at the time of application submission, or within 30 (thirty) calendar days if invoiced by the Municipality.
- 5.8** Business Licence fees are non-refundable once a Business Licence has been issued or renewed, except where:
- 5.8.1** Any Agent, Applicant, or Owner has paid for a Business Licence while awaiting approval for a Development Permit, and that Development Permit is refused by the Development Authority.

5.9 Transitional Licence Fee Exemption

- 5.9.1** To fulfill the purpose of creating a complete Business Registry, every Resident Business operating under a valid, time-limited Development Permit for a Home-Based Business (Minor or Major), Bed and Breakfast, or Short-Term Rental [previously Visitor Accommodation Suite] shall apply for and obtain a Business Licence in accordance with this Bylaw.
- 5.9.2** Notwithstanding Sections 5.1 and 5.2, a Business Licence issued to a Business described in Subsection 5.9.1 shall be issued at no cost for the duration of the current time-limited Development Permit.
- 5.9.3** The temporary Business Licence fee exemption provided in Subsection 5.9.2 shall expire upon the end date of the existing time-limited

Development Permit. Once the Development Permit is replaced by a permanent Development Permit under the Land Use Bylaw, the Owner shall be subject to the annual Business Licence fee as prescribed in the Fee Schedule Bylaw, as amended.

- 5.9.4** For the avoidance of doubt, this temporary Business Licence fee exemption applies only to the land uses listed within Subsection 5.9.1. All other Businesses holding time-limited Development Permits, are not exempt and shall pay the applicable fees at the time of the application.

6. INSPECTION/VIOLATIONS/PENALTIES

6.1 Any person who contravenes a provision of this bylaw is guilty of an offence and shall be liable for a penalty of:

6.1.1 \$250.00 for a first offence;

6.1.2 \$500.00 for a second offence; and

6.1.3 \$1,000.00 for third or subsequent offences;

6.1.4 plus the applicable Business Licence fee in accordance with this bylaw and the Fee Schedule Bylaw, as amended.

6.2 Any Owner who provides false information to the Municipality for the purpose of qualifying for a Micro-Business Licence fee shall be liable for a minimum penalty of \$1,500.00, plus the applicable Business Licence fee in accordance with the Fee Schedule Bylaw, as amended.

6.3 The Business License Officer accompanied by a Peace Officer shall at all reasonable times have the right to enter upon any Business Premises under the provisions of this bylaw for the purpose of inspection or for the purpose of ascertaining compliance with the provisions of this bylaw.

6.4 The Business License Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Business Licence Officer has reasonable and probable grounds to believe has contravened any provision of the bylaw.

6.5 A Violation Tag may be issued to such person:

6.5.1 Personally;

6.5.2 By mailing a copy to such person at their last known address; or

6.5.3 By email to their last known email address on file.

6.6 The Violation Tag shall be in a form approved by the Peace Officer and shall state:

6.6.1 The name of the defendant;

6.6.2 The nature of the offence;

- 6.6.3** The appropriate penalty for the offence as specified in this bylaw;
- 6.6.4** State the penalty shall be paid within 30 (thirty) calendar days of the issuance of the Violation Tag; and
- 6.6.5** Any other information as may be required by the Business Licence Officer or Peace Officer.
- 6.7** Where a contravention of this bylaw is of a continuing nature, further Violation Tags may be issued by the Business Licence Officer, provided however, that no more than one (1) Violation Tag shall be issued for each day that the contravention continues.
- 6.8** Where a Violation Tag is issued, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified on the Violation Tag.
- 6.9** Notwithstanding, Section 6.5, a Business Licence Officer or Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedures Act*, as amended, to any person who a Business Licence Officer or Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 6.10** Where the penalty specified on a Violation Tag has not been paid within the prescribed time a Business Licence Officer or Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, as amended.
- 6.11** In addition to issuing a Violation Tag or Violation Ticket, a Peace Officer, or the Business Licence Officer may revoke the Business Licence if, in the Peace Officer's or the Business Licence Officer's determination:
- 6.11.1** The Business was improperly licensed;
- 6.11.2** The requirements of this bylaw have not been complied with;
- 6.11.3** The Business has changed to the extent that a renewal Application for the Business Licence would be refused; or
- 6.11.4** The Business is in contravention of other Municipality bylaw(s), National Building or Fire Codes – Alberta Editions, health regulations or any other federal, provincial, or municipal requirement(s).

7. APPEALS

- 7.1** If the Business Licence Officer refuses to issue a Business Licence, cancels or suspends a Business Licence, or imposes a condition on a Business Licence, an Applicant or Owner may appeal the decision of the Business Licence Officer to Council.

- 7.2** An appeal must be made in writing on the prescribed appeal form, be accompanied with the appeal fee in accordance with this bylaw, and delivered to the Municipality within fourteen (14) calendar days of the date the Business Licence Officer issues the decision.
- 7.3** Council for the Municipality will schedule a Special Council meeting to hear the appeal and must render a decision on the appeal within thirty (30) calendar days of receipt of a complete appeal submission in accordance with this bylaw.
- 7.4** Council may uphold, vary, or reverse the decision of the Business Licence Officer by Resolution, and the Business Licence Officer shall provide the Resolution of Council in writing to the Applicant or Owner within twenty-four (24) hours of the decision being rendered.

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