

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

BY-LAW NO. 2016-25

**BEING A BY-LAW FOR LICENSING, REGULATING AND GOVERNING
BUSINESSES IN THE TOWNSHIP OF BLACK RIVER-MATHESON**

WHEREAS the Municipal Act, S.O. 2001, c. 25, Section 10(2) authorizes a single tier municipality to pass by-laws respecting business licensing;

AND WHEREAS the Municipal Act, S.O. 2001, Ch.25 Section 151(1) permits a municipality to provide for a system of licenses with respect to a business and;

- a) Prohibit the carrying on or engaging in the business without a license;
- b) Refuse to grant a license or revoke or suspend a license;
- c) Impose conditions as a requirement of obtaining, continuing to hold or renewing a license;
- d) Impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a license;
- e) Impose conditions, including special conditions, as a requirement of continuing to hold a license at any time during the term of the license;
- f) License, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and
- g) Require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licenses established by the municipality.

AND WHEREAS it is considered desirable to license, regulate and govern businesses in the Corporation of the Township of Black River-Matheson for the reasons of health and safety, nuisance control and consumer protection;

NOW THEREFORE the Council for the Township of Black River-Matheson **ENACTS AS FOLLOWS:**

1. TITLE

This by-law shall be known as the Business Licensing By-law.

2. DEFINITIONS

- **APPLICANT** means the person applying for a new license or renewing a license under this By-law.

- **AUCTION** means a public sale to Persons in which bids on goods, articles, merchandise, effects, etc., are received by an auctioneer and where each bid offers more than the last previous bid, the article being put up for Auction sold to the highest bidder. This shall not include a Silent Auction or Chance Auction, as defined as follows:
 - i. **Silent Auction** means an Auction conducted by means of written bids given on displayed goods, wares or merchandise with the final declaration of sale being made to the last individual having submitted a bid on the specified sheet for that item; and
 - ii. **Chance Auction** (also known as a Chinese Auction) means an Auction conducted by means of predetermining a set price on an item, thence receiving verbal bids on such an item. The final declaration of sale shall be made to the highest bidder who shall then pay the price, based on the difference between the predetermined price and the highest bid.
- **BUSINESS** shall mean the activity of providing goods and services for gain or profit.
- **CHIEF BUILDING OFFICIAL** means the Chief Building Official appointed the Corporation of the Township of Black River-Matheson for the purposes of enforcement of the Building Code Act, the Ontario Building Code.
- **CLERK** means the Clerk of the municipality designated by the Council of the Corporation of the Township of Black River-Matheson.
- **COUNCIL** shall mean the Council of the Corporation of the Township of Black River-Matheson.
- **DWELLING UNIT** means a building or part thereof used as a home, residence or sleeping place of an individual or family either continuously, permanently, temporarily or transiently.
- **FIRE CHIEF** means the person appointed by Council as the Fire Chief of the Corporation of the Township of Black River-Matheson.
- **HEALTH UNIT** means the Porcupine Health Unit.
- **KENNEL** means an establishment where dogs, cats or other small domestic animals or household pets are bred or raised primarily for the purpose of sale or are trained or boarded for gain or profit, but does not include a veterinary clinic.
- **LICENSE** means the actual license issued pursuant to this By-law, and includes a renewal license.

- **LICENSEE** means the person who holds a license pursuant to this By-law.
- **LICENSING OFFICER** means the Clerk of the Municipality or any other person so designated by the Clerk.
- **MUNICIPALITY** shall mean the Corporation of the Township of Black River-Matheson.
- **MUNICIPAL LAW ENFORCEMENT OFFICER** means the By-law Officer appointed by the Council of the Corporation of the Township of Black River-Matheson.
- **NON-RESIDENT** means a person who does not reside or have a regular place of business in the Municipality.
- **OFFICER** means the By-law Officer, Fire Chief, Clerk or the Chief Administrative Officer or there designates any other person so designated by the Clerk.
- **OWNER** means the registered owner of the lands and premises or the person or their authorized agent in lawful control of the premises, building or occupancy and who permits the operation or maintenance of any business.
- **PERSON** shall include an individual, a partnership, a firm or corporation.
- **PREMISES** means land, including any and all buildings or other structures thereon and includes any vehicle or conveyance used in the operation of a business.
- **RESIDENT** means a person who resides or has a regular place of business in the Municipality.

3. GENERAL PROVISIONS

- 3.1 No person shall carry on, conduct, operate, maintain, keep or engage in any of the following categories of business within the Municipality without a current license (Schedule "M"):
- i. Auctioneer (Schedule A)
 - ii. Group A Business (Schedule B)
 - iii. Group B Business (Schedule C)
 - iv. Group C Business (Schedule D)
 - v. Hawker and Pedlar (Schedule E)
 - vi. Home Occupation (Schedule F)
 - vii. Home Industry (Schedule G)
 - viii. Kennel (Schedule H)
 - ix. Refreshment Vehicle (Schedule I)

- 3.2 Every person carrying on, conducting, operating, maintaining, keeping or engaging in any business, outlined in this by-law shall be required to obtain a license form the Licensing Officer for the Municipality.
- 3.3 Every person who is required to obtain a license shall renew the license each year by the date indicated in this by-law.
- 3.4 The owner of a premises shall not permit a person to operate a business on the premises without a license, where such license is required by this By-law.
- 3.5 A license shall be required for each separate business.
- 3.6 Unless otherwise indicated, the administration of this by-law is assigned to the Clerk who may delegate the performance of his/her functions under this By-law from time to time as occasion requires.
- 3.7 The enforcement of this by-law is assigned to the By-law Officer for the Municipality.
- 3.8 The Licensing Officer may impose conditions as requirements of obtaining, continuing to hold or renew a license.
- 3.9 No person shall hinder or obstruct or attempt to hinder or obstruct any Licensing Officer or Officer while exercising their powers and performing their duties under this By-law.
- 3.10 A person is not eligible to hold a license if the proposed use of the property, land, building or structure is not permitted by the Municipality's Zoning By-law that applies to the property, unless the land, building or structure was lawfully used for the purpose on the day of the passing of the zoning by-law, or amendments thereto. Prior to issuance of the license, all zoning provisions will be reviewed by municipal staff.
- 3.11 A person is not eligible to hold a license if the property, land, building or structure to be used for carrying on the business does not conform with all applicable law, including but not limited to the Property Standards By-law of the Municipality, the Fire Protection and Prevention Act, the Ontario Fire Code, the Building Code Act, the Ontario Building Code and the Health Protection and Promotions Act.
- 3.12 The Licensing Officer may refuse, revoke, to renew or suspend a license if the Licensing Officer believes the business will contravene the provisions of this by-law, statute, regulation, municipal by-law or applicable law.
- 3.13 Every licensee shall post the license on the Premises to which the license relates, in a conspicuous place that is clearly visible to the public.

- 3.14 No person shall knowingly provide false information in any application under this by-law or in any document, correspondence or other form of communication required to be furnished under this by-law.
- 3.15 The following businesses are exempt from this section and are not required to obtain a business license:
- Any charitable organization, service club, not for profit clubs, youth organizations conducting an event or sale for the sole purpose of raising funds for their local organization,
 - Snow removal services,
 - Education and Instructional Services (e.g. dance, karate, skating, music, exercise classes),
 - Housekeeping and Janitorial Services,
 - Babysitters,
 - Grass cutting services,
 - Student entrepreneurial business,
 - Taxis,
 - Home-based daycares,
 - The sale of cosmetics.

4. APPLICATION FOR NEW LICENSE

- 4.1 Every person required to obtain a license pursuant to this by-law shall:
- i. Apply in writing on the appropriate application form as set out in Schedule "J",
 - ii. Provide any documentation, approvals, inspections required by the provisions as set out in the application or as deemed necessary by the Licensing Officer, and
 - iii. Pay the required, non-refundable, license fee as set out in Schedule "K" for each business category.
- 4.2 The applicant shall be responsible for obtaining all necessary approvals, inspections, documents as set out on the application form and as deemed necessary by the Licensing Officer.
- 4.3 Upon receipt of a completed application, together with all required documentation and the appropriate license fees have been paid, the Licensing Officer may, prior to the issuance of any such license:
- i. Make any inquiries to any municipal official or employee, who has carried out inspections relative to the business under application,
 - ii. Receive reports from such municipal officials and employees as may be deemed necessary, and

iii. Inquire into all relevant matters in order to ascertain if the applicant is entitled to a license under the provisions of this by-law.

4.4 The license issued under this by-law shall be valid from the date of issue and shall expire on the 31st of December of each year.

5. APPLICATION FOR RENEWAL LICENSE

5.1 Every person required to renew a license previously granted under this by-law shall submit to the Licensing Officer and application form for renewal of the license as provided by the Licensing Officer.

5.2 Every applicant shall ensure that the information on the application is up to date and provide any such documents and approvals as deemed necessary by the Licensing Officer.

5.3 Every applicant shall pay the required license fee as set out in Schedule "K".

5.4 Every person required to renew a license previously granted under this by-law shall do so by the 31st of January of each year. If an application to renew a license is not received by the 31st of January, the Licensing Officer may suspend or revoke the license (see provision 3.1).

5.5 If the Licensing Officer revokes a license, a new license application and required fees must be submitted with all required documents necessary as deemed by the Licensing Officer.

6. CHANGE OF NAME

Where the ownership of a business is not changed or affected but the operating name has changed, the licensee shall within thirty (30) business days of such change notify the Licensing Officer and upon being satisfied that there has been no other change in the circumstances of the licensed business, the Licensing Officer may issue a replacement. The licensee shall return and surrender their license in order to affect such a change at no cost. The expiry date of the license shall be the same as the one being replaced.

7. CHANGE OF OWNERSHIP

Every licensee shall, upon change of ownership of the licensed business, return and surrender their current license to the Licensing Officer. The new owner shall make application for a new license as set out in this by-law.

8. CHANGE OF PREMISES

Where a currently licensed business changes premises, such new premises shall not be deemed to be licensed. The licensee shall notify the Licensing Officer within seven (7)

business days of the change of location and surrender to the Licensing Officer the license issued with respect to their previous premises. The Licensing Officer shall, being satisfied that the new location meets all the requirements as set out in the by-law, issue a replacement to the original license. The expiry date of the license shall be the same as the one being replaced.

9. INSPECTION

- 9.1 An Officer may at all reasonable time, inspect or cause to be inspected the premises, facilities, equipment, vehicles and any other property used or kept for hire in connection with the carrying on of a business that is licensed or that is required to be licensed pursuant to this by-law.
- 9.2 The owner of a premises shall, upon request by an Officer, provide forthwith information relating to any person conducting business on the premises who is required to obtain a license pursuant to this by-law, including the corporate name, business name, address, phone number and dates of operation at that premises.

10. ENFORCEMENT

The Clerk, By-law Officer, Fire Chief or any other person duly appointed by the Clerk shall have the authority to enforce the provisions of this by-law.

11. PENALTY

Every person who contravenes any provision of this by-law is guilty of an offence and liable upon conviction to a fine, exclusive of costs as authorized by the Provincial Offences Act, R.S.O. 1990 Chapter P.33, as amended, except where otherwise expressly provided by law which shall be recoverable under the provisions of the Provincial Offences Act and all the provisions of the said Act shall apply to any prosecution for any offence under the provisions of this By-law.

The Set Fines for offences or contraventions of this by-law, are set out in Schedule "L", attached hereto.

12. SEVERABILITY

If any section, clause or provision of this by-law, including anything contained in any schedule attached hereto, is for some reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the section, clause or provisions so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of this by-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have to be declared invalid.

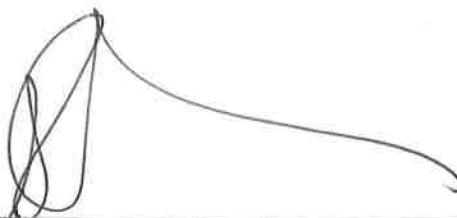
13. REPEAL

That by-law 26-2008 and any amendments thereto are hereby repealed.

14. ENACTMENT

This by-law shall not become operative until the date of final passing thereof and upon final approval of the Set Fine Schedule by the Ministry of the Attorney General.

Read a first, second and third time and finally passed on this 4th day of December, 2017.

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a long, sweeping horizontal line that ends in a small hook.

MAYOR

A handwritten signature in black ink that reads 'Cassandra Oles' in a cursive script.

CLERK

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "A" OF BY-LAW 2016-25

AUCTIONEER

Applicable to:	Every person who sells or offers for sales by auction.
Definitions:	<p>AUCTIONEER means a person who conducts a sale buy auction.</p> <p>AUCTION means a public sale to Persons in which bids on goods, articles, merchandise, effects, etc., are received by an auctioneer and where each bid offers more than the last previous bid, the article being put up for Auction sold to the highest bidder. This shall not include a Silent Auction or Chance Auction, as defined as follows:</p> <ul style="list-style-type: none"><li data-bbox="662 829 1468 1066">i. Silent Auction means an Auction conducted by means of written bids given on displayed goods, wares or merchandise with the final declaration of sale being made to the last individual having submitted a bid on the specified sheet for that item; and<li data-bbox="662 1171 1468 1501">ii. Chance Auction (also known as a Chinese Auction) means an Auction conducted by means of predetermining a set price on an item, thence receiving verbal bids on such an item. The final declaration of sale shall be made to the highest bidder who shall then pay the price, based on the difference between the predetermined price and the highest bid.
Exemptions:	<p>The requirement to obtain a license does not apply to:</p> <ul style="list-style-type: none"><li data-bbox="662 1612 1468 1732">i. A service club or charitable organization conducting an auction for the purpose of raising money for its charitable purposes;<li data-bbox="662 1764 1468 1839">ii. A sheriff or court bailiff acting under a court procedure;

	<ul style="list-style-type: none">iii. A Person licenced to engage in the business of operating community sales of livestock under the Livestock and Community Sales Act, R.S.O. 1990, Chap. L.22;iv. A municipality conducting an auction under the tax sale provisions of the Municipal Act, 2001;v. A Person conducting a sale of land by auction; orvi. Any Person who intends to sell, or put up for sale, goods, wares, merchandise or effects by public auction, if such Person has engaged the services of an Auctioneer licenced by the Town to conduct the sale.
General Conditions:	

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "B" OF BY-LAW 2016-25

GROUP A BUSINESS

Applicable to:	Every person who has a business, trade or craft that is associated to a commercial, highway commercial or tourist commercial use.
Definitions:	GROUP A BUSINESS means an occupation, business, trade or craft associated to a commercial, highway commercial, tourist commercial uses. This definition shall include but is not be limited to, retail, restaurants, motels, Bed and Breakfast, self-storage facilities, service and repair shops, establishments supplying fuel, building materials and hardware, and general business activities pertaining to the buying, selling or renting of commodities or the supplying of services.
Exemptions:	
General Conditions:	

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "C" OF BY-LAW 2016-25

GROUP B BUSINESS

Applicable to:	Every person who has a business, trade or craft that is associated to an industrial use.
Definitions:	GROUP B BUSINESS means an occupation, business, trade or craft associated to an industrial use. This definition includes, but shall not be limited to, manufacturing, assembling, making, preparing, inspecting, finishing, treating, altering, repairing, warehousing or storage or adapting for sale of any goods, substances, articles or thing.
Exemptions:	
General Conditions:	

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "D" OF BY-LAW 2016-25

GROUP C BUSINESS

Applicable to:	Every person who has a business, trade or craft that is associated to a park or an open space use.
Definitions:	GROUP C BUSINESS means an occupation, business, trade or craft associated to a park or open space use. This definition includes, but shall not be limited to, public docks, marina facilities, trailer parks, campgrounds, recreation facilities.
Exemptions:	
General Conditions:	

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "E" OF BY-LAW 2016-25

HAWKER OR PEDLAR

Applicable to:	<p>HAWKER and PEDLAR shall mean any person who;</p> <ol style="list-style-type: none">1. Goes from door to door with goods, wares or merchandise for sale or who carries and displays samples, patterns or specimens of any goods, wares or merchandise for which immediate sales are made and for which orders are taken with delivery to follow.2. Sells from a permanent structure on a temporary basis goods, wares or merchandise for sale, or who carries and displays samples, patterns or specimens of any goods, wares or merchandise for which immediate sales are made and for which orders are taken with delivery to follow.
Definitions:	<p>Class A: Class A License shall mean a license issued to a Resident.</p> <p>Resident shall mean a person who resides in the Municipality and does not have a place of business in the Municipality in which the business is normally carried on and shall include a person who conducts business in a place, premises or location on a one-time or temporary basis.</p> <p>Class B: Class B license shall mean a license issued to a Non-Resident.</p> <p>Non-Resident shall mean a person who has not resided continuously in the Municipality for at least three (3) months immediately preceding the time of commencing a business in the Municipality.</p>
Exemptions:	<p>The requirement to obtain a license does not apply to:</p> <ol style="list-style-type: none">i. The sale of goods by wholesaleii. Persons who sell goods that are grown or

	<p>produced on their own agricultural operation within the Municipality</p> <p>iii. Not-for-profit community associations, charitable organizations and other organizers of special fundraising events.</p>
General Conditions:	

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "F" OF BY-LAW 2016-25

HOME OCCUPATION

Applicable to:	Every person who has a business, trade or craft that is conducted within a dwelling unit.
Definitions:	HOME OCCUPATION means any privately-operated occupation, business, trade or craft conducted for gain or profit as an accessory use entirely within a dwelling unit and not within an accessory building or structure.
Exemptions:	1. One person, other than an occupant of a dwelling unit, containing a professional/consulting service shall be permitted.
General Conditions:	<p>A home occupation shall be permitted in all zones which permit a dwelling unit and shall be in accordance with the following regulations:</p> <p>1. Scope of Permitted Businesses</p> <p>The scope of home occupations includes, but shall not be limited to;</p> <ul style="list-style-type: none"> i. Professional and consulting services (examples: architect, accountant, auditor, dentist, drugless practitioner, insurance agent, surveyor, lawyer, medical practitioner, realtor) ii. Instructional services (examples: dancing, music, arts, academic tutoring to not more than 6 pupils) iii. Home craft business (example: sculpting, painting, jewelry, woodworking) iv. Personal care services (example: hairdresser/cutting, massage therapist, pet groomer) v. Repair services (example: gardener household ornaments, clothing, toys, computers, small appliances) vi. Private daycare vii. Offices for contactors and trades (example: heating, locksmith, plumbing) viii. Distribution sales office/mail order sales (example:

cosmetics, small appliance supplies, Avon)

2. General Criteria

- i. The home occupation shall be clearly secondary to the main permitted residential use and shall not create nor become a public nuisance with regard to noise, dust, odour, traffic, parking or health and safety.
- ii. The home occupation shall be conducted entirely within the dwelling unit, does not change the residential character of the dwelling.
- iii. Home occupations are not permitted in accessory buildings
- iv. Only one home occupation is permitted within any one dwelling unit. The designated area for the home occupation shall not occupy more than 25 % or 40 square metres of the gross floor area, whichever is the lesser, of the dwelling unit
- v. There shall be no outdoor storage associated with the home occupation.
- vi. No person, other than the occupant of the dwelling unit containing the home occupation, shall be engaged in the home occupation.
- vii. Signage for the licensed business shall be permitted anywhere on the exterior of the main building to indicate the nature of the business. The sign shall have a maximum display area of 15 square feet. Illuminated signs shall not be permitted.
- viii. Home based businesses which exceed or do not fall within any of the criteria set out in this section shall require a minor variance or a zoning by-law amendment.

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "G" OF BY-LAW 2016-25

HOME INDUSTRY

Applicable to:	Every person who has a business or enterprise that is conducted within a dwelling unit or an accessory building.
Definitions:	HOME INDUSTRY means any privately-owned occupation or enterprise which is carried out within a detached building or structure which is accessory to the main agricultural or residential use.
Exemptions:	
General Conditions:	<p>A home industry shall be permitted in the rural zone only.</p> <p>1. Scope of Permitted Businesses</p> <p>The scope of home industries includes, but shall not be limited to;</p> <p>i. A carpentry shop, a welding shop, an electrical shop, a plumbing shop, a metal work shop, a craft shop, a heating and cooling shop, a machine or auto repair shop, small engine repair shop, a merchandise service shop, a maintenance garage or a storage building for boats school buses or snowmobiles and cottage industries.</p> <p>2. General Criteria</p> <p>i. The home industry shall be clearly secondary to the main agricultural or residential use and shall not create nor become a public nuisance with regard to noise, traffic, parking, health or safety.</p> <p>ii. The home industry shall be conducted within an accessory building.</p> <p>iii. The use shall not occupy more than 220 square metres and is clearly delineated from the rest of the accessory building.</p> <p>iv. No more than two commercially licensed vehicles shall be parked at any one time on the property</p>

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| | <ul style="list-style-type: none">v. A maximum of one employee, other than an occupant of the premises, shall be employed in the home industry.vi. Signage for the licensed business shall be permitted anywhere on the exterior of the main building to indicate the nature of the business. The sign shall have a maximum display area of 15 square feet. Illuminated signs shall not be permitted.vii. Home industry businesses which exceed or do not fall within any of the criteria set out in this section shall require a minor variance or a zoning by-law amendment. |
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CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "H" OF BY-LAW 2016-25

KENNEL

Applicable to:	Every person who operates a business where dogs are bred and/or raised or are boarded.
Definitions:	<p>KENNEL shall mean any building, structure, dog run or other facility or part thereof where:</p> <ol style="list-style-type: none">1. Dogs are kept for breeding or boarding purposes; or2. Dogs are kept solely for the purpose or routinely entering into dog sled rides and/or races.
Exemptions:	The requirement to obtain a kennel license does not apply to a veterinary clinic, animal hospital or pet store.
General Conditions:	<p>Every person who owns or operates a Kennel within the Municipality shall ensure compliance with the following regulations:</p> <ol style="list-style-type: none">1. Shall permit an Officer, Police Officer and/or the Humane Society to enter and inspect the kennel at all reasonable times, upon production of proper identification.2. Where an Officer, Police Officer or the Humane Society finds that the owner or operator does not comply with any of the regulations of this by-law, the dogs may be seized and impounded.3. The building in which the Kennel is situated shall conform to the Ontario Building Code.4. Shall ensure that the kennel is operated in the permitted zone as indicated in the Municipality's Zoning By-law.5. The Kennel shall be maintained in a clean and sanitary condition with all excrement, dead animals and other waste being removed on a daily basis.6. Shall ensure every dog is supplied with adequate amounts of water and food.7. Shall ensure the Kennel is provided with adequate

	natural or artificial light, proper ventilation and sufficient heat to maintain healthy conditions for the dogs.
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CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "I" OF BY-LAW 2016-25

REFRESHMENT VEHICLE

Applicable to:	Every person who owns, operates a refreshment vehicle.
Definitions:	REFRESHMENT VEHICLE means any vehicle from which food stuffs and/or refreshments are sold or offered for sale for consumption by the public. This shall include but is not limited to catering trucks, trailers, converted motor vehicles, push carts, wheeled vehicles, barbeques etc.
Exemptions:	1. Not-for-profit community associations, charitable organizations, service clubs, youth sport organizations and other organizers of a special fundraising barbeques are exempt from the license fee but are still required to obtain a license.
General Conditions:	<p>1. Requirements</p> <p>Every person who operates a refreshment vehicle shall:</p> <ul style="list-style-type: none"> i. Ensure that a signed certificate of approval from the Porcupine Health Unit confirming all necessary inspections have been completed and the business is in compliance with the requirements of the Porcupine Health Unit, ii. Provide proof of insurance coverage of a minimum of \$2,000,000.00 per occurrence and where the refreshment vehicle has been granted permission to operate on Township property, the policy shall also contain an endorsement identifying the "Township of Black River-Matheson" as an additional insured. iii. Ensure that every refreshment vehicle is equipped with a refuse container and all waste in the vicinity of the refreshment vehicle is placed in such container before leaving area. iv. Obtain written permission, including a statement of the time frame in which the refreshment vehicle can be operated, from the property owner on whose property the refreshment vehicle is to be operated.



CORPORATION OF THE

TOWNSHIP OF BLACK RIVER-MATHESON

429 PARK LANE, P.O. BOX 601, MATHESON, ON P0K 1N0

TELEPHONE: 705-273-2313 FAX: 705-273-2140

EMAIL: reception@blackriver-matheson.com WEBSITE: www.blackriver-matheson.com

Schedule "J"

BUSINESS APPLICATION

Input boxes for New Business, Renewal, and Change of Ownership/Business Name or Location.

A. Business Information

Operating Business name:
Business Address: Town:
Business Telephone: Business Fax:
Business E-mail: Business Website:
Business Description:

B. Applicant Information

Name: Mailing Address:
Telephone: E-mail:

C. Business Licence Category

Input boxes for Auctioneer, Group A Business, Group B Business, Group C Business, Kennel, Home Occupation, Home Industry, Refreshment Vehicle, Hawker/Pedlar/Transient Trader.

D. Home Occupation/Home Industry

1. Is the Home Occupation/Industry secondary to the main residential/agricultural use?
2. Are products produced on the premises?
3. Are products stored on the premises?
4. If within a dwelling, what is the size of floor area devoted to the business?
5. Indicate the gross floor area of the dwelling.
6. If the home industry is in an accessory building, what is the size of floor area devoted to the business?
7. Indicate the number of employees in relation to the proposed home occupation/industry.

E. Municipal Services and Parking

Please indicate which of the following best describes municipal services required in your business operation.
Class 1 Limited services required (i.e. washroom for public use); example: Consulting Service, Office,
Class 2 Services required (i.e. sinks for washing, cleaning, etc.); example: Hairdresser, restaurant
Please indicate if off-street parking is available. If available, how many spaces?

F. AGREEMENT

I/we solemnly declare that the information contained in this application is true and that the information contained in documents that accompany this application is true and hereby agree to observe and comply with the by-laws and regulations of the Corporation of the Township Of Black River-Matheson and any Provincial and or Federal Statutes governing the issue of licenses and the conduct of the business. I further acknowledge that the Corporation of the Township of Black River-Matheson may revoke any license at any time and that any of its Officers cannot be held responsible in any way whatsoever for any investment made or expense incurred with any license or application for the same.

I understand that I must obtain the required signatures prior to the approval of my business license.

I understand that no person shall operate a new business until such time that a business license has been approved by the Municipality.

I further understand that if any of the information contained in the application is found to be incorrect or falsified after the issuance of a license, my license shall be revoked immediately.

Date:	Applicant Signature:
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APPROVALS (signatures required)

Date:	Chief Building Official:	Comments:
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Date:	Fire Chief/designate:	Comments:
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Date:	Porcupine Health Unit:	Comments:
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FOR OFFICE USE ONLY

License Fee Paid: \$	Receipt No:	Date Paid:
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Roll Number:	Zoning Designation:
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License Approved: License Refused:

Licensing Officer Signature:	Date:
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Personal Information on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used in the administration of the Corporation of the Township of Black River-Matheson By-laws. If you have any questions regarding the collection of information should be addressed to the Municipal Clerk at 429 Park Lane, Matheson, ON, P0K 1N0 or call 1-705-273-2313.

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

SCHEDULE "K" OF BY-LAW 2016-25

LICENSE FEES

Business Category	License Fee – Initial	Renewal Fee - Yearly
Auctioneer	\$250.00	\$250.00
Group A Business	\$50.00	\$10.00
Group B Business	\$50.00	\$10.00
Group C Business	\$50.00	\$10.00
Hawker or Pedlar – Non-Resident	\$500.00	\$500.00
Hawker or Pedlar – Resident	\$250.00	\$250.00
Home Occupation	\$50.00	\$10.00
Home Industry	\$50.00	\$10.00
Kennel	\$50.00	\$10.00
Refreshment Vehicle	\$15.00 per day, \$25.00 per weekend, \$200.00 per year	\$15.00 per day, \$25.00 per weekend, \$200.00 per year

CORPORATION OF THE TOWNSHIP OF BLACK RIVER-MATHESON

BUSINESS BY-LAW 2016-25

SCHEDULE "L" OF BY-LAW NO.

Set Fines

ITEM	COLUMN 1 <i>(Short Form Wording)</i>	COLUMN 2 <i>(Provision Creating or Defining Offense)</i>	COLUMN 3 <i>(Set Fine)</i>
1.	Conduct, operate a business without license	3.1	\$250.00
2.	Fail to renew license	3.3	\$250.00
3.	Permit person to operate a business without a license	3.4	\$250.00
4.	Hinder or obstruct an Officer	3.9	\$250.00
5.	Fail to post license	3.13	\$250.00
6.	Fail to pay required fee	4.1 (iii)	\$250.00
7.	Fail to pay required fee	5.3	\$250.00
8.	Fail to notify officer	6	\$250.00
9.	Fail to return and surrender license	7	\$250.00
10.	Fail to notify officer	8	\$250.00
11.	Fail to provide information	9.2	\$250.00
12.	Park more than two vehicles	Schedule G 2(iv)	\$250.00



BUSINESS LICENSE

Township of Black River-Matheson

429 Park Lane
Matheson, ON, P0K 1N0
Tel: (705) 273-2313 e-mail: reception@blackriver-matheson.com

This license **MUST** be posted in a conspicuous place and is non-transferable

The below named person is hereby granted a license to operate a business as stated below in the Township of Black River-Matheson, subject to the provisions of the Business Licensing By-law, as amended, of the Township of Black River-Matheson.

License Number:

Date of Issue:

Date of Expiry:

Fee:

Business Name:

Owner:

Location:

Type of Business:

Licensing Officer

The issuance of a business license shall in no way be construed to relieve the licensee of compliance with, including but not limited to, Federal and/or Provincial statutes and Municipal By-laws.

The personal information on this license forms part of a public record and will be used for licensing and regulation records of the Municipality. For further information, please contact the Clerk during normal office hours or the Municipal Freedom of Information and Protection of Privacy Act