

Includes Amendments:

Bylaw No. 28/2015

**CITY OF MELVILLE
BYLAW NO. 01/2015**

**BEING A BYLAW OF THE CITY OF MELVILLE IN THE PROVINCE OF
SASKATCHEWAN TO CLASSIFY, LICENSE, CONTROL AND REGULATE
BUSINESSES WITHIN THE CITY OF MELVILLE**

WHEREAS, Section 8 of *The Cities Act*, empowers cities to regulate businesses, business activities and persons engaged in business within the city.

NOW THEREFORE, the Council of the City of Melville in the Province of Saskatchewan in Council assembled hereby enacts as follows:

1.0 SHORT TITLE

1.1 This Bylaw may cited as the “Business Licensing Bylaw”.

2.0 BASIS FOR LICENSING

2.1 The basis for municipal licensing is to ensure that every business or person, prior to the commencement of any activity within the corporate boundaries of the City of Melville, provide or obtain all necessary approvals and information required pursuant to this and other pertinent City of Melville Bylaws that may from time to time be enacted or amended, prior to the issuance of the business license. The basis for municipal licensing is also to ensure that once licensed, the business or person complies with all terms and conditions of their license as set out under this bylaw as well as compliance with zoning regulations and building regulations.

3.0 DEFINITIONS

3.1 “**ACTIVITY**” means a business, occupation, amusement, entertainment, trade, employment, profession or calling and includes those businesses not particularly defined in this bylaw, whether or not so carried on for gain or profit.

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

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

- 3.3** “**CHIEF OF POLICE**” shall mean the officer in charge of the City Detachment of the RCMP, and anyone acting or authorized to act on his behalf.
- 3.4** “**CHARITY**” means an organization that is:
- (a) incorporated as a non profit corporation in the Province of Saskatchewan; or
 - (b) a registered charity authorized to issue tax receipts for donations pursuant to *The Income Tax Act*; or
 - (c) an organization that can demonstrate that it is formed for social, educational, religious or philanthropic purposes from which the members do not receive any direct economic gain.
- 3.5** “**CITY**” shall mean the City of Melville.
- 3.6** “**COMMERCIAL PREMISES**” means any non-residential premises, including but not limited to schools, educational institutions, churches and federal, provincial or municipal properties.
- 3.7** “**CONTRACTOR**” means a person who contracts, sub-contracts, constructs, alters, maintains, repairs or removes buildings or structures, installs heating plants, plumbing or other fixtures, painting and/or allied trades including journeyman or jobber and shall include those businesses or persons engaged, under contract, in any municipal works.
- 3.8** “**COUNCIL**” shall mean the Council of the City of Melville.
- 3.9** “**DIRECT SALES CONTRACTOR**” means a vendor who sells, offers for sale or solicits orders for:
- (a) constructing, altering, renovating, maintaining, repairing, adding to or improving a building that is used or is used as a house by the owner, occupier or person in control of it; or
 - (b) altering, maintaining or improving real property to be used in connection with a house.
- 3.10** “**DIRECT SELLER**” means a person who:
- (a) goes from house to house selling or offering for sale, or soliciting orders for the future delivery of, goods or services;
 - (b) by telephone offers for sale or solicits for the future delivery of goods or services; or

(c) does both of the things mentioned in subclauses (a) and (b).

- 3.11 “HOME BASED BUSINESS”** means a business activity, occupation, trade, craft or profession conducted for gain from a dwelling unit, which use is incidental and secondary to the residential use of the dwelling and does not change the character thereof.
- 3.12 “LICENSE INSPECTOR”** shall mean the individual, or his designate who is employed by the City and to which this responsibility is assigned, including a Bylaw Enforcement Officer and/or Special Constable.
- 3.13 “NOT CLASSIFIED”** means any business or person that is not otherwise classified, listed or defined by this bylaw.
- 3.14 “NON-PROFIT ORGANIZATION”** means a non-profit corporation that is registered under the provisions of *The Non-Profit Corporations Act, S.S. 1979*.
- 3.15 “NON-RESIDENT”** means a business or person not located and operated from leased or owned property within the City.
- 3.16 “OFFICE OF CONVENIENCE”** means a place in a residential or commercial premises, where non-retail administrative business affairs are conducted for a business which operates outside the City of Melville.
- 3.17 “PAWN BROKER”** means a person who loans money on the security of personal property pledged in his keeping.
- 3.18 “PERSON”** means an individual or a corporate body and includes a partnership, a group of persons acting in concert or in association unless the context explicitly or by necessary implication otherwise requires.
- 3.19 “PROVINCIAL LICENSE”** means written authorization, given by an agency or authority of the Province, to conduct business in the Province of Saskatchewan, in a particular field of service.
- 3.20 “PUBLIC EATING ESTABLISHMENT”** means a building structure or enclosure or part of a building, structure or enclosure, including a mobile or portable structure in which food or drink is prepared or kept for the purpose of:
- (a) serving or selling it to the public for immediate consumption there or elsewhere; or
 - (b) delivering it to a person who intends to serve or sell it to the public for immediate consumption; or

(c) served or sold to the public for immediate consumption there or elsewhere.

3.21 “RESIDENT” means a business or person located and operated from leased or owned property within the City and in case of a home based business or home occupation is the principle residence of the owner of the business or person.

3.22 “RESIDENTIAL PREMISES” means a place of residential occupancy constructed in a zone designated as residential in accordance with City zoning regulations.

3.23 “SEASONAL BUSINESS” means a business or person located from leased or owned property within the City who operates a business of seasonal nature for less than six (6) months in a calendar year including but not limited to snow removal and lawn care.

3.24 “TRADE SHOW” means a place where the public is invited and where goods or merchandise are offered for sale by retail or auction on a short-term basis and may include hobby shows, home improvement shows, sportsman shows, flea market and craft shows.

3.25 “TRANSIENT TRADER” means a person carrying on business in the City who:

(a) offers goods or merchandise for sale by retail or auction; or

(b) solicits any person who is not a wholesaler or retail dealer for orders for the future delivery of goods and merchandise; but

(c) does not include a person who is required to be licensed pursuant to *The Direct Sellers Act* or who is an occupant of property that is used for business purposes.

3.26 “VALID LICENSE” means a license for which payment has been made for the current calendar year.

3.27 “ZONING BYLAW” means the City of Melville’s Current Zoning Bylaw as amended or replaced from time to time.

4.0 LICENSE REQUIRED

4.1 No business or person shall in the City of Melville:

(a) carry on or be engaged in any business activity herein referred to in this or any other bylaw or as set out in Schedule “B” attached to

and forming part of this bylaw; or

- (b) carry on any undertaking, do any act, matter or thing in respect of which a license is required under the provisions of this or any other bylaw of the City of Melville, or as set out in Schedule “B” attached to and forming part of this bylaw, unless and until such business or person has first obtained a license to do so and paid the fee set out in Schedule “A” of this bylaw.

5.0 DUTIES OF THE LICENSE INSPECTOR

- 5.1 Subject to provisions of *The Cities Act*, if all the provisions of this bylaw have been complied with, the City License Inspector shall receive and issue all licenses except where Council reserves to itself, the right to decide whether a license shall be issued or not.
- 5.2 The Business License Inspector shall consider each complete application and grant a business license to an applicant if the applicant meets the requirements of this Bylaw.
- 5.3 The Business License Inspector may impose conditions on business licenses and has the right to refuse an application.
- 5.4 The Business License Inspector has the right to revoke or suspend a business license immediately if:
 - (a) the information contained within an application is deemed to be false; or
 - (b) a Business License Fee remains outstanding as of midnight on the 31st day of March in the year in which the license is valid.
- 5.5 The Building License Inspector shall at all reasonable times have the right to enter upon any premises licensed under provisions of this bylaw for the purpose of ascertaining if the provisions of this bylaw are being complied with.

6.0 LICENSE FEES, TERM AND RENEWAL

- 6.1 The fees payable in respect of any license required under the provisions of this bylaw, shall be the amount set out in Schedule “A” attached to and forming part of this bylaw, except where otherwise provided in this bylaw, and shall be due and payable with each application at the first of each calendar year, or at the commencement of business, whichever is first.

- 6.2** The fee to be charged for all licenses issued shall be:
- (a) between January 1st and August 31st of the same year, the full rate amount set out in Schedule "A" attached to and forming part of this bylaw; or
 - (b) between September 1st and December 31st of the same year, the ½ Rate amount set out in Schedule "A", attached to and forming part of this bylaw.
- 6.3** All licenses required to be paid under provisions of this bylaw shall be paid to the License Inspector at the City Office, or at any other location designated by the License Inspector, prior to commencing with any activity.
- 6.4** Wherever in this bylaw a license is required to be taken out by a business or person, the license fee provided therefore shall be payable for each separate place of business.
- 6.5** Any business owner who ceases operation because of health reasons, may receive a refund of 1/3 of the fee paid. Applications for refund must be received prior to June 30th and be accompanied by documented proof by a physician.
- 6.6** Every license granted under the provisions hereof, unless specifically mentioned for a shorter period, shall be for the current year at the time of issue thereof, and shall expire on the 31st day of December.

7.0 APPLICATION FOR LICENSE

7.1 A person must complete and submit a business license application, in the form or substantially in the form of Schedule "C", to the License Inspector for approval before commencing any business activity in the City.

7.2 Direct Sellers

Direct sellers, prior to being licensed by the City, shall provide full and particular details of their licensing under **The Direct Sellers Act** and **Direct Sellers Regulations**.

7.3 Carnivals, Circus Show, Fair, Exhibition, Rodeo, Stampede

A license shall be taken out by the owner, manager or exhibitor of every carnival, menagerie, circus, show or carnival, merry go round, rodeo or stampede or similar entertainment; by

- (a) application to the License Inspector, and upon payment of a fee in accordance with Schedule "A", attached to and forming part of this bylaw, provided however,

- (i) that no person shall exhibit or parade any such circus, menagerie, carnival, show or merry-go-round in any place in the City of Melville except on the Melville Exhibition Grounds or any other location approved by Council; and
- (ii) provided further, that no license will be granted during any fair or exhibition sponsored by the Melville and District Agri-Park Association Inc., or within a two (2) week period before or after such fair or exhibition.
- (iii) the provisions with respect to licensing do not apply to the Melville and District Agri-Park Association Inc. for events undertaken solely by the Melville and District Agri-Park Association Inc.
- (iv) the manager, owner, or exhibitor of every show licensed under the provisions of this bylaw shall exhibit at the entrance of such show, a placard having printed thereon a tariff of admission fees to be charged for such show. The placard and figures thereon shall be of such size as meets the approval of the License Inspector.

7.4 Home Based Business Licenses

- (a) A person who wishes to obtain a Home Based Business License must complete and submit an application in the form or substantially in the form of Schedule "D"
- (b) Each application for a Home Based Business License, prior to issuance, shall be reviewed by the City of Melville Fire Chief/Building Inspector for compliance to building regulations, fire regulations and zoning regulations. After the application has been reviewed by the City of Melville Fire Chief/Building Inspector, the application will be placed before Council for approval.

8.0 TRANSFER OF BUSINESS LICENSE

No license issued under this bylaw shall be transferable:

- (a) with regard to business ownership, from an existing business or person to a new business or person/owner without the new business or person having met the criteria outlined in this bylaw by having made application to the License Inspector; or
- (b) with regard to location, from one premise to another premise, without the business or person having met the criteria outlined in this bylaw and all other pertinent bylaws of the City, by having made application to the License Inspector.

9.0 LICENSE NOT REQUIRED

- 9.1** Nothing contained in this bylaw shall be deemed to set a license fee for any performance, display or show, when sponsored by a group, troupe, or company of actors or dramatic performers who are residents of the City and who have amateur standing, or where any such performance, display or show is directly connected with the activities of any local educational facilities, or with the activities of any local organization where the proceeds will be for charitable purposes.
- 9.2** Notwithstanding paragraph 4.1, no license shall be required:
- (a) for an activity carried on by the City or at a location operated by an official or employee of the City acting on behalf of the City in his capacity as such official or employee; or
 - (b) for such other activities a Council by resolution may from time to time exempt.
- 9.3** Notwithstanding any other provision of this bylaw, a license shall not be required for an activity if any Statute of Canada or if the Province of Saskatchewan exempts such person, business or premises from requirements of municipal licensing.

10.0 LICENSE TO BE DISPLAYED

Every licensee granted a license to carry on a business shall at all times:

- (a) in the event the licensee occupies premises in connection therewith shall keep the license posted in a conspicuous place on the licensed premises; and
- (b) where the licensee, as part of his license, is required to register with the License Inspector and pay a fee pursuant to this bylaw, for vehicles licensed under this bylaw, a copy of said license shall, at the expense of the licensee, be kept in each and every such vehicle; or
- (c) in the event the licensee is a non-resident of the City of Melville the licensee shall keep a license with their person and their staff at all times while conducting business in Melville.

11.0 PROVISIONS CONCERNING PAWNBROKERS

- 11.1** Every pawnbroker shall before receiving a license under this bylaw provide the City with, and shall during the continuance of such license keep in force, a bond in the sum of Five Thousand Dollars (\$5,000.00) issued by a company licensed or registered to do business in the Province of Saskatchewan and in a form to be approved by the City solicitor indemnifying the City and all other persons or corporations against loss

owing to the default of the licensed arising out of any fraud, dishonesty, theft, misappropriation or misapplication in the conduct of his business.

- 11.2** No pawnbroker shall carry on, permit or allow to be carried on, the business of a secondhand dealer from the same premises from which the pawnbroker business is being carried on, unless licensed as such.
- 11.3** Every pawnbroker shall keep a record book and in which shall be permanently recorded the following information, which shall be secured and recorded at the time of each transaction:
- (a) an accurate, detailed description of each item of personal property taken as a pledge and all markings, serial numbers, make or model or other identification placed or marked on the property by the manufacturer or vendor thereof;
 - (b) a statement of any description, mark or specific identification which has been made or attached to the property;
 - (c) the date and time of day when the property was given to the pawnbroker as security;
 - (d) the price of the pawn on the property;
 - (e) the first name, surname, address and telephone number and the record of the numbers from two forms of identification that confirm the name given, one of which must confirm the name and address given from the following:
 - (i) Driver's License
 - (ii) Social Insurance Card
 - (iii) Health Services Card
 - (iv) Credit Card
 - (v) Treaty Card
 - (vi) Firearm Acquisition Certificate
 - (vii) and other personal identification containing a photograph, address, and a signature;
 - (f) the signature of the person or persons from who the property was acquired; and
 - (g) the inventory number of the acquisition
- 11.4** At the time a borrower deposits or delivers any personal property as security for a loan the pawnbroker or his employee shall, without requiring or accepting any fee or charge for so doing, deliver to the borrower a note, receipt, sales slip or pawn ticket containing full and detailed particulars as required in the record kept as per section 11.3 of this bylaw.
- 11.5** The pawnbroker or any employee of the pawnbroker shall not erase, obliterate, deface or alter the record made pursuant to section 11.3 of this

bylaw and shall not direct, allow or suffer any other person to erase, obliterate, deface or alter the record.

- 11.6** The record required to be kept by paragraph 11.3 of this bylaw, and every item of personal property in the pawnbroker's place of business which acquired as a security for a loan shall at all times be open to inspection by a Police Officer, the License Inspector, or any person appointed by Council for that purpose.
- 11.7** A pawnbroker shall, upon request, provide the Melville Municipal RCMP Detachment and/or the License Inspector access to the permanent record kept under paragraph 11.3 of this bylaw.
- 11.8** A pawnbroker shall not:
- (a) allow any property received as security for a loan to be redeemed or removed from his place of business before seventy-two (72) hours elapse from the time the property was tendered to the pawnbroker as security; or

- (b) sell any property received as security for a loan and which has not been redeemed within the time allowed to the borrower for redemption before one month has elapsed from the time when the property was furnished to the pawnbroker as an acquisition.

11.9 A pawnbroker or an employee thereof shall not accept property as security for a loan or advance a loan on the receipt or promise of delivery of any property from:

- (a) a person who is or who appears to be under the influence of alcohol or any drug;
- (b) any person who is under the age of 18 years, or appears to be under the age of 18 years and cannot provide proof of age;
- (c) any person failing to identify himself adequately as set out in section 11.3 (e);or
- (d) a person whom the pawnbroker or an employee thereof knows or has reasonable grounds to believe may have stolen or otherwise illegally acquired the property offered for security for a loan.

11.10 No pawnbroker or an employee thereof shall accept property on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered unless the prior written approval of the Chief of Police has first been obtained.

11.11 It shall be the duty of every pawnbroker to report to the Police with all possible information relating thereto, any person offering to deliver or sell to or exchange any articles, the possession of which such person is unable to satisfactorily explain, or which article such licensee has any reason to believe has been stolen or illegally or fraudulently obtained.

12.0 PROVISIONS CONCERNING SECOND HAND DEALERS AND ANTIQUE DEALERS

12.1 Second hand dealers and antique dealers shall keep a registry in a form satisfactory to the License Inspector in which shall be permanently recorded, at the time any second hand good or antique is acquired, the following information:

- (a) an accurate, detailed description of any personal property acquired, and any markings, serial numbers or other identification of the property;
- (b) the price paid for such property;
- (c) the date and time of day such property is acquired;
- (d) the inventory number of the acquisition;
- (e) the first name, surname, address and telephone number and the record of the numbers from two forms of identification that confirm the name given, one of which must confirm the name and address given from the following:

- (i) Driver's License
- (ii) Social Insurance Card
- (iii) Health Services Card
- (iv) Credit Card
- (v) Treaty Card
- (vi) Firearm Acquisition Certificate
- (vii) and other personal identification containing a photograph, address, and a signature;

(f) the signature of the person or persons from whom the property was acquired.

- 12.2** Second hand dealers and antique dealers shall label each article with the date of acquisition and with the inventory number entered in the record kept under paragraph 12.1 of this bylaw.
- 12.3** Second hand dealers and antique dealers shall, upon request, provide the Melville Municipal RCMP Detachment and/or the License Inspector access to the permanent record kept under paragraph 12.1 of this bylaw.
- 12.4** Where any second hand dealer, antique dealer or employee thereof believes or has reason to believe that any property which has been obtained may have been stolen or otherwise fraudulently obtained he shall notify the Chief of Police or an officer of the Melville Municipal RCMP Detachment that he has such property in his possession.
- 12.5** No second hand dealer or antique dealer shall, in the conduct of his business, nor any employee thereof accept property from:
- (a) any person who is under the age of 18 years, or appears to be under the age of 18 years and cannot provide proof of age;
 - (b) any person who fails or refuses to produce the required identification for the purposes of recording the transaction in accordance with paragraph 12.1 (e) of this bylaw; or
 - (c) any person who is or appears to be under the influence of any alcohol or drug.
- 12.6** No second hand dealer or antique dealer shall carry on, or permit to be carried on, the business of a pawnbroker from the same premises from which the second hand dealer business is being carried on, unless licensed as such.
- 12.7** No second hand dealer, antique dealer or an employee thereof shall accept property on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered unless the prior written approval of the Chief of Police has first been obtained.
- 12.8** No second hand dealer or antique dealer shall operate a second hand or antique business without first obtaining the appropriate license from the City of Melville.

13.0 PROVINCIAL LICENSING REQUIREMENTS

It is the responsibility of a business owner or the operator of a business to obtain the appropriate Provincial Licenses which are required in that field of business.

14.0 ENFORCEMENT

- 14.1 The City, may by resolution, suspend or revoke any license granted under the provisions of this bylaw in accordance with the provisions of *The Cities Act*.
- 14.2 Any form of advertising or promoting of activity shall be deemed to be prima facie proof of the fact that the business or person is carrying on such activity.
- 14.3 The licensing of a business, industry, calling or occupation under the provisions of this bylaw shall not allow a person to carry on such business in contravention of any Zoning Regulation, Building Regulation, Fire Regulation or other regulation of the City then in force.

15.0 PROCEDURE FOR VIOLATION NOTICES

- 15.1 Where a person commits or is alleged to have committed an offence under this Bylaw, a License Inspector or any other person authorized by the City Manager shall issue a Notice of Violation to such person. The Notice of Violation shall be in the form or substantially in the form of Schedule "E".
- 15.2 If payment of the amount specified on the Notice of Violation is made on or before the date indicated on the Notice of Violation, the person alleged to have committed the offence shall not be liable to prosecution for the offence indicated.
- 15.3 If payment of the amount specified on the Notice of Violation is not made on or before the date indicated on the Notice of Violation, a License Inspector or other authorized person shall issue a Summons to the person alleged to have committed the offence.
- 15.4 The Summons shall be in the form or substantially in the form of Schedule "F" and shall be served personally by the License Inspector, Police Officer or other authorized person. The person who issued the Summons must also Issue a Certificate of Service and attach a copy of the Certificate of Service to the Summons upon serving the person alleged to have committed the offence.
- 15.5 The Certificate of Service must be in the form or substantially in the form of Schedule "G"

16.0 OFFENCES AND PENALTIES

- 16.1 Every person who contravenes a provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine of not more than:
 - (a) \$ 2,000.00 in the case of an individual; and

(b) \$ 5,000.00 in the case of a corporation.

16.2 In case of a conviction for the non-payment of the license fee payable to the City under this Bylaw the convicting judge may adjudge payment thereof in addition to the penalty.

16.3 Where any person guilty of an infraction of the provisions of this bylaw has been issued a Notice of Violation pursuant to section 15 of this bylaw by a License Inspector or any other person authorized to act on their behalf, then the City will accept voluntary payment within fifteen days at City Hall, Melville, Saskatchewan in an amount of One Hundred Dollars (\$100.00) provided that an application for the appropriate business license pursuant to this bylaw has been applied for and the appropriate fees as detailed in Schedule "A", attached to and forming part of this bylaw, have been paid.

16.4 In accordance with Subsections 9(2) to 9(5) of *The Cities Act*, if any contractor fails to pay the license fee imposed by this Bylaw, the License Inspector or any other person authorized to act on their behalf, may give notice in writing to any person by whom the contractor is employed requiring the person to pay the license fee out of the monies payable by him to the contractor and upon receipt of the notice by that person, the amount of the license fee shall to the extent of monies so payable be a debt due by that person to the City and may be recoverable in the same manner as taxes may be recovered.

17.0 BYLAWS REPEALED

Bylaw 24/97 of the City of Melville, passed on the 20th day of October, 1997 and all amendments thereto are hereby repealed.

18.0 EFFECTIVE DATE OF BYLAW

This Bylaw shall come into force and take effect on the day of final passing thereof.

Mayor

City Clerk

Introduced and read a first time this 5th day of January, 2015.

Read a second time this 5th day of January, 2015.

Read a third time and adopted this 5th day of January, 2015.

SCHEDULE "A"

A Business License shall not be issued nor considered valid without payment of fees as prescribed in the following table.

Business License Fee Schedule			
Business License Type	Application Fee *	Business License Fee**	Pro-Rated Fee After August 31***
Resident	\$ 25.00	\$ 125.00	\$ 62.50
Non Resident	\$ 25.00	\$ 300.00	\$ 150.00
Home Based Business (amending Bylaw No. 28/2015)	\$ 25.00	\$ 150.00	\$ 75.00
Seasonal Business License - Resident	\$ 25.00	\$ 62.50	N/A
Seasonal Business License - Non Resident	\$ 25.00	\$ 150.00	N/A
Trade Shows	Not Required	\$ 10.00 per table/booth space	N/A
Transient Traders	Not Required	\$ 100.00 for each one week period or portion thereof	N/A
Direct Sellers/Direct Sellers Contractors	\$ 25.00	Business License Fees per the Resident and Non Resident Types	

* The fee is applied one time only at the time the application is received.

** The fee is applied at the time of application and each year during continued operation of business.

*** The fee is applied as the Annual Renewal Fee for all applications received after August 31, in the application year only.

SCHEDULE "B"

Business License Classification Codes			
Codes by Sequential Order		Codes by Alphabetical Order	
100	Financial Services	Agri-Industry	1600
200	Professional Services	Automotive	1300
300	Personal Services	Care Services	1700
400	Contracted Services	Commercial	1200
500	Seasonal Services	Contracted Services	400
600	Transient Trader	Direct Seller	2100
700	Retail Merchandising	Educational	1900
800	Wholesale	Entertainment, Sport, Leisure	1800
900	Transportation	Financial Services	100
1000	Manufacturing	Hospitality	1400
1100	Industrial	Industrial	1100
1200	Commercial	Information Technology	2300
1300	Automotive	Manufacturing	1000
1400	Hospitality	Not Classified	2000
1500	Utilities	Personal Services	300
1600	Agri-Industry	Professional Services	200
1700	Care Services	Public Eating Establishments	2200
1800	Entertainment, Sport, Leisure	Retail Merchandising	700

1900	Educational	Seasonal Services	500
2000	Not Classified	Transient Trader	600
2100	Direct Seller	Transportation	900
2200	Public Eating Establishments	Utilities	1500
2300	Information Technology	Wholesale	800

**“Schedule C”
City of Melville – Business License Application**

See Attached

Schedule "D"

City of Melville - Home Based Business License Application

Name: _____

Residential Address: _____

Mailing Address: _____

Phone Number(s): Home _____ Business _____

Home Occupations/Businesses:

Name of Business: _____

Type of Business: _____

Description of Business: _____

Location of Business (residential address): _____

Zoning: R1 R2 R3

Size of Residence: _____ Sq. Ft.

Total Area Used for Business/Occupation: _____ Sq. Ft.

Total Number of Employees: _____

Number of Business Vehicles: _____

Number of Customers Anticipated at One Time: _____

Auxiliary Storage Location: _____

Will you be providing service in the residence only? Yes No

Will there be any goods or materials offered for sale in the residence? Yes No

If Yes Type: _____

Quantity: _____

Will there be any hazardous materials utilized or associated with the business?

Yes No

Will there be any construction or renovation work done on your premises? Yes No

If Yes, type of work: _____

Do you require a Direct Seller's License? Yes No

If Yes, What company is this license registered under? _____

Province # _____ ID Card # _____

I/We _____ of _____

In the Province of _____ hereby make application to operate a Home Based Business in my/our residence at the location stated on Page 1 of this application, and hereby agree that any Home Based Business operated at this location shall be in accordance with the provisions of the City of Melville Zoning and Licensing Bylaws.

Date: _____

Signature of Applicant

FOR OFFICE USE ONLY

Annual Fee \$125.00

Seasonal Fee \$ 62.50

Application Fee \$ 25.00

Date of Council Approval _____

Receipt # _____

SCHEDULE "E"



BYLAW VIOLATION NOTICE

Ticket No. _____ Date/Time: _____

Name: _____

Address: _____

Vehicle License # _____ Sask. _____
(Make/Model)

Other _____
(Province or State)

Location: _____

TYPE OF OFFENCE

This official ticket is issued for a breach of the following bylaw:

- | | |
|------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Traffic Bylaw | <input type="checkbox"/> Animal Control Bylaw |
| <input type="checkbox"/> Licensing Bylaw | <input type="checkbox"/> Zoning Bylaw |
| <input type="checkbox"/> Nuisance Bylaw | <input type="checkbox"/> Other _____ |

Bylaw #: _____ Section: _____ Penalty \$ _____
Penalty if payment is made within 15 days of issue \$ _____.

Bylaw #: _____ Section: _____ Penalty \$ _____
Penalty if payment is made within 15 days of issue \$ _____.

Bylaw #: _____ Section: _____ Penalty \$ _____
Penalty if payment is made within 15 days of issue \$ _____.

Description of Offense(s): _____

Description of Animal: _____

Issued By: _____
(Name: _____, Bylaw Enforcement Officer)

Payment must be made within 30 calendar days of the date of issue. Failure to do so will result in prosecution in the Provincial Court.

Payment may be made in person at Melville City Hall (430 Main Street) weekdays between 9:00 a.m. and 4:00 p.m. or by mail to: City of Melville, Box 1240, Melville, Sask., S0A 2P0.

SCHEDULE "F"

**SUMMONS TO A PERSON
CHARGED WITH A VIOLATION**

Ticket No. _____

Canada
Province of Saskatchewan
Provincial Court,
City of Melville

}
} ON BEHALF OF HER MAJESTY THE QUEEN
}
}

TO: _____

The Bylaw Enforcement Officer declares that he/she has reasonable grounds to believe that, on or about the _____ day of _____, A.D. _____ at the City of Melville, in the Province of Saskatchewan, you did unlawfully commit the following offence:

contrary to the provisions of the Licensing Bylaw, being Bylaw No. /2007 of the said City of Melville.

AND WHEREAS a Notice of Violation for the above captioned offence was issued and our records indicate that no payment has been received in accordance with the instructions contained in the said Notice.

IF VOLUNTARY PAYMENT IN THE AMOUNT OF _____ IS NOT RECEIVED ON OR BEFORE _____, YOU ARE COMMANDED, IN HER MAJESTY'S NAME:

- (1) to appear before the presiding judge of **The Provincial Court of Saskatchewan** at 276 - 2nd Avenue West, Melville, Saskatchewan, on the _____ day of _____ A.D. at _____ o'clock a.m. or p.m. and to attend thereafter as required by the Court in order to be dealt with according to law.

YOU ARE WARNED THAT FAILURE WITHOUT LAWFUL EXCUSE TO ATTEND COURT IN ACCORDANCE WITH THIS SUMMONS SHALL RESULT IN YOUR CONVICTION OF THE ALLEGED OFFENCE WITHOUT FURTHER NOTICE TO YOU PURSUANT TO THE PROVISIONS OF THE SUMMARY OFFENCES PROCEDURE ACT, 1990.

DATED this _____ day of _____ A.D. _____, at Melville in the Province of Saskatchewan.

I, _____, Bylaw Enforcement Officer in Melville, Saskatchewan, HEREBY CERTIFY the issuance of this Ticket on the _____ Day of _____, A.D. _____.

Signature of Peace Officer: _____
Name: _____, Bylaw Enforcement Officer

SUBMIT THIS STUB WITH PAYMENT

Payment Instructions on the Back

Ticket No. _____

Payment To: The City of Melville
430 Main Street
P.O. Box 1240
Melville, Saskatchewan
S0A 2P0

SCHEDULE "F"
SUMMONS TO A PERSON
CHARGED WITH A VIOLATION

PAYMENT INSTRUCTIONS

1. Payment may be made in person at Melville City Hall, 430 Main Street, during normal business hours.
2. Payment may also be made by mailing this Summons, together with the exact amount of the penalty specified therein for voluntary payment, to the following address:

The City of Melville
P.O. Box 1240
Melville, SK
S0A 2P0

3. Payment must be received prior to the date specified in the Summons. Voluntary payment can not, and will not, be accepted after the date specified for voluntary payment. If you choose to send your payment by mail, it is your responsibility to ensure that your payment is posted in sufficient time to be received prior to the date specified herein.
4. Avoid prosecution by paying promptly. If payment is not received by the City of Melville in accordance with the instructions contained herein, a mandatory court appearance is required at the time and place specified herein.
5. You are warned that failure, without lawful excuse, to attend court in accordance with this Summons shall result in conviction of the alleged offence without further notice to you pursuant to The Summary Offences Procedure Act, 1990.
6. For inquiries, please contact the City of Melville at (306) 728-6840.

SCHEDULE "G"
AFFIDAVIT OF SERVICE

I, _____ of _____,

a Bylaw Enforcement Officer in Saskatchewan,

MAKE OATH AND SAY that I did, on the _____ day of _____, 20____

,

at _____ personally serve on

_____ a true copy
of the attached

Summary Offence Ticket Information.

SWORN BEFORE ME at the City of }
Melville, in the Province of }
Saskatchewan, this _____ day of }

_____ , A.D. 20____. }

_____ }

_____ }

_____ }

_____ }

_____ }

Name:
A COMMISSIONER OF OATHS
in the Province of Saskatchewan.

My Commission Expires:

Name:
Bylaw Enforcement Officer