



BYLAW NO. 13-2025

A BYLAW OF THE VILLAGE OF HOLDEN, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF LICENSING AND THE REGULATION OF BUSINESSES, TRADES, AND OCCUPATIONS.

WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes the Council to pass bylaws for municipal purposes respecting businesses, business activities and person engaged in business;

AND WHEREAS, Section 8 of the *Municipal Government Act*, states that every Council may prohibit any business or thing until a license has been granted;

AND WHEREAS, Section 8 of the *Municipal Government Act*, states that every Council may establish fees for licences, including fees for licenses that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue:

NOW THEREFORE the Council of the Village of Holden, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw will be referred to as the "Business License Bylaw".

DEFINITIONS

2. For the purposes of this Bylaw, the following words mean:
 - a. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26.1, section 541, as amended.
 - b. "Administrator" or "CAO" means the Chief Administrative Officer of the Village of Holden.
 - c. "Annual Business License" means the license that is required to be applied for or is re-issued annually.
 - d. "Application" means the initial written application for a Business License and includes an application to amend a Business License.
 - e. "Business" includes trades, professionals, restaurants, postal service, grocery store, hotel, gas and convenience store, industry, occupation, home-based business, to name a few, and any other type of commercial activity that may exist within Holden's boundaries.
 - f. "Council" means the Municipal Council of the Village of Holden.
 - g. "Charitable Organization" means any organization which is a registered Canadian charitable organization pursuant to the *Income Tax Act* of Canada.
 - h. "Designated Officer" means the Chief Administrative Officer, or their designate such as a Bylaw Enforcement Officer, Community Development Officer or Community Peace Officer.

- i. "Event Vendors and Entertainers" means any vendor or entertainer attending a Village Sponsored or Village Non-Profit Group Sponsored event with the intent to sell their product(s) or services. Event Vendors and Event Entertainers are exempt from purchasing a Village of Holden Business License.
- j. "Hawker or Peddler" means a person or business going from house to house selling or offering for sale any merchandise or service, or both.
- k. "Home Occupation" means a business carried on by a person, who is an occupant of a residential building, as a use secondary to the residential use of that building, in accordance with the Land Use Bylaw.
 - Home business refers to an occupation, trade, profession, or craft carried on by a person who is an occupant of a residential building as a use secondary to the residential use of the building which in the opinion of the Designated Officer does not detract from the peaceful state of the neighbourhood.
 - All new home business license applications must be submitted to the Development Authority for approval.
 - Existing home businesses will be considered as a Resident Business when they renew the following calendar year, if they met the conditions of their discretionary use permit.
- l. "Huckster" means any person who sells or offers for sale from a street display:
 - Food, beverages or refreshments
 - Christmas tree vendor
 - Other products, goods or services
- m. "Licensee" is a person holding a valid business license issued pursuant to this bylaw.
- n. "Local Business" means an entity that operates a business within the Village of Holden boundaries.
- o. "Non-resident" means an adult person who lives outside of the Village of Holden's municipal boundary and who will operate a business in the Village of Holden.
- p. "Order" means a written order in accordance with subsection 545 of the Act.
- q. "Person" mean an individual who operates a business of any sort within the Village of Holden boundaries and includes a corporation or partnership.
- r. "Resident" for the purpose of this bylaw only, means an adult person who resides in or who operates a commercial store front business in the Village of Holden.
- s. "Secondary School" means a school for students in grades 7 to 12 inclusive.

- t. "Student" for the purpose of this bylaw only, means a person who is under 18 years of age and who is attending secondary school. All school students are exempt from the need to acquire a Holden Business License.
- u. "Village" means the Municipal Corporation of the Village of Holden.

3. LICENSE APPLICATIONS

1. Every person applying for a business license shall submit to the Village a written application on the applicable form as outlined in Appendix A of this bylaw. The application form must be signed by the applicant or in case of a corporation it's duly appointed agent.
2. Businesses that are licensed do not need to re-apply; however, the annual business license fees are due and payable by the last day of April annually. If the business license is not paid annually by the last day of April, the Designated Officer or their designate will issue a ticket of \$50.00 for operating a business in Holden without a current business license. If the annual license fee continues to be unpaid at the end of December, the outstanding business license fees and any related tickets will be transferred to the property of the business owner.

4. REQUIREMENTS FOR A LICENSE

1. No Person shall within the boundaries of the Village of Holden:
 - (a) Carry on or operate any type of business, trades, occupations, home-based business, equipment rentals, residential rentals, etc., referred to in this bylaw, or
 - (b) Carry on any undertaking or do any act or use or have any article for which a business license is required under the provisions of this bylaw.
2.
 - (a) Applications for a license shall be made on a form provided by the municipality and shall be submitted in person at the Village Office.
 - (b) A license shall not be issued to the applicant until the applicant has paid the proper license fee as set out within this bylaw.
 - (c) If a person owns/operates numerous businesses that provide a good or a service to residents, they shall have a valid license for each business they represent.
 - (d) the fee payable for a license issued between the first day of April and the 31st day of March in any year shall be the license fee as set out in this bylaw.
 - (e) An application for a license for any business or occupation mentioned in this bylaw shall be made by any person who will be actively engaged in the management and control of the business and those persons only. If in the course of any license year additional persons are added to those

sharing the management and control of the licensed operation, then the additional names shall be given to the license Inspector. Failure to disclose to the Village any information required within this bylaw, shall be grounds for immediate cancellation of the license, if issued, and the forfeiture of any fee paid for the annual license.

(f) the Designated Officer may issue a license, subject to certain conditions, but where the Designated Officer issues a license, subject to certain conditions, they shall endorse on the License the particulars of such conditions.

(g) Every license issued under this bylaw shall be posted in a conspicuous place on the business premises of the licensed applicant and the Designated Officer or their designate may enter all business buildings, and property at all reasonable times for the purpose of administering or enforcing this bylaw, with a 24-hour notice.

5. APPEALS

Where an application for a license or license has been refused or has been authorized subject to conditions, the applicant may appeal:

(a) Appeals shall be made in writing, stating the reason for the appeal within thirty (30) days after a license has been refused or revoked by the Designated Officer, otherwise the right of appeal shall be barred and extinguished.

(b) In the event of an appeal or refusal or revoking of a license the appeal shall be heard by the Council, the Council shall have the final say on whether or not the decision of refusal or revoking of a license was just and reasonable.

6. POSTING OF THE BUSINESS LICENSE

Every license issued under this Bylaw shall be completed on a Council approved template. Authorized by the Designated Officer, and provided to the Licensee who is responsible for posting such license in a prominent position at their business.

7. TERMINATION AND CANCELLATION

Every license issued under the provision of this bylaw shall terminate at midnight, the 31st day of March of the year following the year in which the license was issued. And will be renewed annually until the business is no longer operational.

8. REQUIREMENT FOR ANNUAL RENEWAL OF BUSINESS LICENSE

Every business owner within the Village of Holden boundaries is required to renew their business license annually until they no longer offer their services or goods for a fee.

9. LICENSE FEES (these are included in the Master Fees).

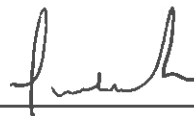
See Master Fees Bylaw 11-2025

This Bylaw comes into force and effect after third and final reading and upon being signed.

Read a **FIRST** time this 17th day of November, 2025.

Read a **SECOND** time this 17th day of February, 2026.

Read a **THIRD** time and finally passed this 16th day of March, 2026.



Mayor, Carl Marsh



Chief Administrative Officer,
Rosemary Offrey

APPENDIX A

See Master Fees Bylaw 11-2025
Business License Applications