

**TOWN OF ARBORG
BY-LAW NO. 2-2023**

**Being a By-law of the Town of Arborg to License and
Regulate Businesses and Trades as Carried on in Arborg**

WHEREAS Sections 232(2) of *The Municipal Act* (R.S.M. 1988, C.M225) provide as follows:

Council may, subject to regulation, provide for a system of Licensing, permits or approval, including any or all of the following:

- (e) i) establishing fees, and terms for payment of fees, for inspections, licenses, permits and approvals, including fees related to recovering the costs of regulations;
- ii) establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business within the municipality;
- iii) prohibiting a development, activity, industry, business or thing until a license, permit or approval is granted;
- iv) providing that terms and conditions may be imposed on any license, permit or approval, and providing for the nature of the terms and conditions and who may impose them;
- v) providing for the duration of licenses, permits and approvals and their suspension or cancellation or any other remedy, including undertaking remedial action, and charging and collecting the costs of such action, for failure to pay a fee or to comply with a term or condition;
- (g) require persons who do not reside or have a place of business in the municipality to report to the municipal office before conducting business in the municipality;

AND WHEREAS the Town of Arborg levies no business tax, or a fee in lieu of business tax, for any person who operates a business in the Town of Arborg;

AND WHEREAS the Council of the Town of Arborg deems it expedient and in the best public interest to license and regulate any business carried on within the Town of Arborg;

NOW THEREFORE the Council of the Town of Arborg in open session assembled enacts as follows:

PART 1

1. CITATION

This by-law shall be referred to as **THE BUSINESS LICENSE BY-LAW**.

2. CONTINUING CONSOLIDATION

- a) The Chief Administrative Officer may cause to be prepared and printed, and kept up to date, a continuing consolidation of this by-law, and indices and appendices thereto, and may make such arrangements with respect thereto, and with respect to matters incidental thereto, as may be required.
- b) Where a continuation consolidation of this by-law is prepared, all approved revisions thereto shall bear the designation and be located as follows:
 - i. When a specific portion has been amended or replaced by an amending by-law, the designation '[AM, B/L #]' shall be inserted immediately following the affected block of text.
 - ii. When a specific portion has been repealed or deleted by an amending by-law, the designation '[REP, B/L #]' shall be inserted adjacent to the current section, subsection, paragraph or clause number in place of the removed text.
 - iii. When a new portion has been enacted herein by an amending by-law, the designation '[EN, B/L #]' shall be inserted immediately following the added block of text.
 - iv. When any of the designations referred to in paragraphs 1), 2), and 3) above are inserted within the text of this by-law, the figure '#' shall be replaced by the actual number of the respective amending by-law.
 - v. Where more than one clause, paragraph, or subsection of any particular section is affected by the same amending by-law, the designation may be placed at the end of each clause, paragraph, or subsection so affected or, at the left aligned margin of the paragraph, subsection, or section so affected, whichever is deemed to have more clarity in each particular instance.

3. AMENDMENT OF SCHEDULES

Council of the Town of Arborg may from time to time, by resolution, amend each and every schedule attached to this by-law.

4. INTERPRETATION

In all parts of this by-law, any word importing the male gender shall include the female gender and vice versa, and any word importing the singular shall include the plural, and vice versa, as applicable unless the context requires a different interpretation.

5. DEFINITIONS

Unless the context otherwise requires, whenever used in the By-law;

“**Business**” includes any trade, occupation, profession or venture conducted or carried on with a view to profit or gain;

“**Business License**” or “**License**” means the certificate issued to an applicant, permitting the applicant to carry on a Business;

“**Charitable Organization**” means any organization which is a registered Canadian Charitable Organization as defined in the *Income Tax Act of Canada*;

“**Council**” means the Council of the Municipality;

“**Chief Administrative Officer**” means the Chief Administrative Officer of the Municipality and anyone acting or authorized to act on his behalf;

“**Fire Chief**” means the Fire Chief for the Municipality or anyone acting or authorized to act on his behalf;

“**Garage Sale**” means the retail selling or barter of any commodity or thing, including without limiting the foregoing, clothing, goods, wares, merchandise and handicrafts, from residential property, and includes a Yard Sale;

“**Hawker**” means any person who goes from place to place on foot or vehicle, bearing goods, wares, merchandise or food products for sale;

“**Health Inspector**” means the Public Health Inspector appointed by the Province under the *Public Health Act*;

“**Home Occupation**” means any business activity which includes manufacturing, sales, a commercial or professional operation, business, service, trade, practice, office or use which is carried on or in or from a dwelling unit and/or its permitted accessory buildings, is intended as a profit-making operation, is clearly incidental to, accessory to, or secondary to the residential use of the dwelling unit;

“**License Inspector**” means the Chief Administrative Officer or any duly authorized person acting on his behalf;

“**License Year**” means the period of time between the date a License is issued and the anniversary date which shall be established as the common Anniversary date of January 1st in each year;

“**Licensed Premises**” means the premises in which the Business referred to in the specific context is carried on;

“**Municipality**” means the Town of Arborg;

“**Non-Profit Organization**” means community groups and service organizations selling goods or services for the sole purpose of fundraising for a specific activity or project but does not include a credit union or co-operative established under a law of Manitoba or Canada;

“**Non-Resident**” means a Person who is not a Resident, property owner, or business owner of the Municipality or the Municipality of Bifrost-Riverton.

“**Peddler**” has the same meaning as “Hawker”;

“**Person**” includes an individual, firm, partnership, corporation, club or association;

“**Refreshment Vehicle**” means a vehicle from which food products are sold or exposed for sale and which is equipped with water and other sanitary facilities as required by law;

“**Resident**” means any person who resides or owns property in the Town of Arborg or the Municipality of Bifrost-Riverton and includes:

- the owner of property in the Municipality, or
- has leased premises in the Municipality, which he uses for the purpose of carrying on a business;

“**Short-Term Rental Accommodation**” includes temporary accommodations (less than 30 consecutive days) in a dwelling such as an apartment, house, or condominium, provided by a property owner or principal tenant in exchange for payment;

“**Short-Term Rental Accommodation Operator**” means a person who carries on the business of providing Short-Term Rental Accommodation;

“**Transient Trader**” includes any Non-Resident carrying on Business in the Municipality, who:

- goes from house to house selling or offering for sale any merchandise or services, or both, to any person and who is not a wholesale or retail dealer in such merchandise or services, and who does not have a permanent place of business;
- goes from house to house or businesses and offers or exposes for sale to any person by means of samples, patterns, cuts or blue prints, merchandise or services or both to be afterwards delivered or shipped into the Municipality;

and includes a Hawker and Peddler but does not include:

- a person selling meat, fruit or other farm produce that has been produced, raised or grown by that person within the Province of Manitoba;
- selling fish of his own catching caught within the Province of Manitoba;
- selling goods or services on behalf of a commercial business located within the Municipality limits;

“**Vehicle**” has the meaning given to it by *The Highway Traffic Act* and with respect to the trade of Mobile Food Vending Unit meaning an automobile, motor bicycle, traction engine, truck tractor, trailer or any device drawn, propelled or driven by any kind of power including muscular power but does not include a handcart;

“**Yard Sale**” means the same as Garage Sale;

“**Zoning By-law**” means the most current Zoning By-law of the Town of Arborg.

6. PERSONS REQUIRED TO BE LICENSED

- a) Every Person carrying on any Business, whether or not it is carried on continuously or on an intermittent or one-time basis, shall first obtain a Business License from the Municipality. No Person shall carry on a Business for which a License has been issued after the License has lapsed or been cancelled unless a new License is issued;
- b) Every Person, whether Resident or Non-Resident, who applies for a License to carry on a Business, shall pay a fee upon application and an annual fee thereafter, as established in Schedule “A” of this By-law;
- c) Where a business subject to licensing is carried on, or is intended on, in more than one premise, a separate license shall be required in respect of each premise as though the trade carried on in each were a separate trade;
- d) No Person shall manage or conduct any Licensed Business except the Licensee thereof or a manager, employee or agent authorized to carry on the Business on the Licensee’s behalf.

7. PERSONS EXEMPT FROM THIS BY-LAW

The following persons shall not require a business license:

- a) any hawker or peddler of the growth or produce of the Province of Manitoba if he is the producer, a member of his immediate family, or his bona fide employee;

- b) any commercial traveler selling or offering for sale by wholesale any goods, by sample cards, specimens or otherwise, for future delivery from some place outside the Municipality and any commercial traveler taking orders for any person licensed to carry on a business within the Municipality;
- c) any person operating a temporary stall, place or other restricted area who displays and sells goods to the public if the space so occupied is provided by a person licensed to carry on business in Arborg and who holds a special business promotion sale;
- d) any courier service operator who delivers articles or goods from outside Arborg to any person in Arborg, or picks up articles or goods from Arborg for points of delivery outside Arborg;
- e) any artist, actor, dancer, magician, musician, operator of rides, fairs, carnivals or other public events, or any other person who offers show, recital, concert or other public entertainment in Arborg;
- f) any person operating any business at any sanctioned Community Event within the Municipality providing permission has been granted by the organizing committee of the event;
- g) Charitable and Non-Profit Organizations as defined by this By-law;
- h) Garage Sales and Yard Sales.

8. PROCEDURE FOR ISSUANCE OF LICENSE

- a) All applications for a new License, or request to transfer a License, shall be made in person at the Municipal office prior to the opening of or conducting business;
 - i) Business License Application see Schedule "B"
 - ii) Transient Trader License Application see Schedule "D"
 - iii) Mobile Food Vendor Application see Schedule "F"
 - iv) Short Term Rental Accommodation Application "H"
- b) All Annual License renewals can be made by remitting the Annual License Fee, as outlined in Schedule "A" of this By-law, to the Municipal office at the start of each calendar year, or upon receipt of a Business License Invoice;
- c) The License Inspector shall issue a License to an applicant when satisfied the applicant has complied with all conditions of this By-law;
- d) All Licenses issued are expressly subject to the provisions of any zoning regulations of the Municipality and the issuance of a License shall not be deemed to be approval to carry on a Business in or on any premises in contravention of the provisions of a Zoning By-law in force in the Municipality from time to time;
- e) Before issuing a license the License Inspector may require an applicant to produce a certificate from the Municipal Building Inspector, Health Inspector, Fire Chief, and/or any other regulatory agency to confirm the premises or the personal property from which the business is to be carried on complies with all applicable by-laws, rules and regulations.

9. FEES

- a) Subject to this section, and before a business license is issued or transferred, every applicant shall pay to the Municipality the fee as prescribed in Schedule "A" to this By-law;
- b) The License Inspector may issue a License for part of a License Year and the fee to be charged shall be prorated but shall not be less than 50% of the annual License fee, with the exception of Transient Traders and Mobile Vending Units;
- c) Except as provided in subsection
 - i) no refund of Licensee fee shall be made in respect of the revocation of a License, or for any reason;
 - ii) The Chief Administrative Officer may authorize a refund of all or part of a License fee where the premises occupied by the Licensee have been destroyed by fire or other cause and the Licensee desires to surrender his License for the balance of the year.

10. LICENSE YEAR

- a) Except as otherwise provided in this by-law, a License shall be issued for the period of a License Year;
- b) Every License shall show the date on which it is issued and the date on which it will expire.

11. DUTIES OF THE LICENSEE

- a) Every Licensee shall comply with all by-laws of the Municipality;
- b) Whenever a Licensee changes his address from that shown on his License, he shall forthwith notify the License Inspector;
- c) Every License issued hereunder shall be produced by the Licensee at all reasonable times on demand;
- d) The Licensee shall permit the License Inspector or his delegates to enter upon and inspect a product or Licensed Premises from time to time;
- e) Every Licensee who holds a License under this by-law which applies to a premises, so long as the License is in force, keep it, or an authentic copy thereof, posted in some conspicuous place on the premises;
- f) In the case of the Transient Trader, Food Vendor or Refreshment Vehicle, the Licensee who holds a License under this by-law shall make the License visible to the general public while conducting business and, further, must post the name, address, and phone number where the offices of the business are located.

12. REVOCATION OF LICENSES

- a) If the License Inspector determines a Licensee is carrying on his business in an improper manner, he shall forthwith revoke the License and notify the Licensee of such revocation by registered mail;
- b) A Licensee whose License has been revoked may, within 14 days of the mailing of the notice of revocation, appeal the revocation to Council, and Council shall set a day, time and place for the hearing of the appeal;
- c) Upon hearing all representations made on the issue, Council may, by resolution, direct that the License remains revoked or not be revoked, or that it be renewed upon such conditions as Council deems proper; and any such resolution is final;

13. LICENSE INSPECTOR

- a) This By-law shall be administered by the License Inspector;
- b) The License Inspector shall enforce the by-law in accordance with the provisions thereof;
- c) The License Inspector is hereby authorized at all reasonable times to enter upon and inspect any product or premises wherein any Business subject to License by this or any other by-law of the Municipality is being carried on.

PART 2**SPECIAL PROVISIONS RELATING TO CERTAIN TRADES****14. MOBILE FOOD VENDING UNIT**

- a) No License to carry on the trade of Mobile Food Vending Unit shall be issued to an applicant unless the applicant first obtains and files with the Municipality a certificate from the Provincial Health Inspector that the vehicle, mobile unit or premises in respect of which the License is applied for have been examined and found in a fit and clean condition and suitable for the purposes of such trade;
- b) Every applicant for a License to operate one or more Mobile Food Vending Units shall:

- i) file with the application and shall maintain in force during the License period, a comprehensive general liability policy in a form satisfactory to the Municipality, which includes the following minimum limits of coverage per occurrence;
 - a) maintain liability insurance in the minimum amount of \$1,000,000.00; and
 - ii) every such policy shall be accompanied by a written undertaking signed by the insurer or its duly authorized agent to the effect that the policy will not be cancelled except upon 15 days prior written notice to the Municipality License Inspector; and
 - iii) no person shall carry on the trade of a Mobile Food Vending Unit unless the required insurance coverage is in force;
- c) Every person operating a Mobile Food Vending Unit shall cause his name to be legibly and conspicuously displayed in letters of a minimum height of 2 inches on both sides of any vehicle used in the carrying on of his trade, in a place and manner satisfactory to the License Inspector;
 - d) No person shall operate from or with a Mobile Food Vending Unit **before 9:00 a.m.** or **after 9:00 p.m.** unless otherwise approved by resolution of Council or as part of a sanctioned Community Event;
 - e) No person shall operate a Mobile Food Vending Unit:
 - i) within 50 Meters (164 ft) from the main entrance to any food service establishment or to any building containing a food service establishment where there is located on the building or premise a sign or notice visible to passers-by indicating the existence of a food service establishment unless:
 - a) the owner or operator of the food service establishment is also the owner or operator of the mobile food vending unit; or
 - b) the owner or operator of the food service establishment provides written permission (Schedule "L ") to waive this requirement to the Municipality; or
 - ii) in traffic, parking or curb lanes of a street not designated in Schedule "J" of this By-law;
 - f) No person shall operate a Mobile Food Vending Unit on private residential property;
 - g) No person shall operate a Mobile Food Vending Unit on private commercial property unless written permission (Schedule "M") from the owner or occupant of the property (subject to Clause 14(e)), which written permission shall be kept available and furnished on demand to any Police Officer or License Inspector;
 - h) No person shall permit a Mobile Food Vending Unit, whether operating or unattended by him, to remain standing on any public property, with the exception of the Arborg Bifrost Recreation Grounds and other areas as designated in Schedule "J" of this By-law, providing all requirements of this By-law have been met and, in the case of the Arborg Bifrost Recreation Grounds, permission has been granted by the Arborg Bifrost Parks & Recreation Commission; (Schedule "K")
 - i) Auxiliary receptacles used by a licensed Mobile Food Vending Unit for the sole purpose of storing beverages or ice shall be attached to the unit and receptacles for the collection of recyclables or garbage, not necessarily attached, shall be supplied by the vendor unit,

15. TRANSIENT TRADER

- a) Transient traders, hawkers, peddlers and other persons who go from place to place, or from door to door, by any means, bearing or drawing any food, goods, wares or merchandise for sale, shall, before transacting business in Arborg, report to the Municipal office and obtain a license;
- b) A Licensed Transient Trader shall only operate his business between the hours of **9:00 a.m.** and **6:00 p.m.** on any day other than a Sunday or public holiday;

16. HOME OCCUPATION

- a) Home Occupations must have a valid Business License;
- b) Home Occupations shall:
 - i) not detract from the neighborhood;
 - ii) be carried on solely by the members of the family residing in the same dwelling unit without the employment of other persons;

- iii) have no outdoor storage of materials or products used by the business on the site;
- iv) meet all of the requirements for Home-Based Businesses as defined in the Town of Arborg Zoning By-law.

17. SHORT-TERM RENTAL ACCOMMODATION

- a) No person shall carry on business as a Short-Term Rental Accommodation Operator without having first obtained a license to do so from the municipality;
- b) No person shall carry on business as a Short-Term Rental Accommodation Operator in an accessory building, a vehicle or an unlawful dwelling unit;
- c) Before applying for a business license, a Short-Term Rental Accommodation Operator shall obtain authorization from the owner or landlord if the Short-Term Rental Accommodation Operator is a tenant;
- d) A Short-Term Rental Accommodation Operator shall not market the Short-Term Rental Accommodation they are licensed to provide without including their Town of Arborg business license number in a conspicuous place in any medium or material used to market the Short-Term Rental Accommodation.
- e) A Short-Term Rental Accommodation Operator shall:
 - i. provide an emergency contact name and number to all guests;
 - ii. post a fire safety plan by all entrances and exits in the Short-Term Rental Accommodation;
 - iii. have or install interconnected smoke alarms on each floor and in each bedroom of the Short-Term Rental Accommodation;
 - iv. have or install carbon monoxide detectors on each floor the Short-Term Rental Accommodation that contains one or more gas appliances;
 - v. have all smoke alarms, fire extinguishers and carbon monoxide detectors in the dwelling unit inspected and tested annually, and keep a written record of such inspections and tests;
 - vi. maintain all smoke alarms, fire extinguishers and carbon monoxide detectors in the dwelling unit in working order; and;
 - vii. produce inspection, testing and maintenance records to the License Inspector, Fire Chief or Building Inspector upon request.
 - viii. Ensure all designated sleeping area(s) have means of safe egress; and that these points of egress meet safety standards as required by their liability insurance provider.
 - ix. Ensure there is sufficient private parking on site. Each Rental is allowed only One (1) vehicle to park overnight on public street(s) or back-lane(s)
- f) A Short-Term Rental Accommodation Operator shall not:
 - i. provide Short-Term Rental Accommodation in a building that has more than three dwelling units, unless the building is equipped with a fire alarm system that is inspected and maintained annually;
 - ii. provide Short-Term Rental Accommodation in a building that has more than ten occupants, unless the building is equipped with a fire alarm system that is inspected and maintained annually; and;
 - iii. provide Short-Term Rental Accommodation in a dwelling unit that is attached to another dwelling unit, unless there is a fire separation with at least a 45-minute fire resistance rating, unless a higher resistance rating is required for the building type by the Building By-law or the Fire By-law, or an automated sprinkler system.
- g) A Short-Term Rental Accommodation Operator shall produce inspection, maintenance and construction records regarding the fire alarm system and fire separations, and any other records related to the business license conditions of the Short-Term Rental Accommodation to the License Inspector, Fire Chief or Building Inspector upon request;
- h) A Short-Term Rental Accommodation Operator shall give the License Inspector, Fire Chief or the Building Inspector access to the Short-Term Rental Accommodation at any reasonable hour.
- i) A Short-Term Rental Accommodation Operator shall provide documentation or records that demonstrates compliance with this By-law to the License Inspector upon request, including but not limited to:
 - i. proof of owner or landlord authorization if the Short-Term Rental Accommodation Operator is a tenant;

- ii. if the Short-Term Rental Accommodation is managed or marketed by a property manager, the name and contact details of the property manager;
- iii. the Universal Resource Locator (URL) address of any online advertisements used to market the Short-Term Rental Accommodation;
- iv. all specific Short-Term Rental Accommodation platforms used to market the Short-Term Rental Accommodation;
- v. any other documentation that the License Inspector deems necessary to demonstrate compliance with this By-law.

18. OFFENCES AND PENALTIES

- a) Any person who contravenes or disobeys, or refuses or neglects to obey any provision of this By-law, other than to carry on a business in Arborg, without having obtained the appropriate license is guilty of an offence and liable to a fine as listed under Schedule "A" attached to this By-law;
- b) Where a contravention, refusal, neglect, omission, or failure under this By-law continues for more than one day, the person is guilty of a separate offence for each day that it continues.

19. SCHEDULES

The documents attached hereto:

Schedule "A"	-	License Fees, Fines and Penalties
Schedule "B"	-	Business License Application
Schedule "C"	-	Business License
Schedule "D"	-	Transient Trader License Application
Schedule "E"	-	Transient Trader License
Schedule "F"	-	Mobile Food Vendor Application
Schedule "G"	-	Mobile Food Vendor License
Schedule "H"	-	Short Term Rental Accommodation Application
Schedule "I"	-	Short Term Rental License
Schedule "J"	-	Permitted & Prohibited Location Map
Schedule "K"	-	Permission Form – Operate on Recreation Grounds
Schedule "L"	-	Authorization Form – Operate Within 50 Meter Zone
Schedule "M"	-	Authorization Form – Operate on Private Commercial Property

20. REPEAL

The Town of Arborg By-law No.3-2019, and any amendments thereto made from time to time, are hereby repealed from the date this By-law comes into force.

21. COMMENCEMENT OF THIS BY-LAW

THIS By-law comes into force on the 11th day of May, 2023.

DONE AND PASSED in open Council assembled, by the Town of Arborg in the Province of Manitoba this 10th day of May, 2023.



Peter Dueck, Mayor



Cindy Stansell, CAO

Read a first time this	26 th	day of	April	A.D.	2023
Read a second time this	26 th	day of	April	A.D.	2023
Read a third time this	10 th	day of	May	A.D.	2023

**SCHEDULE "A" License Fees, Fines and Penalties
ATTACHED TO AND FORMING PART OF THE Town of Arborg
By-Law No. 2 – 2023 License and Regulate Businesses & Trades**

License Fees

	<i>Type of License</i>	<i>Fee</i>	<i>Period</i>
1	Business License	Resident	\$50.00 1 License Year
		Non-Resident	\$75.00 1 License Year
2	Outdoor Mobile Food Vending Unit	Resident	\$150.00 1 License Year
		Non-Resident	\$325.00 1 License Year
3	Transient Trader	Seasonal	\$100.00 90 Day Consecutive Period
		Annual	\$200.00 1 License Year
4	Short-Term Rental Accommodation	Resident Owner	\$50.00 1 License Year
		Non-Resident Owner / Tenant Operated	\$100.00 1 License Year

Fines and Penalties

	<i>Description</i>	<i>Type</i>	<i>Period</i>
A	Failure to Obtain a License	<i>Fine</i>	
1	Business License	Resident	\$100.00 Within 12-months
		Non-Resident	\$150.00 Within 12-months
2	Outdoor Mobile Food Vending Unit	Resident	\$300.00 Per Instance
		Non-Resident	\$650.00 Per Instance
3	Transient Trader	Seasonal	\$200.00 Within 12-months
		Annual	\$400.00 Within 12-months
4	Short-Term Rental Accommodation	Resident Owner	\$100.00 Within 12-months
		Non-Resident Owner / Tenant	\$200.00 Within 12-months
<i>Fine(s) Listed in "A" are in addition to the license fee.</i>			
B	All other Violations of Town of Arborg By-law No. 2-2023		
		1 st Offense	\$75.00 Within 12-months
		2 nd Offense	\$150.00 Within 12-months
		Each Additional Offense	\$300.00 Within 12-months



TOWN OF ARBORG
 337 River Road
 Box 159, Arborg, MB R0C 0A0
 Tel: 204-376-2647 Fax: 204-376-5379
 Website: www.townofarborg.com
 E-mail: townofarborg@mymts.net

BUSINESS LICENSE APPLICATION

Business Name:					
Owner / Applicant Name					
Civic Address of Business:				Town	
Mailing Address:				Town	Postal Code
Business Telephone: ()				Cell: ()	
Email:		@		Website	
Type of Business:	Accommodations <input type="checkbox"/>		Home Service &/or Trades <input type="checkbox"/>		Retail <input type="checkbox"/>
	Food Service <input type="checkbox"/>		Recreation & / or Entertainment <input type="checkbox"/>		Health & Professional <input type="checkbox"/>
	Other <input type="checkbox"/>	(Specify) _____			
Details of the business to be carried on:					
I (We) hereby certify the above information to be correct and acknowledge that any false statement made upon this application may result in the revocation of the license applied for and/or prosecution.					
Signature			Date:		
Business License Fee(s)		\$50.00 Resident <input type="checkbox"/>		\$75.00 Non-Resident <input type="checkbox"/>	
Payment Enclosed:		YES <input type="checkbox"/> NO <input type="checkbox"/>		Chq <input type="checkbox"/> Cash <input type="checkbox"/>	
Payment via EFT Sent to: townofarborg@mymts.net YES <input type="checkbox"/> NO <input type="checkbox"/>					

OFFICE USE ONLY			
Fee Owng:	Payment Received <input type="checkbox"/>		Certificate <input type="checkbox"/> Filed <input type="checkbox"/>
Receipt #	Issue Date:		
License #	Expiry Date:		



TOWN OF ARBORG
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 Box 159, Arborg, MB R0C 0A0
 Tel: 204-376-2647 Fax: 204-376-5379
 Website: www.townofarborg.com
 E-mail: townofarborg@mymts.net

TRANSIENT TRADER LICENSE APPLICATION

Business Name:							
Owner / Applicant Name							
Civic Address of Business:					Town		
Mailing Address:					Town		Postal Code
Business Telephone:		()			Cell:	()	
Email:			@	Website			
Type of Business	(Specify)						
Description of Door-to-Door Activity							
Person Responsible for Agent(s) going Door-to-Door:							
Telephone	()	Extension		Title:			
Site Plan Showing Locations Attached			# of Agents going Door-to-Door				
Date(s) of Activities:					Time(s) of Activity:		
I (We) hereby certify the above information to be correct and acknowledge that any false statement made upon this application may result in the revocation of the license applied for and/or prosecution.							
Signature					Date:		
Business License Fee(s)	\$100.00 Seasonal <input type="checkbox"/>		\$200.00 Annual <input type="checkbox"/>				
Payment Enclosed:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Chq <input type="checkbox"/>	Cash <input type="checkbox"/>			
Payment via EFT	Sent to: townofarborg@mymts.net		YES <input type="checkbox"/>	NO <input type="checkbox"/>			

OFFICE USE ONLY				
Fee Owning:		Payment Received <input type="checkbox"/>	Certificate <input type="checkbox"/>	Filed <input type="checkbox"/>
Receipt #		Issue Date:		
License #		Expiry Date:		
Supporting Documents Received	<input type="checkbox"/>			



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Schedule "F" By-law 2-2023

MOBILE FOOD VENDOR APPLICATION

Business Name:					
Owner / Applicant Name					
Civic Address of Business:				Town	
Mailing Address:				Town	Postal Code
Business Telephone: ()				Cell: ()	
Email:		@	Website		
Type of Business (Specify)					
Health Inspector Certificate #		Insurance Certificate #			
Attached <input type="checkbox"/>		Attached <input type="checkbox"/>			
Unit Description:		Site Plan Showing Locations Attached:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Date(s) of Operation		Hours of Operation:			
PERMISSIONS (as Needed) according to By-law Received & Attached					YES <input type="checkbox"/> NO <input type="checkbox"/>
I (We) hereby certify the above information to be correct and acknowledge that any false statement made upon this application may result in the revocation of the license applied for and/or prosecution.					
Signature				Date:	
Business License Fee(s)	\$150.00 Resident <input type="checkbox"/>		\$325.00 Non-Resident <input type="checkbox"/>		
Payment Enclosed:	YES <input type="checkbox"/> NO <input type="checkbox"/>		Chq <input type="checkbox"/> Cash <input type="checkbox"/>		
Payment via EFT		Sent to: townofarborg@mymts.net		YES <input type="checkbox"/> NO <input type="checkbox"/>	

OFFICE USE ONLY			
Fee Owning:		Payment Received <input type="checkbox"/>	Certificate <input type="checkbox"/> Filed <input type="checkbox"/>
Receipt #		Issue Date:	
License #		Expiry Date:	
Supporting Documents Received <input type="checkbox"/>			



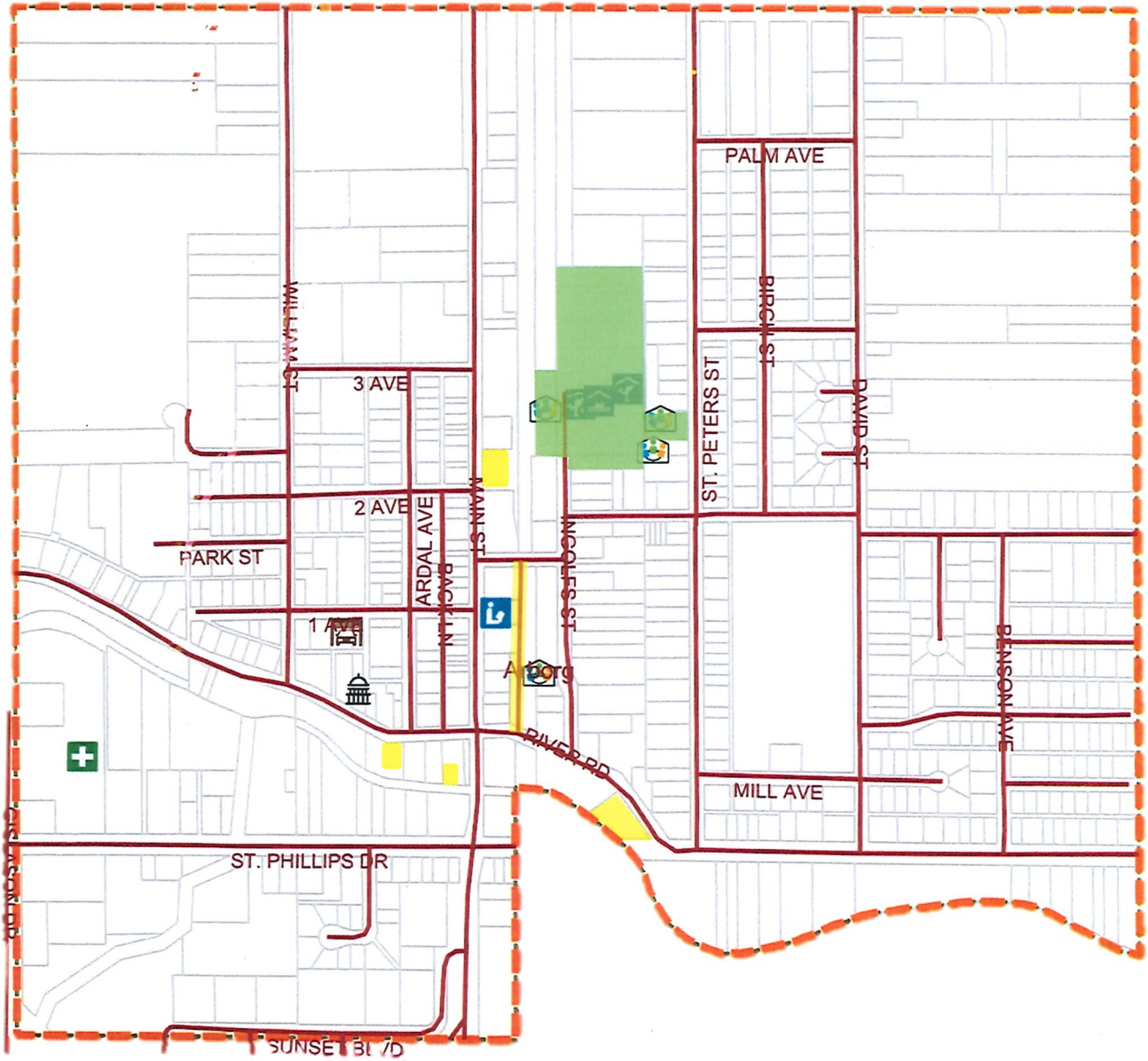
TOWN OF ARBORG
 337 River Road
 Box 159, Arborg, MB R0C 0A0
 Tel: 204-376-2647 Fax: 204-376-5379
 Website: www.townofarborg.com
 E-mail: townofarborg@mymts.net

SHORT-TERM RENTAL ACCOMODATION LICENSE APPLICATION

Business Name:					
Owner Name <input type="checkbox"/>					
Applicant Name <input type="checkbox"/>					
Civic Address of Business:				Town	
Mailing Address:				Town	Postal Code
Business Telephone:		()		Cell:	()
Email:		@	Website		
Short Term Rental Address					
Provide Proof of Owner/Landlord Authorization if applicant is a tenant				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Roll #	How many existing bedrooms are in the Unit that will include the short-term rental:				
Type of Rental:	In Primary Building	Room <input type="checkbox"/>	Suite <input type="checkbox"/>	Entire Unit <input type="checkbox"/>	
	In Detached Building	Room <input type="checkbox"/>	Suite <input type="checkbox"/>	Entire Unit <input type="checkbox"/>	
# Smoke Alarm(s)	# Carbon Monoxide Detector(s)	Fire Alarm System		YES	NO
Safety Records Attached:		Date of Last Safety Inspection (s)			
Occupancy Number Prior to Rental		Maximum Occupancy when Rented			
# Designated Private Parking Spaces Available					
I (We) hereby certify the above information to be correct and acknowledge that any false statement made upon this application may result in the revocation of the license applied for and/or prosecution.					
Signature		Date:			
License Fee(s)		\$50.00 <input type="checkbox"/>		\$100.00 <input type="checkbox"/>	
		Resident Owner		Non-Resident Owner	
Payment Enclosed:		YES <input type="checkbox"/> NO <input type="checkbox"/>		Chq <input type="checkbox"/> Cash <input type="checkbox"/>	
Payment via EFT		Sent to: townofarborg@mymts.net		YES <input type="checkbox"/> NO <input type="checkbox"/>	

OFFICE USE ONLY				
Fee Owning:		Payment Received <input type="checkbox"/>	Certificate <input type="checkbox"/>	Filed <input type="checkbox"/>
Receipt #		Issue Date:		
License #		Expiry Date:		
Supporting Documents Received <input type="checkbox"/>				

SCHEDULE " J "
Map of Designated Area
ATTACHED TO AND FORMING PART OF THE Town of Arborg
BY-LAW NO. 2 – 2023 License and Regulate Businesses & Trades



LEGEND	Requires Recreation & Parks Permission
	Permitted Mobile Vendor Locations
	For Any Other Locations, Refer to by-law

SCHEDULE " K "
Permission Form – Arborg Bifrost Recreation Grounds
ATTACHED TO AND FORMING PART OF THE Town of Arborg
BY-LAW NO. 2 – 2023 License and Regulate Businesses & Trades

**Authorization to Operate a Mobile Food Vendor Unit
on Arborg Bifrost Recreation Grounds (Section 14.h.)**

As having the authority to do so

I, _____ On behalf of the Arborg Bifrost Recreation Commission

(Print Name Please)

Do hereby grant permission to _____

(Name of Mobile Business)

To operate a Mobile Food Vendor Unit on the property located at:

Civic Address: _____

For the dates of _____

To _____

Signature _____

Date _____

OFFICE USE ONLY			
License #		Date Received:	Filed <input type="checkbox"/>

SCHEDULE "L"
Authorization Form To Operate
ATTACHED TO AND FORMING PART OF THE Town of Arborg
BY-LAW NO. 2 – 2023 License and Regulate Businesses & Trades

Authorization to Operate a Mobile Food Vendor Unit
Within the 50 Meters (164 ft) Zone as detailed in (Section 14.e.i.)

As having the authority to do so

I, _____ Hereby grant permission to _____
(Print Name Please) (Name of Mobile Business)

To operate a Mobile Food Vendor Unit within the 50 meters zone of the property below:

Food Establishment
Building (Name) _____

Civic Address: _____

For the dates of _____ To _____

Signature _____

Date _____

OFFICE USE ONLY			
License #		Date Received:	Filed <input type="checkbox"/>

SCHEDULE " M "
Private Commercial Property Authorization Form
ATTACHED TO AND FORMING PART OF THE Town of Arborg
BY-LAW NO. 2 – 2023 License and Regulate Businesses & Trades

Authorization to Operate a Mobile Food Vendor Unit
on Private Commercial Property (Section 14.g.)

As having the authority to do so

I, _____ hereby grant permission to _____
(Print Name Please) (Name of Mobile Business)

To operate a Mobile Food Vendor Unit on the property located at:

Civic Address: _____

For the dates of _____ To _____

Signature _____

Date _____

OFFICE USE ONLY			
License #		Date Received:	Filed <input type="checkbox"/>