

TOWN OF HANLEY
BYLAW 1/25
BUSINESS LICENSING BYLAW

**A BYLAW OF THE TOWN OF HANLEY TO REGULATE BUSINESSES, GATHER LAND USE
INFORMATION, AND FACILITATE PLANNING DECISIONS.**

The Council of the Town of Hanley, in the Province of Saskatchewan, enacts the following:

PART I GENERAL MATTERS

Short Title

1. This Bylaw may be cited as the Business Licensing Bylaw.

Purpose

2. The purpose of this Bylaw is to license businesses in the Town of Hanley so as:
 - (a) To regulate businesses;
 - (b) To ensure compliance with land use and building regulations;
 - (c) To gather land use information; and
 - (d) To facilitate planning decisions.

PART II DEFINITIONS

Definitions

3. In this Bylaw, unless the context otherwise requires, the expressions:

“Act” means The Municipalities Act and amendments thereto.

“Applicant” means any Person who makes an application for a Business License under the provisions of this Bylaw.

“Application” means a written application for a Business License as required by this Bylaw and includes an application for a new license, or any application to renew or amend a Business License.

“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;

“Business Location” means a store, outlet, office, warehouse, residence, house, dwelling, factory, building, lot, enclosure, yard or other place used or occupied by any person in the conduct of their business.

“Civic Facility” means a building or land operated by the Town or lands or a building under a joint use agreement.

“Charity” means an organization that is:

- (a) incorporated as a non-profit corporation in the Province of Saskatchewan;
- (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;

“Contractor” means a person who constructs, alters, maintains, repairs or removes buildings or structures, installs heating plants, plumbing or other fixtures or performs other similar work in the Town and who does not have a business premises in the Town.

“Council” shall mean and include the Council of the Town of Hanley.

“Designated Official or Employee” means the Chief Administrative Officer, or other person(s) designated by him/her to issue business licenses and enforce this bylaw.

“Daycare Centre” means a daycare centre within the meaning of The Town of Hanley Zoning Bylaw.

“Direct seller” means a person or vendor who is licensed with the Province under the Direct Sellers Act who does not have a business premises in the Town and:

- (a) goes from house to house selling or offering for sale, or soliciting orders for the future delivery of goods or services; and/or
- (b) by telephone offers for sale or solicits orders for the future delivery of goods or services;
- (c) does not have business premises, including a home-based business, in the Town of Hanley.

“Farmers Market” means a group of six (6) or more persons operating collectively which sells products that they bake, make or grow.

“Goods” means any article, thing or substance and includes subscriptions for books, magazines or any printed matter.

“Home-based business” means a home-based business within the meaning of The Town of Hanley Zoning Bylaw.

“Mobile Vendor” means a person selling confectionery items, coffee, lunches, snacks, ice cream or other products from a mobile vehicle or mobile food unit.

“Mobile Food Vehicle or Unit” means a motor vehicle, structure, cart, table, stand or display used to operate a business, designed for the purpose of preparing and offering the sale of food products, which does not contain customer seating, is capable of being moved.

“Occupant” includes:

- (a) a person residing on land or in a building;
- (b) a person entitled to possession of land or a building if there is not a person residing on the land or in the building; or
- (c) a leaseholder.

“Person” means any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

“Services” means performing a service or any work, act or deed, for any compensation whether monetary or otherwise.

“Special Event” means any one time or re-occurring public or private event, gathering, festival, competition, contest, exposition or similar type of activity, held outdoors in whole or in part, on Town of Hanley property and which is expected to result in or include any of the following;

- (a) impact to traffic or pedestrian flows requiring partial or full road closures;
- (b) impact to public use Town infrastructure or services;
- (c) high risk activity or structure such as fireworks, pyrotechnics, inflatable bouncers, tents/canopies/stages; and/or
- (d) noise that will likely exceed permitted noise levels;

but does not include:

- (a) an event or activity that has been expressly authorized by the Town pursuant to the terms of a lease, license, or facility or green space rental; or
- (b) an event, game, race, or similar type of competition held as part of league or club play.

“Store-front Business” means any business located in any of the commercial, mixed use (excluding home based businesses) or industrial districts as shown on the Zoning District Map in the Town of Hanley Zoning Bylaw.

“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 such as hobby shows, flea markets, home improvement shows, sportsman shows, and craft shows; and includes an exhibition organized so that companies in a specific industry can showcase and demonstrate their latest products, service, study activities of rivals and examine recent market trends and opportunities.

“Town” means the Town of Hanley in the Province of Saskatchewan.

“Transient Trader” means a person carrying on business in a municipality 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 or merchandise;
- (c) does not have a business address in the Town

but 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.

“Unclassified” includes every person carrying on any trade or business for gain not otherwise specified anywhere in this bylaw.

PART III GENERAL LICENSING

General licensing applies to all businesses operating within the corporate boundaries of the Town of Hanley. Details for specific uses continue in Part IV Specific Licensing.

License Required

- 4. Any person carrying on a business within the corporate boundaries of the Town of Hanley must have a license unless otherwise indicated within this bylaw.

Licenses Not Required

- 5. A license shall **not** be required for;

- (a) Any activity carried on by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his/her capacity as such official or employee;
- (b) Such other activities as Council may by resolution exempt from the requirements of this bylaw;
- (c) Any activity undertaken by a charity;
- (d) Any person under the age of eighteen (18) years providing an individual light duty occasional service such as those including but not limited to paper deliveries, babysitting, yard work, or snow shoveling; and
- (e) For a business carried on by the Governments of the Province of Saskatchewan or Canada or a Crown Corporation created by either Government; but
 - (i) A person who contracts with any of the Governments, persons, or organizations designated in subsection (3) will be subject to all the requirements of the Bylaw.

Application

- 6. A person must apply in writing to the Town for a Business License before commencing any business.
- 7. An application must include all requested information, including but not limited to:
 - (a) Name and address of the applicant,
 - (b) The nature of the business for which the application is required,
 - (c) The place where the business is to be carried on,
 - (d) The name under which the business will be operated,
 - (e) The area of the premises where the business will be carried on,
 - (f) The name of the contact person,
 - (g) A completed Development Permit and supporting documents (when applicable).
 - (h) Business registration number or proof of Provincial Business registration; and
 - (i) Any other information which may be reasonably requested by the Town from time to time.
- 8. Notwithstanding the provisions of this bylaw, the Town, at its sole discretion, may require the general contractor of a project to provide a list of sub-trades for the project and the total business license fees will be payable by the general contractor with the term of the business license to expire at the end of the project. Business licenses for the individual sub-trades listed will be included within the business license of the contractor.

License Fee

- 9. A person must pay the fee provided for in Schedule "A" prior to the license being issued. A person will not be issued a license until the fee has been paid.
- 10. The Chief Administrative Officer may waive the applicable fee for any business activity conducted by any organization that demonstrates, to the satisfaction of the CAO, that it is formed for charitable, social, religious, or philanthropic purposes from which the members of that organization do not receive any financial or economic gain.

Granting of Licenses

- 11. The Town may issue licenses in the following circumstances:
 - (a) The required application form has been completed;
 - (b) The required license fee has been paid;
 - (c) If required, the necessary provincial or federal license has been produced;
 - (d) If required, the necessary written approval of Saskatchewan Health Authority has been produced;
 - (e) If required, the necessary written approval has been produced from the following;

- (i) Infrastructure and Planning – Planning, Development, Building and/or Public Works; and/or
- (ii) Fire;
- (iii) Community Services; and
- (f) The business or the premises occupied by the business complies with all the zoning, building, plumbing and other requirements of the Town.

License Issued for One Year Unless Otherwise Stated

- 12. Every license, unless suspended or revoked, shall be for one (1) year payable by January 31st, annually. The person or business is responsible for payment by January 31st, regardless of receiving a courtesy invoice from the Town. Any application made after August 1st shall be charged 50% of the fee for the application year only.

Renewal

- 13. a) A person must renew their license annually or purchase a license for each project in the manner prescribed by the Town.
- b) A person must renew their license annually in the manner prescribed by the Town.
- c) In the case of a transient trader or contractor, the license must be renewed prior to providing actual business within the Town of Hanley.
- 14. A person must pay the fee provided for in Schedule "A" when renewing the license.

Good Standing

- 15. All persons who obtain or renew a Business License, unless revoked or suspended as defined within this bylaw, shall be considered in good standing with the Town, and each business shall have the option to be listed in the Town of Hanley website directory at no additional cost.

Consequence of Late License Renewal

- 16. If a License has not been renewed within two (2) months of the date that is indicated on the annual license renewal form, then the business will be recorded as closed.
- 17. Any business that wishes to renew their License once the Business has been recorded as closed must follow all steps that are required to apply for a new Business License.

Transfer of License

- 18. A License is not personal property. A Licensee may not sell, transfer, assign, lease or otherwise dispose of or deal in a License.

Accessory to Licensee

- 19. No owner, operator or manager of a hotel, mall, commercial business, or any other lands or buildings in the Town, shall knowingly allow, suffer, or permit any Person to carry on any Business thereon without such Person being the holder of a valid License as required under this Bylaw.

Discontinuance or Change

- 20. A person must notify the Town if a business is discontinued.
- 21. A person must notify the Town if the mailing address or phone number of the business changes, the partners of the business if the License is issued to a partnership changes, or the officers or directors of the corporation if the License is issued to a corporation changes.
- 22. A person must notify the Town if either the size or nature of the business changes.

23. A person must apply for a new license if the business relocates.
24. A person purchasing or taking over an existing business must apply for a new license but shall not be required to pay a new license fee. In this circumstance, the new license will expire at the original license period.

Revoking, Denying or Suspending of Licenses

25. If a licensee contravenes any term or condition of the Bylaw, the Town may suspend or revoke the license pursuant to this Bylaw. No refunds will be issued for any licenses suspended or revoked.
26. The Town may refuse to issue or renew a license and may impose conditions on a License for the following reasons:
 - (a) The applicant or licensee does not or no longer meets the requirements of this Bylaw with respect to the License applied for or held;
 - (b) The applicant has breached a condition of the License;
 - (c) The applicant or Licensee or any of its officers or employees:
 - i) Furnishes false information or misrepresents any fact or circumstance to a Designated Official or employee;
 - ii) Has, in the opinion of the Designated Official or employee, based on reasonable grounds, contravened this Bylaw or any applicable bylaw whether or not the contravention has been prosecuted;
 - iii) Has, in the opinion of the Designated Official or employee, based on reasonable grounds, contravened the provisions of any federal, provincial, or municipal legislation or regulation;
 - iv) Fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - v) Fails to pay any fee or penalty required by this or any other applicable Bylaw; or
 - (d) In the opinion of the Designated Official or employee, based on reasonable grounds, it is in the public interest to do so.
27. The Licensee shall immediately, upon receiving notification that the License has been revoked, cancelled or suspended, terminate the operation of the Business.
28. No fees for any license that is revoked, suspended or cancelled shall be refunded.

Right to Appeal

29. Any licensee or applicant may appeal the denial, suspension or cancellation of a license issued under this Bylaw to Town Council. The applicant must, in writing and within 15 days of the denial, suspension or cancellation, outline how the contravention of which have rise to the denial, suspension or cancellation has now been rectified or the licensee now has the ability to comply with the bylaw. Council may reinstate a license if it is satisfied that the licensee is complying with the bylaw.
30. A person may not appeal a decision to issue a License for a limited term or for a specified date under the conditions of this Bylaw.
31. The Town may reinstate a suspended license if the Council is satisfied that the license is complying with the Bylaw. If Council is satisfied that the Licensee of the revoked license is complying with the Bylaw, that person must re-apply with a new application.

Distress

32. The Town may recover any license fee by distress in accordance with the provisions of The Municipalities Act.

Premises Licensed Separately

33. If a business is carried on at more than one location, a person must obtain a license for each location.
34. Notwithstanding Section (33), Mobile Food Vendors may be located at no extra charge at more than one location so long as they are in conformity with all other sections of this bylaw. All addresses must be indicated on the license.
35. A license issued under the provisions of this Bylaw is only valid at the location for which it is issued, unless otherwise specified.

Town Bylaws

36. A license will not be issued under this Bylaw for any business, or any premises occupies by the business which does not conform to any zoning, building, plumbing and other requirements of the Town.
37. The issuing of a license to a person/business does not relieve that person/business of the responsibility of conforming to any zoning, building, plumbing, or other requirements of the Town.
38. No person to whom a license is granted shall conduct the business so licensed on any street, lane or other public place without first having obtained the authorization to do so from the Town and as may be required pursuant to any bylaw.

Federal or Provincial License Required

39. All Businesses must adhere to all applicable federal, provincial and municipal legislation and regulations.
40. A license will not be issued under this Bylaw to any person required by law to obtain a federal or provincial license, until the person has first produced the required federal or provincial license to the Town.
41. Any license issued under this Bylaw without the person first obtaining the required federal or provincial license is invalid.

License to be Displayed

42. Any license issued under this Bylaw must be displayed in a prominent place at the place of business for which the license was issued or be available to be produced upon the request of a designated official or employee of the Town.

Part IV Specific Licensing

In addition to Part III, this section provides additional detail for specific business categories.

Transient Traders

43. For the purposes of this Bylaw, transient traders are classified into the following categories:
 - (a) Farmers' Market
 - (b) Mobile Food Vendors
 - (c) Trade Shows; and
 - (d) Other transient traders

Trade Shows and Farmers' Markets

44. A person must obtain a license to operate a Trade Show or Farmers' Market whether or not they already have a business license for another premises unless the Trade Show or Farmers' Market is to be held at such other premises. The license fee will cover all persons offering goods or merchandise for sale at the Trade Show or Farmers' Market.

45. A License for a Trade Show or Farmers' Market is a valid License for all vendors operating within the Trade show or Farmers' Market while the Trade Show or Farmers' Market is in operation. The Licensee must provide a current list of all vendors to the Town and thereafter, provide an updated vendor list to the Town should the event extend beyond one week.
46. Any person operating as a vendor outside of the hours of operation of a licensed Trade Show or Farmers' Market is required to obtain a valid Business License in accordance with this Bylaw.
47. A person applying for a Farmers' Market must submit written approval from landowner for each intended operating location with their initial License Application; further, updated current approval letters must be provided upon License renewal.

Contractors

48. Contractors may purchase either an annual license, as per Section (12), or a onetime license that is good for only one location for which that business is conducting work. The one-time license expires at the end of the work at that location.
49. Notwithstanding the provisions of this Bylaw, the Town, at its sole discretion, may require the general contractor of a project to provide a list of sub-trades for the project and the total business license fees will be payable by the general contractor with the term of the business license to expire at the end of the project.
50. If a license fee imposed for the licensing of a contractor is unpaid, a designated officer;
 - (a) May give a written notice to any person by whom the contractor is employed requiring that person to pay the license fee out of moneys payable by that person to the contractor; and
 - (b) If the designated officer gives written notice pursuant to clause (a), he/she shall send a copy of the written notice to the contractor.
51. On receipt by a person mentioned in Section (50) of a written notice requiring the person to pay a license fee, the amount of the license fee is, to the extent of the moneys so payable, a debt due by that person to the Municipality; and may be recovered in the same manner as taxes may be recovered.

Mobile Food Vendors and Mobile Food Vehicles

52. A license will not be issued for a mobile food vendor, until the applicant produces the following:
 - (a) Approval from the Saskatchewan Health Authority
 - (b) Fire inspection approval
 - (c) Motor vehicle insurance (if mobile food truck);
 - (d) Photographs of the unit/truck being used; and
 - (e) Proof of liability insurance of \$2,000,000
53. Mobile Food Vendors shall be permitted to operate their mobile food vehicle/unit from commercial, community service, industrial zoned lands, a special event or the farmers' market on the following conditions:
 - (a) The vending vehicle/unit is not located within 50m of an existing commercial business selling, serving or preparing food for sale to the general public as their main source of income, measured from the vehicle/unit to the property line of that business; or
 - (b) Written approval for the mobile food vehicle/unit to take part in a special event or the farmers' market has been received from the organizer and provided to the Town as part of the application; or

- (c) Within 150m of an existing farmers' market, special events or concession operated within a Civic Facility while they are open for business to the general public unless they are part of that event as per subsection (b).
54. Mobile Food Vendors shall be permitted to operate their mobile food vehicle/unit from a property under the following conditions:
- (a) Permission of the property owner(s) has been obtained in writing annually;
 - (b) A mobile food vehicle or unit must be parked in a parking lot, parallel to a curb if available to their customers, and in no case, infringe nor encroach onto landscaped areas for the purpose of parking or serving customers;
 - (c) A mobile food vehicle/unit shall be sited in a manner that does not materially affect the principal use of the property or site access, circulation, and parking;
 - (d) A mobile food vehicle/unit shall not occupy any required parking space(s) that are designated to a primary user(s) while the primary user(s) is/are open to the public;
 - (e) Mobile food vehicle/unit shall be removed from their approved location(s) after their designated hours of operation; and
 - (f) All equipment and signage associated with the mobile food vehicle/unit shall be located within 2.0m of the mobile food vehicle/unit; and
 - (g) The mobile food vehicle/unit shall supply its own power and water source. Generators are permitted providing that they do not cause a noise disturbance.
55. An annual renewal must include written approval from the landowner for each intended operating location, if operating on private or municipal property or from the organizer at the special event.
56. A separate license must be issued for each mobile food vehicle/unit except for those locating and included in a licensed Farmers' Market.
57. Mobile Food Vehicle/unit located and included in a licensed Farmers' Market are not exempt from Section (52).

Direct Sellers

58. A person operating as a direct seller must produce the following to the Town:
- (a) A copy of their provincial license under the *Direct Sellers Act*;
 - (b) If selling for a company, a copy of their identification tag issued to them from their company; and
 - (c) If selling for a company, the company must be registered with the Province and provide to the Town the PST Number or Entity Number that was issued to them by the Province.
59. A person operating as a direct seller must reapply for their license annually in the manner prescribed by the Town.
60. One license will be issued to the business and the license shall specifically list the name of all person(s) listed in Section (58)(b) who will be working as a direct seller within the corporate boundaries of the Town.

Circus, Carnival and Rodeo Entertainment

61. No person shall carry on business as a circus and/or carnival or rodeo promoter in the Town without a license. The license shall not be granted prior to receiving the approval of the Council and payment for the license. Payment and application for the license in no way prevents the applicant from conforming to any other applicable section of this bylaw.

Day Care Centers

62. Any person applying for a business license for the operation of a child day care centre in Hanley, must adhere to sections (6) and (11).

Unclassified

63. Any person applying for a license to conduct business in the Town but for a business not specifically specified within this bylaw, shall not automatically be denied a license. In the instance that
- (a) All sections of this bylaw and
 - (b) All municipal, provincial or federal requirements are met,
- The Town shall consider issuing the license for that business to operate within the Town limits.

PART VI ENFORCEMENT OF BYLAW

Enforcement of Bylaw

64. The administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer for the Town of Hanley.
65. The Chief Administrative Officer is hereby authorized to further delegate the administration and enforcement of this Bylaw to designated officials or employees.
66. The Chief Administrative Officer may appoint any employee or agent of the Town as a designated official or employee for the purposes of administration and enforcement of this Bylaw.

Inspections

67. The inspection of the property by the Town to determine if this Bylaw is being complied with is hereby authorized.
68. Inspections under this Bylaw shall be carried out in accordance with Section 362 of The Municipalities Act.
69. No person shall obstruct a designated officer who is authorized to conduct an inspection under this Section, or a person who is assisting a designated officer.
70. Any form of advertising of business activity shall be deemed to be proof that the person is carrying out such business activity.

Offences and Penalties

71. No person shall:
- (a) Conduct a business without a license;
 - (b) Conduct a business activity from a premise not identified on a license;
 - (c) Conducting business without renewal
 - (d) Failing to post a license
 - (e) Failing to produce license upon request by authorized personnel
 - (f) Advertising or promoting a business without a license
 - (g) Providing false or misleading information to the Town
 - (h) Providing false or misleading information to the Bylaw Enforcement Officer
 - (i) Obstruct or hinder any designated officer or employee acting under the authority of this Bylaw; or
 - (j) Fail to comply with any other provision of this Bylaw.

Penalties

72. Where the designated official or employee authorized by the Town has reason to believe that a person has contravened any provision of this Bylaw, including, but not limited to Section (71), the Bylaw Enforcement Officer may issue a Notice of Violation to such person.
73. In the event that a person who has been issued a Notice of Violation continues to contravene the bylaw, penalties can be applied for each day of contravention and a notice of violation can be issued accordingly. Schedule "B"
74. The Notice of Violation shall be in Schedule "C" attached to this bylaw.
75. A person who has been served a Notice of Violation may voluntarily pay the penalty at the Town Office during regular business hours to avoid prosecution.
76. Any person who contravenes the provisions of this bylaw or fails to comply therewith or with any Notice of Violation or Bylaw Notice given thereunder shall be guilty of an offence and liable upon summary conviction:
 - (a) In a case of an individual, to a fine not exceeding \$1,000 and, in the case of a continuing offence, to a further fine not exceeding \$1,000 for each day during which the offence continues; and
 - (b) In the case of a corporation, to a fine not exceeding \$5,000 and, in the case of a continuing offence, to a further fine not exceeding \$5,000 for each day during which the offence continues.
77. In case of a conviction for the non-payment of the license fee payable to the Town under this Bylaw, the convicting justice may adjudge payment thereof in addition to the penalty. Such penalty or penalty and license fee, as the case may be, may be recovered and enforced by summary conviction before a provincial Magistrate or Justice of the Peace having jurisdiction in the Town.
78. Notwithstanding the foregoing a Bylaw Enforcement Officer may, in his/her sole discretion, proceed directly to the issuance of a Violation Ticket or Summary Offence Ticket to any Person without the prior issuance of a Notice of Violation.

PART VII SEVERABILITY:

Scope

79. Each provision of this Bylaw is independent of all other provisions. If any provision is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

PART VIII REPEAL OF BYLAWS:

Repeal of Former Bylaws

80. Upon effective date of this bylaw, Bylaw 1-2014 and all applicable amendments are hereby repealed.

PART IX EFFECTIVE DATE OF BYLAW;

Coming Into Force

81. This Bylaw shall come into force and effective January 1st, 2026



Mayor
Cindy Prososky



Chief Administrative Officer
Jessica Walker

Read a first time May 12th, 2025

Read a second time June 9th, 2025

Read a third and final time July 14th, 2025

SCHEDULE "A"

SCHEDULE OF FEES

	Application Fee	Renewal
Permanent locations:		
License Fee for store-front businesses	\$100	\$50
License fee for home-based Type I	\$100	\$50
License fee for home-based Type II	\$100	\$50
Transient Traders:		
License fee for contractors (per project)	\$100	N/a
License fee for contractors (annual)	\$100	\$50
License fee for direct sellers	\$100	N/a
License fee for farmers' market (per location)	\$100	\$50
License fee for mobile food vendor (per unit)	\$100	\$50
Other Businesses:		
Circus and/or Carnival or Rodeo Promoters	\$100	
License fee for businesses unclassified	\$100	\$50

SCHEDULE “B”

SCHEDULE OF PENALTIES

Conducting a business without a license	\$200
Conducting business activity from a premises not identified on license	\$100
Conducting business without renewal	\$200
Failing to post license	\$100
Failing to produce license upon request by authorized personnel	\$100
Advertising or promoting a business without license	\$200
Providing false or misleading information to the Town	\$500
Providing false or misleading information to Bylaw Enforcement Officer	\$500

SCHEDULE "C"

NOTICE OF VIOLATION

NOTICE OF VIOLATION

TOWN OF HANLEY

TO:

Name: _____

Address: _____

_____ Postal Code: _____

DETAILS OF OFFENCE:

Time: _____ a.m. / p.m. Date: _____, 20____

VIOLATION:

Zoning Bylaw _____

Nuisance Bylaw: _____

Business Bylaw: _____

Other: _____

DESCRIPTION OF VIOLATION:

LOCATION OF VIOLATION:

You are charged with the violation of Bylaw No. _____ Section(s) _____

Payment of \$ _____ may be made to the Town Administrator of the Town of Hanley.

Voluntary payment should be made within SEVENTY-TWO (72) HOURS, otherwise prosecution proceedings may be commenced.

Any person in receipt of a Notice of Violation may elect to await prosecution and defend themselves in Court.

Enforcement Officer