



## TOWN OF FARO BYLAW 2024-11

**A Bylaw to control and regulate all business carried on within the Town of Faro.**

WHEREAS Section 266(c) of the Municipal Act, Chapter 19, Statutes of the Yukon provides that Council may by bylaw impose and collect business licenses and fees;

AND WHEREAS the Council of the Town of Faro wishes to ensure that businesses are operated in a manner beneficial to the municipality;

NOW THEREFORE the Municipal Council of the Town of Faro in the Yukon Territory, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### 1.0 Citation of Bylaw

1.1 This Bylaw may be cited as the **"Business License Bylaw."**

### 2.0 DEFINITIONS AND INTERPRETATIONS

2.1 In this Bylaw all definitions contained in the Act shall apply, and interpretations of this Bylaw shall be consistent with the requirements of the Act.

2.2 In this Bylaw:

"Act" means the Municipal Act, Chapter 154, Statutes of the Yukon and amendments thereto.

"Administration" means the administrative staff working at the Town Office in the Town of Faro.

"Applicant" means a person who applies for a License or renewal of a License required by this Bylaw and shall also mean a person who is appealing the refusal, revocation, or suspension of a License.

"Business" means any business, commerce, or industry for the purpose of furnishing goods or services.

"Bylaw" means the Business Licensing Bylaw.

"Charitable Organization" means a person, association of persons, or a corporation, acting for charity, or in the promotion of general social welfare as determined by the License Inspector, and includes:

- a) A religious society or organization;
- b) A service club;
- c) A community, veterans, or youth organization;
- d) A social, sport, or fraternal organization or club; and
- e) An employers or employees organization.

“CAO” means the Chief Administrative Officer for the Town of Faro.

“Council” means the Municipal Council of the Town of Faro, in the Yukon Territory.

“License” means a Business License issued by the License Inspector pursuant to this Bylaw.

“License Inspector” means the CAO, the Bylaw Enforcement Officer, or other Municipal Official appointed by Resolution of Council to administer and enforce the requirements of this Bylaw.

“License Year” means the date from which the license is issued until January 31 of the following year.

“Resident” means a business operated in Faro where the owner has their permanent residence in Faro.

### **3.0 BUSINESSES EXEMPTED FROM OBTAINING A BUSINESS LICENSE**

- 3.1 All businesses shall apply for and obtain a Business License except as exempted by this Bylaw.
- 3.2 Any charitable organization shall be exempt from the requirement to obtain a Business License provided that the proposed business complies with all bylaws of the Town of Faro, and any other statute or regulation.
- 3.3 Any business may exhibit or carry on business at the location of a trade show or exhibition for a consecutive period not exceeding ten (10) days without a separate Business License being required for that location as long as the trade show or exhibition has obtained a business license.
- 3.4 Any person or firm providing a professional health service in the Town or on an intermittent basis shall be exempt from licensing requirements.
- 3.5 Public Utilities, as referenced in the Yukon Public Utilities Act, shall be exempted from licensing requirements.

### **4.0 APPLICATION FOR A BUSINESS LICENSE**

- 4.1 An applicant shall make an application to the License Inspector, by way of submitting “Schedule B- Business License Application” as attached to this bylaw.
- 4.2 Full payment of all fees as per the Fees and Charges Bylaw shall accompany each application for a License.
- 4.3 Where a business changes ownership, changes the form of its business, or changes the name of its business, an application shall be made as required by Section 3.1 of this Bylaw, accompanied by the fee as shown in the current Fees & Charges Bylaw.

## 5.0 APPROVAL, REFUSAL, SUSPENSION, REVOCATION OF A BUSINESS LICENSE

- 5.1 The License Inspector shall approve and issue a Business License to any business, following the submission of an application as required by this Bylaw, which complies with the Bylaw and all other Bylaws of the Town of Faro and any other statues or regulations.
- a) All Licenses are granted subject to the provisions of the Zoning Bylaw applicable within the Town and the issuance of the License shall not be deemed as approval to carry on business in or on any premises in contravention of the Zoning Bylaw.
  - b) Where a License is granted to carry on business in or on a premises where such activity is not permitted by the Zoning Bylaw, the License Inspector shall forthwith cancel the License, no refund of the application fee will be given.
- 5.2 Where any certificate, authority, license, document or any qualification under this or any other Bylaw or under any Statute of Canada or the Yukon Territory is suspended, cancelled, terminated, or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, document, or qualification shall be revoked automatically forthwith, except as provided by Section 4.4 of this Bylaw.
- 5.3 Where a license is revoked pursuant to Section 5.1 or 5.2 hereof, the Licensee shall forthwith:
- a) return the License to the Town Office; or
  - b) furnish the License Inspector within three (3) days with satisfactory proof of a renewal or re-issuance of any certificate, authority, license, document, or qualification referred to in Section 4.2 of this Bylaw hereof at which time the License will be considered for suspension, renewal or re-issuance.
- 5.4 Where an application for a License is refused, the License Inspector shall advise the applicant of the reason or reasons for the refusal in writing.
- 5.5 Where a License is revoked or suspended the business shall immediately cease operating and shall not commence operating until a License is approved and issued by the License Inspector.
- 5.6 Where a license is issued by the License Inspector it shall bear:
- a) the identification of the Town of Faro;
  - b) the License year;
  - c) the expiry date;
  - d) the Name of the business; and
  - e) the classification of the business, as determined by the License Inspector.
- 5.7 Each License issued shall be clearly displayed at the location of the business for which it was issued.
- 5.8 Mobile business or business without a permanent location shall hold with them the license or a copy of the license, when they are carrying out duties or operations of the business and produce the license upon request.



- 5.9 Each License issued shall expire on January 31 of the following year.
- 5.10 A License is automatically revoked if payment of fees required by this Bylaw is made by cheque or other instrument which is not accepted by the financial institution on which it is issued.
- 5.11 The classification of the business, as determined by the License Inspector, shall include all subsidiary and ancillary uses at the location operated by the same owner and no separate Licenses or fees shall be required.

## **6.0 APPEAL**

- 6.1 Applicants may appeal against a decision of the License Inspector by written notice to Council.

## **7.0 DUTIES OF THE LICENSE INSPECTOR**

- 7.1 The Licensing Inspector shall:
- a) Administer and enforce the requirements of this Bylaw;
  - b) Ensure that License fees are remitted as required by this Bylaw and credit such fees to account of the Town of Faro; and
  - c) Provide reports and advice to Council on business licensing, in such manner and at such times as Council may require.
- 7.2 The Licensing Inspector may conduct inspection of any business to ascertain that the business complies with the requirements of the Bylaw.
- 7.3 Every person carrying on or engaged in any business is required by the Act, to give to the License Inspector all information necessary to enable the License Inspector to carry out their duties.

## **8.0 LICENSE FEES**

- 8.1 The Fees and Charges Bylaw shall contain a list of fees that apply to this Bylaw.
- 8.2 Businesses are required to apply for a business license based on the class of business as described in "Schedule A- Business License Classification Schedule" as attached to this bylaw.
- 8.3 Residents Discount
- 8.3.1 Residents will receive discounted fees as noted in the fees and charges bylaw.
  - 8.3.2 In support and recognition of Truth and Reconciliation all businesses owned and operated by a Kaska or Liard First Nation person where Faro is included in their traditional territory, will receive resident pricing on their business license application.
- 8.4 Where a new business operates only after July 1 of any license year, the license fees levied shall be one half of the fee shown in the current Fees & Charges Bylaw.



**9.0 LATE FEES AND PENALTIES**

- 9.1 Renewal applications not received on or before January 31 will be subject to a late payment fee as per the fees and charges bylaw.
- 9.2 Persons conducting business in Faro without a Business License on July 1 will be sent a reminder letter and invoice for payment of the business license fees and any outstanding fee. Invoices not paid by December 31 will be added to the property tax arrears of the real property on which the business took place or to the real property of the business owner located within the Town of Faro.
- 9.3 All invoices and fees, including late fees and unpaid fees from prior years, must be paid in full before a business license is issued.

**10.0 GENERAL**

- 10.1 Should any section, clause, sentence, or provision of this Bylaw become invalid, or deemed to be invalid, it shall not affect the validity of any other part of this Bylaw which can be given effect without such invalid part or parts.
- 10.2 Former Business Licensing Bylaw 2005-01 and all other Bylaws, pursuant to the licensing of Businesses, Trades, Occupations and Callings, within the corporate limits of the Town of Faro are hereby repealed, and henceforth all licensing and regulation of Businesses, Trades, Occupations and Callings will be pursuant to this Bylaw.
- 10.3 Any Active Business License issued by the Town of Faro expiring December 31, 2024, will be extended and will expire on January 31, 2025.
- 10.4 Schedules "A" and "B" may be changed time to time by way a resolution of Council.
- 10.5 This Bylaw shall come into full force and effect on January 1, 2025.

READ A FIRST TIME this 13<sup>th</sup> day of August, 2024.

READ A SECOND TIME this 13<sup>th</sup> day of August, 2024.

READ A THIRD TIME and finally passed this 17<sup>th</sup> day of September, 2024.



  
\_\_\_\_\_  
Mayor Jack Bowers

  
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Larry Baran, CAO



# Town of Faro Business License Classification Schedule

Class	Type	Additional Notes
1	Agricultural and Farming	
1	Artist/Crafter	Local artists selling less than \$30,000 a year
1	Clubs & Local Groups	Business License is not mandatory but will allow groups to receive a spot on the business directory. <b>*Not subject to late penalties*</b>
1	Home Catering	Same as artist/crafters but a Food Safe Certificate required
1	Licensed Counseling & Massage Therapy	Must be licensed in the Yukon an/or Canada.
1	Youth	Businesses owned and operated by youth under 25 years of age will receive a reduced rate regardless of business type
2	Aviation	Contracting Services at the Airport. Commercial Air Travel <b>NOT</b> included
2	Business & Financial Services	Can include Homebased Businesses
2	Childcare	Can include Homebased Businesses
2	Counseling & Massage Therapy	Can include Homebased Businesses
2	Hair Salon & Esthetics	Can include Homebased Businesses
2	Janitorial & House Cleaning	Can include Homebased Businesses
2	Landscaping & Snow Removal	Can include Homebased Businesses
2	Mechanical & Trade Services	With a permanent location, Can include Homebased Businesses
2	Media Services	Can include Homebased Businesses
2	Property Management	Can include Homebased Businesses
2	Recreation	Can include Homebased Businesses
2	Recycling & Waste Removal	Can include Homebased Businesses
2	Restaurants & Catering	Not serving Alcohol, Yukon Health permit required.
2	Retail	Can include Homebased Businesses, includes artist selling \$30,000 or more annually.
2	Shipping & Expediting	Can include Homebased Businesses
3	Accommodations	Long- or short-term accommodations, <b>Includes:</b> rental houses, B&Bs, Guest Housing
3	Bars & Lounges	Includes Restaurants serving Alcohol, Yukon Health permit required.
3	Cannabis & Tobacco Sales	
3	Commercial Rentals	
3	Construction, Engineering, & Trades	
3	Gas Sales/Fuel Sales	
3	Mobile Business	Businesses without a permanent location.
4	Hawker-Peddler	Valid for three (3) consecutive Days
5	Apartment Buildings	Residential properties with more than 4 unites
5	Corporate Housing	Residential properties being used to house migrant workers
5	Mining Corporations	
5	Outfitters	Hunting and Fishing Outfitters

Businesses who offer more than one service and require a license in more than one class will only be required to pay the fees for the highest class of license, with the exception of a Youth Business License.

All home-based businesses must comply with the Zoning Bylaw.

If an exact description is not available, the License Inspector will determine the classification that best fits the description of the business operations. If the applicant disagrees, they may make an appeal in writing to Council.

Fees are listed in the fees and Charges Bylaw.



# Town of Faro Business License Application

This is an application for a (check all that apply):  
 New Business     Change of Ownership     Change of Address     Change of Name     Renewal

Applicant Name & Position

Business Name	Trade name/Ltd/Incorp/corp #	Business Name Registration Included: <input type="checkbox"/> Yes <input type="checkbox"/> Business name is my legal name	
Business Start Date	CCRA Business Number	Trade Qualification Number	
Owner(s)/License(s)		Number of Local Employees (include self)	
Physical Location of Business	Town	Territory	Postal Code
Mailing Address (box #)	Town	Territory	Postal Code
Business Phone Number	Cell Number	Business Email Address	
Local (Emergency) Contact Name		Emergency Phone Number	

**Business Type**

<b>Class 1</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input type="checkbox"/> Artist/Crafter <input type="checkbox"/> Clubs & Local Groups* <input type="checkbox"/> Home Catering	<input type="checkbox"/> Licensed Massage Therapy <input type="checkbox"/> Licensed Counseling <input type="checkbox"/> Youth (under 25)
<b>Class 2</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input type="checkbox"/> Auto & Mechanical Services <input type="checkbox"/> Aviation <input type="checkbox"/> Business/Financial Services <input type="checkbox"/> Childcare <input type="checkbox"/> Counseling <input type="checkbox"/> Hair Salons & Esthetics <input type="checkbox"/> Janitorial <input type="checkbox"/> Landscaping & Snow Removal	<input type="checkbox"/> Massage Therapy <input type="checkbox"/> Media Services <input type="checkbox"/> Property Management <input type="checkbox"/> Recreation <input type="checkbox"/> Recycling & Waste Removal <input type="checkbox"/> Restaurants & Catering <input type="checkbox"/> Retail <input type="checkbox"/> Shipping & Expediting
<b>Class 3</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input type="checkbox"/> Accommodations <input type="checkbox"/> Bars & Lounges <input type="checkbox"/> Cannabis Sales <input type="checkbox"/> Commercial Rentals	<input type="checkbox"/> Construction & Engineering <input type="checkbox"/> Gas Sales/Fuel Sales <input type="checkbox"/> Mobile Business <input type="checkbox"/> Tobacco Sales
<b>Class 4</b>	<input type="checkbox"/> Hawker-Peddler (3day)	
<b>Class 5</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input type="checkbox"/> Mining & Oil Corporations <input type="checkbox"/> Corporate Housing	<input type="checkbox"/> Apartment Buildings <input type="checkbox"/> Outfitters

By submitting this Business License Application I, \_\_\_\_\_, declares that all the above information is correct. By signing the Business License Application, I agree the business will comply with any and all Town of Faro bylaws. I agree that this application is a public document and will be released to members of the public upon request. I agree to have the business listed in the Town of Faro Business Directory. I agree that if I do not want the information listed in the business directory, I will send a letter to the Town Office indicating so.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*If you have additional information or a logo you wish to add to the business directory listing, please email the information to [admin-faro@faroyukon.ca](mailto:admin-faro@faroyukon.ca) \*\*\*

This Section for Office Use only			
Date Received			
Fee Paid	<input type="checkbox"/> Business License Fee	<input type="checkbox"/> Late Fee	<input type="checkbox"/> IMBL
Town Approval	Date	Receipt #	
		Business License Number	

\*Optional Business License. Late fee does not apply.