



New Business Questionnaire

Legal Name of Business: _____

Operating Name of Business: _____

Owner: _____

Manager: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Hours of Operation: _____

Website: _____

Facebook Page: _____

Year Business was Established: _____

Please provide a description about your business/organization and the services you provide _____

Additional Information: _____

Something about your business that people may not know:

I give the Town of Redvers permission to post the information I have provided online through their website, Facebook and Instagram.

Printed Name: _____ **Date:** _____

Signature: _____



: Town of Redvers



: Redverssask

Website: www.redvers.ca



P.O. BOX 249
25 RAILWAY AVENUE
REDVERS, SK S0C 2H0
PH: (306) 452-3533
FX: (306) 452-3701

Dear New Business Owner:

On behalf of the Town of Redvers Staff & Council, we would like to welcome you to our community! Redvers is a low cost place to live, with every basic need available through our local stores, and businesses. We take pride in our small town and all the wonderful people who make Redvers a great place to live!

Our Mission Statement:

Creating diverse opportunities for the future – Come Grow with us!

Our Vision Statement:

Engaging all generations to create prosperity and quality of life.

Business Licenses:

As of November 28, 2018, the Business Licensing Bylaw 643-2018 was passed.

The bylaw states that anyone operating a business within the Town limits must hold a valid business license.

- If the business is located within the Town of Redvers and the owner pays commercial taxes, a business license is provided.
- If the business is located within the Town of Redvers and the business does not pay taxes, a business license is required.
- If the business is situated outside of Town limits but does business in Redvers, a business license is required.

The fee schedule for 2023 Business Licenses is:

Daily Fee	\$25.00 + GST
Monthly Fee	\$50.00 + GST
Yearly Fee	\$100.00 + GST

A Business License is valid for the calendar year of the applicant date. The calendar year runs from January 1st – December 31st.

For more information, see the Business Licensing Bylaw attached.

Utility Bills & Water Meter Readings:

Utility bills are sent out quarterly and water meter readings should be sent in for an accurate invoice. Meter reading months are: March, June, September, and December.

Methods to submit your water meter reading:

Our website: www.redvers.ca

Email: dayna@townofredvers.ca

Text: (306) 840-7045

Call: (306) 452-3533

In person at the Town Office: 25 Railway Avenue

Taxes:

Taxes are sent out in the spring and are due at the end of the year (December 31st). We strongly recommend if you are paying your taxes via online banking to do so in a timely matter as it does take 2-3 days to process payment. There is a discount on the municipal tax portion until July 31st.

There is a penalty of 18% for unpaid taxes by January 1st.

Methods of payment:

Effective January 1, 2023, a 2% surcharge will be applied to all Credit Card transactions. You can use the following payment methods free of charge:

Debit Card

E-Transfer: payments@townofredvers.ca

Online Banking

Cheque

Cash

Pre-Authorized Debit

Garbage & Recycling:

The Town of Redvers does not supply commercial garbage & recycling bins. You can call Brian Waynert at Loraas Disposal to make arrangements for your business.

Brian Waynert

Cell: (306) 853-7304

Email: bwaynert@loraasdisposal.com

Important Bylaws: (Included)

Business Licensing Bylaw

Property Tax Incentives & Penalties Bylaw

If you have any questions, comments or concerns, please feel free to contact the Town Office.

Phone: (306)452-3533
Town Cell: (306)840-7045
Fax: (306)452-3701

Email:

Tricia Pickard- Chief Administrative Officer: tricia@townofredvers.ca
Jena Cowan- Assistant Chief Administrative Officer: jena@townofredvers.ca
Raylene Gordon- Administrative Assistant: raylene@townofredvers.ca
Dayna Germain- Receptionist: dayna@townofredvers.ca

Office Hours:

Monday – Friday
10:00am – 4:30pm (Open through lunch hour)

Social Media:

Website: www.redvers.ca
Facebook: www.facebook.com/townofredvers
Instagram: [@redverssask](https://www.instagram.com/redverssask)
TikTok: [@townofredvers](https://www.tiktok.com/@townofredvers)

Again, welcome and we wish you all the best!

Sincerely,



Tricia Pickard
Chief Administrative Officer

BUSINESS LICENSING BYLAW 643-2018
TOWN OF REDVERS
REDVERS, SASK.

**A-BYLAW OF THE TOWN OF REDVERS IN THE PROVINCE OF SASKATCHEWAN, TO REGULATE
BUSINESS LICENCES IN THE TOWN OF REDVERS.**

The Council of the Town of Redvers in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the “Business Licensing Bylaw”.

PURPOSE

2. The purpose of this bylaw is to licence business in the Town of Redvers in order to:
 - a) Regulate businesses;
 - b) Ensure compliance with land use and building regulations;
 - c) Facilitate planning decisions.

DEFINITIONS

3. In this bylaw,
 - a) “Business” means any of the following activities, whether or not for profit and however organized or formed:
 - i) A commercial, merchandising or industrial activity or undertaking,
 - ii) The carrying on of a profession, trade, occupation, calling or employment; or
 - iii) An activity providing goods or services.
 - b) “Business Premise” means a parcel of land or a building where a business and any related activities occur.
 - c) “Municipality” means Town of Redvers.

LICENSE REQUIRED

4. No person shall carry on any business within the Municipality without first obtaining a Business Licence to do so pursuant this bylaw.
5. The Clerk/Administrator of the municipality is hereby authorized to issue a licence to any person carrying on business within the municipality:
 - a) Who is not assessable by the municipality for the purpose of business taxation in respect to that business;
 - b) Who makes application for such licence stating specifically the nature of the business in the municipality.
6. All other businesses must pay a business licence fee including but not limited to:
 - a) Transient or local businesses, including those who rent property;
 - b) Contractors;
 - c) Realtors; and
 - d) Direct sellers.
7. See Schedule “A” for a more detailed listing of examples of business types that require a licence.

LICENCE NOT REQUIRED

8. For a business carried on by the Municipality;
9. For business carried on by the Government of the Province of Saskatchewan or Canada or a Crown Corporation created by either Government;
10. Farmer’s markets;
11. Trade shows;
12. Any activity undertaken by a charity or community club; and
13. Any other activity or business that Council may by resolution exempt from the requirements of this bylaw.

APPLICATION

14. Every licence shall fill in the Business Licence Application as outlined in Appendix "B" including the type of business.
15. No person to whom a licence has been granted under this bylaw shall offer services within the town other than described in the license.
16. Once the Business Licence Application in Schedule "B" has been filled out, signed and dated and the fee has been paid, the Clerk/Administrator will issue a Business License Permit as seen in Schedule "C".
17. Every person licenced under this bylaw shall, at all reasonable times, upon request of the clerk/administrator or the bylaw enforcement officer produce such licence for inspection purposes.

LICENSE FEE

18. The fee payable for a licence under this bylaw shall be:

DAILY FEE	\$25 PLUS GST
MONTHLY FEE	\$50 PLUS GST
YEARLY FEE	\$100 PLUS GST

TERMS OF LICENCE

19. Every licence issued under the authority of this bylaw unless suspended or revoked, shall expire on the thirty-first day of December of the year in which the licence was issued.

RENEWAL

20. A person must renew their licence annually by paying the fee. At the time of renewal, all information on Schedule "B" will be reviewed.

DISCONTINUANCE OR CHANGE

21. A person must notify the municipality:
 - a) If the business is discontinued; or
 - b) If the nature of the business has changed.
22. No refunds on licencing.

LICENSE TO BE DISPLAYED

23. Any licence issued under this bylaw must be displayed in a prominent place on the premise of the business for which the licence was issued

ZONING & BUILDING STANDARDS

24. A licence will not be issued under this bylaw for any business or any premises occupied which does not conform to any zoning, building or any other requirements of the Town of Redvers.
25. The issuance of licence to a person does not relieve that person of the responsibility of conforming to any zoning, building or other requirement of the Town of Redvers.

REVOKING OR SUSPENDING OF LICENSE

26. If a licence contravenes any terms or conditions of this bylaw, the Municipality may suspend or cancel the licence.
27. The Municipality may reinstate a suspended licence if it is satisfied that the licence is complying with the bylaw.

ENFORCEMENT OF THE BYLAW

- 28. The administration and enforcement of this bylaw is hereby delegated by the Chief Administrative Officer.
- 29. The Chief Administrative Officer can hereby authorize to designate officers for the purpose of enforcing this bylaw.

INSPECTIONS

- 30. The inspection of property by the Municipality to determine if this bylaw is being complied with is hereby authorized.
- 31. No persons shall obstruct a designated officer who is authorized to conduct an inspection under this section, or a person assisting a designated officer.

NOTICE OF VIOLATION OFFENCES

- 32. Any person who contravenes the provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of not less than:
 - a) For the first offence of \$250;
 - b) For the second offence of \$400;
 - c) For the third or subsequent offence of not less than \$500.00 and not more than \$5,000.

SEVERABILITY

- 33. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

REPEALING BYLAW

- 34. Bylaw 588/2014 is hereby repealed.

EFFECTIVE DATE OF BYLAW

- 35. This bylaw shall come into force and take effect as of January 1, 2019.



TOWN OF REDVERS
MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME AND ADOPTED THIS

28 DAY OF November, 2018.

CERTIFIED A TRUE AND CORRECT
COPY OF BYLAW NO. 643-2017

ADMINISTRATOR

SCHEDULE "A"

TOWN OF REDVERS

Business Types Requiring A Business Licence

Business licences are required when performing business within Town limits. This list provides examples of business types that require a licence. This list provides examples of business types that require a licence. If your business is not listed, please consult the Town of Redvers to determine whether your business requires a licence.

<u>Industry</u>	<u>Business Type</u>
Agriculture & Forestry/Wildlife	Equipment Sales/Service Extermination/Pest Control Excavating Services Landscape Services Lawn care Services Other (Agriculture & Forestry/Wildlife)
Business & Information	Consultant Marketing/Advertising Publishing Services Retail Sales Technology Services Telemarketing Travel Agency Video Production Other (Business & Information)
Construction/Utilities/Contracting	AC & Heating Architect Building Construction Building Inspection Concrete Manufacturing Contractor Electrical Engineering/Drafting Equipment Rental Plumbing Remodeling Repair/Maintenance Other (Construction/Utilities/Contracting)
Finance & Insurance	Accountant Auditing Bank/Credit Union Bookkeeping Insurance Investor Tax Preparation Other (Finance & Insurance)
Food & Hospitality	Alcohol/Tobacco Sales Alcoholic Beverage Manufacturing Bakery Caterer Food/Beverage Manufacturing Grocery/Convenience Store Hotels/Motels Mobile Food Services Restaurant/Bar Other (Food & Hospitality)

Health Services

Acupuncturist
Athletic Trainer
Child/Youth Services
Chiropractic Office
Counseling Services – Private
Dentistry
Electrolysis
Funeral Home/Embalming Services
Hearing Aid Dealers
Home Health Services
Massage Therapy
Medical Office – Private
Mental Health Services – Private
Optometry
Pharmacy
Physical Therapy
Physician's Office – Private
Speech/Occupational Therapy
Substance Abuse Services – Private
Veterinary Medicine
Other (Health Services)

Motor Vehicle

Automotive Part Sales
Car Wash/Detailing
Gas Station
Motor Vehicle Rental
Motor Vehicle Repair
New Motor Vehicle Sales
Recreational Vehicle Sales
Tire Sales/Service
Used Motor Vehicle Sales
Other (Motor Vehicle)

Natural Resources/Environmental

Land Surveying
Oil & Gas Distribution
Oil & Gas Extraction/Production
Water Well Drilling
Other (Natural Resources/Environmental)

Personal Services

Animal Boarding
Barber Shop
Beauty Salon
Dry cleaning/Laundry
Entertainment/Party Rentals
Event Planning
Fitness Center
Florist
Janitorial/Cleaning Services
Massage/Day Spa
Nail Salon
Photography
Tanning Salon
Other (Personal Services)

Real Estate & Housing

Home Inspection
Interior Design
Mortgage Company
Property Management
Real Estate Broker/Agent
Warehouse/Storage
Other (Real Estate & Housing)

Safety/Security & Legal

Attorney
Locksmith
Security System Services
Other (Safety/Security & Legal)

Transportation

Air Transportation
Limousine Services
Taxi Services
Towing
Truck Transportation
Other (Transportation)

SCHEDULE "B"
TOWN OF REDVERS
Business Licence Application

Date: _____

Business Name: _____

Contact Name: _____

Civic Address: _____

Mailing Address: _____

Phone #: _____

Email Address: _____

Website: _____

Type of Business: _____

Printed Name: _____

Signature: _____

Date: _____

SCHEDULE "C"
TOWN OF REDVERS
Business Licence Permit

TOWN OF REDVERS
BUSINESS LICENSE PERMIT

DATE ISSUED: _____

EXPIRATION DATE: _____

BUSINESS NAME: _____

CIVIC ADDRESS: _____

SEAL



Tricia Pickard for Bonnie Rutten
Assistant Administrator for Administrator

Come Grow With Us!

PROPERTY TAX INCENTIVES & PENALTIES BYLAW NO. 676-2023
TOWN OF REDVERS
REDVERS, SASK.

A BYLAW OF THE TOWN OF REDVERS TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES IN THE TOWN OF REDVERS.

The Council of the Town of Redvers, in the Province of Saskatchewan, enacts as follows:

SHORT TITLE:

1. This Bylaw may be cited as the Property Tax Incentives & Penalties Bylaw. It is set out to enforce the property tax due date, penalty fees on current and arrear tax and offer incentives to commercial properties starting, re-starting or expanding a business in the Town of Redvers.

PROPERTY TAX DUE DATE:

2. Property and other taxes imposed by the Town of Redvers are deemed to be imposed on the first day of January in each year and shall be due on December 31 of that same year.

PENALTY ON TAX ARREARS:

3. Taxes, which remain unpaid after the 31st day of December, of the year, in which they are levied, shall be subject to a penalty.
4. The method of calculating the penalty shall be at a rate of 18% per annum.
5. The penalty shall be added on January 1st and is applied to total taxes that remain unpaid as of January 1st of the year in which the penalty is being applied.
6. The penalty charges are to be added to and shall form part of the tax roll.

PENALTY ON CURRENT TAX ARREARS:

7. Where current taxes remain unpaid after the due date noted in Section 2 of this bylaw, there shall be added thereto a penalty, calculated at the rate of 18% of the unpaid tax.
8. The penalty charges are to be added to and form part of the tax roll.

INCENTIVE PROGRAM –PROMPT PAYMENT:

9. Discounts shall be allowed for any amounts paid on current taxes commencing as of January 1 of the current year, including the time the notice of the levy is sent until July 31, to encourage prompt payment of the current year's municipal taxes.
10. Payments and prepayments of current taxes received as of January 1 and from the notice of the levy is sent until July 31 shall be eligible for a discount of 5%.

INCENTIVE PROGRAM –BUSINESS EXPANSION:

11. *New Commercial Construction*

- a) In the case of a new business being constructed in the Town of Redvers with an approved Development Permit; the following abatements would apply:

Construction/Start Up Year	100%
Year One	100%
Year Two	75%
Year Three	50%
Year Four	25%
- b) Must be a commercial property in the Town of Redvers.
- c) Must abide by a one-year time limit of construction from the date of approval of the Development Permit unless pre-approved by Council.

12. *Expansion of Existing Commercial Property*

- a) In the case of an existing business being expanded and the assessed value has increased in the Town of Redvers; the following abatements would apply on the increased assessed value portion only:

Year One	100%
Year Two	75%
Year Three	50%

- b) Must be a commercial property in the Town of Redvers.
- c) Must abide by a one-year time limit of construction from the date of approval of the Development Permit unless pre-approved by Council.

13. Vacant Commercial Property

- a) In the case of an existing business sitting vacant for more than one year then it is sold to a new owner and a business started in the Town of Redvers; the following abatements would apply:

Year One	100%
Year Two	100%
Year Three	75%
- b) Must be a commercial property in the Town of Redvers.

NON-QUALIFYING FACTORS:

- 14. Leased properties do not qualify for the incentive program.
- 15. Education property taxes do not qualify for any incentive programs.

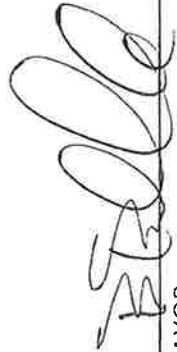
REPEAL PREVIOUS BYLAW:


- 16. Bylaws 641-2018 and 566/13be hereby repealed.

COMING INTO FORCE:

- 17. This Bylaw shall come into force as of January 1, 2023 upon approval by Council of the Town of Redvers.




MAYOR


CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE AND CORRECT
COPY OF BYLAW NO. 676-2023


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME AND ADOPTED THIS
11th DAY OF January, 2023.

Pre-Authorized Debits

Thank you for signing up for Pre-Authorized Debits for the Town of Redvers. Please fill out this form and accompany it with a Pre-Authorized Deposit/Debit Form from your banking institute. It should contain your name, address, transit number, institution number and account number. Sign and date it and submit to tricia@townofredvers.ca or drop it off at the office.

NAME: _____ PHONE NUMBER: _____
PERSONAL: BUSINESS: (check one)
BUSINESS NAME: _____ (if applicable)

Do you want pre-authorized payments set up for: (check beside)

Utility Tax Other Invoices

What type of payment would you like for each?

UTILITY ACCOUNT #:

When it is due:

(January 31, April 30, July 31 & October 31, full amount would be debited)

Monthly Payments in the amount of \$ _____ per month:

TAX ACCOUNT #:

When it is due:

(December 31, full amount would be debited)

The last day that the discount is available:

(July 31 of each year and would be the full amount debited)

Monthly Payments in the amount of \$ _____ per month:

OTHER INVOICES ACCOUNT #:

When it is due:

(Due dates would vary, full amount would be debited)

Monthly Payments in the amount of \$ _____ per month:

I/we authorize the Town of Redvers, and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Town of Redvers account (s).

Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the last day of the month of each month. The Town of Redvers will provide 10 days written notice of the amount of each regular debit.

The Town of Redvers will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until the Town of Redvers has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

The Town of Redvers may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my financial institution or visit www.cdnpay.ca

SIGNATURE: _____

DATE: _____



Town of Redvers Box 249 Redvers, SK S0C 2H0

Phone: 306-452-3533, Fax 306-452-3701

Email: bonnie@townofredvers.ca or tricia@townofredvers.ca

If you would like to sign up for the following, please fill out the form and return it to the Town Office, send via email to tricia@townofredvers.ca or take a picture of it and send to the Town Cell at 306-840-7045.

NAME: _____

Sign me up for Pre-Authorized Debits: Y / N
(name will be added to a list and we will be in contact with you)

Sign me up for Town Email Newsletter: Y / N **Send my Receipts by Email:** Y / N
(newsletter includes Town info & community events)

Send my Utility Invoices by Email: Y / N **Send my Tax Notices by Email:** Y / N

Include my Cell Number for Water Meter Reminders & Emergency Notices: Y / N

EMAIL ADDRESS: _____ **CELL #:** _____

Tax, Utility, Covering the Corner, Business Licences, etc. can be paid online through Affinity CU, CIBC or Scotia Bank, call with a credit card, stop by the office and pay with cash, cheque or card, e-transfer to payments@townofredvers.ca with password: Redvers

Follow our Facebook Page at <https://www.facebook.com/townofredvers> to keep up to date and visit our Website www.redvers.ca to find the Loraas Schedule, submit water meter readings, community calendar, etc.