

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6008 Small Business Sub-Class November 8, 2021 Corporate Services

For purposes of Bylaw 08-2021 Small Business Sub-Class Bylaw the following policy shall be in place.

Reviewed Date:	Reviewed By:	To Be Reviewed: October 2024
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Policy No.:	FIN-6008-1.0
Policy Title:	Small Business Sub-Class
Approval Date:	November 8, 2021
Revised Date:	
Department:	Corporate Services

1.0 Definitions:

- 1.1 **Active Business Income** means income earned in a business other than investing income, rental income or leasing income.
- 1.2 **Business** means:
 - 1.2.1 a commercial, merchandising, or industrial activity or undertaking
 - 1.2.2 a profession, trade, occupation, calling or employment, or
 - 1.2.3 an activity providing goods or services,
 - 1.2.4 whether or not for profit and however organized or formed, including a co-operative or association of persons.
- 1.3 **Chief Administrative Officer** means the chief administrative officer of the municipality.
- 1.4 **Employee** means an individual employed to do work who receives or is entitled to receive remuneration for work, however calculated.
- 1.5 **Full-Time Employee** means an employee that works a minimum of 35 hours a week on a regular basis.

Policy No.:	FIN-6008-2.0
Policy Title:	Small Business Sub-Class
Approval Date:	November 8, 2021
Revised Date:	
Department:	Corporate Services

2.0 Small Business Property

2.1 The non-residential sub-class Small Business Property shall be a property in the Town of Vegreville, other than designated industrial property, that is owned or leased by a Business:

2.1.1 operating under a valid business license, and


2.1.2 has fewer the 50 (fifty) Full-Time Employees across Canada as of December 31 of the year preceding the tax year.

2.2 A property is not a Small Business property if:

2.2.1 the property leased by a business has subleased the property to someone else;
or

2.2.2 the property is vacant non-residential property;
or

2.2.3 the property is not used to generate Active Business Income.

	<h1>Town of Vegreville Policy</h1>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6008-3.0 Small Business Sub-Class November 8, 2021 Corporate Services

3.0 Eligibility

- 3.1 For the effective administration of Small Business Property sub-class, an application must be made to have the Non-Residential Property considered eligible as a small business property, by December 31 of the year before the tax year. The application shall contain the following information:
- 3.1.1 the name of the qualifying small business that owns or leases the Non-Residential Property;
 - 3.1.2 the legal description, municipal address and tax roll number of the Non-Residential Property;
 - 3.1.3 the nature of the Business that owns or leases the Non-Residential Property;
 - 3.1.4 a copy of the business license issued by the Town of Vegreville to the Business;
 - 3.1.5 a declaration sworn on the basis of personal knowledge stating the number of Full-Time Employees across Canada employed by the Business that owns or leases the non-residential property,
 - 3.1.6 if the Non-Residential Property is leased by a Business, a declaration sworn on the basis of personal knowledge confirming that the Business has not leased the Non-Residential Property to someone else; and
 - 3.1.7 such other information as the Chief Administrative Officer may reasonably require.
- 3.2 If a Non-Residential property owner does not provide the complete information requested in the prescribed form by the required due date, the Non-Residential property is not considered a Small Business Property for purposes of the small business property sub-class tax rate.

Policy No.:

FIN-6008-4.0

Policy Title:

Small Business Sub-Class

Approval Date:

November 8, 2021

Revised Date:

Department:


Corporate Services

4.0 Tax Rate

4.1 The tax rate set for the property referred to as Small Business Property:


4.2 must not be less than 75% of the tax rate established for other Non-Residential Property; and

4.2.1 must not be greater than the tax rate established for other Non-Residential Property.

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5.0 Appendix

5.1 Annual Small Business Declaration form

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6.0 End of Policy



Mayor Tim MacPhee



Cliff Craig CLGM, Town Manager

ANNUAL SMALL BUSINESS DECLARATION

APPLICANT INFORMATION:

Business License No:

Business Name on Tax Notice:

Daytime Phone#:

Address:

Contact Person:

Email Address:

Postal Code:

BUSINESS DESCRIPTION/PROPERTY INFORMATION:

Plan:	Block	Lot	Roll No:
Plan:	Block	Lot	Roll No:
Plan:	Block	Lot	Roll No:
Plan:	Block	Lot	Roll No:
Plan:	Block	Lot	Roll No:

(attach an additional schedule if more space is required)

Declaration:

I _____ am a designated signing officer of the above mentioned Business

(Print Name)

located in the Town of Vegreville, and as at November 30, 20____, the total employee count was _____ (must be 50 or fewer in Canada, including related and affiliated companies to qualify). I acknowledge the following Municipal Government Act sections below, which allows for of this declaration. I further acknowledge that this declaration will be completed annually with a due date of December 31.

Date

Signature of Designated Signing Officer

Municipal Government Act Chapter M-26

Duty to provide information 295

- (1) A person must provide, on request by an assessor, any information necessary for the assessor to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations.
- (2) The Alberta Safety Codes Authority or an agency accredited under the Safety Codes Act must release, on request by an assessor, information or documents respecting a permit issued under the Safety Codes Act.
- (3) An assessor may request information or documents under subsection (2) only in respect of a property within the municipality for which the assessor is preparing an assessment.
- (4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.