

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

|                  |  |                       |                   |
|------------------|--|-----------------------|-------------------|
| <i>Reference</i> | Finance & Administration                 | <i>Classification</i> | Procedure         |
| <i>Subject</i>   | Business License Approvals & Collections | <i>Pages</i>          | 2                 |
| <i>Authority</i> | Management Team                          | <i>Effective Date</i> | November 17, 2004 |
| <i>Approved</i>  | November 17, 2004                        | <i>Index</i>          | F/A – 014         |

**Purpose:**

To establish the process and the guidelines whereby the Town of Morden issue Business Licenses and the process the Town will take in ensuring that persons and firms conducting business within the Town of Morden limits apply for the appropriate license. This policy also deals with the collection of fees and the handling of persons and firms that are no longer in business.

**Procedure:**

The following are the steps the Town of Morden will take upon information that a new business has opened within the Town of Morden or conducts business within the Town of Morden limits:

1. When the Administration Office receives information that a new person or firm is operating a business within the Town of Morden limits, the operators of the business will be sent a letter signed by the Chief Administrative Officer welcoming them and their business to the Town of Morden. Along with the letter they will be sent an application for Business License as well as the regulations for a home based occupation.
2. New businesses starting during any year will be billed the amounts as set out in By-law #11-2004 upon approval of the Business License.
3. All persons and firms operating within the Town of Morden limits, under their Business Licenses, will be invoiced in January of each the year, the applicable fees as set out in By-law #11-2004.
4. The Administration Office will send reminders to outstanding accounts in June of each year.

5. The Administration Office will send second reminders in November of each year to all outstanding accounts stating that if accounts are not paid by December 31 of the applicable year, Clause 6 on By-law #11-2004 will be acted on.
6. The Administration Office may only delete names in the Business License records when they receive confirmation, by letter and signed by the person or firm, that they are no longer transacting business within the Town of Morden limits.