



# APPLICATION FOR SMALL BUSINESS CLASSIFICATION

(Bylaw 21-1101 and amendments thereto)

Box 140, Ryley, Alberta T0B 4A0  
Phone: 780-663-3730 Fax: 780-663-3602

<b>Name of Business</b>	<b>Postal Address</b>
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<b>E-Mail Address</b>				
<b>City/Town/Village</b>	<b>Province</b>	<b>Postal Code</b>	<b>Phone (Day)</b>	<b>Phone (Cell)</b>

<b>Name of Business Owner Authorized to Make Application</b>	<b>Phone (Day)</b>	<b>Phone (Cell)</b>
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<b>E-Mail Address</b>	
<b>Legal Land Description of Business (Plan-Block-Lot or Twp-Rge)</b>	<b>Roll Number</b>

**Description of Business**

**Eligibility Criteria (see over for further information):**

Development/business permit number \_\_\_\_\_  
Is business owned/lease/subleased  owned  leased  sub-leased  
Number of full-time employees at December 31, 20 \_\_\_\_\_  
(indicate year)

**Declaration of Applicant**

I hereby declare that I am authorized to make this application, have personal knowledge of the Eligibility Criteria attested to in this application, and that the information contained within this application is correct.  
I further acknowledge that Section 295 of the *Municipal Government Act* (and amendments thereto) provides a right for Beaver County's Assessor to inspect the property and request any information necessary to carry out the assessor's duties and responsibilities under the Act and Regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to determine your eligibility for the Small Business Assessment Classification. If you have any questions about the collection and use of this information, contact the Beaver County FOIP Coordinator at 780-663-3730.

**FOR OFFICE USE ONLY**

Roll Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Eligible for Small Business Classification?  YES  NO

# SMALL BUSINESS CLASSIFICATION ELIGIBILITY

The *Municipal Government Act*, Section 297 (and amendments thereto) requires municipalities to create the following four classifications of assessment:

Class 1 - residential

Class 2 - non-residential

Class 3 - farm land

Class 4 - machinery and equipment

A Council may divide Class 2 (non-residential) into the sub-classes prescribed by regulation (Alberta Regulation 202/2017). The sub-classes are:

Sub-Class 1 - vacant non-residential

Sub-Class 2 - small business

Sub-Class 3 - other non-residential

The Regulation specifies some of the eligibility criteria for the small business sub-class and gives Council discretion on other eligibility criteria.

To be eligible for the small business assessment classification in Beaver County, the business must meet ALL of the following criteria as of December 31st of the year prior to the year of taxation:

- Business cannot be vacant property;
- Business cannot be "designated industrial property" as defined by Provincial legislation;
- Property must be owned or leased by a business and:
  - a) be in possession of a valid development or business permit in Beaver County,
  - b) employ fewer than 50 full-time employees across Canada. Full-time means a minimum of 35 hours per employee per work week. Seasonal or casual employees are not considered full-time employees.<sup>(1)</sup>
  - c) must not be subleased to someone else.
- Application has been submitted on or before December 31st of the year prior to the year of taxation. Post-marked applications will NOT be accepted.

<sup>(1)</sup> *A property which carries out more than one business on the property will be considered one (1) business for the purposes of determining the number of full-time employees and the value of the assessment subject to the small business mill rate.*

The Assessor will determine whether an application must be renewed on an annual basis or other frequency to determine continued eligibility for the assessment classification.

Applications will be accepted on or before December 31st of the year prior to the year of taxation. Post-marked applications will NOT be accepted, but will be considered for the subsequent assessment year.

Applications may be delivered to the Beaver County Services Centre by:

E-mail to: [administration@beaver.ab.ca](mailto:administration@beaver.ab.ca)

Fax to: 780-663-3602

Mail to: Box 140, Ryley, Alberta T0B 4A0

Inquiries may be directed to Orest Golinowski, Senior Assessor, at 780-663-3730