

Option 1 - Revised Funding Options

Following feedback provided at the September 16, 2024 Community and Public Services Committee meeting, the Administration has prepared additional details regarding funding and operational approaches to Option 1.

Phase	No Funding
<p>Prior to Business Licence Renewal & Addition of Convenience Store Category</p>	<ul style="list-style-type: none"> ● Utilizing existing resources and licencing administration tools, Administration will provide minor communication and education re: the new category and operating requirements <ul style="list-style-type: none"> ○ Licensees that also have the Tobacco, Vaping, and Product Sales category, and the Vehicle Wash / Fueling Station category will be flagged to ensure auto-renewal does not occur without a category review. ● Proactive education and information gathering by Municipal Enforcement Officers (MEOs) enforcement activities will not take place in this model. ● If a complaint is received, the business would be flagged for further review at the time of renewal.
<p>Renewal of Business Licence</p>	<ul style="list-style-type: none"> ● Administration continues to rely solely on information provided by the licensee, without any additional verification as to whether the category should or should not be applied. ● Licensees will be informed of the operating requirements, including that they cannot sell any kind of knife.
<p>Post Renewal of Business Licence</p>	<ul style="list-style-type: none"> ● Where complaints are received, files are flagged for enforcement and are added to the queue. These will not be prioritized above other complaints. ● Current enforcement model is followed, however with limited resources to proceed with any escalated enforcement activities. If a licensee with the convenience store category is still selling knives, they may be given a warning by MEOs and fined if the activity continues. ● EPS may enforce operating requirements with seizure tools that are available to them, at their discretion.

ADDENDUM Attachment 6

Phase	Leaner Funding	
	2025 (\$120,000)	2026 (\$68,108)
Prior to Business Licence Renewal & Addition of Convenience Store Category	<ul style="list-style-type: none"> • Letters will be sent to all Retail Sales (Major and Minor) licensees to communicate the new category, and information they need to know regarding the sale of knives. • In addition to the above, Administration will develop an automated process to reduce manual efforts and proactively communicate with and identify high volumes of retailers who require new category. • Proactive enforcement activities will not take place in this model. • If a complaint is received, the business would be flagged for further review at the time of renewal. 	
Renewal of Business Licence	<ul style="list-style-type: none"> • Administration will be able to verify business activities with the licensee prior to issuance with the new category. • Licensees will be informed of the operating requirements, including that they cannot sell any kind of knife. 	
Post Renewal of Business Licence	<ul style="list-style-type: none"> • Where complaints are received, files are flagged for enforcement and are added to the queue. These will not be prioritized above other complaints. • Current enforcement model is followed, however with limited resources to proceed with any escalated enforcement activities. If a licensee with the convenience store category is still selling knives, they may be given a warning by MEOs and fined if the activity continues. • EPS may enforce operating requirements with seizure tools that are available to them, at their discretion. • If compliance levels are low and warrant additional enforcement and related resources, Administration will develop an operating budget for the 4-year budget cycle. 	

ADDENDUM Attachment 6

Phase	Full Funding		
	2025 (\$358,714)	2026 (\$358,714)	2027 (\$222,498)
Prior to Business Licence Renewal & Addition of Convenience Store Category	<ul style="list-style-type: none"> • Letters will be sent to all Retail Sales (Major and Minor) licensees to communicate the new category, and information they need to know regarding the sale of knives. • Administration will develop an automated process to reduce manual efforts and proactively communicate with and identify retailers who require new category. • Municipal Enforcement Officers (MEOs) perform site visits in advance of renewal dates to identify retailers who require the new category and educate the licensee on what needs to be done. • Data from the enforcement officers is provided to the Business Licensing service team and the category change is facilitated at the time of renewal. 		
Renewal of Business Licence	<ul style="list-style-type: none"> • As businesses get the correct category, MEOs would start preliminary enforcement activities. 		
Post Renewal of Business Licence	<ul style="list-style-type: none"> • MEOs and EPS proceed through escalated enforcement where compliance has not yet been achieved, including Business Licence reviews, and possible court injunctions for the closure of businesses that have refused to comply despite multiple attempts at education and fines being issued. • EPS may enforce operating requirements with seizure tools that are available to them, at their discretion. 		