

Proposed Outline for the Business Licence Bylaw

Table of Contents

A new feature of the Business Licence Bylaw will be a table of contents to improve the usability of the document for both businesses and Administration.

Part I - Purpose, Definitions, and Interpretation

Part I establishes a general purpose for the Business Licence Bylaw to align with the Municipal Government Act, definitions of terminology used throughout the bylaw, and a brief reference to how marginal notes and headings shall be interpreted.

Key Changes:

- Content and headings will be updated to reflect recommendations.
- The Definitions section will be updated to reflect changes to category names and descriptions, and changes to key terms used throughout the bylaw.
- The language will reflect clear communication practices wherever possible.

Part II - Licensing

Part II establishes general licensing practices and criteria, including the requirement to obtain a business licence, application requirements, powers of the City Manager, the term of a licence, and applicability of fees.

Key Changes:

- Content and headings will be updated to reflect recommendations.
- The language will reflect clear communication practices wherever possible.

Part III - Licence Review

Part III outlines the process by which a licence may be cancelled, refused, suspended, or issued with conditions by the City Manager, including notice requirements and opportunities to contest or appeal a decision.

Key Changes:

- Content will be moved to its own section for clarity and ease of access.
- The language will reflect clear communication practices wherever possible.

Part IV - Licensee Obligations

Part IV establishes general responsibilities for all licensees, including keeping licence information up-to-date, maintaining provincial or federal licences as required, posting or producing the physical licence, and cooperating with Bylaw Enforcement Officers.

Key Changes:

- Content and headings will be updated to reflect recommendations.
- The language will reflect clear communication practices wherever possible.
- Provincial and federal licensing requirements will be incorporated under this section.

Part V - Category-Specific Regulations

Part V establishes additional application requirements and conditions that apply to specific business licence categories. This part of the bylaw specifies the unique conditions and requirements that apply to certain categories and is organized by category.

Key Changes:

- Content and headings will be updated to reflect recommendations.
- The language will reflect clear communication practices wherever possible.
- Application requirements will be grouped under a separate sub-heading to avoid repetition.
- Relevant categories will be presented in alphabetical order.
- Marginal headings and section numbering will be made more consistent wherever possible.

Part VI - Enforcement

Part VI establishes criteria for investigations and enforcement action for violations of the bylaw, including who can be held responsible for violations and how fines and penalties may be issued. Part VI also establishes requirements for proof of licensing or exemption from licensing.

Key Changes:

- Content and headings will be updated to reflect recommendations.
- The language will reflect clear communication practices wherever possible.
- The specified penalties will be removed from this section and presented in Schedule C - Fines and Penalties.

Schedule A - Business Licence Categories and Application Requirements

Schedule A lists the name and description of each category, and the corresponding fee tier and application requirements.

Key Changes:

- Category names and descriptions will be updated to reflect recommendations.
- The language will reflect clear communication practices wherever possible.
- All category-specific application requirements will be moved out of the bylaw and into the Schedule, where it will be listed next to each category for quick reference and increased ease of use.
- The language will reflect clear communication practices wherever possible.

Schedule B - Fees

Schedule B lists the council-approved fees for each of the five tiers, including fees for new licences and renewals for one-year and two-year terms. This schedule also includes one-year and two-year licence fees for non-resident businesses and non-profit organizations.

Key Changes:

- Business licence fees are listed by tier instead of by category
- The language will reflect clear communication practices wherever possible.

Schedule C - Fines and Penalties

Schedule C is a new feature of the Business Licence Bylaw that lists each enforceable section of the bylaw, along with a description of the offence and the corresponding minimum penalty for both the first, and subsequent offences.

Key Changes:

- Bylaw violation and penalty information will be moved out of the bylaw and into the schedule where the fines will be listed next to each corresponding offence.
- Users will no longer have to look up the corresponding bylaw section to determine the fine amount and/or the type of offence.
- The language will reflect clear communication practices wherever possible.