

## Emerging Recommendations for a New Business Licence Bylaw

### 1. Licence Application

Recommendation	Current State	Rationale
1-1 <ul style="list-style-type: none"> <li>• Valid Development and Building Permits are required for the business premises before a licence is issued or renewed.</li> <li>• This will only apply to licences that are directly connected to a business premises in Edmonton and for activities that are not exempt from requiring a development permit.</li> </ul>	<ul style="list-style-type: none"> <li>• A valid Development Permit is required for the business premises before a licence is issued or renewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Improves clarity, alignment and transparency.</li> <li>• Formalizes a current policy.</li> </ul>
1-2 <ul style="list-style-type: none"> <li>• The City Manager has the discretion to require additional consultations or notifications required by a licence classification.</li> </ul>	<ul style="list-style-type: none"> <li>• The City Manager does not have powers to require additional consultations and/or notifications beyond what is required by a licence classification.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration can respond to new or emerging types of businesses.</li> <li>• Improves alignment and integration with affected regulatory bodies to promote safety and manage risk.</li> </ul>
1-3 <ul style="list-style-type: none"> <li>• Corporate applicants must provide a current corporate registry search issued by the federal government, or any province or territory.</li> <li>• The corporate registry search must indicate the legal entity is active.</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate applicants must provide a current corporate registry search.</li> </ul>	<ul style="list-style-type: none"> <li>• Improves clarity and transparency regarding the type and purpose of corporate registry searches.</li> <li>• Improves administrative efficiency.</li> </ul>
1-4 <ul style="list-style-type: none"> <li>• Businesses regulated by the Consumer Protection Act (Alberta) require a valid provincial business licence before a municipal business licence may be issued or renewed.</li> </ul>	<ul style="list-style-type: none"> <li>• No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures the City is compliant with legislation.</li> <li>• Aligns with affected regulatory bodies.</li> </ul>

## 2. Licence Classifications and Fees

Recommendation		Current State	Rationale
2-1	<ul style="list-style-type: none"> <li>Five different licence fees which are divided into categories reflecting business type and regulatory impact.</li> <li>Fees reflect the cost of issuing licences.</li> </ul>	<ul style="list-style-type: none"> <li>11 different licence fees.</li> <li>Fees are not reflective of the cost to issue licences.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Improves clarity and transparency.</li> <li>Establishes a fair and objective method of determining fees.</li> </ul>
2-2	<ul style="list-style-type: none"> <li>Consultation fees are built into the licence fee.</li> <li>Administrative changes may be completed at no additional charge.</li> </ul>	<ul style="list-style-type: none"> <li>Licence classifications that require a consultation are subject to an additional fee for each regulatory body consulted.</li> <li>Additional fees are charged for administrative changes.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Improves clarity and transparency.</li> <li>Reduces barriers for businesses.</li> <li>Promotes voluntary compliance.</li> <li>Improves Administrative efficiency.</li> </ul>
2-3	<ul style="list-style-type: none"> <li>One licence fee is charged regardless of how many licence classifications apply.</li> <li>One of the licence classifications will be identified as the main classification.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses with multiple licence classifications pay multiple licence fees.</li> <li>Licence classifications reflect business activities; the nature of the business is not always clear.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Reduces barriers for businesses.</li> <li>Establishes a fair and objective method of determining fees.</li> <li>Improves understanding of the business community.</li> </ul>
2-4	<ul style="list-style-type: none"> <li>Market or street vendors, health enhancement practitioners, and adult entertainers are exempt from the non-resident fee.</li> <li>The non-resident fee will be reduced to a more equitable level.</li> </ul>	<ul style="list-style-type: none"> <li>A \$54 fee applies to all businesses without a business premises in Edmonton.</li> <li>This fee is waived for market or street vendors, health enhancement practitioners, and adult entertainers.</li> </ul>	<ul style="list-style-type: none"> <li>Some public engagement support (responses were divided).</li> <li>Formalizes a current policy.</li> <li>Reduces barriers for businesses.</li> <li>Establishes a fair and objective method of determining fees.</li> <li>Promotes voluntary compliance.</li> </ul>

## 3. Licence Renewal

Recommendation		Current State	Rationale
3-1	<ul style="list-style-type: none"> <li>Licences will be allowed to be 'renewed'.</li> <li>Licensees who renew prior to expiry will pay a reduced licence fee.</li> <li>Licensees who renew their licences late will pay the</li> </ul>	<ul style="list-style-type: none"> <li>Licence renewal is not distinguished from a new licence.</li> <li>The same fees apply for all licences.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Creates an incentive for businesses to renew in a timely manner.</li> <li>Promotes voluntary compliance for</li> </ul>

	full licence fee.		licence renewal.
3-2	<ul style="list-style-type: none"> <li>A licence can be renewed upon payment if business activities, location and ownership are unchanged; it has not been expired for more than 90 days; and it is not cancelled, suspended, or under review.</li> <li>Administration may waive documentation and approval requirements (expedited process).</li> </ul>	<ul style="list-style-type: none"> <li>Licence renewal is not distinguished from a new licence.</li> </ul>	<ul style="list-style-type: none"> <li>Formalizes a current policy.</li> <li>Improves clarity and transparency.</li> <li>Improves administrative efficiency.</li> </ul>

4. Licence Reviews

Recommendation		Current State	Rationale
4-1	<ul style="list-style-type: none"> <li>Violations of other City bylaws may be grounds for cancelling, suspending, refusing, or imposing conditions on a licence.</li> <li>Violations must be related to the business activities.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Integration with enforcement partners.</li> <li>Timely and effective response to issues of non-compliance.</li> <li>Provides further clarification to the business licence review process.</li> </ul>
4-2	<ul style="list-style-type: none"> <li>Administration may initiate a licence review in cases where the General Business classification does not provide adequate requirements and conditions for a specific business.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses that do not fit in an existing licence classification are by default licensed as “General Business”.</li> <li>No additional application requirements or deemed conditions apply to General Business licences.</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with affected regulatory bodies to promote safety and manage risk.</li> <li>Administration can respond to new or emerging types of businesses.</li> <li>Provides further clarification to the business licence review process.</li> </ul>
4-3	<ul style="list-style-type: none"> <li>If an objective and verifiable requirement is not met or maintained, a licence can be automatically suspended, cancelled, or refused.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Improves administrative efficiency.</li> <li>More timely and effective response to issues of non-compliance.</li> <li>Provides further clarification to the business licence review process.</li> </ul>
4-4	<ul style="list-style-type: none"> <li>Administration may impose a timeline whereby conditions apply to subsequent licence renewals.</li> <li>Upon expiration of the timeline, the licensee may request to have the conditions reconsidered.</li> </ul>	<ul style="list-style-type: none"> <li>Conditions imposed on a licence expire when a licence is renewed.</li> </ul>	<ul style="list-style-type: none"> <li>Improves administrative efficiency.</li> <li>Timely and effective response to issues of non-compliance.</li> <li>Provides further clarification to the</li> </ul>

			business licence review process.
4-5	<ul style="list-style-type: none"> <li>A decision to cancel a licence remains in effect for one year.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Improves administrative efficiency.</li> <li>Timely and effective response to issues of non-compliance.</li> </ul>

5. Enforcement

Recommendation		Current State	Rationale
5-1	<ul style="list-style-type: none"> <li>The fine for operating without a business licence ranges from \$400 to \$5,000 for most businesses (increased penalties for high-risk businesses).</li> <li>Specific penalty amounts are to be determined.</li> </ul>	<ul style="list-style-type: none"> <li>The fine for operating without a business licence ranges from \$400 to \$1,000 for most businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Timely and effective response to issues of non-compliance.</li> <li>Current fines are not an effective deterrent for high-risk businesses.</li> </ul>
5-2	<ul style="list-style-type: none"> <li>Separate offence for operating with a suspended or cancelled business licence.</li> <li>The fine is twice the applicable unlicensed business fine.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Timely and effective response to issues of non-compliance.</li> <li>Current fines are not an effective deterrent for high-risk businesses.</li> </ul>
5-3	<ul style="list-style-type: none"> <li>Separate offence for operating without a required licence classification.</li> <li>The fine is consistent with the applicable unlicensed business fine.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Timely and effective response to issues of non-compliance.</li> <li>Current remedies for incorrect business classification do not exist.</li> </ul>
5-4	<ul style="list-style-type: none"> <li>The fines for obstructing or interfering with a Bylaw Officer are \$1,000 each.</li> </ul>	<ul style="list-style-type: none"> <li>Fines for obstructing or interfering with a Bylaw Officer are \$200 each.</li> </ul>	<ul style="list-style-type: none"> <li>More timely and effective response to issues of non-compliance.</li> <li>Current remedies are insufficient.</li> </ul>
5-5	<ul style="list-style-type: none"> <li>All offences and the corresponding fines are presented in a Schedule of Offences.</li> </ul>	<ul style="list-style-type: none"> <li>Fine amounts must be cross-referenced with specific sections of the bylaw to determine the fine amount.</li> </ul>	<ul style="list-style-type: none"> <li>Improves clarity and transparency.</li> </ul>

6. Other Recommendations

Recommendation		Current State	Rationale
6-1	<ul style="list-style-type: none"> <li>A licensee is required to post the licence in a prominent visible location in the business premises.</li> <li>If the business is accessible to members of the public, a licensee must either post the licence at the point of sale, or in a prominent location visible from the main entrance.</li> </ul>	<ul style="list-style-type: none"> <li>A licensee is required to post the licence in a prominent visible location in the business premises.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Elevates the value of a licence.</li> <li>Improves clarity and transparency.</li> <li>Improves administrative efficiency.</li> </ul>
6-2	<ul style="list-style-type: none"> <li>The business name on any visible signage on the premises must match the business name on the licence.</li> </ul>	<ul style="list-style-type: none"> <li>No current requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Elevates the value of a licence.</li> <li>Improves administrative efficiency.</li> </ul>
6-3	<ul style="list-style-type: none"> <li>Licences may be issued for one or two years.</li> <li>Two-year licensing is not available for higher-risk licence classifications.</li> </ul>	<ul style="list-style-type: none"> <li>Most licences are issued for one year.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by public engagement.</li> <li>Improves administrative efficiency.</li> <li>Removes barriers for businesses.</li> <li>Promotes voluntary compliance.</li> </ul>