

# Bylaw Amendments to Support e-Permitting for Business Licences

## ISSUE

The City of Saskatoon (City) is launching the next phase of the e-Permitting software, formerly called POSSE LMS, in the third quarter of 2023, to support functionality for all business licences administered by the Community Standards Department. This software will improve the application process, including providing a dedicated application portal for each licence type. Amendments to the City's licensing bylaws are required to update terminology, processes and practices in order to fully utilize new functionality and realize efficiency gains of the software.

The proposed amendments effect all business licensing bylaws. A copy of this report has been provided to the Standing Policy Committee on Transportation and the Standing Policy Committee on Planning Development and Community Services to provide both committees with a comprehensive overview of all proposed amendments and ensure consistency in standards and practices across all licensing bylaws.

## RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the proposed amendments to Bylaw No. 9746, The Business Licence Bylaw, 2021; Bylaw No.9525, The Cannabis Business Licence Bylaw, 2018; and Bylaw No. 9011, The Adult Services Licensing Bylaw, 2012, as outlined in this report, be approved; and
2. That the City Solicitor be requested to prepare the approved amendments to Bylaw Nos. 9746, 9525 and 9011.

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the proposed amendments to Bylaw No. 9651, The Vehicles for Hire Bylaw, 2019, as outlined in this report, be approved; and
2. That the City Solicitor be requested to prepare the approved amendments to Bylaw No. 9651.

## BACKGROUND

Capital Project 2169, Urban Planning and Development Program Enhancements, was initiated in 2019 to support online services and program enhancements related to the building and development permit program. City Council, at its Regular Business meeting on March 23, 2020, received a report outlining scope options for the implementation of e-Permitting and resolved to approve funding to implement the project.

E-Permitting software provides an integrated solution with an online customer portal, which supports permitting and licencing workflows within Building Standards, Planning and Development and Community Standards, while offering an interface between workgroups for improved coordination. E-Permitting provides a robust online portal for customers to submit and manage their permit and licence applications, receive real-time status change notifications, pay online, book inspections and access information on their permit and licence status. On March 1, 2022, Phase 1 of e-Permitting was implemented with the launch of the e-Permitting online customer portal. The initial phase included building and development permits, plumbing permits and associated inspection workflows. Phase 2, involving a variety of planning and business licence workflows, is planned to launch in Q3, 2023.

### DISCUSSION/ANALYSIS

Administration has identified 16 items within [Bylaw No. 9746, the Business Licence Bylaw, 2021](#); [Bylaw No.9525, the Cannabis Business Licence Bylaw, 2018](#); [Bylaw No. 9011, the Adult Services Licensing Bylaw, 2012](#) and [Bylaw No. 9651, the Vehicles for Hire Bylaw, 2019](#), related to e-Permitting and is recommending the following bylaw amendments which assist in aligning business practices with e-Permitting software. Additional information about the rationale for the proposed amendments and current bylaw requirements are provided in Appendix 1. Amendments related to fees aligning with practices in the e-Permitting software will result in process changes where some situations will require an application fee when no fee was previously required, as well as other situations where there is no fee or a reduced fee compared with current practices that might otherwise result in a fee.

The following proposed amendments are for the consideration of the Standing Policy Committee on Planning, Development and Community Services:

#### **Bylaw No. 9746, Business Licence Bylaw**

- 1) **Change of Business Ownership**
  - Include a requirement that business licences not be transferred from the licensee to another business owner.
- 2) **Change of Business Location While Licence is Valid**
  - Include a requirement for a \$40 application fee when a commercial or home-based business, homestay or short-term rental property changes business locations before their business licence expires.
  - Include a requirement for a \$250 application fee when a pawnshop changes business locations before their licence expires.
- 3) **New Licence Requirements for Expired Licences**
  - Include that a licensee may be required to apply for a new licence if their licence is not renewed prior to expiration.

4) Identification Required for Homestay and Short-Term Rental Property

- Require valid government issued identification displaying the current principal residence of the host to be provided when applying for a new or renewing an existing homestay or short-term rental property licence.

5) Application Denial and Licence Cancellation

- Include that the City may refuse a new application from a person if their licence was denied, cancelled or suspended within the last year.
- Include that application fees are forfeited if licence application is denied.

**Bylaw No. 9525, Cannabis Business Licence Bylaw**

6) Change of Business Location

- Include a requirement for a \$415 application fee when a business changes locations before their business licence expires.

7) Apply New When Licence is Not Renewed

- Include that a licensee may be required to apply for a new licence if their licence is not renewed prior to expiration.

8) Application Denial and Licence Cancellation

- Include that the City may refuse a new application from a person if their licence was denied, cancelled or suspended within the last year.
- Include that application fees are forfeited if licence application is denied.

**Bylaw No. 9011, Adult Services Licensing Bylaw**

9) Change of Business Location

- Include a requirement for a \$300 application fee when an adult service agency changes business locations before their business licence expires.
- Include a requirement for a \$150 application fee required when an independent adult service agency changes location before their business licence expires.

10) Apply New When Licence is Not Renewed

- Include that a licensee may be required to apply for a new licence if their licence is not renewed prior to expiration.

11) Change of Adult Service Licence Type

- Include a requirement for a \$150 application fee when a transient independent adult service agency, a transient adult service performer, an

adult service performer or an adult service worker changes licence types to an independent adult service agency before their licence expires.

- Include that an application fee is not required when an adult service licensee is changing their licence type to either a transient independent adult service agency, transient adult service performer, adult service performer or adult service worker prior to the licence expiration.

12) Application Denial and Licence Cancellation

- Include that the City may refuse a new application from a person if their licence was denied, cancelled or suspended within the last year.
- Include that application fees are forfeited if licence application is denied.

The following proposed amendments are for the consideration of the Standing Policy Committee on Transportation:

**Bylaw No. 9651, Vehicles for Hire Bylaw**

13) Remove Owner Plate Transfer Fee

- Removal of the \$375 application fee when a taxi licence or wheelchair accessible taxi licence is transferred to a new owner.

14) Application for Taxi Licence

- Establish that the submission of an application for a taxi or wheelchair accessible taxi licence is the responsibility of taxi brokerages for which the taxi or wheelchair accessible taxi is affiliated.

15) Licensee Responsible for Notifications of Changes

- Clarify that licence holders are responsible for notifying the City should any information contained in their licence application change.

16) Application Denial and Licence Cancellation

- Include that the City may refuse a new application from a person if their licence was denied, cancelled or suspended within the last year.
- Include that application fees are forfeited if licence application is denied.

**FINANCIAL IMPLICATIONS**

Apart from the removal of the transfer fee (\$375) to transfer plates for permanent taxi and wheelchair accessible taxi licences, all other items involving application fees relate to process changes and no financial implications are anticipated. As plate transfers occur infrequently, typically only when a plate owner retires from being a taxi driver, revenue for this service is not budgeted.

The taxi licence program is not subsidized by the mill rate. All expenditures are funded through the generation of fees. Fees in excess of expenses are held in a stabilization reserve.

### **OTHER IMPLICATIONS**

A Privacy Impact Assessment was completed to ensure the appropriate collection and storage of personal data within the e-Permitting system. There are no financial, privacy, legal, social or environmental implications identified.

### **NEXT STEPS**

Information about e-Permitting will be communicated to the wider business community prior to launch. Should City Council resolve to adopt amendments to any of the licensing bylaws, any major changes related to practices, process and standards will be included in that communication.

### **APPENDICES**

1. Summary of Proposed Bylaw Amendments

### **REPORT APPROVAL**

Written by: Mark Wilson, Licensing and Permitting Manager  
Reviewed by: Matt Grazier, Director of Community Standards  
Approved by: Lynne Lacroix, General Manager, Community Services

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