

Summary of Proposed Bylaw Amendments

Bylaw No. 9746, Business Licence Bylaw			
Topic	Existing Requirement	Proposed Requirement	Rationale
1) Change of business ownership	Licence is transferred to new owner without a fee.	Licences are not transferable. Existing licence is cancelled. New owner must apply for a new licence and pay the new licence fee.	E-permitting will associate the business licence with the business owner's City account and cannot transfer to another account. Extensive customization would be required to enable licence transfers. Currently, while possible to transfer without a fee, most new owners chose to apply for new licence instead and this approach is anticipated to be seldom used. Amendments to an owner's account, such as name change can continue to be processed without a fee.
2) Change of business location while licence is valid	When a new business changes location within 3 months of obtaining a licence, no fee is required. When an existing business changes locations within 3 months of renewing their business licence, a reduced application fee of \$40 is required. Changes of location after 3 months of licence issuance requires a new business licence.	\$40 application fee is required when a commercial, home-based business, homestay or short-term rental property change location before licence expires. \$250 application fee required when a pawnshop changes locations before licence expires.	Aligns process for changes of location within 3 months of a licence issuance with the process for all other changes of location. E-permitting is not intended to transfer licences. Significant modifications or time-intensive manual staff interventions and refund processing will be required to accommodate the existing practice. This ensures all costs associated with processing the applications are fully recovered and not subsidized by other business licence applications.
3) Apply new when licence is not renewed.	Business licences are valid for one year and	If a business does not renew their licence prior to expiration, they may be	E-Permitting has functionality that will close a business licence if it has not been renewed within a specific period.

	must be renewed prior to expiration. Process is not outlined in bylaw, but practice has been to permit businesses to renew after their licence expires	required to apply for a new business licence and pay the new business licence application fee.	This amendment will allow us to use this functionality and set deadlines for businesses to renew a business licence. This will also provide a financial incentive for business to renewal on time to avoid paying a higher new business licence fee. Following the existing business practice to keep licences open and available for renewal indefinitely will require extensive customization of the software.
4) Identification required for Homestay and Short-Term Rental Property	Host declaration stating the subject site is the principal residence of the host is required.	In addition to the host declaration, applicants would be required to provide valid government issued ID showing that the subject site is their principal residence	When the homestay and short-term rental regulations were adopted in 2020, it was found that verification of principal residence was a common practice in municipalities. However, at the time, the limitations in our online application processes made this information challenging to collect without extensive software modification. Homestays and short-term rental properties will have their own dedicated application process in e-Permitting, which supports document collection. Requiring identification will assist in validating the host's principal residence and assist in enforcement files where this information is critical.
5) Application Denial and Licence Cancelation	Business cannot reapply for a licence for one year after licence is canceled or suspended.	Rephrase to state that the City may refuse an application if the person applying was previously denied or the licence was cancelled or suspended within one year.	Amendments will align standards and practices across all licensing bylaws and across all application types. This approach is in alignment with the processes in e-Permitting to retain application fees in most circumstances.

	Application fees are forfeited if the licence is suspended or cancelled	Include that application fees are also forfeited if the application is denied.	This ensures that the programs are operated on a cost recovery basis and the staff time and resources to review incomplete applications, or other applications which cannot be granted are fully recovered and not subsidized by other businesses.
Bylaw No. 9525, Cannabis Business Licence Bylaw			
Topic	Existing Requirement	Proposed Requirement	Rationale
6) Change of business location	Licences are not transferable between locations. New licence application fee is required at time a cannabis related businesses changes location	If changing location before the existing licence has expired, application fee of \$415 is required, instead of new application fee of \$500.	This ensures all costs associated with processing the applications are fully recovered and not subsidized by other business licence applications. This is consistent with the proposed approach for other licence types and is supported in the functionality of the e-Permitting software
7) Apply new when licence is not renewed.	Business licences are valid for one year and must be renewed prior to their expiration. Process is not outlined in bylaw, but practice has been to permit businesses to renew after their licence expires	If a business does not renew their licence prior to expiration, business may be required to apply for a new licence and pay the new business licence application fee.	E-Permitting has functionality that will close a business licence if it has not been renewed within a specific period. This amendment will allow us to use this functionality and set deadlines for businesses to renew a business licence. This will also provide a financial incentive for businesses to comply with the bylaw and avoid paying a higher new business licence fee. Following the existing business practice to keep licences open and available for renewal indefinitely would require extensive customization of the software.
8) Application Denial and Licence Cancellation	Business cannot reapply for a licence for one year after licence is canceled or renewal is refused.	Rephrase to state that the City may refuse an application if the business licence application was	Amendments will align standards and practices across all licensing bylaws and across all application types.

	Application fees are returned if initial application is denied.	denied or the licence was cancelled or suspended within one year. Include that application fees are forfeited if the application is denied, or the licence is suspended or cancelled.	This approach is in alignment with the processes in e-Permitting to retain application fees in most circumstances. This ensures the programs are operated on a cost recovery basis and the staff time and resources to review incomplete applications, or other applications which cannot be granted are fully recovered and not subsidized by other businesses.
Bylaw No. 9011, Adult Services Licensing Bylaw			
Topic	Existing Requirement	Proposed Requirement	Rationale
9) Change of business location	Licences are not transferable between locations. New licence application fee is required when a business changes location	If an adult service agency is changing location before the existing licence has expired, application fee of \$300 is required, instead of new application fee of \$500. If an independent adult service agency is changing location before the existing licence has expired, application fee of \$150 is required, instead of new application fee of \$250.	This ensures all costs associated with processing the application are fully recovered and not subsidized by other business licence applications. This is consistent with the proposed approach for other licence types and is supported in the functionality of the e-Permitting software
10) Apply new when licence is not renewed	Business licences are valid for one year and must be renewed prior to their expiration. If the licensee does not renew before the expiration, they	If a business does not renew their licence prior to expiration, they may be required to apply for a new business licence and pay the new business licence application fee.	E-Permitting has functionality that will close a business licence if it has not been renewed within a specific period. This amendment will enable the City to use this functionality and set deadlines for businesses to renew a business licence. This will also provide a

	must apply for a new licence.		financial incentive for business to comply with the bylaw and avoid paying a higher new business licence fee.
11) Change of Adult Service Licence Type	Bylaw does not include a process for licensees to change licence type. Practice is for licensees to change licence types at licence renewal. Applicant will pay the licence renewal fee.	\$150 application fee required when a transient independent adult service agency, adult service performer, transient adult service worker changes licence types to an independent adult service agency before their licence expires. Application fees not required for other changes of licence type.	This ensures all costs associated with processing the applications are fully recovered and not subsidized by other business licence applications. Fee is needed to address administration costs associated with the land use approval for the new business location. Process will be consistent with change of location before licence expiration process for other licence types supported in the existing functionality and processes of the new e-Permitting software.
12) Application Denial and Licence Cancellation	Business cannot reapply for a licence for one year after licence is canceled or the renewal is refused. Application fees are returned if initial application is denied.	Rephrase to state that the City may refuse an application if the business licence application was denied or the licence was cancelled or suspended within one year. Include that application fees are forfeited if the application is denied, or the licence is suspended or cancelled.	Amendments will align standards and practices across all licensing bylaws and across all application types. This approach is in alignment with the processes in e-Permitting to retain application fees in most circumstances. This ensures the programs are operated on a cost recovery basis and the staff time and resources to review incomplete applications, or other applications which cannot be granted are fully recovered and not subsidized by other businesses.

Bylaw No. 9651, Vehicles for Hire Bylaw			
Topic	Existing Requirement	Proposed Requirement	Rationale
13) Remove owner plate transfer fee	When a taxi plate is transferred to a new owner, an application fee of \$375 is required to process the change. The licence is cancelled and reissued to the new owner. A licence fee of \$525 is required.	Remove \$375 taxi licence transfer fee. Licence will continue to be cancelled and reissued to the new owner. A licence fee of \$525 will continue to be required.	Functionality in the e-permitting software will allow for this application to be processed more efficiently. Fee is no longer required to ensure costs are recovered and not subsidized by other licence types. This approach will be consistent with how changes of ownership for other business licence types are processed.
14) Application for taxi licence	Taxi or wheelchair taxi licensee is responsible for submitting the application	Affiliated taxi brokerage is responsible for submitting the application.	Approach of taxi brokerages submitting applications was piloted during the COVID-19 pandemic. This was found to be a more efficient application for all affected parties. This approach will further utilize functionality in e-Permitting that will enable taxi brokerages to monitor taxi licences affiliated with their brokerage.
15) Licensee responsible for notification of changes	Licensee applies for annual licence and updates information when they renew	Licensees will be required to update licence information when changes occur.	Additional functionality in e-Permitting will allow licence holders to access their accounts and update information throughout the term of their licence. Updated information is of particular importance in the taxi industry, where licensees are required to be affiliated with a taxi broker. This change in process will allow the City to receive information when a driver or taxi changes affiliated brokerages.
16) Application Denial and Licence Cancellation	Business cannot reapply for a licence for one year after licence is canceled or the renewal is refused.	Rephrase to state that the City may refuse an application if the business licence application was denied or the licence was	Amendments will align standards and practices across all licensing bylaws and across all application types.

	Application fees are returned if initial application or renewal is denied.	cancelled or suspended within one year. Include that application fees are forfeited if the application is denied, or the licence is suspended or cancelled.	This approach is in alignment with the processes in e-Permitting to retain application fees in most circumstances. This ensures the programs are operated on a cost recovery basis and the staff time and resources to review incomplete applications, or other applications which cannot be granted are fully recovered and not subsidized by other businesses.
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