



## REQUEST FOR DECISION

**MEETING DATE:** January 8, 2024

**TITLE:** C-1284-23 - Business Licence Bylaw - Third Reading

**DIVISION:** Sustainable Growth and Development Services

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### SUMMARY:

C-1284-23 - Business Licence Bylaw is being brought forward to Council for third reading. First and second reading were given at the December 11, 2023 Council meeting.

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### PROPOSED MOTION:

THAT third reading be given to C-1284-23 - Business Licence Bylaw.

### BACKGROUND / ANALYSIS:

The Business Licence Bylaw was last updated in 2016 and does not meet the needs of the growing City and its business-friendly focus.

The current bylaw was reviewed for areas requiring updates, including a municipal scan of comparable municipalities in the region, which clarified the need for flexible licence types. The key areas that required amendments included:

- Definitions for Home Occupation, Home Based Business and Mobile Vending Business. (*Section 2.14*)
- The role of Business Licence Inspector was combined into the Business Licence Administrator, as roles were similar. This role will lie with the Supervisor of Administration in Planning and Development, and the team of Permit Issuers that report to this position will provide support to process and will issue business licenses. (*Section 3*)
- Updated terminology - Business Local and Business Non-Local Licences. (*Sections 2.8, 2.9, 8, 9*)

- Clarification on the need for all other necessary permits prior to business licence issuance. *(Section 4.2)*
- Updating the Appeals section to reference the Community Standards Appeal Committee, rather than Council. *(Section 13)*
- Addition of a Business Licence Arrangement with the Town of Stony Plain, which: *(Section 11)*
  - Allows City of Spruce Grove (CoSG) and Town of Stony Plain (ToSP) local businesses to operate in both municipalities at no extra fee.
  - Provides a reduced licence rate for Parkland County businesses, who can purchase an annual business licence to operate in both Spruce Grove and Stony Plain *(revenue sharing)*.
  - Mobile vendors can operate in Spruce Grove and Stony Plain with an intermunicipal 6-month temporary licence *(revenue sharing)*.
  - The licenses affected by the new intermunicipal collaboration are outlined in Table 1.

<b>Table 1 - Intermunicipal Licensing Snapshot</b>		
Licence Type	Projected Licenses	Revenue
Local Business Licenses	1500	Fee \$270 (annual) Intermunicipal licensing
Parkland County Businesses (Annual Licenses)	150	Fee \$150 (annual) Intermunicipal with revenue share 50/50 per cent Licence is applicable in both CoSG and ToSP
6 Month Intermunicipal Temporary Licence	15	Fee \$300 (6-month term) Intermunicipal with revenue share 50/50 per cent Licence is applicable in both CoSG and ToSP

A concurrent bylaw amendment to the Development Fees and fines Bylaw is also required to support the Business Licence Bylaw amendments.

**OPTIONS / ALTERNATIVES:**

Council may choose to provide feedback and direction on further amendments to the proposed bylaw, or Council may choose to defeat the bylaw at third reading.

**CONSULTATION / ENGAGEMENT:**

The Town of Stony Plain and the Greater Parkland Regional Chamber of Commerce, Economic Development Advisory Committee (EDAC) and City Centre Business Association (CCBA) were consulted on the bylaw amendments.

The CCBA raised no significant concerns and supported the return to a regional approach for business licencing.

Comments from EDAC included support for the collaboration with our neighbours, the enhanced clarity, and the flexibility and options for businesses in the Tri-Region area. One question related to the reduced rate for Parkland County businesses. As Parkland County is not participating in providing business licences, the City aligned our approach to match Stony Plain's to support regional businesses working in our communities. Another question was regarding mechanical work in garages, which is actually being addressed in a Land Use Bylaw amendments related to home occupations, also currently underway.

### **IMPLEMENTATION / COMMUNICATION:**

Moving forward, Administration will:

1. Obtain legal guidance on the revenue sharing agreement as outlined; and
2. Draft a joint communications strategy on the intermunicipal licencing options.

The impact of this collaboration will be assessed, and potentially additional licence types may be considered for a shared approach.

### **IMPACTS:**

This initiative will streamline and enhance services to businesses wishing to operate in both the City of Spruce Grove and Town of Stony Plain by allowing a single licence to be used in both municipalities.

### **FINANCIAL IMPLICATIONS:**

The fees will be effective January 2024, with an estimated revenue increase of \$11,000 per year.