



APPENDIX A

Spruce Grove and Stony Plain Business Licence Arrangement

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Project Team

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- Michelle Levasseur, Economic Development Officer – Town of Stony Plain

Overview

The City of Spruce Grove (CoSG) and the Town of Stony Plain (ToSP) to form a joint business licensing program and create a seamless approach for companies to do business in our communities.

Background

The CoSG and the ToSP are amending their existing Business Licence Bylaws, and in the process, the conversation began to look at ways we can strengthen our pro-business relations and align our Bylaws to increase clarity and efficiency.

In April 2022 we discussed our existing processes for both local and non-local clients inclusive of Stony Plain, Spruce Grove and Parkland County. We agreed there is a common interest in discussing a shared business licence model based on the benefits brought by the previous Tri-Municipal model.

In May 2022 a meeting was held to discuss ideas and explore options to implement an intermunicipal business licence that would allow businesses and contractors to operate seamlessly between our two communities. We met with the GPRC (Greater Parkland Regional Chamber) to discuss results of their business licence survey completed by their membership. There was consensus to move forward with a proactive approach to collaborate where possible. At the time, Parkland County confirmed they would not be moving forward with a business licence program; therefore, any collaboration would be between Spruce Grove and Stony Plain only. Our websites have been updated with communication that we are working towards clear and consistent regulations that will enhance service delivery and reduce barriers for businesses to operate in the region.

Brought forward for decision:

- Align our Mobile Vending, Local Business and Parkland County licence fees.
- Refine temporary licence opportunities to include (1 mos, 3 mos, 6 mos options).

- Stabilize cost to client by aligning local business license fees along with no fee annual renewal (within certain parameters such as no change to owner, location, or type of business).
- Parkland County residents qualify for a reduced annual fee licence effective in both CoSG and ToSP (equal shared revenue).
- Mobile vending units have options to either operate solely in the CoSG or ToSP **or** purchase a 6-month intermunicipal licence effective for either municipality.

Desired Outcome

- Create and implement a straightforward and cost-effective process for people to do business in Spruce Grove and Stony Plain by reducing the cost and time of purchasing multiple business licences in the region.
- Incorporate these collective efforts into our individual business licence bylaw revisions.
- Communicate within each organization as required, to regional partners and the greater community.
- Enhance services to the community through increased choice and confidence in service providers from across the region.

Types of Licenses

- Business Local (intermunicipal - any business physically located in CoSG & ToSP)
- Parkland County (intermunicipal – revenue sharing)
- Business Non-Local (any business outside of CoSG, ToSP or PC)
- Temporary Licence Tier 1*
- Temporary Licence Tier 2** (intermunicipal – revenue sharing)

Revenue

Business Local	\$270 applied for within the municipality your business is housed in, revenue remains in house.
Parkland County	\$150 annual application at either Stony Plain or Spruce Grove, 50/50 revenue split.
Business Non-Local	\$440 annually, revenue remains in house.
Temporary Tier 1*	1mos \$60, 3mos \$100, 6mos \$200. Pulled from the community specific to where the work is occurring, revenue remains in house.
Temporary Tier 2**	6mos \$300 intermunicipal option, 50/50 revenue split.

Written and submitted by:

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