

Attachment B – Business Licensing Topics

The information below is based on the environmental scan completed as part of the Business Licensing Feasibility Study. The examples are provided for context only and show a range of approaches used by other municipalities. The Phase 1 CAO Workshop will provide an opportunity to discuss these business licensing topics in more detail, gather Council input, and help guide focused engagement with the business community and Chambers of Commerce in Phase 2.

Topic	Description	Examples from other Municipalities
Fees	Common fee structures used in business licensing programs, including how municipalities differentiate fees	• Flat annual resident business fees ranging from \$50–\$175 • Differentiated fees by business type (e.g. home-based, commercial, agricultural) • Higher fees for non-resident businesses are common • Some municipalities use: – Pro-rated fees after mid-year – One-time fees instead of annual renewals
Exemptions	How municipalities identify categories of businesses that may be exempt from licensing requirements	• Common exemptions include charitable/non-profit organizations • Agricultural businesses may be exempt or voluntary • Exemptions may also apply where a business is regulated under another legislation (e.g. Agrologist Act, Health Professions Act, Legal Profession Act, etc.)
Non-Resident / Out-of-County Businesses	Approaches used to address businesses that operate locally but are headquartered outside the municipality	• Licensing for non-resident businesses • Fees are generally higher than for resident businesses
Compliance Approaches	Methods used by municipalities to support and manage compliance with business licensing requirements	• Voluntary compliance supported by reminders • Progressive enforcement (warnings, fines, suspension/revocation)
Timelines	Business licensing program structure, including application and renewal periods, and when the program or fees take effect	• Annual licensing cycles • Rolling renewals • Seasonal or temporary licences
Data Collection at Development Permit Stage	Types of business information municipalities may collect during the development process	• Basic business information (e.g. name, location, business type) • Operational details (e.g. hours, employees)