

TOWN OF CANMORE
AGENDA
Special Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, October 15, 2024 at 3:00 p.m.

Times are estimates only.

- 3:00 – 3:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
- 1. Land Acknowledgement
 - 2. Agenda for the October 15, 2024 Special Meeting of Council
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS – none**
- D. APPROVAL OF MINUTES – none**
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**
- G. BYLAW APPROVAL**
- 3:05 – 3:35 1. **Business Registry Licence Bylaw Amendment 2024-27 - Omnibus**
Recommendation: That Council give first reading to Business Registry
Licence Bylaw Amendment 2024-27 – Omnibus and schedule a public
hearing for November 5, 2024.
- H. NEW BUSINESS – none**
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION – none**
- 3:35 **L. ADJOURNMENT**



Request for Decision

DATE OF MEETING: October 15, 2024 **Agenda #: G 1**

TO: Council

SUBJECT: Business Registry Licence Bylaw Amendment 2024-27 - Omnibus

SUBMITTED BY: Eleanor Milette, Manager of Economic Development

RECOMMENDATION: That Council give first reading to Business Registry Licence Bylaw Amendment 2024-27 – Omnibus and schedule a public hearing for November 5, 2024.

EXECUTIVE SUMMARY

In order to implement the recommendations of the Livability Taskforce, amendments to the Business Registry Licence Bylaw are required. While the recommended amendments provide specific regulations for the operation of tourist homes, additional amendments are being recommended based on feedback gathered since the last Business Registry Licence Bylaw update was made in 2021.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Business Registry Licence Bylaw is permitted under the Municipal Government Act Parts 2, Division 1, Section 8.

Relevant Council Motions:

16-2024 Moved by Mayor Krausert that Council accept the Livability Taskforce’s recommendations for information as presented and direct administration to develop an implementation plan.

DISCUSSION

The recommended amendments to the Business Registry Licence Bylaw seek to implement the recommendations brought forward by the Livability Taskforce while incorporating feedback received since the last amendment in 2021.

Livability Taskforce Recommendation (January 9th, 2024, H2 in Council Report):

One of the recommendations from the Livability Taskforce was to phase out the tourist home designation and to further regulate the operation of tourist homes by:

- Requiring all tourist homeowners that rent their properties short term to display a business licence.
- Requiring the licence number be posted in any online advertising of the unit and that there must be a licence number posted for each unit.

Under the Land Use Bylaw, the definition of a Tourist Home means a dwelling unit operated as a temporary place of stay, with or without compensations, and includes all vacation rentals of a dwelling unit. The characteristics that distinguish a Tourist Home from a dwelling unit used as a residence may include any of the following:

- a. The intent of the occupant to stay for short-term vacation purposes rather than use the property as a residence; and/or
- b. The commercial nature of a tourist home; and/or
- c. The management or advertising of the dwelling unit as a tourist home or vacation property; and/or
- d. The use of systems of reservations, deposits, confirmations, credit cards, or other forms of electronic payment.

We only permit units operated as short-term rentals as a business under the Business Registry Licence Bylaw, not the personal use of a tourist home-zoned unit.

Tourist homes are short-term vacation rental units operated out of residentially zoned properties, whereas visitor accommodations are short-term vacation rental units on commercially zoned properties. This differential is deemed enough to distinguish a separate licensing approach.

The recommended amendments to the Business Registry Licence Bylaw, if approved, are expected to:

- make it easier for enforcement staff and the public to identify legal tourist homes online or in person,
- result in an additional 650-700 Town of Canmore business licences being issued each year. Currently, one property manager operating multiple tourist homes can do so under a single business licence.

Other Recommended Changes of Note Include:

1. **Independent Contractors:** Clarifying language has been added to increase understanding amongst independent contractors and the requirement to obtain a business licence if renting space from a Canmore-based business and conducting business service within that space. This includes, but is not limited to, massage therapists or hairdressers who rent a chair/bed to conduct their trade.
2. **Contractors Working Exclusively for Non-Profit Sport Organizations:** Administration has received requests from not-for-profit sports organizations to designate out-of-town coaches as resident business owners to reduce the operating costs and expenses to Canmore families accessing local sports. The recommended bylaw amendments include conditions under which a lower-cost resident licence would be issued upon receiving a letter confirming the sports organization is a not-for-profit under the Alberta Societies Act and confirmation that the contractor does not offer other services to for-profit organizations or private clients within the Town of Canmore.
3. **Business Licence Fee Changes:** Business licence fees have not been adjusted since 2015. In 2021, a decision was made to refrain from increasing fees to minimize the financial burden on Canmore-based businesses, many of which were affected by the economic challenges of the COVID-19 pandemic. Business licence fees fund economic development initiatives, including department-led research, such as the Labour Market Recruitment and Retention Strategy. The recommended fee adjustments help to ensure that business licence revenue is sufficient to support existing service levels.

As part of our review, we examined business registry fees from various municipalities, including Banff, Cochrane, Calgary, Sylvan Lake, Okotoks, Airdrie, Chestermere, Drumheller, and the British Columbia towns of Victoria, Whistler, and Penticton.

Different business licence fee structures exist across municipalities, so fee comparisons are not always straightforward. Below is a sample of business types and the business licence fee were they to operate in a selection of Alberta municipalities. The fees indicated for Canmore reflect Schedule A in the recommended bylaw amendment.

Business	Canmore	Banff	Cochrane	Calgary	Okotoks	Sylvan Lake
Hotel with 85 rooms	\$375	\$225 plus 50% of AB tourism levy	\$180	\$172	\$385	\$200
Non-resident business (annual)	\$600	\$450 + Schedule B fee	\$340	\$785	\$400	\$350
Home Occ class 1 or 2	\$150/40 for micro	\$559	\$100-\$180	\$172	\$200	\$100-\$200
Tourist Home	\$150	\$612	\$180	\$100	\$200	\$250-\$450
Retail Business below 300 SQ M	\$150	\$4,645	\$180	\$172	\$250	\$200
Restaurants 40 seats	\$375	\$1,864	\$180	\$172	\$335	\$400
Builder > 15 units/years	\$600	\$1,033	\$180	\$237	\$335	\$200

This review highlights the varied approaches municipalities use to determine business license fee structures, reflecting local priorities, economic development strategies, and industry needs. Overall, the fee increase in Canmore is proposed at 15%, with no increase occurring since 2015. This was seen as acceptable during engagement with interest holders.

Under the Town of Canmore Reserve Policy, any revenue generated from business license fees is designated for economic development initiatives and programs. At the end of the year, unused funds are transferred to the Economic Development Reserve to support future projects that benefit the local business community. Recent projects funded by the reserve include the Labour Market Recruitment and Retention Strategy, Retail Gap Analysis, Light Industrial and Commercial Land Review, and the Main Street Pedestrian Zone.

Administrative Guideline Changes

Busking Guidelines - Young Buskers: Currently, business licences are required for those busking in Canmore, and buskers are expected to adhere to the Town of Canmore's Busking Conditions. The conditions restrict busking to those over the age of 12 and require that buskers between the ages of 12 and 16 have parental supervision. Unless otherwise directed by Council, administration is planning to remove age restrictions from the Busking Conditions, allowing buskers of any age to showcase their talent.

ANALYSIS OF ALTERNATIVES

Visitor Accommodations: The recommended bylaw amendments maintain the current business licensing approach for purpose-built visitor accommodations, allowing management companies to hold the business licence rather than individual unit owners. If Council wishes to align the treatment of these accommodations with the recommended approach for tourist homes, we recommend that Council approve the proposed bylaw and direct administration to return at a later date with recommended amendments and resources required to manage a large increase in the number of licences which would need to be processed annually.

Administration will present resource requirements to implement the Livability Tax Force Recommendations as part of the 2025-2026 budget process. However, that resource package isn't sufficient to support the anticipated increase in business licence workload should the Council proceed with this alternative. Currently, there are 1,452 individual tax rolls under visitor accommodation in Canmore. Should Council decide to require each individually titled unit to have its own business license, this would mean an additional 1,063 new business licenses.

If Council wishes to move forward with this option, administration recommends the following motion:

That Council direct administration to return with recommended amendments to the Business Registry Licence Bylaw that will require all individually titled visitor accommodation units to obtain a business licence and that the display of the licence be subject to the same requirements as tourist homes and that administration include any additional resources required to process the anticipated increase in business licences as an option for Council as part of the 2025/2026 budget process.

Increase Fine Amounts: The current bylaw indicates that any contravention will result in a fine between \$250 and \$1,000. This is consistent with other business registry licence bylaws, and administration is not recommending changes to these levels.

Include Fines for Specific Offences: Council could include specific fines for those operating a tourist home without a business licence. Should Council opt to include additional fine amounts related to illegal tourist home operations, administration recommends the fine amounts contained in the draft motion below:

That Council amend section 39 of Bylaw 2024-27 by adding "8.1.2 Notwithstanding section 8.1, any person operating a Tourist Home for short-term rental in a contravention with this bylaw is guilty of an offence and is liable for the following penalties: first offence within a calendar year \$2,500, second offence \$5,000, and \$10,000 for third or subsequent offences.", and renumbering all sections that follow."

The maximum penalty a municipality can levy for this type of offence under the Municipal Government Act (MGA) is \$10,000. Legal review only noted the requirement to stay within the maximum penalty amounts outlined in the MGA. Compared to other tourism communities, Sylvan Lake issues a \$2,500 fine under its Short-Term Accommodation and Rental bylaw, which operates separately from the Business Registry. Banff issues a \$2,500 fine under its land use bylaw. Calgary issues a \$1,000 fine under its Business Registry Licence Bylaw. Crowsnest Pass issues fines double the business license fee and keeps doubling previous fines up to \$10,000 for subsequent offences under its fees, rates, and fines bylaw.

FINANCIAL IMPACTS

Based on actual figures for 2023, the proposed increase in licensing fees is anticipated to generate additional annual revenue of approximately \$85,000 for the Business Registry.

The anticipated revenue increase from bylaw changes related to tourist homes is estimated at \$97,500 per year, assuming the issuance of 650 additional licences.

INTEREST HOLDER ENGAGEMENT

Business Registry Licence Bylaw updates and changes were reviewed with the following groups:

Internal Interest Holders:

- Municipal Enforcement, Planning, Engineering, Finance, Fire & Rescue, the Municipal Clerks Office, Livability Taskforce
- Legal Council from Reynolds Mirth Richards & Farmer LLP

External Interest Holders:

- Sarah Freeman – Bow Valley Chamber of Commerce
- Sierra Sawatzky – Banff Canmore Job Resource Centre
- Rachel Ludwig – Tourism Canmore Kananaskis
- Ian O’Donnell – Bow Valley Builders and Developers Association
- Gradey McMahon – Downtown Canmore BIA
- Danielle Spooner – Canmore Hotel and Lodging Association

ATTACHMENTS

- 1) Business Registry Licence Bylaw 2024-27
- 2) Business Registry Licence Bylaw 2015-02 Redlined

AUTHORIZATION

Submitted by:	Eleanor Miclette Manager of Economic Development	Date:	September 13, 2024
Approved by:	Katherine Van Keimpema Finance Strategy Manager	Date:	September 13, 2024
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	September 13, 2024
Approved by:	Scott McKay GM Municipal Services	Date:	September 13, 2024
Approved by:	Sally Caudill Chief Administrative Officer	Date:	October 8, 2024



BYLAW 2024-27

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND BUSINESS REGISTRY LICENCE BYLAW 2015-02

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Business Registry Licence Bylaw Amendment 2024-27 – Omnibus.”

INTERPRETATION

- 2 Words defined in Bylaw 2015-02 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2015-02 is amended by this bylaw.

- 4 Section 2.2 is amended

- a) by striking out “dedicated to” and substituting “allocated to the”;
- b) by striking out “purposes of the Town” and substituting “reserve and utilized”.

- 5 Section 3.2 is amended by adding the following definitions in alphabetical order:

“Bed and Breakfast” has the same meaning as set out in the Town of Canmore Land Use Bylaw;

“Independent Contractors” means a person contracted to perform work for another entity as a non-employee;

“Peace Officer” means

- a) a person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act,
- b) a person appointed as a Peace Officer pursuant to the Peace Officer Act, or
- c) a police officer;

“Private Client” means an individual or entity that receives personalized financial, legal, or professional services tailored to their specific needs in exchange for financial compensation;

“Rental Platform” means an online service or marketplace that facilitates the listing, discovery, and booking of rental properties, such as Tourist Homes and vacation rentals, for short-term periods typically ranging from a single night to several weeks;

“Tourist Home” has the same meaning as set out in the Town of Canmore Land Use Bylaw;

"Town-Approved Event" means an event that utilizes Town property with approval from the Town, which may include a facility rental agreement and/or a Community Event Permit;

"Voluntary Registration" means a profession, organization, society, charity or non-profit that is exempt from requiring a Business license as per the Municipal Government Act, their professional governing Act, or this bylaw that voluntarily registers for a Business Registry Licence.

- 6 Section 3.2 is amended by repealing the definitions for "Community Special Events" and "Special Events".
- 7 Section 3.2 "Advertise" is amended by inserting "or 'Advertisement'" after "Advertise".
- 8 Section 3.2 "Business Premises" is amended by inserting "location, building, or establishment where a place of Business, commercial or industrial activity is undertaken or where professional, personal or other services are provided to the public, typically for monetary gain including but not limited to" between "means a" and "any store".
- 9 Section 3.2 "Business Registry Licence Coordinator" is amended by striking out "Licence" and adding "as designated by the chief administrative officer".
- 10 Section 3.2 "Dwelling Unit" is amended by striking out "means as defined under the Town's Land Use Bylaw" and substituting "has the same meaning as set out in the Town of Canmore Land Use Bylaw as amended".
- 11 Section 3.2 "Home Occupation – Class 1" is amended by striking out "means an accessory use of a Dwelling Unit by a resident for a small-scale Business which is incidental to the primary use as a residence, undetectable from outside the Dwelling Unit" and substituting "has the same meaning as set out in the Town of Canmore Land Use Bylaw".
- 12 Section 3.2 "Home Occupation – Class 2" is amended by striking out "means an accessory use of the Dwelling Unit or private garage by a resident for a small-scale Business which is incidental to the primary use as a residence and that has been issued a home occupation – Class 2 development permit in accordance with the Town's Land Use Bylaw" and substituting "has the same meaning as set out in the Town of Canmore Land Use Bylaw".
- 13 Section 3.2 "Micro-Business" is amended by striking out "side".
- 14 Section 3.2 "Umbrella Rider" is amended
 - a) by striking out "owner",
 - b) by striking out "owners Business Premises without purchasing" and substituting "Licensee's Business Premises for a maximum of three (3) consecutive days without the other Business having to purchase a separate".

- 15 The following sections are amended by striking out “Licence” in “Business Registry Licence Coordinator:

- Section 4
- Section 4.1
- Section 4.2
- Section 4.3
- Section 5.12.2
- Section 5.14.1
- Section 6.1
- Section 6.2
- Section 6.7.1
- Section 8.2c)
- Section 9.3
- Section 9.11
- Section 9.12
- Section 10.1

- 16 The following is added after section 5.1:

5.1.1. All Independent Contractors that Carry On Business in the Town must hold and maintain a valid Business Registry Licence.

- 17 The following is added after section 5.2.1:

5.2.2 The owner of a property who offers or operates the property as a Tourist Home must obtain a separate Business Registry Licence for each Tourist Home location and pay a separate fee for each licence.

- 18 Section 5.7 is amended by striking out “Community Special Event” and substituting “Town-Approved Event”.

- 19 Section 5.8 is amended

- a) by striking out “Community Special Event” and substituting “Town-Approved Event” wherever it occurs,
- b) by striking out “community special” in subsection b).

- 20 Section 5.9 is amended

- a) by striking out “Community Special Event” and substituting “Town-Approved Event” wherever it occurs,
- b) in subsection c) by striking out “community special”.

- 21 Section 5.10 is amended

- a) in subsection d) by striking out “included” and substituting “covered” and by striking out “Umbrella Licence” and substituting “Umbrella Rider”,
 - b) in subsection e) by striking out “included” and substituting “covered”, by inserting special event Business Registry” before “Licence”, and by striking out “a community special” and substituting “an”.
- 22 Section 5.11 is amended by striking out “Community Special Event” and substituting “Town-Approved Event”.
- 23 Section 5.12.1 is amended by striking out “the” before “Alberta Public Health” and by striking out “Officer” after “Alberta Public Health”.
- 24 Section 5.12.2 is amended by inserting “the” before “Business Registry Coordinator” and inserting “or a Peace Officer” after “Business Registry Coordinator”.
- 25 Section 5.13.2 is amended by inserting “busking” before “conditions” and inserting “and locations” before “set out”.
- 26 Section 5.14 is amended by striking out “A Business Registry Licence does not authorize or permit the Licensee to Carry On Business or any other pursuit in contravention of the provisions of other Town bylaws and other applicable provincial or federal acts, regulations, standards and codes” and substituting “The holder of a Business Registry Licence is required to comply with all Town bylaws and all applicable provincial or federal acts, regulations, standards, and codes”.
- 27 Section 5.14.1 is amended
- a) by inserting “or holder of the Business Registry Licence” after “The Business owner”,
 - b) by striking out “license category (e.g. changing from resident commercial Business to a home occupation.”
- 28 The following two sections are added after section 5.14.1:
- 5.14.2.a If the Business undergoes a change in its Business Registry Licence category, for example transitioning from a Home Occupation to a Resident Business category, the Business owner must submit an Application for the new category of licence.
- 5.14.3.b If applicable, Business Registry Licence fees already paid for the current licence year may be applied towards the fee for the new licence category subject to the following:
- a) where the new licence fees are higher than the fees already paid for the year, the Business owner will be responsible for paying the difference in fees, and

- b) where the new licence fees are lower than the fees already paid for the year, the difference in licence fees remains non-refundable.

- 29 Section 6.2 is amended by striking out “approved” and substituting “issued”.
- 30 Section 6.3 is amended by inserting “, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder” after “Temporary Licence”.
- 31 Section 6.4 is amended by inserting “, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder” after “Temporary Licence”.
- 32 Section 6.5 is repealed.
- 33 Section 6.6 is amended by striking out “regardless of” and substituting “in addition to”.
- 34 Section 6.7 is amended by striking out “If an Applicant for a resident Business Registry Licence satisfies the Business Registry Licence Coordinator by way of written declaration that the gross annual revenue of the Business is \$30,000.00 or less, the Applicant shall qualify for the Micro-Business licence fee as provide provided for in Schedule A.” and substituting “Home Occupation – Class 1 and Home Occupation – Class 2 Businesses, as well as Businesses operating in a co-working space, that can verify gross annual revenue of less than \$30,000, are eligible to apply for a Micro-Business licence as outlined in Schedule A.”
- 35 Section 6.9 is repealed.
- 36 The following is added after section 6.9:
 - 6.10 Out-of-town contractors who receive payment for services such as providing educational, training or leadership development services to registered not-for-profits sport organizations may qualify for the residential license fee in accordance with Schedule A under the following conditions:
 - a) the Application is accompanied by a letter confirming the not-for-profit status of the sports organization under the Societies Act, and
 - b) they do not provide services to for-profit organizations or Private Clients in the Town.
- 37 Section 7.1 is amended by striking out “automatically terminate” and substituting “expire”.
- 38 Section 8.1 is amended by inserting “or Tourist Home” between “premises” and “of the Licensee”.
- 39 The following is added after section 8.1:
 - 8.1.1. Tourist Homes must include the Town of Canmore Business Registry Licence number in all Advertising, including on any Rental Platforms, and such Business Registry Licence number must be immediately visible to any member of the public.

40 Section 8.2 is amended

- a) by inserting “or whose premises are not in the Town” between “fixed location” and “the license must be”,
- b) in subsection b) by striking out “and” and substituting “or”.

41 Section 9.5 is amended

- a) in subsection b) by adding “or”,
- b) by adding the following after subsection b):
 - c) by email to their last known email address on file.

42 Section 9.13 is amended

- a) in subsection a) by inserting “the email address or physically mailing to” between “notice of” and “the address”,
- b) in subsection b)
 - (i) by striking out “of Canada Post’s methods” and substituting “method”,
 - (ii) by striking out “Application for a licence” and substituting “Business Registry Licence account”.

43 Section 9.14 is amended by striking out “removed” and substituting “cancelled and the Business’ account is deactivated”.

44 Section 9.14.1 is amended

- a) by striking out “, trades or occupation” and substituting “within the Town”,
- b) by striking out “trade or occupation”.

45 The following is added after section 9.14.1:

9.14.2 Any physical evidence of Business Advertisement or Business activity within a Business Premises shall be considered prima facie proof that the person is carrying on or operating such Business.

46 Section 11.1 is amended

a) by striking out “a bylaw against engaging or operating a Business without a licence” and substituting “this bylaw”,

b) by inserting “or with” between “transaction” and “the Business”.

47 Schedule A is repealed and Schedule A of this bylaw is substituted.

48 Bylaw 2015-02 is amended by striking out title numbers and numbering all sections in chronological order.

ENACTMENT/TRANSITION

49 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

50 Schedule A forms part of this bylaw.

51 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

SCHEDULE A – BUSINESS REGISTRY LICENCE FEES

2021-01

Accommodations based on the number of rooms	
Bed and Breakfast	\$150
Tourist Home	\$150
Hotels, Motels, Inns, Hostels: 1-49 rooms	\$225
Hotels, Motels, Inns, Hostels: 50 – 100 rooms	\$375
Hotels, Motels, Inns, Hostels: 100 + rooms	\$600
Construction & Development	
Contractor/Trade Person	\$150
Builder: < 15 units/year	\$375
Builder: > 15 units/year	\$600
Developer & Commercial/Industrial	\$1200
General	
Auto Dealership	\$600
Banking & Commercial Lending Institutions	\$600
Busker	\$40
Golf Courses	\$600
Home Occupation Class 1 and Class 2	\$150
Micro-Business	\$40
Property Management	\$600
Real Estate Brokers	\$600
Umbrella Rider	50% of the applicable Business Registry fee to a maximum of \$300
Voluntary Registration for Exempt Businesses	\$40
Hawkers and Vendors	
1 day	\$25
2-3 days	\$50
1 year	\$150

Bylaw approved by: _____

Non-Resident Business	
Annual Licence	\$600
Temporary Licence: 2 days	\$50
Temporary Licence: 1 month	\$150
Temporary Licence: 3 months	\$200
Temporary Licence: 6 months	\$300
Restaurants & Bars (excludes outdoor patio seating)	
Restaurants: 0 - 35 seats	\$150
Restaurants: 36 - 69 seats	\$375
Restaurants: >69 seats	\$600
Retail/ Commercial/ Wholesale/Industrial	
Resident Business: <300 sq.m	\$150
Resident Business: 300 sq. m to 1,500 sq.m	\$375
Resident Business: > 1,500 sq. m.	\$1200
Gasoline Retail	\$375
Special Events	\$75 per day



BYLAW 2015-02 REDLINE VERSION
Office Consolation current as of July 7, 2022

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
 PROVIDE FOR BUSINESS REGISTRY LICENCING**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

1: TITLE

1.1. This bylaw shall be known as “Business Registry Licence Bylaw 2015-02.”

2: PURPOSE

2.1. The purpose of this bylaw is to create a registry of Businesses operating in the Town of Canmore in order to identify and understand Business activity in the municipality.

2.2. The revenues generated from Business Registry licensing fees shall be ~~dedicated to~~ allocated to the economic development reserve and utilized purposes of the Town as determined by Council.

3: INTERPRETATION

3.1. Words which have been defined in the *Municipal Government Act*, the *Peace Officer Act* and the *Interpretation Act* shall have the same meaning when used in this bylaw.

3.2. In this bylaw,

“Advertise” or “Advertisement” means to promote, describe or publicize merchandise or services in a public forum including but not limited to commercial vehicles, newspapers, flyers, radio, television, fax communications or internet communications; however created and distributed;

“Agent” means a person hired to represent another person or a commercial Business;

“Applicant” means a person who applies for a Business Registry Licence or a renewal of the Business Registry Licence in accordance with this bylaw;

2021-01

“Application” means a written application submitted to the Town of Canmore for a Business Registry Licence or a renewal of a Business Registry Licence, in accordance with this bylaw;

2021-01

“Bed and Breakfast” has the same meaning as set out in the Town of Canmore Land Use Bylaw;

“Business” means:

- a) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
- b) a profession, trade, occupation, calling or employment; or
- c) an activity providing goods or services, whether or not for profit and however organized or formed, including a co-operative or association of persons;

“Business Premises” means a location, building, or establishment where a place of Business, commercial or industrial activity is undertaken or where professional, personal or other services are provided to the public, typically for monetary gain including but not limited to any store, office, warehouse, residence, yard or other place occupied for the purpose of carrying on a Business that is an approved use under the Town’s Land Use Bylaw;

2021-01

“Business Registry” means a list of all Businesses that have been issued a Business Registry Licence;

“Business Registry Licence” means a licence issued in accordance with this bylaw;

“Business Registry Licence-Coordinator” means a person hired to administer and issue Business Registry Licences as designated by the chief administrative officer;

“Busker” means a person who performs entertainment in a public place while soliciting money;

“Carry On” means conduct, operate, perform, keep, hold, occupy, deal in, or use, for gain, whether as principal or Agent;

~~“Community Special Events” are events that have been issued a community special event permit by the Town; Repealed 2024-27~~

“Dwelling Unit” has the same meaning as set out in the Town of Canmore Land Use Bylaw as amended; ~~means as defined under the Town’s Land Use Bylaw;~~

2021-01

“General Contractor” means the owner of a Business who enters into contracts for the erection, alteration, construction, repair of buildings or structures of any kind and includes any owner of property who supervises the erection, construction, alteration and repair of buildings or structures where a General Contractor is not engaged in such a project;

“Hawker” means any person who, whether as principal or Agent, goes from door to door selling or offering for sale any merchandise or -service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service, and who does not have a permanent place of Business in the Town;

“Home Occupation – Class 1” has the same meaning as set out in the Town of Canmore Land Use Bylaw; ~~means an accessory use of a Dwelling Unit by a resident for a small-scale Business which is incidental to the primary use as a residence, undetectable from outside the Dwelling Unit;~~

2021-01

“Home Occupation – Class 2” has the same meaning as set out in the Town of Canmore Land Use Bylaw; ~~means an accessory use of the Dwelling Unit or private garage by a resident for a small-scale Business which is incidental to the primary use as a residence and that has been issued a Home Occupation – Class 2 development permit in accordance with the Town’s Land Use Bylaw;~~

2021-01

“Independent Contractors” means a person contracted to perform work for another entity as a non-employee;

“Licensee” means the holder of a Business Registry Licence;

“Micro-Business” means a Business earning less than \$30,000 a year in gross annual revenue; including but not limited to a ~~side~~-Business without material expenditure of time, with a single product or service;

2021-01

“Non-Resident Business” means a Business that carries on activities, in whole or in part, within the Town, but

- a) does not maintain a permanent place of Business within Canmore, or
- b) does not maintain a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;

“Peace Officer” means

- a) A person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act,
- b) a person appointed as a Peace Officer pursuant to the Peace Officer Act, or
- c) a police officer;

“Private Client” means an individual or entity that receives personalized financial, legal, or professional services tailored to their specific needs in exchange for financial compensation;

“Rental Platform” means an online service or marketplace that facilitates the listing, discovery, and booking of rental properties, such as [Tourist Homes](#) and vacation rentals, for short-term periods typically ranging from a single night to several weeks;

“Resident Business” means a Business that:

- a) maintains a permanent place of Business within the boundaries of the Town; or
- b) maintains a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;

~~“special events” are events that have been issued a special events permit by the Town;~~ [Repealed 2024-27](#)

“Sub-Contractor” means a person hired by a General Contractor to provide goods or services in relation to a particular trade, project or contract;

“Temporary Licence” means a Business Registry Licence issued to a Non-Resident Business for one of the following time periods:

- a) three days;
- b) one month;
- c) three months;
- d) six months;

2021-01

“-Tourist Home” has the same meaning as set out in the Town of Canmore Land Use Bylaw;

“Town” means the Town of Canmore in the Province of Alberta or the land lying within the corporate limits of the Town, as the context requires;

"Town-Approved Event" means an event that utilizes Town property with approval from the Town, which may include a facility rental agreement and/or a Community Event Permit;

“Umbrella Rider” means an annual fee paid by a licensed Resident Business-owner to allow one or more other Businesses to be carried out on the ~~owners Business Premises~~ without purchasing Licensee’s Business Premises for a maximum of three (3) consecutive days without the other Business having to purchase a separate Business Registry Licence;

“Vendor” means any person who, whether as a principal or Agent, offers or exposes for sale to any other person, processed or unprocessed foodstuffs, services, or retail items from:

- a) a push-cart, wagon, or other wheeled or skidded vehicle; or
- b) a mobile preparation unit; or
- c) a stall, booth, table or space;

“Violation Tag” means a municipal tag or similar document issued by a Peace Officer in relation to an offence under this bylaw;

“Violation Ticket” means a ticket issued pursuant to the Provincial Offences Procedures Act, as amended, and the regulations thereunder;

"Voluntary Registration" means a profession, organization, society, charity or non-profit that is exempt from requiring a Business license as per the Municipal Government Act, their professional governing Act, or this bylaw that voluntarily registers for a Business Registry Licence.

4: DUTIES OF THE BUSINESS REGISTRY LICENCE COORDINATOR

4.1. The Business Registry ~~Licence~~ Coordinator shall:

- a) grant and renew Business Registry Licences,
- b) maintain appropriate records pertaining to the licensing of Businesses, infractions of this bylaw, and generally all matters arising out of the Application, and
- ~~b)c)~~ enforce this bylaw.

2021-01

4.2. The Business Registry ~~Licence~~ Coordinator may refuse to grant and renew a Business Registry Licence if, in their determination:

- a) the Applicant is in breach of this or any other bylaw of the Town, or any applicable municipal, provincial, or federal statute or regulation; or

- b) the Applicant does not hold current and valid municipal, provincial or federal permits, approvals, licences, clearances or insurances as required by the relevant municipal, provincial or federal bylaws, statutes or regulations.

2021-01

- 4.3. When an Application has been refused, the Business Registry ~~Licence~~-Coordinator shall provide written reasons for the refusal.

5: REGISTRATION PROVISIONS

- 5.1. Except as otherwise provided for in this bylaw, no person shall Carry On any Business in the Town without first having obtained a Business Registry Licence for the Business prior to the first day of operation.

2021-01

5.1.1. All Independent Contractors that Carry On Business in the Town must hold and maintain a valid Business Registry Licence.

- 5.2. An owner of a Business shall obtain a Business Registry Licence for each physical address, premises, or location where the Business is carried on within the Town, and a separate fee shall be paid for each location's licence.

2021-01

- 5.2.1 Businesses that do not require a development permit may be subject to additional conditions, including but not limited to proof of liability insurance and pre-approved route of operation on public roads.

2021-01

5.2.2 The owner of a property who offers or operates the property as a Tourist Home must obtain a separate Business Registry Licence for each Tourist Home location and pay a separate fee for each licence.

- 5.3. When one owner is carrying on more than one Business from the same premises, the owner shall obtain a separate Business Registry Licence for each Business.

- 5.4. When two or more owners are carrying out separate Businesses from the same premises:

- a) each owner shall obtain a Business Registry Licence for each Business, or
b) one of the owners shall add an Umbrella Rider to their existing Business Registry Licence if applicable in accordance with section 5.7 of this bylaw.

2021-01

- 5.5. An Umbrella Rider may be added to an existing resident Business Registry Licence to allow one or more separate Businesses to be carried out on the Business Premises without obtaining separate Business Registry Licences for a maximum of 3 consecutive days.

5.6. *Repealed 2021-01*

- 5.7. Umbrella Riders shall not apply to:

- a) Businesses that Advertise their goods or services as being provided from the licensed Business' premises for a period of time greater than 3 days, or
- b) Maintenance, repair and construction services, or
- c) Businesses carried out as part of a ~~Town-Approved Event~~community special event.

2021-01

5.8. When a Business is carried out as part of a ~~Town-Approved Event~~community special event:

- a) The owner shall obtain a Business Registry Licence, or
- b) The organizer of a ~~Town-Approved Event~~ community special event shall obtain one Business Registry events licence to allow one or more separate Businesses to be carried out as part of the ~~community special~~ event.

2021-01

5.9. When two or more owners are carrying out separate Businesses from the same premises or for the same construction project or ~~Town-Approved Event~~community special event:

- a) a Business owner is responsible for ensuring that all separate Businesses being carried out on their Business ~~P~~premises hold a valid Business Registry Licence or are included under the owner's ~~umbrella rider~~Umbrella Rider, or events licence.
- b) A General Contractor is responsible for ensuring that all of their Sub-Contractors hold a valid Business Registry Licence, and
- c) The organizer of a ~~Town-Approved Event~~ community special event is responsible for ensuring all separate Business being carried out as part of the ~~community special~~ event hold a valid Business Registry Licence or are included under the organizer's Business Registry special events licence.
- c.1) The organizer of a film production or a photoshoot conducted within the Town is responsible for ensuring all separate Businesses being carried out as part of the film production or photoshoot hold a valid Business Registry Licence;

2021-01

5.10. A Business shall be exempted from the requirements of this bylaw if:

- a) the Business is carried on by the Town, the government of Canada or the Province of Alberta, or
- b) the Business provides goods or services exclusively to the Town, the government of Canada or the Province of Alberta, or
- c) the Business provides written proof that they are exempt under a statute of Canada or the Province of Alberta, or

- d) the Business is ~~included-covered~~ under the ~~umbrella licence~~ Umbrella Rider of another Business, or
- e) the Business is ~~included-covered~~ under a special event Business Registry Licence obtained by an ~~community special~~ event organizer.

f) *Repealed 2021-01*

5.11. A Business shall be exempted from all provisions of this bylaw except for the requirement to obtain a licence to cover Business activities held as part of a Town-Approved Event ~~community special event~~ if:

- a) the Business has been exempted by the Town from municipal property taxation, or
- b) the Business is a registered charitable or non-profit organization.

5.12. *Repealed 2021-01*

5.12.1. The Applicant is solely responsible for ensuring that all municipal, provincial and/or federal approvals (which may include but not be limited to those provided by ~~the~~ Alberta Public Health ~~Officer~~, Fire, Police, Building Inspector, Alberta Liquor and Gaming Commission, or Alberta Motor Vehicle Industry Council) that are required for the carrying out of any Business, trade, or occupation have been received prior to operating of the Business and are maintained in good standing throughout the duration of the term of the Business licence and any renewal thereof.

Bylaw 2021-01

5.12.2. Copies of all such licences, permits and approvals referred to in section 5.12.1 must be provided to ~~the~~ Business Registry ~~Licence~~-Coordinator or a Peace Officer upon request.

2021-01

5.13. A Business Registry Licence shall not be transferred from one person to another, and a new Business Registry Licence shall be required upon transfer of Business ownership.

2021-01

5.13.1. When a Business has been transferred from one person to another, the Applicant must provide evidence of a transfer or assignment of the interests of the existing Licensee or of the location of the Business.

2021-01

5.13.2. Buskers must be in possession of a Business Registry Licence and must comply with all busking conditions and locations set out in the Town's busking permit.

2021-01

5.14. ~~A Business Registry Licence does not authorize or permit the Licensee to Carry On Business or any other pursuit in contravention of the provisions of other Town bylaws and other applicable provincial or federal acts, regulations, standards and codes. The holder of a Business Registry Licence is required to comply with all Town bylaws and all applicable provincial or federal acts, regulations, standards, and codes.~~

5.14.1. The Business owner or holder of the Business Registry Licence is responsible for notifying the Business Registry ~~Licence~~ Coordinator of any changes to the Business, including, ~~licence category (e.g. changing from resident commercial Business to a home occupation)~~, physical location, mailing address, primary contact, Business owner, Business name, or Business phone number, mailing address or website and for paying fees in accordance with Schedule A.

2021-01

5.14.2.a If the Business undergoes a change in its Business Registry Licence category, for example transitioning from a Home Occupation to a Resident Business category, the Business owner must submit an Application for the new category of licence.

5.14.3.b If applicable, Business Registry Licence fees already paid for the current licence year may be applied towards the fee for the new licence category subject to the following:

- a) where the new licence fees are higher than the fees already paid for the year, the Business owner will be responsible for paying the difference in fees, and
- b) where the new licence fees are lower than the fees already paid for the year, the difference in licence fees remains non-refundable.

5.14.2. A Business owner is responsible for notifying the Business Registry ~~Licence~~ Coordinator if their Business ceases to operate within Canmore and is subject to paying any outstanding licence fees prior to the licence being cancelled.

2021-01

6: APPLICATION AND FEES

6.1. An Applicant for a Business Registry ~~L~~licence shall complete an Application on the approved form, furnishing such information as the form shall require and such additional information as the Business Registry ~~Licence~~ Coordinator may reasonably require.

6.2. A Business Registry ~~L~~licence or the renewal of a Business Registry ~~L~~licence shall not be ~~approved issued~~ by the Business Registry ~~Licence~~ Coordinator until the fees set out in Schedule A are received by the Town.

2021-01

6.3. Any Business, except for a Business that has been issued a ~~T~~emporary ~~L~~licence, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder, that renews an existing Business Registry Licence, or that commences Business on or after January 1 and on or before June 30 shall pay the full amount of the Business Registry ~~L~~licence fee provided for in Schedule A.

6.4. Any Business, except for a Business that has been issued a ~~temporary licence~~ Temporary Licence, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder, that commences Business on or after July 1 and on or before September 30 shall pay 50% of the annual Business Registry Licence fee provided for in Schedule A.

2021-01

6.5. ~~Any Business, except for a Business that has been issued a Temporary Licence, that commences Business on or after October 1 shall pay 25% of the annual Business Registry licence fee provided for in Schedule A.~~ Repealed

2021-01

- 6.6. A Non-Resident Business shall pay a non-resident Business Registry Licence fee provided for in Schedule A, in addition to regardless of any other category that may apply to the Business.
- 6.7. Home Occupation – Class 1 and Home Occupation – Class 2 Businesses, as well as Businesses operating in a co-working space, that can verify gross annual revenue of less than \$30,000, are eligible to apply for a Micro-Business licence as outlined in Schedule A. If an Applicant for a resident Business Registry Licence satisfies the Business Registry Licence Coordinator by way of written declaration that the gross annual revenue of the Business is \$30,000.00 or less, the Applicant shall qualify for the Micro-Business licence fee as provide provided for in Schedule A.
- 2021-01
- 6.7.1 The Business Registry ~~Licence~~ Coordinator may request, and the Applicant shall provide, upon request, any further documentation deemed necessary by the Business Registry ~~licence~~ Coordinator.
- 2021-01
- 6.8. Any Business exempted from this bylaw may voluntarily obtain a Business Registry Licence by completing the Application and paying the applicable fee in accordance with Schedule A.
- 6.9. An owner may change the licenced name of their Business upon payment of a fee in accordance with Schedule A-Repealed 2024-27
- 6.10. Out-of-Town contractors who receive payment for services such as providing educational, training or leadership development services to registered not-for-profits sports organizations may qualify for the residential license fee in accordance with Schedule A under the following conditions:
- a) the Application is accompanied by a letter confirming the not-for-profit status of the sports organization under the Societies Act; and
 - b) they do not provide services to for-profit organizations or Private Clients in the Town.

6.7: TERM OF LICENCE

- 7.1. Each licence issued pursuant to this bylaw shall ~~automatically terminate~~ expire at midnight on the 31st day of December in the calendar year for which such licence was issued except for:
- a) Business Registry Licences issued to Home Occupations – Class 2, which will expire on the same date as the development permit, and
 - b) ~~temporary licence~~ Temporary Licences, which will expire on midnight on the expiry date on the Business Registry Licence.

8: POSTING OR PRODUCTION OF LICENCE

8.1. All licences issued pursuant to this bylaw shall be posted in a conspicuous place on the Business Premises or Tourist Home of the Licensee so as to be clearly visible to the public.

8.1.1 Tourist Homes must include the Town of Canmore Business Registry Licence number in all Advertising, including on any Rental Platforms, and such Business Registry Licence number must be immediately visible to any member of the public.

~~8.1.8.2.~~ For those Businesses that are not carried on at a fixed location; ~~or whose Business Premises are not in Town,~~ the licence must be:

- a) carried on the person of the Licensee; or
- b) carried in or on the vehicle or apparatus from which such Business is conducted; ~~and/or~~
- b.1) available for immediate viewing on a digital device; and
- c) shown to a Peace Officer, Business Registry ~~licence~~ Coordinator or members of the public upon demand.

2021-01

2021-01

~~8.2.8.3.~~ All licences issued pursuant to this bylaw remain the property of the Town.

9: INSPECTION AND ENFORCEMENT

9.1. Any person who contravenes a provision of this bylaw is guilty of an offence and shall be liable for a penalty of \$250.00 for a first offence, \$500.00 for a second offence, and \$1,000.00 for third or subsequent offences, plus the applicable licence fee in accordance with Schedule A.

9.2. Notwithstanding section 9.1, any person who unlawfully completes the written declaration required under section 6.7 shall be liable for a minimum penalty of \$1,500.00 plus the applicable licence fee in accordance with Schedule A.

2021-01

9.3. A Peace Officer or Business Registry ~~License~~ Coordinator shall at all reasonable times have the right to enter upon any licensed premises under the provisions of this bylaw for the purpose of inspection or for the purpose of ascertaining compliance with the provisions of this bylaw.

9.4. A Peace Officer is hereby authorized and empowered to issue a ~~violation tag~~ Violation Tag to any person who the officer has reasonable and probable grounds to believe has contravened any provision of the bylaw.

9.5. A ~~violation tag~~ Violation Tag may be issued to such person:

- a) personally; or
- b) by mailing a copy to such person at their last known address; or
- ~~b)c)~~ by email to their last known email address on file.

2021-01

9.6. The ~~violation tag~~ Violation Tag shall be in a form approved by the Peace Officer and shall state:

- a) the name of the defendant;
- b) the nature of the offence;
- c) the appropriate penalty for the offence as specified in the bylaw;

- d) that the penalty shall be paid within 30 days of the issuance of the ~~violation tag~~ Violation Tag;
and
 - e) Any other information as may be required by the Peace Officer.
- 9.7. Where a contravention of this bylaw is of a continuing nature, further ~~violation tag~~ Violation Tags may be issued by the Peace Officer, provided however, that no more than one ~~violation tag~~ Violation Tag shall be issued for each day that the contravention continues.
- 9.8. Where a ~~violation tag~~ Violation Tag is issued, the person to whom the ~~violation tag~~ Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the ~~violation tag~~ Violation Tag.
- 9.9. Notwithstanding section 9.4 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedures Act*, as amended, to any person who a Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 9.10. Where the penalty specified on a ~~violation tag~~ Violation Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, as amended.
- 9.11. In addition to issuing a ~~violation tag~~ Violation Tag or Ticket, a Peace Officer or Business Registry ~~Licence~~ Coordinator may revoke the Business Registry Licence if, in the Peace Officer's or Business Registry ~~Licence~~ Coordinator's determination:
- a) the Business was improperly licensed; or
 - b) the requirements of this bylaw have not been complied with; or
 - c) the Business has changed to the extent that a new Application for the Business Registry Licence would be refused; or
 - d) the Business is in contravention of Town bylaws, safety or fire codes, health regulations or any other federal, provincial or municipal requirement.
- 9.12. Notwithstanding section 9.11, where a person or Business is found to be in contravention of any of the provisions of this or any other bylaw, a Peace Officer or Business Registry ~~licence~~ Coordinator may temporarily suspend the Business licence until such time as the contraventions are rectified.
- 9.13. Notice of the suspending or revoking of a Business Registry Licence shall be given to the applicable Licensee by:

- a) delivery of a notice to the email address or physically mailing to the address shown on the Application for licence; or
- b) sending a notice by any ~~of Canada Post's methods~~ method allowing for receipt signature to the address shown on the Business Registry Licence account~~Application for a licence~~.

9.14. When a Business is ~~removed-cancelled and the~~ Business' account is deactivated from the registry, the Applicant is not entitled to any refund of registration fees; unless an Applicant has paid for a Business Registry Licence while awaiting approval for another Town permit, and that permit is refused.

9.14.1 ~~Any Advertising of Businesses, trades or occupations within the Town~~ shall be deemed to be prima facie proof of the fact that the person is carrying on or operating any such Business, ~~trade or occupation.~~

2021-01

9.14.2 Any physical evidence of Business Advertisement or Business activity within a Business Premises shall be considered prima facie proof that the person is carrying on or operating such Business.

10: DECISION REVIEW

10.1. Where a person disputes the decision of a Peace Officer or Business Registry ~~Licence~~ Coordinator with respect to the requirement to obtain a Business Registry Licence, or where a person disputes the decision of a Peace Officer or Business Registry ~~Licence~~ Coordinator to refuse, revoke or suspend the person's Business Registry Licence, that person may in writing request the Enforcement Appeal Review Committee to review the decision.

2022-11

10.2. *Repealed 2022-11*

10.3. When a request to review has been submitted, the Business in question may remain licensed until final determination is made by the Enforcement Appeal Review Committee.

2022-11

11: VIOLATIONS

11.1. In prosecution for a contravention of ~~this bylaw a bylaw against engaging or operating a Business without a licence,~~ proof of one transaction in or with the Business, or that the Business has been Advertised is sufficient to establish that a person is engaged in or operates the Business.

12: ENACTMENT/TRANSITION

12.1. Council shall hold a public hearing that follows the process set out in the Municipal Government Act regarding public hearings prior to second reading of any bylaw intended to amend Schedule A of this bylaw.

12.2. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

12.3. Schedule A forms part of this bylaw.

12.4. Bylaw 2010-14 and its amendments are repealed.

12.5. This bylaw shall come into force on May 1, 2015.

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2015-02	Business Registry Bylaw
2021-02	Business Registry Bylaw Amendment – Omnibus
2022-11	Enforcement Appeal Review Committee
2024-27	Business Registry Bylaw Amendment - Omnibus

SCHEDULE A – BUSINESS REGISTRY LICENCE FEES

2021-01

Accommodations based on the number of rooms	
Bed and Breakfast	\$130 <u>150</u>
<u>Tourist Home</u>	<u>\$150</u>
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 1-49 rooms	\$195 <u>225</u>
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 50 – 150 <u>100</u> rooms	\$325 <u>375</u>
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 150 <u>100</u> + rooms	\$520 <u>600</u>
Construction & Development	
Contractor/Trade Person	\$130 <u>150</u>
Builder: < 15 units/year	\$325 <u>375</u>
Builder: > 15 units/year	\$520 <u>600</u>
Developer & Commercial/Industrial: projects over 1,500 sq. m	\$1,040 <u>1200</u>
General	
Auto Dealership (5 or more employees)	\$520 <u>600</u>
Banking & Commercial Lending Institutions	\$520 <u>600</u>
Busker	\$32.50 <u>40</u>
Golf Courses	\$520 <u>600</u>
Home Occupation Class 1 and Class 2	\$130 <u>150</u>
Micro-Business	\$32.50 <u>40</u>
Property Management > 15 units	\$520 <u>600</u>
Real Estate Brokers	\$520 <u>600</u>
Umbrella Rider	50% of the applicable Business Registry fee to a maximum of \$300
Voluntary Registration for Exempt Businesses	\$50 <u>40</u>
Hawkers and Vendors	
1 day	\$25
2-3 days	\$50
1 year	\$150

Non-Resident Business	
Annual Licence	\$600
Temporary Licence: 3 <u>2</u> days	\$75 <u>\$50</u>
Temporary Licence: 1 month	\$150
Temporary Licence: 3 months	\$200
Temporary Licence: 6 months	\$300
Restaurants & Bars (excludes outdoor patio seating)	
Restaurants: 0 - 35 seats	\$130 <u>\$150</u>
Restaurants: 36 - 69 seats	\$325 <u>\$375</u>
Restaurants: >69 seats	\$520 <u>\$600</u>
Retail/ Commercial/ Wholesale/Industrial	
Resident Business: <300 sq.m	\$130 <u>\$150</u>
Resident Business: 300 sq. m to 1,500 sq.m	\$325 <u>\$375</u>
Resident Business: > 1,500 sq. m.	\$1,040 <u>\$1200</u>
Gasoline Retail	\$325 <u>\$375</u>
Special Events	\$75 per day
Administrative Fees	
Business Name Change	\$25