



CITY OF EDMONTON

BYLAW 20002

BUSINESS LICENCE BYLAW

(CONSOLIDATED ON JULY 04, 2024)

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SCHEDULE A - BUSINESS CATEGORIES

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Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS, AND INTERPRETATION

- PURPOSE** 1 The purpose of this bylaw is to establish a system of licensing for Businesses, Business activities, and persons engaged in Business.
- DEFINITIONS** 2 In this bylaw:
- (a) **“Business”** means:
 - (i) a commercial, merchandising, or industrial activity or undertaking;
 - (ii) a profession, trade, occupation, calling, or employment; or
 - (iii) an activity providing goods or services;and whether or not for profit and however organized or formed, including a single person, co-operative, or association of persons, run in any location including online, as Mobile Services, or out of a physical Premises, open to the public or structured as a private club;
 - (b) **“Business Category”** means one of the Business activities listed in Schedule A under which a Business may be licenced;
 - (c) **“Bylaw Enforcement Officer”** means a peace officer as defined by the Provincial Offences Procedure Act, RSA 2000, c P-34;
 - (d) **“Cannabis”** and **“Cannabis Accessory”** have the meanings given to them in the *Cannabis Act* (Canada), and associated regulations, as amended;
 - (e) **“City”** means The City of Edmonton;
 - (f) **“City Manager”** means the City's chief administrative officer or delegate;
 - (g) **“Completed Application”** means an application with all requirements under section 6 received by the City Manager;
 - (h) **“Corporate Applicant”** means a Business applying for or granted a licence under this bylaw, where the Business

is registered or required to be registered with the government of any Province, or Territory, or the Federal Government;

- (i) **“Employee”** means any individual employed or contracted by a Business to do work or provide a service under a Business Category on the licence, whether or not that person is in receipt of or is entitled to remuneration for the work or service;
- (j) **“Expiry Date”** means the last day the licence is valid as listed on the licence;
- (k) **“Licence Fee”** means the applicable fee for a new licence, or a licence renewed after the Expiry Date, as determined by the City Manager;
- (l) **“Licence Review”** means a review of the application, or licence, or Business Category to determine if the issuance or renewal will be refused, if the existing licence or Business Category will be suspended or cancelled, or if conditions will be imposed on the licence;

(S.2, Bylaw 20367, April 5, 2023)
- (m) **“Mobile Service”** means any service under a Business Category on the licence, arranged through or provided off of the Premises;
- (n) **“Municipal Tag”** has the same meaning as defined in the Enforcement Bylaw 16368;
- (o) **“Non-Profit Organization”** means an entity registered with the Province of Alberta or the Canada Revenue Agency as a society, non-profit company, recreation public company, charity, or charitable organization;
- (p) **“Non-Resident”** means a Business that does not maintain a Premises in the City;
- (q) **“Operational Plan”** means any plan required for patron, guest, noise, security, medical, or safety management under the Business Category as listed in Schedule B, in the form required by the City Manager;
- (r) **“Premises”** means the regular Business location indicated either on the licence, or in the application for a

licence, and includes any space occupied by the Business at that location;

- (s) **“Renewal Fee”** means the applicable fee for a licence renewed on, or before the Expiry Date, as determined by the City Manager;
- (t) **“Violation Ticket”** has the same meaning as defined in the Enforcement Bylaw 16368.

RULES FOR INTERPRETATION

3

The following interpretation rules apply to this bylaw:

- (a) marginal notes and headings in this bylaw are for ease of reference only;
- (b) a valid licence means that the proposed Business has been reviewed and approved against the provisions of this bylaw; and
- (c) an approved licence does not remove obligations to obtain the proper inspections or permits, or abide by other legislation, regulations, or bylaws, including, but not limited to, the *Zoning Bylaw*, Bylaw 20001, the *Community Standards Bylaw*, Bylaw 14600, the *Safety Codes Act* RSA 2000 c. S-1, the *Consumer Protection Act* RSA 2000 c. C-26.3, the *Gaming Liquor and Cannabis Act* RSA 2000 c. G-1, or the *Cannabis Act* SC 2018 c. 16, including legislation that is not directly tied to business licensing.

(S.5, Bylaw 20803, June 11, 2024)

PART II - LICENSING

VALID LICENCE REQUIRED

4

- (1) A person must hold a valid licence to conduct Business in the City.
- (2) A person must hold a valid licence with all appropriate Business Categories as described in Schedule A for the type of Business the person is conducting.
- (3) A person must hold a valid licence in accordance with subsection 5(1) for all Premises or locations where the person is conducting Business.

MULTIPLE LOCATIONS

- 5 (1) A Business licence is only valid for:
- (a) the Premises;
 - (b) a location provided to the City Manager in accordance with the provisions of this bylaw; or
 - (c) Mobile Services in accordance with Schedule A and the provisions in this bylaw.
- (2) A licensee does not need to provide the City Manager with the locations of Mobile Services unless otherwise required by this bylaw.

APPLICATION

- 6 (1) Before the issue or renewal of a licence, a person must submit to the City Manager:
- (a) an application in the form acceptable to the City Manager;
 - (b) the applicable fees as determined by the City Manager;
 - (c) confirmation that the Business is owned by, or will be licensed to a valid legal entity through:
 - (i) a current corporate registry search showing the legal entity is active if the applicant is a Corporate Applicant, or
 - (ii) valid government-issued photo identification if the applicant is not a Corporate Applicant;
 - (d) specific application requirements based on any applicable Business Category as established in Schedule B; and
 - (e) any other information requested by the City Manager.
- (2) An application is not a Completed Application until the City Manager obtains confirmation, if required, that the Business is in compliance with the *Zoning Bylaw*, Bylaw 20001, the *Safety Codes Act* RSA 2000 c. S-1, and any provincial or federal acts as required by Schedule B.

(S.6, Bylaw 20803, June 11, 2024)

**APPLICANTS
UNDER 18 YEARS
OF AGE**

7

A licence may not be issued to any person under 18 years of age for the following Business Categories:

- (a) Adult Service;
- (b) Alcohol Sales (Consumption off Premises);
- (c) Alcohol Sales (Consumption on Premises / Minors Allowed);
- (d) Alcohol Sales (Consumption on Premises / Minors Prohibited);
- (e) Bingo / Casino;
- (f) Body Rub Centre;
- (g) Body Rub Practitioner;
- (h) Cannabis Cultivation Facility;
- (i) Cannabis Processing Facility;
- (j) Cannabis Retail Sales;
- (k) Escort;
- (l) Escort Agency;
- (m) Escort Agency (Independent);
- (n) Erotic Entertainment Agency;
- (o) Erotic Entertainment Venue;
- (p) Erotic Entertainer;
- (q) Firearm Sales, Service, and Manufacturing;
- (r) Oleoresin Capsicum (OC) Spray Sales; and
- (s) Tobacco and Vaping Product Sales.

(S.2, Bylaw 20765, May 15, 2024)

(S.2, Bylaw 20801, July 04, 2024)

**POST-
APPLICATION
REQUIREMENT**

8

Despite clause 6(d), a Business requiring an approval from the Alberta Gaming, Liquor, and Cannabis Commission must obtain the corresponding approval to support the Business Category within 14 calendar days of the date the licence was issued.

(S.3, Bylaw 20765, May 15, 2024)

**POLICE
INFORMATION
CHECKS**

9

- (1) If a Business Category requires a police information check pursuant to Schedule B, any owner, director, manager, partner, officer, or agent of the Business must provide a police information check.

(S.2, Bylaw 20374, April 5, 2023)

- (2) Any police information check submitted under subsection (1)

must be:

- (a) obtained from the Edmonton Police Service;
 - (b) no more than 90 calendar days old;
 - (c) current and contain all relevant information as known by the applicant; and
 - (d) an original, or an unaltered copy.
- (3) For clarity, any police information check required for the Business Category ‘Designated Driver Service’ is not included in this section 9, and instead must comply with the requirements in section 42.1.

(S.3, Bylaw 20374, April 5, 2023)

(S.4, Bylaw 20765, .May 15, 2024)

10 If the Business Category requires police information checks, the Business must notify the City Manager as soon as reasonably possible of an update in:

- (a) information including charges, convictions, and court orders that would normally be disclosed in a police information check; or
- (b) managers, directors, partners, officers, agents, or other persons in care and control of the Business.

CONSULTATION

- 11 (1) When an application for a Business Category requires a consultation as established in Schedule B, the consulting agency identified will have the opportunity to make a non-binding recommendation to the City Manager before a licence is issued.
- (2) A consulting agency will have 15 business days from the date the City Manager receives a Completed Application in order to respond to the City Manager, and if a response is not received, a licence may be issued without the consulting agency’s recommendation.
- (3) The City Manager may extend the timeline in subsection (2) by up to 2 extensions of up to 15 business days each if the consulting agency provides notice that more time is necessary, and provides reasons for the required extension.
- (4) The City Manager will provide notification of timeline changes

and reasons received under subsection (3) to the applicant if an extension is granted.

(5) Any delays caused by the applicant during the consultation process, including failure to schedule inspections, resolve deficiencies identified in an inspection, respond to requests for information, or provide all required application or renewal documents, will not be included in the calculation of this timeline under subsections (2) or (3).

(6) Despite subsection (1) the City Manager may require any additional consultations in accordance with the timelines outlined in subsection (2) if the City Manager deems it to be in the public interest.

| | | |
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| NOTIFICATION | 12 | (1) When an application for a Business Category requires a notification as established in Schedule B, the notification is sent to the identified agency only to inform them of the licence application. (2) Despite subsection (1) the City Manager has the discretion to issue a notification to any additional regulatory or enforcement agencies if the City Manager deems it to be in the public interest. |
| FEES | 13 | Where a Business has more than 1 Business Category, the fee as determined by the City Manager corresponding with the highest applicable tier under Schedule B will be the Licence Fee or Renewal Fee. |
| NON-RESIDENT FEE | 14 | A Non-Resident must pay the Non-Resident fee in the amount determined by the City Manager in addition to any Licence Fees or Renewal Fees required. |
| NON-PROFIT ORGANIZATION FEE | 15 | A Business that is recognized by the City Manager as a Non-Profit Organization will: (a) pay the amount specified by the City Manager as the Non-Profit Organization fee instead of a Licence Fee or Renewal Fee; and (b) not be required to pay a Non-Resident fee. |
| REFUNDS | 16 | The City Manager may provide a refund for all, or a portion of the fees paid by the applicant if the licence is not issued. |

ISSUANCE OF LICENCE

- 17 (1) The City Manager may:
- (a) issue a licence to a Business once the Business has met all requirements in this Part II; or
 - (b) proceed with a Licence Review in accordance with section 24.
- (2) If the applicant has not taken any significant action to advance the licence application for over 90 calendar days, the licence application will be terminated.

(S.5, Bylaw 20765, May 15, 2024)

TERM

- 18 (1) The term of a new licence may be for 1 year, or 2 years from the date the licence is issued, at the discretion of the person applying for the licence.
- (2) The term of a renewed licence may be for 1 year, or 2 years, from the Expiry Date of the previous licence, at the discretion of the person applying to renew the licence.
- (3) Despite subsections (1) and (2) the City Manager may issue a licence for a limited term or until a specified date in any case where the City Manager considers it appropriate to do so.
- (4) If a licence is issued for a limited term or specified date under subsection (3), other than a licence issued for 10 consecutive days or less under the Travelling or Temporary Sales Business Category, the Licence Fee or Renewal Fee charged under clause 6(1)(b) is equal to:
- (a) the fee for a 1 year licence if the term is less than 1 year; or
 - (b) the fee for a 2 year licence if the term is more than 1 year and less than 2 years.

RENEWAL

- 19 (1) Licences may be renewed within 45 calendar days before the Expiry Date, and within 90 calendar days after the Expiry Date if
- (a) the Business activities, Premises, and ownership are unchanged;
 - (b) the licence is not cancelled, suspended, or undergoing a Licence Review; and
 - (c) a Municipal Tag or Violation Ticket for an offence under

subsection 4(1) has not been issued by a Bylaw Enforcement Officer in the past 90 calendar days.

- (2) If a licence is renewed on, or before the Expiry Date, the applicant will pay the Renewal Fee.
- (3) If a licence is renewed after the Expiry Date, the applicant will pay the Licence Fee.

(S.6 (a-b), Bylaw 20765, May 15, 2024)

TRANSFER

- 20 (1) A licence does not grant any property right and no licensee may sell, transfer, assign, lease or otherwise dispose of or deal in a licence except in accordance with subsection (2).
- (2) A licence may be transferred by the City Manager to a different legal entity than the licensee if:
 - (a) the Business is a corporation and provides the City Manager with a Certificate of Amalgamation;
 - (b) the Business is an unregistered partnership and the partner listed as the responsible legal entity on a licence requests that the responsibility transfers to another partner of the same partnership, and the identified partner consents; or
 - (c) the licensee dies during the term, and the Business continues to be run by the executor or administrator of the estate, or the licensee's legal next of kin.
- (3) Where the officers or directors of a corporation change, but the legal entity of the corporation does not change, and the Business is licensed under a Business Category listed in Part V, the City Manager may request that any of the application requirements under section 6 be resubmitted.

**AUTOMATIC
SUSPENSION OF
LICENCE**

- 21 (1) A licence will be automatically suspended by the City Manager, if the Business:
 - (a) is licensed under the Health Enhancement Practitioner (Accredited) or Health Enhancement Centre (Accredited / Independent) Business Category and no longer has a valid massage association membership as required by Schedule B;
 - (b) no longer has the provincial or federal approval needed

to conduct Business as required by Schedule B;

- (c) obtains a provincial or federal approval in accordance with Schedule B, but the approved activity does not align with the Business Category on the licence;
- (d) does not obtain a licence from Alberta Gaming, Liquor, and Cannabis as required by section 8;
- (e) does not resubmit application requirements as required by subsection 20(3);
- (f) is a Corporate Applicant that has been struck from the corporate registry; or
- (g) fails to pay the Licence Fee because the attempted payment method was unsuccessful or the payment was reversed after the issuance of the licence.

(S.3, Bylaw 20367, April 5, 2023)

- (2) Despite subsection (1), if the membership, approval, permit, or inspection of another agency is under appeal or otherwise undecided, the City Manager may exercise discretion and allow the licence to continue without suspension.
- (3) The licensee will be given notice that the licence was automatically suspended.
- (4) The licence will be reinstated for the remainder of the term once the City Manager receives confirmation that the reason for the automatic suspension is remedied.

TERMINATION OF LICENCE 22

The term of a licence automatically terminates if the Business advises the City Manager that it has ceased operation at the Premises, or if the City Manager confirms that licensed operations have ceased at the Premises.

CITY MANAGER POWERS 23

In addition to any other power, duty, or function prescribed by this bylaw, the City Manager may:

- (a) certify a record of the City as a true copy of the original;
- (b) determine the fee for each tier and term of Licence Fee and Renewal Fee, the Non-Resident fee, and the Non-Profit Organization fee as required by this bylaw;

- (c) establish forms or other documents for the purposes of this bylaw;
- (d) change a Business Category on a licence upon renewal if it is in the City Manager's opinion that the substituted Business Category better fits the Business activity;
- (e) waive the requirement of a licence if the Business:
 - (i) has a statutory exemption,
 - (ii) does not have a real or substantial connection to Edmonton,
 - (iii) is regulated by another area of the City,
 - (iv) is overseen by another responsible agency to the satisfaction of the City Manager, or
 - (v) does not meet the City Manager's threshold to be considered a Business;
- (f) waive any application requirements for a licence renewal, not including a police information check, if the City Manager is satisfied there are no public interest concerns;
- (g) waive the requirement for a police information check required under clause 6(1)(d) in an application or a renewal if:
 - (i) the individual has already supplied a police information check for another Business in the previous 12 months,
 - (ii) the individual is removed from the general operations of that Business, including not being involved in management or operational decisions, or
 - (iii) the Business is licensed under the Second Hand Sales Business Category and is a Non-Profit Organization, or receives donated goods exclusively from Non-Profit Organizations;
- (h) waive part or all of the application requirements for a new licence application if the only reason for the application is due to a change of Premises;

- (i) waive the fee for a Business located on land annexed by the City on January 1, 2019, consistent with Order in Council 359/2018, if the Business obtained the first licence on or before December 31, 2019;
- (j) require that an applicant provide an up-to-date photo in the application, or retake any course if originally required by Schedule B;
- (k) establish a list of approved massage therapy associations whose members are eligible for licensing under the Health Enhancement Practitioner (Accredited) and Health Enhancement Centre (Accredited / Independent) Business Categories;
- (l) carry out any inspection necessary to determine compliance with this bylaw; and
- (m) delegate any power, duty, or function under this bylaw.

PART III - LICENCE REVIEW AND APPEALS

GROUND FOR LICENCE REVIEW

24

The City Manager may proceed with a Licence Review if:

- (a) the Business Category on the licence does not suit the Business activity;
- (a.1) the City Manager becomes aware of an error, including:
 - (i) the Application contained an error, omission, or other misrepresentation; or
 - (ii) the licence was issued due to an error by the City;
(S.4, Bylaw 20367, April 5, 2023)
- (b) there is evidence the Business has breached an existing condition of the licence;
- (c) the Business has violated this bylaw, whether or not they have been prosecuted;
- (d) there have been violations of other City of Edmonton bylaws related to the Business activities, whether or not

they have been prosecuted; or

- (e) in the opinion of the City Manager, based on reasonable grounds, it is in the public interest to review the licence under one or more of the following reasons:
 - (i) conditions are required for the proper regulation of the Business licensed under the General Business or Adult Service Business Category,
 - (ii) there is evidence the Business is causing or could imminently cause a danger to patrons or the public,
 - (iii) the Business failed a safety codes or fire code inspection for reasons that could lead to imminent danger or to serious public harm,
 - (iv) concerns are raised by a consulting agency through a consultation in accordance with section 11; or
 - (v) any other public interest reason.

NOTICE OF REVIEW

25

Before the decision resulting from a Licence Review can take effect, the applicant or licensee must be given:

- (a) notice of the proposed refusal, suspension or cancellation, or the proposed conditions with reasons; and
- (b) an opportunity to make written representations to the City Manager.

DECISION

26

(1) If a decision is made under a Licence Review, notice of the decision may be served on the applicant or licensee:

- (a) in person on the applicant or licensee,
- (b) in person on any principal, director, manager, officer, Employee, or agent at the Premises;
- (c) by ordinary mail to the Premises or the registered address of the Business; or
- (d) by any other method if consented to by the applicant or licensee.

- (2) A decision served by ordinary mail is deemed to have been served 7 calendar days after the date it was mailed.
- (3) Any other notice required to be served under this bylaw may also be served in accordance with this section 26.

(S.5, Bylaw 20367, April 5, 2023)
(S.7, Bylaw 20765, May 15, 2024)

27 When a Business remains with the same Business owner at the same Premises under the same Business Category, cancellation of the licence remains in effect for 1 year.

**LICENCE
CONDITIONS**

- 28 (1) The City Manager may make a decision to impose conditions on a licence for any reasonable period of time.
- (2) If the decision to impose conditions on a licence extends beyond the Expiry Date of the licence, the City Manager must provide a date within 2 years of the decision date where the conditions will be re-examined.
- (3) At least 14 calendar days before the date of re-examination, the City Manager will send a notice to the Business to provide any information relevant to the re-examination of the conditions.
- (4) After re-examining the conditions, the City Manager may decide to keep, remove, or otherwise modify the imposed conditions, or change the period of time of which the conditions apply.
- (5) A re-examination of the conditions only requires that the City Manager consider new information.

(S.8, Bylaw 20765, May 15, 2024)

- 29 (1) A licensee must not contravene any condition added to the licence through a Licence Review, or upheld through a re-examination of those conditions.
- (2) A Business must have a current, printed copy of the decision imposing conditions on the licence available on the Premises at all times.

(S.6, Bylaw 20367, April 5, 2023)
(S.9, Bylaw 20765, May 15, 2024)

APPEAL

- 30 (1) A person who has been given a decision under section 26 or 28(4), may appeal the decision within 14 calendar days of the

date of service, with the appeal filed in accordance with the provisions of the Community Standards and Licence Appeal Committee Bylaw.

(S.7, Bylaw 20367, April 5, 2023)

- (2) For clarity a person may not appeal:
- (a) an automatic suspension of a licence under subsection 21(1);
 - (b) a refusal to issue or renew a licence, or a suspension of the licence if the reason for the refusal or suspension is the failure to:
 - (i) pay any fee,
 - (ii) provide a Completed Application, or
 - (iii) provide any required information under section 6; or
 - (c) the operation of subsections 17(2), 18(3), or 18(4), or section 23 of this bylaw.

PART IV - LICENSEE OBLIGATIONS

NOTICE OF CHANGES

- 31 A licensee must provide the City Manager with notice in writing, as soon as reasonably possible of change in:
- (a) address of the Premises;
 - (b) locations where Business is conducted if required by section 5(2);
 - (c) Business activities;
 - (d) contact information as provided to the City in the application;
 - (e) partners if the licence was issued to a partnership;
 - (f) officers or directors if the licence was issued to a corporation;
 - (g) status of provincial or federal licences required under

subsection 6(2); or

- (h) Business operations if they result in a change to any required Operational Plan.

**INDIRECT
COLLECTION OF
INFORMATION**

31.1

For any business with the ‘Health Enhancement Practitioner (Accredited)’ or ‘Health Enhancement Centre (Accredited/Independent)’ category, the applicable massage association established under section 23(k) must immediately provide current information about the status of the licensee’s association membership to the City, in the form accepted by the City Manager, if any of the following occur:

- (a) upon request of the City Manager for the purpose of licence issuance or management;
- (b) if a licensee’s membership has been cancelled; or
- (c) if a licensee’s membership has been suspended due to a serious incident or complaint as defined by the City Manager.

(S.10, Bylaw 20765, May 15, 2024)

**POSTING OR
PRODUCTION OF
LICENCE**

32

- (1) If a Business has a Premises, the licence must be posted in a prominent and visible location on the Premises.
- (2) If a Business has a Premises that is accessible to members of the public, the licence must be posted in a prominent and visible location on the Premises:
 - (a) at the point of sale; or
 - (b) at a location that is visible from the main entrance.
- (3) Despite subsections(1) and (2), if posting is not possible, the licence must be immediately available to show on demand.

SIGNAGE

33

If any sign or display is used to identify the Business, the Business name on that sign or display must match the information provided to the City Manager.

**PRODUCTION OF
RECORDS**

34

A licensee must produce any records that the licensee is required to collect or maintain under this bylaw, when requested to do so by the City Manager or a Bylaw Enforcement Officer.

PART V - CATEGORY SPECIFIC REGULATIONS

Adult Service

REGULATIONS 35 It is a deemed condition of the Adult Service Business Category that the licensee must refuse entry to, or remove from the Premises any person who is under 18 years of age.

After Hours Dance Club

REGULATIONS 36 It is a deemed condition of the After Hours Dance Club Business Category that the licensee must:

- (a) comply with the approved Operational Plan;
- (b) keep a copy of the approved Operational Plan on the Premises and make it available to all Employees and managers;
- (c) refuse entry to, or remove from the Premises any person:
 - (i) who appears to be intoxicated or under the influence of drugs,
 - (ii) whose behaviour becomes combative, riotous or disorderly,
 - (iii) who has been removed from the Premises repeatedly,
 - (iv) who is found to be, or known by the licensee to be involved in criminal activities such as drug possession or trafficking,
 - (v) who has been identified for the licensee by the Edmonton Police Service as a banned patron under the *Alberta Gaming, Liquor, and Cannabis Act*, RSA 2000, c. G-1, or
 - (vi) who has been inside the Premises in the previous 8 hours;
- (d) report criminal activities to the Edmonton Police Service;
- (e) provide patrons with unrestricted access to a supply of fresh running water at no charge;

- (f) provide patrons with unrestricted access to an indoor cool off area where dancing is not permitted;
- (g) ensure there is no alcohol on the Premises, and remove it if found; and
- (h) not conduct Business next to, or connected to an event that has alcohol service.

Alcohol Sales (Consumption on Premises / Minors Prohibited)

REGULATIONS

37

It is a deemed condition of the Alcohol Sales (Consumption on Premises / Minors Prohibited) Business Category that the licensee must:

- (a) comply with the approved Operational Plan;
- (b) keep a copy of the approved Operational Plan on the Premises and make it available to all Employees and managers;
- (c) refuse entry to, or remove from the Premises any person:
 - (i) who appears to be intoxicated or under the influence of drugs,
 - (ii) whose behaviour becomes combative, riotous or disorderly,
 - (iii) who is found to be, or known to be involved in criminal activities such as drug possession or trafficking,
 - (iv) who has been removed from the Premises repeatedly, or
 - (v) who has been identified for the licensee by the Edmonton Police Service as a banned patron under the *Alberta Gaming, Liquor, and Cannabis Act*, RSA 2000, c. G-1;
- (d) report criminal activities to the Edmonton Police Service;
- (e) keep an incident log book on the Premises and document the date, time and nature of any incidents, including, but not limited to:
 - (i) patron removals,

- (ii) fights or disturbances,
 - (iii) entry refusals,
 - (iv) noise complaints,
 - (v) weapons, or
 - (vi) incidents requiring police attendance; and
- (f) require that Employees and security personnel wear a uniform or some other distinctive form of visible identification at all times while working.

Body Rub Centre

REGULATIONS

38

It is a deemed condition of the Body Rub Centre Business Category that the licensee must:

- (a) only allow a person holding a valid licence with the Body Rub Practitioner Business Category to conduct Business as a Body Rub Practitioner;
- (b) keep a list of all persons employed or conducting Business on the Premises including:
 - (i) any pseudonyms or aliases by which each person is known, if applicable, and
 - (ii) the current licence number for each Body Rub Practitioner;

(S.8, Bylaw 20367, April 5, 2023)
- (c) produce the employee list set out in clause (b) when requested to do so by a Bylaw Enforcement Officer;
- (d) display the licence number on any advertisement;
- (e) comply with the approved Operational Plan;
- (f) keep a copy of the approved Operational Plan on the Premises and make it available to all Employees and managers;
- (g) ensure that a minimum of 2 persons identified in accordance with clause (b), at least 1 of whom is a person tasked to be in care and control of the Body Rub Centre and is not also conducting Business as a Body Rub Practitioner while in care and control, are present on the Premises at all times whenever the Body Rub Centre is open to the public or customers are permitted on the

Premises;

- (h) use an open sign any time the Business is open or customers are permitted on the Premises;
- (i) allow a Bylaw Enforcement Officer to access the Premises within a reasonable time any time the Business is open or customers are permitted on the Premises;
- (j) not allow a customer to enter the Premises between the hours of 11:00 p.m. and 7:00 a.m.;
- (k) not allow a customer to remain on the Premises between the hours of 12:00 a.m. and 7:00 a.m.;
- (l) not provide services to any customer off the Premises;
- (m) prohibit persons under 18 years of age from entry on Premises, regardless of their relationship to the owner or Employees;
- (n) display, in a prominent location on the Premises, a poster approved by the City Manager identifying these deemed conditions and other information relevant to the operation of a Body Rub Centre, including information about human trafficking;
- (o) refuse entry to, or remove from the Premises any person:
 - (i) who appears to be intoxicated or under the influence of alcohol or illicit drugs, including Employees,
 - (ii) whose behaviour becomes combative, riotous or disorderly,
 - (iii) who is found to be, or known to be involved in illegal activities such as drug possession or trafficking,
 - (iv) who has been removed from the Premises repeatedly, or
 - (v) who has been identified for the licensee by the Edmonton Police Service as a banned patron; and
- (p) ensure there is no alcohol or illicit drugs on the Premises.

| | | |
|-------------------------------|----|--|
| LICENCE LIMITATION | 39 | A licence under the Body Rub Centre Business Category may not be issued for a Premises that is licensed under the Health Enhancement Centre (Accredited) or Health Enhancement Centre (Accredited / Independent) Business Category. |
| Body Rub Practitioner | | |
| REGULATIONS | 40 | <p>It is a deemed condition of the Body Rub Practitioner Business Category that the licensee must:</p> <ul style="list-style-type: none"> (a) provide the City Manager with notice of the names, telephone numbers, websites, and email addresses used to advertise or promote the Business; (b) display the licence number on any advertisement; (c) notify the City Manager of any changes to the Body Rub Centre location(s) at which the person will conduct Business; (d) verify the age of any customer who appears under 25 years of age to ensure any persons under 18 years of age are not offered or provided services, or admitted to a Body Rub Centre Premises; and (e) only conduct Business as a Body Rub Practitioner at a Premises licensed under the Body Rub Centre Business Category. |
| MULTIPLE LOCATIONS | 41 | Despite subsection 5(1), a Person holding a valid licence under the Body Rub Practitioner Business Category may conduct Business as a Body Rub Practitioner at any Body Rub Centre Premises provided in advance to the City Manager, but may not conduct Business at any other location. |
| Cannabis Retail Sales | | |
| REGULATIONS | 42 | <p>It is a deemed condition of the Cannabis Retail Sales Business Category that:</p> <ul style="list-style-type: none"> (a) <i>Deleted</i> (S.11, Bylaw 20765, May 15, 2024) (b) the licensee must demand that any person entering the Premises or attempting to purchase Cannabis, who appears to be less than 40 years old, produce proof of |

age; and

- (c) if a person under clause (b) fails to produce proof of age that shows the person is 18 years of age or older, then the licensee must:
 - (i) not provide Cannabis to that person, and
 - (ii) refuse the person entry to the Premises or ask that person to immediately leave the Premises.

Designated Driver Service

REGULATIONS

42.1

It is a deemed condition of the Designated Driver Service Business Category that:

- (a) The licensee must obtain a police information check from every Employee who will be acting as a designated driver, where the police information check is:
 - (i) obtained from the Edmonton Police Service or the RCMP;
 - (ii) no more than 90 calendar days old;
 - (iii) current and contains all relevant information as known by the applicant; and
 - (iv) an original, or an unaltered copy;
- (b) The Business may not permit any Employee to act as a designated driver if the Employee has not provided a police information check as required by section 42.1(a);
- (c) The Business may not permit any Employee to act as a designated driver if, within the past 10 years, that person was convicted of any of the following offences under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Cannabis Act (Canada):
 - (i) any offence of a violent nature, including firearms and weapons offences;
 - (ii) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or

invitation to sexual touching;

- (iii) trafficking;
 - (iv) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences, bribery, extortion, or theft; or
 - (v) any offence relating to the unlawful operation of a motor vehicle.
- (d) If a police information check reveals a pending charge for any of the offences listed in clause (c), the licensee must require an updated police information check or other documentation at least every six months from the Employee until the charges are resolved;
- (e) The Business must create a procedure to assess an Employee's continued ability to act as a designated driver pursuant to the requirements of this section 42.1; and
- (f) Upon the direction of a bylaw enforcement officer or the City Manager, a licensee must provide the bylaw enforcement officer or City Manager with proof of police information checks for all Employees acting as designated drivers, or proof of the procedure indicated in section 42.1(e).

(S.4, Bylaw 20374, April 5, 2023)

(S.12, Bylaw 20765, May 15, 2024)

Escort

REGULATIONS

43

It is a deemed condition of the Escort Business Category that the licensee must:

- (a) provide the City Manager with notice of the names, telephone numbers, websites, and email addresses used to advertise or promote the Business;
- (b) display the licence number on any advertisement;
- (c) verify the age of any customer who appears under 25 years of age to ensure persons under 18 years of age are not offered or provided services;
- (d) only conduct Business as an Escort through an

introduction arranged by a Business licensed under the Escort Agency Business Category; and

- (e) not conduct Business as an Escort on the Premises of a licensed Escort Agency.

Escort Agency

REGULATIONS

44

It is a deemed condition of the Escort Agency Business Category that the licensee must:

- (a) only provide introduction services for persons holding a valid licence under the Escort Business Category;
 - (b) keep a list of all Escorts for which the Escort Agency provides introduction services including:
 - (i) any pseudonyms or aliases by which each Escort is known, and
 - (ii) the current licence number;
- (S.9, Bylaw 20367, April 5, 2023)
- (c) provide the City Manager with notice of the names, telephone numbers, websites, and email addresses used to advertise or promote the Business;
 - (d) display the licence number on any advertisement;
 - (e) maintain a written work log including the date, time and location of every introduction provided for each Escort;
 - (f) not allow Escorts to conduct Business as an Escort on the Premises; and
 - (g) verify the age of any customer who appears under 25 years of age to ensure any persons under 18 years of age are not offered or provided services.

Escort Agency (Independent)

REGULATIONS

45

It is a deemed condition of the Escort Agency (Independent) Business Category that the licensee must:

- (a) ensure that only the licensee conducts Business as an Escort;
- (b) not conduct Business as an Escort Agency for a person

other than the licensee;

- (c) provide the City Manager with notice of the names, telephone numbers, websites, and email addresses used to advertise or promote the Business;
- (d) display the licence number on any advertisement;
- (e) verify the age of any customer who appears under 25 years of age to ensure any persons under 18 years of age are not offered or provided services; and
- (f) not provide date or companionship services on the Premises.

Erotic Entertainer

REGULATIONS 46

It is a deemed condition of the Erotic Entertainer Business Category that the licensee must:

- (a) provide the City Manager with notice of the names, telephone numbers, websites, and email addresses used to advertise or promote the Business;
- (b) display the licence number on any advertisement; and
- (c) not offer or provide services to any person under 18 years of age.

(S.13-14, Bylaw 20765, May 15, 2024)

Erotic Entertainment Agency

REGULATIONS 47

It is a deemed condition of the Erotic Entertainment Agency Business Category that the licensee must:

- (a) only employ or represent as Erotic Entertainers persons holding a valid licence under the Erotic Entertainer Business Category;
- (b) verify the age of any customer who appears under 25 years of age to ensure any persons under 18 years of age are not offered or provided services; and
- (c) keep a list of all Erotic Entertainers employed or represented by the Business including:
 - (i) any pseudonyms or aliases by which each Erotic

- (ii) Entertainer is known, and the current licence number for each Erotic Entertainer.

(S.10, Bylaw 20367, April 5, 2023)
(S.15-16, Bylaw 20765, May 15, 2024)

Erotic Entertainment Venue

REGULATIONS

48

It is a deemed condition of the Erotic Entertainment Venue Business Category that the licensee must:

- (a) only allow persons holding a valid licence under the Erotic Entertainer Business Category to provide nude or semi-nude performances on the Premises;
- (b) keep a list of all Erotic Entertainers performing on the Premises including:
 - (i) any pseudonyms or aliases by which each Erotic Entertainer is known; and
 - (ii) the current licence number for each Erotic Entertainer;

(S.11, Bylaw 20367, April 5, 2023)

- (c) maintain a written work log including the date on which each Erotic Entertainer performed on the Premises; and
- (d) prohibit persons under 18 years of age from entry on Premises regardless of their relationship to the owner or Employees.

(S.17-18, Bylaw 20765, May 15, 2024)

Health Enhancement Centre (Accredited)

REGULATIONS

49

It is a deemed condition of the Health Enhancement Centre (Accredited) Business Category that the licensee:

- (a) only allow a person holding a valid licence under the Health Enhancement Practitioner (Accredited) Business Category to conduct Business as a Health Enhancement Practitioner (Accredited); and
- (b) keep a list of all persons employed or conducting

Business on the Premises including:

- (i) the full name,
- (ii) the telephone number, and
- (iii) the current licence number for each Health Enhancement Practitioner (Accredited).

LICENCE LIMITATION 50 A licence under the Health Enhancement Centre (Accredited) Business Category may not be issued for a Premises that is licensed under the Body Rub Centre Business Category.

Health Enhancement Centre (Accredited / Independent)

REGULATIONS 51 It is a deemed condition of the Health Enhancement Centre (Accredited / Independent) Business Category that the licensee must:

- (a) must have and maintain an active membership in good standing of a massage association recognized by the City Manager; and
- (b) ensure that only the licensee conducts Business as a Health Enhancement Practitioner (Accredited).

LICENCE LIMITATION 52 A licence under the Health Enhancement Centre (Accredited / Independent) Business Category may not be issued for a Premises that is licensed under the Body Rub Centre Business Category.

MULTIPLE LOCATIONS 53 The Business must obtain a licence under the Health Enhancement Practitioner (Accredited) Business Category to arrange or conduct Business at a Premises licensed under the Health Enhancement Centre (Accredited) Business Category.

Health Enhancement Practitioner (Accredited)

REGULATIONS 54 It is a deemed condition of the Health Enhancement Practitioner (Accredited) Business Category that the licensee must:

- (a) have and maintain an active membership in good standing of a massage association recognized by the City Manager; and
- (b) notify the City Manager of any changes to the Health Enhancement Centre location(s) at which the licensee will conduct Business as a Health Enhancement Practitioner (Accredited).

**MULTIPLE
LOCATIONS**

55 Despite subsection 5(1), a person holding a valid licence under the Health Enhancement Practitioner (Accredited) Business Category may arrange or conduct Business at any Premises provided to the City Manager that is licensed under the Health Enhancement Centre (Accredited) Business Category.

Oleoresin Capsicum (OC) Spray Sales

REGULATIONS

- 55.1 (1) It is a deemed condition of the Oleoresin Capsicum (OC) Spray Sales Business Category that for every transaction where Oleoresin Capsicum (OC) Spray is sold, the licensee must:
- (a) ensure that an up-to-date copy of the OC Spray purchaser guide as approved by the City Manager is provided to the purchaser before the transaction can proceed;
 - (b) accurately record the following information in a form and manner acceptable to the City Manager within 24 hours of the transaction:
 - (i) the date and time the Oleoresin Capsicum (OC) Spray was sold,
 - (ii) a physical description of the Oleoresin Capsicum (OC) Spray sold in the transaction, including, the quantity sold, manufacturer, make, model, and wherever possible, the serial number or other identifying markings,
 - (iii) the Employee who conducted the transaction,
 - (iv) the full name, identification type, and one of either the birth date or identification number from:
 - (A) 1 piece of valid government-issued photo identification containing the full name, photograph, and birth date of the person purchasing the Oleoresin Capsicum (OC) Spray, or
 - (B) 2 pieces of valid identification where 1 piece is government-issued identification, the second piece is not a debit or credit card, and collectively both pieces contain the full name, photograph, and birth date

of the person purchasing the Oleoresin Capsicum (OC) Spray,

- (v) Confirmation by the Employee who conducted the transaction that the identification provided under (iv) appeared to match the purchaser;
 - (c) not sell Oleoresin Capsicum (OC) Spray to a person under 18 years of age;
 - (d) not sell the Oleoresin Capsicum (OC) Spray where the make, model, serial number, manufacturer's name or any other distinguishing mark has been altered or in any way obliterated; and
 - (e) retain the record of the transaction in (a) and (b) for 2 years.
- (2) It is a deemed condition of the Retail Sales of Oleoresin Capsicum (OC) Spray that where Oleoresin Capsicum (OC) Spray is available for sale, the licensee must:
- (a) secure the Oleoresin Capsicum (OC) Spray in a locked cabinet where it is only accessible to an Employee; and
 - (b) not cause or permit an Employee who is under 18 years to conduct or approve a transaction for the sale of Oleoresin Capsicum (OC) Spray.

(S.3, Bylaw 20801, July 04, 2024)

Pawnbroker

REGULATIONS

- 56 (1) It is a deemed condition of the Pawnbroker Business Category that for every transaction where goods are received and held as security for an advance of money, the licensee must:
- (a) accurately record the following information in a form and manner acceptable to the City Manager within 24 hours of the transaction:
 - (i) the date and time the goods were received,
 - (ii) the full name of the Employee who conducted the transaction,
 - (iii) the amount of money advanced for each of the

goods,

- (iv) a physical description of each of the goods delivered, including, wherever possible, manufacturer, make, model, serial number, and any other distinguishing marks,
 - (v) the full name, identification type, and identification number from:
 - (A) 1 piece of valid government-issued photo identification containing the full name, photograph, and birth date of the person delivering the goods, or
 - (B) 2 pieces of valid identification where 1 piece is government-issued identification, the second piece is not a debit or credit card, and collectively both pieces contain the full name, photograph, and birth date of the person delivering the goods,
 - (vi) a physical description of the person delivering the goods including gender, eye and hair colour;
- (b) not accept any goods where the make, model, serial number, manufacturer's name or any other distinguishing mark has been altered or in any way obliterated;
 - (c) provide a written receipt to the person delivering the goods containing:
 - (i) the name and address of the Business,
 - (ii) the amount of money advanced,
 - (iii) the exact date on which the money advanced is due, and
 - (iv) the interest rate charged with respect to the advance;
 - (d) require that the person delivering the goods sign the licensee's copy of the receipt;
 - (e) retain signed copies of receipts for a minimum of 2 years; and
 - (f) not accept goods from a person under 18 years of age.

- (2) It is a deemed condition of the Pawnbroker Business Category that where goods are retained and held as security for an advance of money, the licensee:
 - (a) must not alter, repair, forfeit, sell, transfer, gift, or otherwise dispose of goods:
 - (i) earlier than 45 calendar days from the date the goods were received, or
 - (ii) earlier than 60 calendar days from the date the goods were received if directed in writing by a Bylaw Enforcement Officer to retain the goods;
- (S.19, Bylaw 20765, May 15, 2024)
- (b) may not remove or permit the removal of the goods from the Premises, unless another location has been authorized by the City Manager;
 - (c) must keep these goods separate and apart from all other merchandise for the period identified in clause (2)(a); and
 - (d) must identify goods with a tag or sticker sufficient to match the goods with information recorded under clause (1)(a).
- (3) It is a deemed condition of the Pawnbroker Business Category that in every transaction where goods received and held as security for an advance of money are redeemed, the licensee must record the same information upon redemption as is required by clause (1)(a).

Public Market Organizer

REGULATIONS

57

It is a deemed condition of the Public Market Organizer Business Category that the licensee must:

- (a) only permit vendors who hold a valid licence with the Public Market Vendor Business Category, or vendors who are exempt from requiring a licence under section 59 to conduct Business on the Premises; and
- (b) maintain an up-to-date list of all vendors conducting Business on the Premises that includes:
 - (i) the legal name and, if applicable, the Business

name used by the vendor,

- (ii) the Business address of the vendor,
- (iii) the Business telephone number of the vendor, and
- (iv) a general description of the type of goods sold by the vendor at the licensee's market.

Public Market Vendor

REGULATIONS 58 It is a deemed condition of the Public Market Vendor Business Category that the licensee must maintain an up-to-date inventory of all goods sold by the licensee within the past 30 calendar days that includes:

- (a) a general description of the goods,
- (b) the date of sale,
- (c) the location of sale, and
- (d) the total amount of compensation provided by the purchaser to the licensee for each of the goods.

(S.20, Bylaw 20765, May 15, 2024)

EXEMPTION 59 Vendors that sell goods handcrafted, designed, or cultivated by the vendor, not including second hand goods, or industrially produced goods; or vendors that sell food or beverages, are exempt from requiring a licence to conduct Business at a public market.

Residential Rental Accommodation (Short-Term)

REGULATIONS 60 It is a deemed condition of the Residential Rental Accommodation (Short-Term) Business Category that the licensee must:

- (a) comply with the approved Operational Plan;
- (b) make a copy of the approved Operational Plan available to all Employees and managers;
- (c) ensure that an up-to-date copy of the information guide for short-term residential rental accommodation guests as approved by the City Manager is given to any person

who rents accommodation on the Premises;

- (d) post a phone number for the licensee in a location on the Premises that is reasonably accessible to any person who rents accommodation on the Premises; and
- (e) display the licence number on any advertisement.

**UNLICENSED
BUSINESS
OPERATIONS**

61 No person shall conduct any other Business in a Premises used as a short-term residential rental accommodation unless the person holds a licence authorizing the person to conduct that Business.

PROSECUTIONS

- 62 (1) In the absence of evidence to the contrary, if an advertisement is found offering a property as a short-term residential rental accommodation, the Person registered in accordance with the Land Titles Act RSA 2000, c L-4, as the owner of the property is deemed to have posted the advertisement, or consented to the posting of the advertisement of the property as a short-term residential rental accommodation.
- (2) In any prosecution for an offence under this bylaw, evidence of an advertisement for a short-term residential rental accommodation shall be considered prima facie evidence of Business being conducted at that property by the person registered in accordance with the Land Titles Act RSA 2000, c L-4 as the owner of the property.

Second Hand Dealer

REGULATIONS

- 63 (1) It is a deemed condition of the Second Hand Dealer Business Category that for every transaction where previously owned goods are acquired or received for resale, the licensee must:
- (a) accurately record the following information in a form and manner acceptable to the City Manager within 24 hours of the transaction:
 - (i) the date and time the goods were received,
 - (ii) the Employee who conducted the transaction,
 - (iii) the amount of money paid for each of the goods,
 - (iv) a physical description of each of the goods delivered, including manufacturer, make, model, serial number, and any other distinguishing

marks,

- (v) a physical description of the person delivering the goods including gender, eye and hair colour,
 - (vi) the full name, identification type, and identification number from:
 - (A) 1 piece of valid government-issued photo identification containing the full name, photograph, and birth date of the person delivering the goods, or
 - (B) 2 pieces of valid identification where 1 piece is government-issued identification, the second piece is not a debit or credit card, and collectively both pieces contain the full name, photograph, and birth date of the person delivering the goods,
 - (b) not accept any goods where the make, model, serial number, manufacturer's name or any other distinguishing mark has been altered or in any way obliterated; and
 - (c) not accept goods from a person under 18 years of age.
- (2) It is a deemed condition of the Second Hand Dealer Business Category that where goods are prepared for resale, the licensee:
- (a) must not alter, repair, forfeit, sell, transfer, gift, or otherwise dispose of goods:
 - (i) earlier than 45 calendar days from the date the goods were acquired or received, or
 - (ii) earlier than 60 calendar days from the date the goods were received if directed in writing by a Bylaw Enforcement Officer to retain the goods;
 - (b) must not remove or permit the removal of the goods from the Premises, unless another location has been authorized by the City Manager;
 - (c) must keep all goods separate and apart from all other merchandise for the period identified in clause (2)(a); and
 - (d) must identify goods with a tag or sticker sufficient to match the goods with information recorded under clause

(1)(a).

(S.21, Bylaw 20765, May 15, 2024)

EXCEPTIONS

64

The City Manager may define goods where some or all of the provisions in this Part regulating Second Hand Dealers do not apply.

(S.12, Bylaw 20367, April 5, 2023)

PART VI - ENFORCEMENT

OFFENCE

65

A person who contravenes this bylaw is guilty of an offence.

**CONTINUING
OFFENCE**

66

In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine for each such day.

**FINES AND
PENALTIES**

67

- (1) A person found guilty of an offence under this bylaw is liable to a fine in an amount not less than that established in Schedule C.
- (2) Without restricting the generality of subsection (1) the following fine amounts are established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered:
 - (a) a fine in an amount not less than that established in Schedule C, Part B if the Business Category is listed under Part V and the licensee contravenes any of the applicable deemed conditions or regulations;
 - (b) \$2,000 for an offence under subsection 4(1) if the Business is a Non-Resident; and
 - (c) \$5,000 for an offence under section 4(1) if the Business is conducting Business:
 - (i) under a suspended or cancelled licence;
 - (ii) under a suspended or cancelled Business Category; or
 - (iii) despite their application for that licence or Business Category being refused.

(S.13, Bylaw 20367, April 5, 2023)

- (3) If a person is guilty of a subsequent offence the fine amounts established in Schedule C are doubled.
- MUNICIPAL TAG** 68 (1) A Municipal Tag may be issued for any offence under this bylaw.
- (2) If a Municipal Tag is issued for an offence, the Municipal Tag must specify the fine amount established by this bylaw for the offence.
- PAYMENT IN LIEU OF PROSECUTION** 69 A person who commits an offence may, if a Municipal Tag is issued for the offence, pay the fine amount established by this bylaw for the offence and if the full amount is paid on or before the required date, the person will not be prosecuted for the offence.
- VIOLATION TICKET** 70 (1) If a Violation Ticket is issued for an offence under this bylaw, the Violation Ticket may:
- (a) specify the fine amount established by this bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.
- (2) A person who commits an offence may, if a Violation Ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.
- PROOF OF LICENCE** 71 The onus of proving that a valid and subsisting licence for a Business exists is on the person alleging they have a Business licence on a balance of probabilities.
- PROOF OF EXEMPTION** 72 The onus of proving that a person is exempt from any requirement of this bylaw is on the person alleging the exemption on a balance of probabilities.
- ENGAGING IN OR CONDUCTING BUSINESS** 73 In a prosecution for a contravention of this bylaw for engaging in or conducting Business without a licence, proof of 1 transaction in the Business or that the Business has been advertised is sufficient to establish that a person is engaged in or conducting Business.

| | | |
|--|----|--|
| CERTIFIED COPY OF RECORD | 74 | A copy of a record of the City, certified by the City Manager as a true copy of the original, will be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it. |
| OBSTRUCTION | 75 | A person must not obstruct or hinder the City Manager or any Bylaw Enforcement Officer in the exercise or performance of their powers under this bylaw. |
| VICARIOUS LIABILITY | 76 | For the purposes of this bylaw, an act or omission by an Employee or agent of a person is deemed to be an act or omission of the person if the act or omission occurred in the course of the Employee’s employment or agency relationship with the person. |
| CORPORATIONS AND PARTNERSHIPS | 77 | <p>(1) If a corporation or Corporate Applicant commits an offence under this bylaw, every principal, director, partner, manager, officer, Employee, or agent of the corporation or Corporate Applicant who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation or Corporate Applicant has been prosecuted for the offence.</p> <p>(2) If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the partnership or any other partner has been prosecuted for the offence.</p> |
| REPEAL | 78 | The Business Licence Bylaw 13138, is repealed. |
| COMING INTO FORCE | 79 | This bylaw comes into force on May 15, 2024. (S.26, Bylaw 20765, May 15, 2024). |
| TRANSITIONAL PROVISION | 80 | <i>Deleted</i> (S.22, Bylaw 20765, May 15, 2024) |
| CONSEQUENTIAL AMENDMENTS | 81 | (1) Bylaw 13145, Animal Licensing and Control Bylaw, is amended by deleting and replacing section 28(2) with: |

(2) Where applicable, the provisions of Bylaw 20002, the Business Licence Bylaw, concerning the process of obtaining or removing a licence, including the provisions regarding any appeal apply to a Licence required by this section.

(2) Bylaw 13145, Animal Licensing and Control Bylaw, is amended by deleting and replacing section 29(3) with:

(3) This section does not apply:

(a) in the case of Dogs, Nuisance Dogs, Restricted Dogs, or Cats under the age of six months;

(b) if the person has a valid business licence to operate an Animal Breeding and Boarding Facility under Bylaw 20002, the Business Licence Bylaw;

(c) to the Edmonton Humane Society or any veterinary clinic or hospital, or

(d) in the case of premises with a municipal address in the City on land zoned AG, AGU, or AGI.

(3) Bylaw 14614, Public Places Bylaw, is amended by deleting and replacing section 11(e) with:

(e) "electronic cigarettes retailer" means a fully enclosed premises where the sole function of the premises is the sale of electronic cigarettes and electronic cigarette products, and for which a valid City business licence has been issued pursuant to Bylaw 20002, Business Licence Bylaw;

(4) Bylaw 19003, Community Standards and Licence Appeal Committee Bylaw, is amended by deleting and replacing section 2(e) with:

(e) "licensing decision" means a decision of the City Manager to refuse, cancel, suspend, or impose conditions on a licence issued pursuant to the City's:

- (i) Animal Licensing and Control Bylaw, Bylaw 13145;
- (ii) Business Licence Bylaw, Bylaw 20002; or

(iii) Vehicle for Hire Bylaw, Bylaw 17400.

(5) Bylaw 19003, Community Standards and Licence Appeal Committee Bylaw, is amended by deleting section 15(1).

(6) Bylaw 19166, Electronic Dance Music Event Bylaw, is amended by deleting and replacing section 5(c) with:

(c) proof of a valid Event Production licence issued pursuant to the City's Business Licence Bylaw, Bylaw 20002;

(7) Bylaw 19166, Electronic Dance Music Event Bylaw, is amended by deleting section 25.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 20002, passed by Council August 16, 2021

Amendments:

Bylaw 20367, April 5, 2023

Bylaw 20374, April 5, 2023

Bylaw 20765, May 15, 2024

Bylaw 20803, June 11, 2024

Bylaw 20801, July 04, 2024

Under section 4(2), a Business licence must include all Business Categories that correspond with a Business' activities.

| Business Category | Description |
|---|--|
| Administration Office / Professional Service | A Premises used exclusively to manage a Business' own day-to-day administrative tasks, or a Business that uses specialized experience or training to provide technical, creative, or expert advice and services. Does not include Construction, Contracting, and Labour Service; Event Production; Financial Service; or Independent Laboratory. |
| Adult Service | A Business that creates erotic videos, or provides entertainment or amenities on the Premises that are designed to appeal to erotic or sexual appetites or inclinations. Does not include an Erotic Entertainment Venue, Body Rub Centre, Escort Agency, or Retail Sales. |
| After Hours Dance Club | A Business that operates a Premises with dancing to live or recorded music between the hours of 2:00 a.m. and 8:00 a.m. |
| Alcohol Sales (Consumption Off-Premises) | A Business that sells, provides, imports, exports, or distributes alcoholic beverages for consumption off the Premises. Does not include the delivery or transport of alcoholic beverages by a third party, or the production of alcoholic beverages. |
| Alcohol Sales (Consumption On-Premises / Minors Allowed) | A Business that sells or provides alcoholic beverages for consumption on the Premises, where minors are allowed in all areas of the Premises during all hours of operation. Does not include the production of alcoholic beverages. |
| Alcohol Sales (Consumption On-Premises / Minors Prohibited) | A Business that sells or provides alcoholic beverages for consumption on the Premises where minors are prohibited from at least some portion of the Premises during some portion of the hours of operation. Does not include the production of alcoholic beverages. |
| Amusement Establishment | A Business with table or electronic games on the Premises. Does not include a Bingo / Casino, video lottery terminals (VLTs), or off-track betting terminals. |
| Animal Breeding and Boarding Facility | A Business that keeps domestic or non-domestic live animals or livestock on the Premises for breeding, boarding, sale, shipment, inspection, appraisal, agriculture, training, rescue, adoption, or any other purpose. |
| Auction | A Business that hosts an auction to sell goods, including a motor vehicle auction. |

| Business Category | Description |
|---|---|
| Bingo / Casino | A Business that operates a gambling or gaming Premises that is licensed, or required to be licensed by the Province of Alberta, including a bingo hall or casino. Does not include an Amusement Establishment, video lottery terminals (VLTs), or off-track betting terminals. |
| Body Rub Centre | A Business where members of the general public attend, or are invited to attend, a Premises to receive the physical external manipulation of the soft tissues of the human body, including any manipulation of an adult or erotic nature. Does not include a Health Enhancement Centre (Accredited). |
| Body Rub Practitioner | A person who administers, or offers to administer physical external manipulation of the soft tissues of the human body, including any manipulation of an adult or erotic nature. Does not include a Health Enhancement Practitioner (Accredited). |
| Cannabis Cultivation Facility | A Business that grows and harvests material, including seeds or seedlings, from Cannabis plants on the Premises. |
| Cannabis Processing Facility | A Business that processes, manufactures, packages, or labels Cannabis products on the Premises. |
| Cannabis Retail Sales | A Business that sells, or offers to sell Cannabis to consumers on the Premises. May also include the sale of Cannabis Accessories. |
| Carnival / Amusement Park | A Business that operates a variety of amusement rides, midway games, exhibits, or live shows on a Premises. |
| Commercial School | A Business that provides training, examination, skill assessment, or instruction in a trade, skill, service, or body of knowledge, for the financial gain of the Business. Does not include a Participant Recreation Service, or practical learning activities where students provide, or offer services to the general public for a fee. |
| Construction, Contracting, and Labour Service | A Business that performs, provides, or manages work, and may supply related materials in relation to the construction, assembly, demolition, inspection, cleaning, or maintenance of residential or commercial buildings, land, structures, infrastructure, or electrical or mechanical systems. |

| Business Category | Description |
|-------------------------------|--|
| Delivery and Logistic Service | A Business that provides, or arranges for pick-up, transportation, and delivery of goods. Does not include Designated Driver Service, or movement of goods purchased or sold by that Business. |
| Designated Driver Service | A Business that drives a customer's private vehicle to a location specified by the customer, within a local distance, usually with the customer as a passenger. Does not include passenger transportation in a vehicle supplied by the Business, or Delivery and Logistic Service. |
| Erotic Entertainer | A person who provides nude or semi-nude performances or appearances intended to appeal to erotic or sexual appetites or inclinations. |
| Erotic Entertainment Agency | A Business that employs, or acts for, or on behalf of an Erotic Entertainer. Does not include an Erotic Entertainment Venue. |
| Erotic Entertainment Venue | A Business that features live nude or semi-nude performances or appearances on the Premises that are intended to appeal to erotic or sexual appetites or inclinations. |
| Escort | A person who acts as a date or provides personal companionship for a limited period of time. |
| Escort Agency | A Business that arranges an introduction between an Escort and another person. |
| Escort Agency (Independent) | A person who arranges with, and acts as a date or personal companion for another person for a limited period of time, but does not arrange introductions for other Escorts. |
| Event Production | A Business that advertises, promotes, sells tickets for, or operates an electronic dance music event as defined in the Electronic Dance Music Event Bylaw, Bylaw 19166. |
| Exhibition Hall | A Business that provides facilities on the Premises for meetings, conferences, sales, seminars, weddings, parties, or other gatherings on a temporary basis. |
| Farmers' Market | A Business that organizes a market approved as an Alberta Approved Farmers' Market in accordance with the Public Health Act (Alberta), Food Regulation. A Licence for a Farmers' Market is a valid Licence for vendors operating on the Premises and within the Farmers' Market while the Farmers' Market is in operation. |

| Business Category | Description |
|--|--|
| Financial Service | A Business that provides financial assistance, products, advice, or services. Does not include a Pawnbroker, financing for goods sold by the same Business, or financing for other services provided by the same Business. |
| Firearm and Ammunition Sales, Service, and Manufacturing | A Business that sells, rents, purchases, manufactures, imports, exports, repairs, alters, cleans, or provides facilities for, or instruction in the use of firearms or ammunition. |
| Food Processing / Catering Service | A Business that provides facilities on the Premises for preparing food or beverages; or that prepares, manufactures, packages, labels, or stores food or beverages on the Premises for sale, distribution, or service off the Premises. Does not include a restaurant, food truck, or food cart. |
| Food Truck / Food Cart | A Business that sells prepared or packaged food or beverages directly to consumers from place to place, or from a temporary location where the public has an expected right of access. |
| Funeral, Cremation, and Cemetery Service | A Business that prepares the deceased for burial, reduces the human body by heat, keeps or transports human remains, or holds associated services. Does not include services related to deceased animals. |
| General Business | A Business not otherwise specified by another Business Category in this Schedule. |
| Health Enhancement Centre (Accredited) | A Business with a Premises where members of the general public attend, are invited to attend, or through which they may arrange an appointment to receive, for the purposes of health and wellness, physical external manipulation of the soft tissues of the human body from an accredited professional. Does not include a Body Rub Centre. |
| Health Enhancement Centre (Accredited / Independent) | A person who is an accredited professional, who, for the purposes of health and wellness, administers physical external manipulation of the soft tissues of the human body, and who provides a Premises where members of the general public attend, are invited to attend, or through which they may arrange an appointment. Does not include a Body Rub Centre, a Body Rub Practitioner, or a Business where massage services are provided by any other person. |
| Health Enhancement Practitioner (Accredited) | A person who is an accredited professional, and who, for the purposes of health and wellness, administers physical external manipulation of the soft tissues of the human body. Does not include a Body Rub Practitioner. |

| Business Category | Description |
|--|--|
| Hotel / Motel | A Business that offers temporary lodging on the Premises. Does not include lodging in a private dwelling or other residential property. |
| Independent Laboratory | A Business with a private facility on the Premises used for scientific research and testing, including the storage, maintenance, and disposal of live or inanimate specimens and samples. Does not include a facility that is for the exclusive, internal use of a Business. Examples may include research and testing facilities for medical, environmental, safety, product quality, structural, technology, or food purposes. |
| Industrial Equipment Sales, Rental, and Repair | A Business that sells, rents, repairs, or provides other services related to heavy equipment, machinery, or motor vehicles designed primarily for construction, maintenance, land clearing, ditching, or other industrial purposes. Does not include services related to vehicles designed primarily for the transportation of persons or goods. |
| Light Duty Repair Service | A Business that repairs, maintains, or services computers, electronics, small engines or machines, appliances, motorized or non-motorized bicycles, or similar electrical and mechanical items. |
| Manufacturer | A Business that builds, fabricates, assembles, disassembles, produces, packages, or processes materials or goods, including the wholesale sale or storage of its manufactured goods on the Premises. Does not include a Scrap Metal Dealer and Recycler, Food Processing / Catering Service, Cannabis Cultivation Facility, Cannabis Processing Facility, or a manufacturer of firearms or ammunition. |
| Oleoresin Capsicum (OC) Spray Sales | A Business that sells Oleoresin Capsicum (OC) Spray, which is any type of aerosol capsaicin or capsaicinoid spray used to deter bears, commonly known as bear repellent, or bear deterrent spray, to consumers or end users. |
| Participant Recreation Service | A Business that provides facilities or opportunities for the general public to participate in indoor or outdoor sports or active recreation, where spectators are generally incidental. |
| Pawnbroker | A Business that receives and holds goods as security in exchange for an advance of money. Does not include goods acquired primarily for resale purposes; or vehicles, firearms, or ammunition. |

| Business Category | Description |
|---|--|
| Personal Service | A Business that provides services related to the cleaning or repair of personal effects, or the care and appearance of the body, including massage of the head, hands, and feet; and massage provided as part of an aesthetic service. Does not include any other physical external manipulation of the soft tissues of the human body by a person. |
| Public Market Organizer | A Business that organizes a market and provides stalls, tables, or spaces on the Premises to vendors for displaying, offering, or selling goods to the general public. Does not include an Alberta Approved Farmers' Market. |
| Public Market Vendor | A Business that obtains a stall, table, or space from a Public Market Organizer to use for displaying, offering, or selling goods to the general public. Does not include a Food Truck / Food Cart, or Travelling or Temporary Sales. |
| Residential Rental Accommodation (Long-Term) | A Business that provides lodging where persons may rent all, or part of a residential property for 31 consecutive days or more, including retirement or assisted living facilities and lodging houses. |
| Residential Rental Accommodation (Short-Term) | A Business that provides temporary lodging on a Premises where persons may rent all, or part of a residential property for 30 consecutive days or less, including bed and breakfasts, and lodging arranged through home-sharing services. |
| Restaurant or Food Service | A Business that sells prepared food or non-alcoholic beverages ready for immediate consumption on, or off the Premises. Does not include Food Truck / Food Cart, or Food Processing / Catering Service. |
| Retail Sales (Major) | A Business that sells new goods or rents items to consumers or end users, and has a total space of 600 square metres or more, or has an occupancy load of 61 persons or more, or stores flammable or hazardous materials on the Premises. Does not include wholesalers, or the sale or rental of vehicles, industrial equipment, second hand goods, firearms, ammunition, oleoresin capsicum (OC) spray, tobacco, vaping products, Cannabis, or alcohol. |

| Business Category | Description |
|----------------------------------|---|
| Retail Sales (Minor) | A Business that sells new goods or rents items to consumers or end users, and has a total space of less than 600 square metres, and has an occupancy load of 60 persons or less, and does not store flammable or hazardous materials on the Premises. Does not include wholesalers, or the sale or rental of vehicles, industrial equipment, second hand goods, firearms, ammunition, oleoresin capsicum (OC) spray, tobacco, vaping products, Cannabis, or alcohol. |
| Scrap Metal Dealer and Recycler | A Business that purchases, collects, receives, stores, or processes scrap metal, scrapped or wrecked motor vehicles or vehicle parts, material from demolished buildings or structures, and other salvage material for the purpose of resale. Does not include bottle depots. |
| Second Hand Dealer | A Business that purchases or receives previously-owned goods, including precious and semi-precious metals and gemstones, for the purpose of resale. Does not include the sale or purchase of vehicles, firearms, or ammunition; goods held as security in exchange for an advance of money; or the sale of goods by auction or at a market. |
| Spectator Entertainment | A Business that shows motion pictures on the Premises, or offers or hosts live theatre, music, or dance performances; sporting events; or similar spectator events on the Premises. |
| Tobacco and Vaping Product Sales | A Business that sells tobacco products or vaping products. Does not include Cannabis Retail Sales or Mobile Services. |
| Travelling or Temporary Sales | A Business that sells goods or services directly to consumers from place to place, from a temporary location where the public has an expected right of access, from a vending machine, or at a consumer's place of residence. Does not include Administration Office / Professional Service; Auction; Cannabis Retail Sales; Construction, Contracting, and Labour Service; Financial Service; Food Truck / Food Cart; Pawnbroker; Public Market Vendor; Scrap Metal Dealer and Recycler; Second Hand Dealer; Tobacco and Vaping Product Sales; the sale, rental, maintenance, or repair of vehicles, industrial equipment, oleoresin capsicum (OC) spray, or firearms; massage services; personal services related to the care or appearance of the body; or services of an erotic or sexual nature. |

| Business Category | Description |
|---|---|
| Vehicle Repair, Maintenance, and Modification | A Business that repairs, rebuilds, restores, maintains, inspects, cleans, modifies, or customizes motorized or non-motorized vehicles, including private passenger vehicles, commercial vehicles, off-highway vehicles, recreational vehicles, motorcycles, boats, and trailers. Does not include services related to bicycles, e-bikes, e-scooters, small engines, or Industrial Equipment Sales, Rental, and Repair, |
| Vehicle Sales and Rental | A Business that sells or rents new or previously-owned motorized or non-motorized vehicles, including private passenger vehicles, commercial vehicles, off-highway vehicles, recreational vehicles, motorcycles, boats, and trailers. Does not include bicycles, e-bikes, e-scooters, Industrial Equipment Sales, Rental, and Repair; the sale of less than 5 previously-owned vehicles per calendar year, or vehicle auctions. |
| Vehicle Wash / Fueling Station | A Business that provides automatic or self-serve vehicle washing facilities; sells gasoline, propane, or any motor vehicle fuel products; or provides electric vehicle charging facilities on the Premises. Does not include vehicle detailing, maintenance, or repair. |
| Wholesale, Warehouse, and Storage | A Business that sells or distributes commodities to other Businesses or institutions for use or resale, or receives and stores goods for eventual sale or distribution, or provides storage services or facilities to third parties. Does not include vehicle wholesalers, industrial equipment wholesalers, or the sale or storage of food, beverages, firearms, ammunition, oleoresin capsicum (OC) spray, or goods manufactured on the Premises. |

(S.14-16, Bylaw 20367, April 5, 2023)

(S.5-6, Bylaw 20374, April 5, 2023)

(S.23, Bylaw 20765, May 15, 2024)

(S.4-7, Bylaw 20801, July 04, 2024)

SCHEDULE B - APPLICATION REQUIREMENTS

Part A: Acronyms

| | | | |
|------|--------------------------------------|-----|----------------------|
| AGLC | Alberta Gaming, Liquor, and Cannabis | FRS | Fire Rescue Services |
| AHS | Alberta Health Services | NC | No Charge |
| EPS | Edmonton Police Service | | |

Part B: Requirements by Business Category

The following Business licence application requirements are in addition to the general requirements outlined in section 6. The City Manager may require additional consultations and notifications in accordance with sections 11 and 12 if the City Manager deems it to be in the public interest.

Fees for each Tier are determined by the City Manager. If multiple Business Categories apply, the Business Category with the highest Tier determines the Licence Fee.

| Business Category | Tier | Consultation | Notification | Other Requirements |
|--|------|----------------|-----------------|--|
| Administration Office / Professional Service | 3 | | | - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Adult Service | 4 | - EPS - FRS | - AHS | - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| After Hours Dance Club | 5 | - EPS - FRS | - AHS | - Operational Plan (noise mitigation plan, patron management plan, security plan, and medical / safety plan) - Police information check |
| Alcohol Sales (Consumption Off-Premises) | 3 | - FRS | - AGLC - AHS | - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Alcohol Sales (Consumption On-Premises / Minors Allowed) | 3 | - FRS | - AGLC - AHS | - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|--|-------------|---------------------|---------------------|---|
| Alcohol Sales (Consumption On-Premises / Minors Prohibited) | 5 | - EPS - FRS | - AGLC - AHS | - Operational Plan (noise mitigation plan, patron management plan, security plan, and medical / safety plan) - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Amusement Establishment | 3 | - FRS | | |
| Animal Breeding and Boarding Facility | 3 | - FRS | | |
| Auction | 3 | - FRS | | - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Bingo / Casino | 3 | - FRS | - AGLC - AHS | - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Body Rub Centre | 5 | - EPS - FRS | - AHS | - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Operational Plan (patron management plan, security plan) - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|---|-------------|---------------------|---------------------|--|
| Body Rub Practitioner | NC | - EPS | | <ul style="list-style-type: none"> - Completion of the Business Licence Information Course - List of affiliated body rub centres - List of aliases or pseudonyms used by the licensee - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Photograph of the licensee in a form acceptable to the City Manager - Police information check - Proof the licensee is 18 years of age or older - Valid government-issued photo identification |
| Cannabis Cultivation Facility | 4 | - FRS | - EPS | - Proof of federal Cannabis Cultivation licence |
| Cannabis Processing Facility | 4 | - FRS | - AHS - EPS | - Proof of federal Cannabis Processing licence |
| Cannabis Retail Sales | 3 | - FRS | - AGLC - EPS | |
| Carnival / Amusement Park | 3 | - FRS | - AHS | |
| Commercial School | 3 | - FRS | | |
| Construction, Contracting, and Labour Service | 3 | - FRS | | - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Delivery and Logistic Service | 3 | | | |
| Designated Driver Service | 3 | | | |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|-----------------------------|-------------|---------------------|---------------------|---|
| Erotic Entertainer | NC | - EPS | - AHS | <ul style="list-style-type: none"> - List of affiliated erotic entertainment agencies and venues - List of aliases or pseudonyms used by the licensee - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Photograph of the licensee in a form acceptable to the City Manager - Police information check - Proof the licensee is 18 years of age or older - Valid government-issued photo identification |
| Erotic Entertainment Agency | 4 | - EPS | | <ul style="list-style-type: none"> - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Erotic Entertainment Venue | 4 | - EPS - FRS | - AHS | <ul style="list-style-type: none"> - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Escort | NC | - EPS | - AHS | <ul style="list-style-type: none"> - Completion of the Business Licence Information Course - List of affiliated escort agencies - List of aliases or pseudonyms used by the licensee - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Photograph of the licensee in a form acceptable to the City Manager - Police information check - Proof the licensee is 18 years of age or older - Valid government-issued photo identification |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|--|-------------|---------------------|---------------------|---|
| Escort Agency | 4 | - EPS | - AHS | <ul style="list-style-type: none"> - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Police information check - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Escort Agency (Independent) | NC | - EPS | - AHS | <ul style="list-style-type: none"> - Completion of the Business Licence Information Course - List of aliases or pseudonyms used by the licensee - List of names, telephone numbers, websites, and email addresses used to advertise or promote the licensee - Photograph of the licensee in a form acceptable to the City Manager - Police information check - Proof the licensee is 18 years of age or older - Valid government-issued photo identification |
| Event Production | 3 | | | |
| Exhibition Hall | 3 | - FRS | | |
| Farmers' Market | 2 | - FRS | | <ul style="list-style-type: none"> - Proof of membership in the Alberta Approved Farmers' Market program |
| Financial Service | 3 | | | <ul style="list-style-type: none"> - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Firearm and Ammunition Sales, Service, and Manufacturing | 3 | - FRS | - EPS | <ul style="list-style-type: none"> - Proof the licensee is 18 years of age or older (not required for Corporate Applicants) |
| Food Processing / Catering Service | 3 | - FRS | - AGLC * - AHS | <p><i>* Notification to AGLC is only required for Businesses where alcoholic beverages or food products infused with alcohol are manufactured, prepared, packaged, or labeled on the Premises.</i></p> |
| Food Truck / Food Cart | 2 | | - AHS | |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|--|-------------|---------------------|---------------------|---|
| Funeral, Cremation, and Cemetery Service | 3 | - FRS | - AHS | |
| General Business | 3 | | | |
| Health Enhancement Centre (Accredited) | 3 | - FRS | - AHS | |
| Health Enhancement Centre (Accredited / Independent) | 3 | - FRS | - AHS | <ul style="list-style-type: none"> - Photograph of the licensee in a form acceptable to the City Manager - Proof of active membership in good standing with a massage therapy association recognized by the City Manager - Valid government-issued photo identification |
| Health Enhancement Practitioner (Accredited) | 2 | | | <ul style="list-style-type: none"> - List of affiliated health enhancement centres - Photograph of the licensee in a form acceptable to the City Manager - Proof of active membership in good standing with a massage therapy association recognized by the City Manager - Valid government-issued photo identification |
| Hotel / Motel | 3 | - FRS | - AHS | |
| Independent Laboratory | 3 | - FRS | - AHS | |
| Industrial Equipment Sales, Rental, and Repair | 3 | - FRS | | <ul style="list-style-type: none"> - Proof of provincial Business licence if required by the Alberta Motor Vehicle Industry Council |
| Light Duty Repair Service | 3 | - FRS | | |
| Manufacturer | 3 | - FRS | | |
| Oleoresin Capsicum (OC) Spray Sales | 3 | | - EPS | |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|---|-------------|---------------------|--------------------------|---|
| Participant Recreation Service | 3 | - FRS | - AHS | |
| Pawnbroker | 4 | - EPS - FRS | | - Police information check - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Personal Service | 3 | - FRS | - AHS | |
| Public Market Organizer | 2 | - FRS | - AHS - EPS | |
| Public Market Vendor | 1 | | | |
| Residential Rental Accommodation (Long-Term) | 3 | - FRS | - AHS | |
| Residential Rental Accommodation (Short-Term) | 2 | | - AHS | - Operational Plan (guest and property management plan) |
| Restaurant or Food Service | 3 | - FRS | - AHS | |
| Retail Sales (Major) | 3 | - FRS | | |
| Retail Sales (Minor) | 3 | - FRS | | |
| Scrap Metal Dealer and Recycler | 3 | - FRS | - EPS | - Proof of provincial Business licence if required by the Alberta Motor Vehicle Industry Council |
| Second Hand Dealer | 4 | - EPS - FRS | | - Police information check |
| Spectator Entertainment | 3 | - FRS | | |
| Tobacco and Vaping Product Sales | 3 | | - Health Canada - AHS | |

| Business Category | Tier | Consultation | Notification | Other Requirements |
|--|-------------|---------------------|---------------------|--|
| Travelling or Temporary Sales (<i>Renewable 1 or 2-year licence</i>) | 2 | | | - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Travelling or Temporary Sales (<i>Non-renewable licence for up to 10 consecutive days</i>) | 1 | | | - Proof of provincial Business licence if required by the Consumer Protection Act (Alberta) |
| Vehicle Repair, Maintenance, and Modification | 3 | - FRS | | - Proof of provincial Business licence if required by the Alberta Motor Vehicle Industry Council |
| Vehicle Sales and Rental | 3 | - FRS | | - Proof of provincial Business licence if required by the Alberta Motor Vehicle Industry Council |
| Vehicle Wash / Fueling Station | 3 | - FRS | | |
| Wholesale, Warehouse, and Storage | 3 | - FRS | | |

(S.17-19, Bylaw 20367, April 5, 2023)

(S.7, Bylaw 20374, April 5, 2023)

(S.23, Bylaw 20765, May 15, 2024)

(S.8, Bylaw 20801, July 04, 2024)

SCHEDULE C - OFFENCES AND PENALTIES

Under subsection 67(3) of the bylaw, the fines in this schedule are doubled for subsequent offences.

Part A - General Offences and Penalties

| Offence | Bylaw Section | Fine | Comments |
|---|---------------|---------|---|
| Conduct Business without a valid Business licence. | 4(1) | \$500 | Default |
| | | \$1,000 | Body Rub Practitioner, Escort, Escort Agency (Independent), or Erotic Entertainer |
| | | \$2,000 | Non-Resident |
| | | \$5,000 | Conduct Business with a suspended or cancelled licence or category |
| | | \$5,000 | Conduct Business despite licence or category refusal |
| Conduct Business without a required Business Category. | 4(2) | \$500 | |
| Conduct Business at an unapproved location. | 4(3) | \$500 | |
| Fail to provide a required police information check. | 9(1) | \$1,000 | |
| Contravene a condition imposed on a licence by the City Manager. | 29(1) | \$2,000 | |
| Fail to have copy of conditions available on Premises | 29(2) | \$2,000 | |
| Fail to notify the City Manager of changes to a licence. | 31 | \$1000 | |
| Fail to properly post or produce a Business licence. | 32 | \$500 | |
| Post Business signage that does not match information provided to the City Manager. | 33 | \$500 | |
| Fail to produce records when requested by a Bylaw Enforcement Officer. | 34 | \$500 | |
| Obstruction | 75 | \$1,000 | |

SCHEDULE C - OFFENCES AND PENALTIES

Part B - Offences and Penalties by Business Category

| Offence | Bylaw Section | Fine |
|---|---------------|---------|
| Adult Service | | |
| Allow a person under 18 years of age on the Premises. | 35 | \$5,000 |
| After-Hours Dance Club | | |
| Fail to comply with the approved Operational Plan. | 36(a) | \$250 |
| Fail to keep a copy of the approved Operational Plan on the Premises and available to Employees and managers. | 36(b) | \$500 |
| Fail to refuse entry to, or remove from the Premises a suspicious or disorderly patron. | 36(c) | \$2,000 |
| Fail to report criminal activities to the Edmonton Police Service. | 36(d) | \$5,000 |
| Fail to provide patrons to an unrestricted supply of drinking water. | 36(e) | \$1,000 |
| Fail to provide patrons with unrestricted access to an indoor cool-off area. | 36(f) | \$1,000 |
| Allow alcohol on the Premises. | 36(g) | \$2,000 |
| Conduct business next to, or connected to an event with alcohol service. | 36(h) | \$2,000 |
| Alcohol Sales (Consumption on Premises / Minors Prohibited) | | |
| Fail to comply with the approved Operational Plan. | 37(a) | \$250 |
| Fail to keep a copy of the approved Operational Plan on the Premises and available to Employees and managers. | 37(b) | \$500 |
| Fail to refuse entry to, or remove from the Premises a suspicious or disorderly patron. | 37(c) | \$2,000 |
| Fail to report criminal activities to the Edmonton Police Service. | 37(d) | \$5,000 |
| Fail to maintain an incident log on the Premises. | 37(e) | \$1,000 |
| Fail to ensure a visual means of identifying Employees. | 37(f) | \$1,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|---|---------------|---------|
| Body Rub Centre | | |
| Allow a person who does not hold a valid Body Rub Practitioner licence to conduct Business on the Premises. | 38(a) | \$2,000 |
| Fail to keep a list of all persons employed or conducting Business on the Premises. | 38(b) | \$1,000 |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 38(c) | \$1,000 |
| Fail to display the licence number on an advertisement. | 38(d) | \$1,000 |
| Fail to comply with the approved Operational Plan. | 38(e) | \$250 |
| Fail to keep a copy of the approved Operational Plan on the Premises and available to Employees and managers. | 38(f) | \$500 |
| Fail to ensure a minimum of 2 Employees are on the Premises. Fail to ensure a manager or other person in care and control is on the Premises. | 38(g) | \$2,000 |
| Fail to use an open sign. | 38(h) | \$1,000 |
| Fail to allow a Bylaw Enforcement Officer to access the Premises. | 38(i) | \$1,000 |
| Allow entry to the Premises between 11:00 p.m. and 7:00 a.m. | 38(j) | \$2,000 |
| Allow a customer to remain on the Premises between 12:00 a.m. and 7:00 a.m. | 38(k) | \$2,000 |
| Provide services to a customer off the Premises. | 38(l) | \$1,000 |
| Allow a person under 18 years of age on the Premises. | 38(m) | \$5,000 |
| Fail to prominently display the information poster approved by the City Manager. | 38(n) | \$1,000 |
| Fail to refuse entry to, or remove from the Premises a suspicious or disorderly patron. | 38(o) | \$2,000 |
| Allow alcohol or illicit drugs on the Premises. | 38(p) | \$2,000 |
| Body Rub Practitioner | | |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 40(a) | \$1,000 |
| Fail to display the licence number on an advertisement. | 40(b) | \$1,000 |
| Fail to notify the City Manager of changes to affiliated Body Rub Centres. | 40(c) | \$1,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|---|---------------|---------|
| Fail to verify the age of any customer who appears to be under 25 years of age. | 40(d) | \$2,000 |
| Conduct Business at a location other than a licensed Body Rub Centre. | 40(e) | \$1,000 |
| Cannabis Retail Sales | | |
| Operate the Business between the hours of 11:00 p.m. and 10:00 a.m. | 42(a) | \$1,000 |
| Fail to verify the age of any customer who appears to be under 40 years of age. | 42(b) | \$1,000 |
| Fail to refuse entry to, or refuse the sale of Cannabis to persons who do not provide proof of legal age. | 42(c) | \$5,000 |
| Designated Driver Service | | |
| Fail to obtain police information check from employee | 42.1(a) | \$2,000 |
| Permit employee to act as designated driver without police information check | 42.1(b) | \$2,000 |
| Permit employee to act as designated driver with listed conviction | 42.1(c) | \$2,000 |
| Fail to obtain updated documentation from employee until charges resolved | 42.1(d) | \$2,000 |
| Erotic Entertainer | | |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 46(a) | \$1,000 |
| Fail to display the licence number on an advertisement. | 46(b) | \$1,000 |
| Offer or provide services to a person under 18 years of age. | 46(c) | \$5,000 |
| Erotic Entertainment Agency | | |
| Employ or represent an Erotic Entertainer who does not hold a valid Erotic Entertainer licence. | 47(a) | \$2,000 |
| Fail to verify the age of any customer who appears to be under 25 years of age. | 47(b) | \$2,000 |
| Fail to keep a list of Erotic Entertainers employed or represented by the licensee. | 47(c) | \$1,000 |
| Erotic Entertainment Venue | | |
| Allow nude or semi-nude performances on the Premises by a person other than a licensed Erotic Entertainer. | 48(a) | \$2,000 |
| Fail to keep a list of Erotic Entertainers performing on the Premises. | 48(b) | \$1,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|---|---------------|---------|
| Fail to maintain a written work log. | 48(c) | \$1,000 |
| Allow a person under 18 years of age on the Premises. | 48(d) | \$5,000 |
| Escort | | |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 43(a) | \$1,000 |
| Fail to display the licence number on an advertisement. | 43(b) | \$1,000 |
| Fail to verify the age of any customer who appears to be under 25 years of age. | 43(c) | \$2,000 |
| Conduct Business through an introduction that was not provided by a licensed Escort Agency. | 43(d) | \$1,000 |
| Conduct Business on the Premises of an Escort Agency. | 43(e) | \$1,000 |
| Escort Agency | | |
| Provide introduction services for someone other than a licensed Escort. | 44(a) | \$2,000 |
| Fail to keep a list of Escorts for whom introduction services are provided. | 44(b) | \$1,000 |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 44(c) | \$1,000 |
| Fail to display the licence number on an advertisement. | 44(d) | \$1,000 |
| Fail to maintain a written work log. | 44(e) | \$1,000 |
| Allow an Escort to conduct Business on the Premises. | 44(f) | \$1,000 |
| Fail to verify the age of any customer who appears to be under 25 years of age. | 44(g) | \$2,000 |
| Escort Agency (Independent) | | |
| Allow someone other than the licensee to conduct Business as an Escort. | 45(a) | \$2,000 |
| Conduct Business as an Escort Agency for someone other than the licensee. | 45(b) | \$2,000 |
| Fail to provide the City Manager with the names, telephone numbers, websites, and email addresses used to promote the Business. | 45(c) | \$1,000 |
| Fail to display the licence number on an advertisement. | 45(d) | \$1,000 |
| Fail to verify the age of any customer who appears to be under 25 years of age. | 45(e) | \$2,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|--|---------------|---------|
| Allow date or companionship services to be provided on the Premises. | 45(f) | \$1,000 |
| Health Enhancement Centre (Accredited) | | |
| Allow a person who does not hold a valid Health Enhancement Practitioner (Accredited) licence to conduct Business on the Premises. | 49(a) | \$2,000 |
| Fail to keep a list of all persons employed or conducting Business on the Premises. | 49(b) | \$1,000 |
| Health Enhancement Centre (Accredited / Independent) | | |
| Allow someone other than the licensee to conduct Business as a Health Enhancement Practitioner (Accredited). | 51(b) | \$2,000 |
| Health Enhancement Practitioner (Accredited) | | |
| Fail to notify the City Manager of changes to affiliated Health Enhancement Centres. | 54(b) | \$1,000 |
| Oleoresin Capsicum (OC) Spray Sales | | |
| Fail to provide a purchaser guide | 55.1(1)(a) | \$1,000 |
| Fail to record a transaction as required when OC Spray sold | 55.5(1)(b) | \$1,000 |
| Sell OC Spray to a person under 18 years of age. | 55.5(1)(c) | \$2,000 |
| Sell OC Spray where distinguishing marks have been altered or obliterated. | 55.5(1)(d) | \$1,000 |
| Fail to retain record of transaction for 2 years. | 55.5(1)(e) | \$1,000 |
| Fail to secure OC Spray | 55.1(2)(a) | \$1,000 |
| Cause or permit Employee under 18 years to sell OC Spray | 55.1(2)(b) | \$2,000 |
| Pawnbroker | | |
| Fail to record a transaction when receiving goods as security. | 56(1)(a) | \$2,000 |
| Accept an item where distinguishing marks have been altered or obliterated. | 56(1)(b) | \$2,000 |
| Fail to provide a receipt. | 56(1)(c) | \$2,000 |
| Fail to obtain a signature from the person delivering goods on the licensee's copy of the receipt. | 56(1)(d) | \$2,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|--|---------------|---------|
| Fail to retain signed receipts for 2 years. | 56(1)(e) | \$2,000 |
| Receive goods from a person under 18 years of age. | 56(1)(f) | \$2,000 |
| Alter or dispose of goods within the retention period. | 56(2)(a) | \$2,000 |
| Move or store goods off the Premises. | 56(2)(b) | \$2,000 |
| Fail to keep goods held as security separate from other merchandise within the retention period. | 56(2)(c) | \$2,000 |
| Fail to tag goods held as security. | 56(2)(d) | \$2,000 |
| Fail to record transactions when redeeming goods held as security. | 56(3) | \$2,000 |
| Public Market Organizer | | |
| Allow a vendor without a valid Public Market Vendor licence to conduct Business on the Premises. | 57(a) | \$2,000 |
| Fail to keep a list of vendors conducting Business on the Premises. | 57(b) | \$2,000 |
| Public Market Vendor | | |
| Fail to maintain an inventory of goods sold. | 58 | \$2,000 |
| Residential Rental Accommodation (Short-Term) | | |
| Fail to comply with the approved Operational Plan. | 60(a) | \$250 |
| Fail to provide Employees and managers with the approved Operational Plan. | 60(b) | \$500 |
| Fail to provide the information guide approved by the City Manager to guests. | 60(c) | \$500 |
| Fail to post the licensee's phone number on the Premises. | 60(d) | \$500 |
| Fail to display the licence number on an advertisement. | 60(e) | \$500 |
| Conduct Business within a short-term rental accommodation without a valid licence. | 61 | \$1,000 |
| Second Hand Dealer | | |
| Fail to record a transaction as required when receiving second hand goods. | 63(1)(a) | \$2,000 |
| Accept an item where distinguishing marks have been altered or obliterated. | 63(1)(b) | \$2,000 |

SCHEDULE C - OFFENCES AND PENALTIES

| Offence | Bylaw Section | Fine |
|---|---------------|---------|
| Receive goods from a person under 18 years of age. | 63(1)(c) | \$2,000 |
| Alter or dispose of goods within the retention period. | 63(2)(a) | \$2,000 |
| Move or store goods off the Premises. | 63(2)(b) | \$2,000 |
| Fail to keep goods separate from other merchandise within the retention period. | 63(2)(c) | \$2,000 |
| Fail to tag goods during the retention period. | 63(2)(d) | \$2,000 |

(S.20-21, Bylaw 20367, April 5, 2023)

(S.8, Bylaw 20374, April 5, 2023)

(S.23-24, Bylaw 20765, May 15, 2024)

(S.9, Bylaw 20801, July 04, 2024)

SCHEDULE D - TRANSITIONAL LICENCES

Deleted

(S.25, Bylaw 20765, May 15, 2024)