

exploring the possibility of

BUSINESS LICENSING

in our county

The County is conducting a study on the potential implementation of business licensing. Your feedback is important to ensure that any decisions made are in the best interest of our business community.

Where We Are Now



Research
January – March 2025



Feedback Collection
March – April 2025



Report Findings
May - June 2025

How You Can Participate



Survey

Scan the QR Code to complete the survey.



Public Engagement

Attend a future public engagement session to provide direct input.

If you have questions or would like to learn more about the study, contact Economic Development.



403.230.1401



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FAQs

1 What is a business licence? A business licence is a permit that allows a business to operate legally in a municipality. It provides the County with valuable information to support businesses, evaluate service levels and facilitate emergency response.

2 Why is the County considering business licensing now? Council directed Administration to conduct a study to understand the potential impacts and benefits of business licensing to both the County and the business community. Implementing a business licensing program would allow the County to gather important data about local businesses, which will help the County plan and offer services effectively.

3 How much would a business licence cost? From looking at other municipalities, business licence fees can vary, with some as low as \$50 on an annual basis. Some municipalities charge a flat fee for all businesses, while others have a tiered system where fees depend on factors like business size or type. The cost will depend on how the program is set up and the resources needed to run the program. The County has not yet decided on the exact fee structure, but we would recommend a cost-recovery approach to keep the fees as low as possible.

4 Will business licensing be mandatory in the future? At this time, business licensing is not required in Rocky View County. After gathering input from businesses and assessing the feasibility, a report will be presented to Council, who will decide whether to move forward with a business licensing program.

5 What will the study involve? The study will gather feedback from local businesses, assess the impact of business licensing, and evaluate the resources needed to implement the program. It will also look at business licensing requirements, costs, and potential impacts and benefits of business licensing.

6 How will the County use business licensing data? Business licensing data will help the County understand the types of businesses operating in the community. This data would allow the County to better connect with local businesses and optimize services to ensure value-for-money.

7 What kind of businesses need licences?

Generally, businesses that need a business licence include:

- Food services (restaurants, cafes, food trucks, etc.)
- Retail (stores, etc.)
- Construction and contracting (builders, electricians, plumbers)
- Manufacturing and production (factories, breweries, etc.)
- Entertainment and recreation (event venues, theatres, recreational facilities)

The specific businesses that will need licences will be decided if Council approves business licensing.

8 What kind of information will business licensing collect?

From looking at other municipalities, they typically collect the following information:

- Business legal and operating name
- Business phone number and email, address
- Type of business and business activity/operations
- Key contact and emergency contact details
- Number of employees
- Business opening date
- Hazardous materials stored on-site

9 If the County moves forward with business licensing, when will licensing be in place?

Right now, the County does not have business licensing. We are studying the idea and will present the findings to Council. If Council decides to move forward with business licensing, it will likely take 1-2 years to set up. During this time, we will create the program and the application process. The goal is to make the application simple and easy by offering an online form for businesses to use.

10 Will all businesses need a licence? It will depend on how the licensing program is set up, which will be decided by Council. The goal of business licensing is to help the County understand the types of businesses in the area so we can offer the right support and resources. In other municipalities, some businesses (like home-based businesses and certain professional ones already regulated by other laws) may be exempt from paying a fee and only need to register for a no-fee business licence.