



Hamilton

# INFORMATION REPORT

<b>TO:</b>	Chair and Members Open for Business Sub-Committee
<b>COMMITTEE DATE:</b>	May 5, 2016
<b>SUBJECT/REPORT NO:</b>	Temporary Business Licence - Pilot (City Wide) (PED16103)
<b>WARD(S) AFFECTED:</b>	City Wide
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<b>SUBMITTED BY:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SIGNATURE:</b>	

## Information:

The Licensing Section has piloted a Temporary Business Licence to assist businesses wishing to test the market by providing an opportunity to pilot their business on a temporary basis without having to get all their inspections and a full licence.

In December 2015, the Licensing Section was approached by RELAY Coffee Roasters (Red Hill Coffee Trade Inc.) seeking permission to operate a three-week pop-up coffee bar at 118 George Street during the month of January 2016. The Property Manager and Business Operator enthusiastically supported the idea of testing the market to determine if a permanent coffee bar would be successful in Hess Village. The business operator wanted to gather sufficient data to ensure the viability of his business prior to making a full commitment.

Staff found a creative way of offering a “Temporary Business Licence” that did not contravene the current Business Licensing By-law. Staff ensured that the property was zoned correctly and then worked with Public Health Services to inspect the premises so that consumers would be safe. A Temporary Business Licence was granted for a one-month period to open this new business. All fees were waived in support of this pilot, with the understanding that if the business became fully licensed, the inspection fees would then be fully recovered.

The pilot was deemed to be successful by both staff and the Business Operator. It allowed RELAY Coffee Roasters to gather sufficient information to complete their business plan to see if an expansion and location was viable.

The use of a Temporary Business Licence is a unique tool that fits with the City's philosophy of being "Open for Business". New business models are using the pop-ups to test markets and to increase their name recognition. In this particular case, the business owner needed to ensure the viability of a location before making a significant investment in building renovations.

Moving forward, the temporary licensing of businesses may be an excellent tool to promote business development with minimal risk. Typical licensing of a business goes through many inspections to ensure compliance with all the regulations and conditions in order to obtain a business licence. Inspections are completed for Health, Fire, Building, Traffic, Parking and Zoning before a licence is issued to a new business owner.

Working with the Building Division, several criteria are needed to be met for a Temporary Business Licence and for occupancy to be granted. The following are the minimum requirements:

**Licensing Requirements**

Zoned Inspection  
Health Inspection

**Building Requirements**

No alterations to the location  
At least one washroom  
Typically on the ground floor  
A limited occupancy load (30 or less)  
On-Site Building Inspection

The proposed Temporary Business Licence will be granted under the sole discretion of the Licensing Director, who will ensure that there is a valid reason to issue a Temporary Business Licence rather than a business operator just seeking to open a business up early without proper and full inspections, and that public health and safety is in no way compromised. It is the intention of staff to include this new licensing concept as part of the Business Licensing By-law rewrite coming forward to the Planning Committee in 2017.

The Temporary Business Licence creates another tool to promote and entice businesses to come to Hamilton.

KL:cab