

# *THE CITY OF VAUGHAN*

# *BY-LAW*

## BY-LAW NUMBER 029-2024

**A By-law to amend Business Licensing By-law 122-2022, as amended, to make various administrative amendments, such as to allow authorized agents to submit government-issued identification in other languages if a certified translation is provided, to advise when an authorized agent can submit an application, to advise that submitted documents must not be expired, to advise which documents must be submitted when a licence is renewed, and that the City is required to be notified when there is a change in the licensee's contact information, or if there is a change in the composition of directors and officers of a corporation, partners in a partnership, or a change in ownership of a sole proprietorship.**

**WHEREAS** subsection 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25* ("Municipal Act"), as amended, provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** the City of Vaughan ("the City") regulates various businesses and activities within the Business Licensing By-law 122-2022 (the "Business Licensing By-law");

**AND WHEREAS** City staff have brought forward amendments to ensure the Business Licensing By-law is accurate, up-to-date with current practices and regulatory standards, and consistent;

**AND WHEREAS** City staff recommend adding additional provisions to provide greater clarity to applicants and licensees with respect to application, renewal and information change requirements;

**NOW THEREFORE** the Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. To amend the Business Licensing By-law 122-2022, to add the following definition to section 3.0(1):

"Certified Translator" means someone that is a current member of a professional translation association in Canada or abroad, and whose certification can be confirmed by a seal, stamp or by any other means that is satisfactory to the *Director*, that shows the translator's membership number of his or her professional translation association;

2. To amend the Business Licensing By-law 122-2022, to delete section 4.2(1), and replace it with, "No *Person* other than the *Applicant* or an *Authorized Agent*, shall

submit an application for a *Licence* under this By-law, and must do so in person at the *Licensing Office*, or in a manner otherwise satisfactory to the *Chief Licensing Officer*.”.

3. To amend the Business Licensing By-law 122-2022, to delete section 4.2(3), and replace it with, “Where a *Corporation* is making an application for a licence or a renewal thereof under this By-law, the application shall be made by an authorized director, officer, or *Authorized Agent* of that *Corporation*, in accordance with 4.2(1) or 4.2(2).”.
4. To amend the Business Licensing By-law 122-2022, to delete section 4.2(4), and replace it with, “Where a *Partnership* is making an application for a licence or a renewal thereof under this By-law, the application shall be made by one or more of the partners or an *Authorized Agent*, in accordance with 4.2(1) or 4.2(2).”.
5. To amend the Business Licensing By-law 122-2022, to delete section 4.2(5), and replace it with, “In order to act on behalf of an *Applicant* or *Licensee*, an *Authorized Agent* must provide the *City* with written authorization to do so from the *Applicant* or *Licensee* and provide one piece of identification issued by a *Governmental Entity* to the satisfaction of the *Chief Licensing Officer*.”.
6. To amend the Business Licensing By-law 122-2022, to delete section 4.2(6)(a), and replace it with, “a completed application form or forms, with requested attachments which are valid and not expired”.
7. To amend the Business Licensing By-law 122-2022, to add the following section after 4.2(6)(d), and renumber the subsequent provisions accordingly, “at least one piece of identification issued by a *Governmental Entity*, which if not written in English must be submitted with a written translation by a *Certified Translator*.”
8. To amend the Business Licensing By-law 122-2022, to create section 4.2(22), which states:
  - (22) The *Licensee* may be required to submit additional documents at the discretion of the *Chief Licensing Officer* for their *Licence* renewal, including:
    - (a) a *Criminal Record Check*, from an Ontario Police Service, dated not more than ninety (90) days prior to the date of renewal, for:
      - (i) each director, if the *Applicant* is a *Corporation*;
      - (ii) each partner, if the *Applicant* is a *Partnership*; and

- (iii) the proprietor of a Sole Proprietorship;
- (b) an Ontario Class “G” Driver’s Licence;
- (c) an Ontario Driving Instructor’s licence;
- (d) a Statement of Driver Record;
- (e) proof of eligibility to work in Canada if the proof originally provided expired;
- (f) certificate of insurance;
- (g) Driver's Abstract;
- (h) Propane Certificate;
- (i) membership in the Canadian Kennel Club or other association incorporated under the Animal Pedigree Act;
- (j) proof of active participation or registration in dog sled or similar races within the previous or upcoming twelve (12) months;
- (k) proof of active membership in the Canadian Kennel Club for registered hunting Dogs; or
- (l) proof of active membership in an association for the purpose of hunting Dogs training or trailing;
- (m) hunting Dog licences for each Dog issued by the Ministry of Natural Resources within the previous twelve (12) months;
- (n) other proof of active participation or registration in regular hunting activities within the previous or upcoming twelve (12) months;
- (o) proof, satisfactory to the *Chief Licensing Officer*, that every employee or other *Person* under the *Applicant’s* charge is insured in accordance with the *Workplace Safety and Insurance Act*; and
- (p) for any other documents or identification that were submitted with the application and/or previous renewals, that have expired, updated copies of those documents or identification that have not expired.

9. To amend the Business Licensing By-law 122-2022 by creating section 4.5(5) to read as follows:

- (5) Where there is a change in the directors or officers of a corporation that is a *Licensee* or *Applicant*, then a change must be submitted to the *City*, along with updated business documents.

10. To amend the Business Licensing By-law 122-2022 by creating section 4.5(6) to read as follows:

- (6) Where there is a change in partners in a *Partnership* that is a *Licensee* or *Applicant*, then a change of information must be submitted to the *City*, along with updated business documents, and a new application may be required.

11. To amend the Business Licensing By-law 122-2022 by creating section 4.5(7) to read as follows:

- (7) Where there is a change in the ownership of a *Sole Proprietorship* that is a *Licensee* or *Applicant*, a new application is required.

Voted in favour by City of Vaughan Council this 21<sup>st</sup> day of February, 2024.

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Steven Del Duca, Mayor

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Todd Coles, City Clerk

Authorized by Item No. 10 of Report No. 5 of the Committee of the Whole.  
Report adopted by Vaughan City Council on February 21, 2024.  
City Council voted in favour of this by-law on February 21, 2024.  
Approved by Mayoral Decision MDC 002-2024 dated February 21, 2024.  
**Effective Date of By-Law: February 21, 2024**