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<b>TO:</b>	<b>CHAIR AND MEMBERS INVESTMENT AND ECONOMIC PROSPERITY COMMITTEE</b>
<b>FROM:</b>	<b>JOSEPH EDWARD CHIEF TECHNOLOGY OFFICER</b>  <b>GEORGE KOTSIFAS, P. Eng. MANAGING DIRECTOR, DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT:</b>	<b>GUIDELINES FOR ESTABLISHING A SMALL BUSINESS</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Chief Technology Officer and the Managing Director, Development and Compliance Services and Chief Building Official, the following report **BE RECEIVED** for information.

<b>BACKGROUND</b>
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This information report has been prepared to address the August 2, 2012 Council Resolution:

“That Municipal Council, at its session held on July 24 and 25, 2012 that the following action be taken with respect to the proposal submitted by Elizabeth Efthymiadis:

*ii) the proposal to create a step-by-step guide for establishing a small business be posted on the City’s website BE REFERRED to the Chief Technology Officer for consideration.”*




Potential small business owners already have the ability to access [BizPaL - online source for Business Permits & Licences](#) from the City’s main web page. Launched in 2005, BizPaL provides an online service that simplifies the business permit and licence process for entrepreneurs, businesses, governments and third-party business service providers.

Users simply answer a series of questions concerning their type of business and BizPaL will automatically generate a list of permits and licences from all levels of government (Federal, Provincial and Municipal) with basic information on each, as well as links to government sites where users can learn more and in some cases, apply online. Links to the City of London’s web pages are updated regularly to maintain current information.

From the City’s BizPal main page, there is also a link to London’s [Small Business Centre](#) which provides a variety of resource materials, seminars and other information useful for small business start-ups. Also, for those businesses that require a City of London [Business Licence](#), information is available on the web about the types of businesses that require a licence and detailed instructions on how to apply for one.

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The City's website is being redesigned and rebuilt early in 2013. On the new website, each web page will be redesigned to facilitate easier searching and access to business-related information. As part of this process, we will seek ways to make access to Biz Pal and Small Business Centre online resources more prominent.

<b>PREPARED BY:</b>	
	
<b>NANCY GRAHAM MANAGER BUSINESS SERVICES</b>	
<b>RECOMMENDED BY:</b>	<b>RECOMMENDED BY:</b>
	
<b>JOSEPH EDWARD CHIEF TECHNOLOGY OFFICER</b>	<b>GEORGE KOTSIFAS, P.ENG. MANAGING DIRECTOR, DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL</b>