To:	COUNCIL
Meeting Date:	2/24/2026
Subject:	Business License By-law Amendments
Submitted By:	Jennifer Shaw, City Clerk
Prepared By:	Paul Musselman, Business Licensing Compliance Officer
Report No.:	26-003-CRS
File No.:	C11
Wards Affected:	All Wards

RECOMMENDATION(S):

THAT the amending by-laws attached as Appendix A and Appendix B to Report 26-003-CRS be presented to Council for enactment.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to obtain Council approval for the amendments to two existing by-laws: By-law 142-16 that governs indoor businesses and By-law 173-16 that governs any outdoor businesses. These proposed amendments include fundamental changes to the business license renewal period along with housekeeping changes.

Key Findings

- Currently all business licenses (approx. 575+) are renewed annually at the same time of the year (March).
- Having all renewals come through at the same time each year puts strain on staff getting all renewals processed in the month of March. This volume of work usually leads to delays in issuing licenses on time.
- In an effort to expedite the process of issuing renewals to businesses, staff are proposing that all business license renewals line up with the business' insurance renewal date.
- Staggering business license renewals throughout the year will create efficiencies for both customers and staff by expediting the renewal process.

Financial Implications

There is no financial impact associated with the change to staggered renewals for business licenses.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Business Permits / Licensing

Core Service: Business Permits / Licensing

BACKGROUND:

Business licenses have historically been issued on a yearly basis with the renewal process requiring business owners to submit a current Certificate of Insurance (COI) before the renewed license can be issued by the City; however, staff have been finding that the majority of COI's end up expiring mid-way through the business license year meaning a business may be operating without proper insurance and therefore in violation of the City's Business Licensing By-laws.

With all business licenses (575+ businesses) being renewed at the same time each year, the follow up work required to monitor and track expired COI's can be very time consuming and lead to delays in issuing licenses on time.

Staggering business license renewals throughout the year will create efficiencies for both customers and staff by expediting the renewal process. On average there would be 45 renewals per month with the lowest at 30 and the largest at 52 compared to all 575+ at once.

ANALYSIS:

Staff are proposing that business licenses be moved from a static calendar date to align with the COI expiration date. This is to free up businesses from the burden of having to remember to provide their renewed COI mid-way through the business license year.

To accomplish the proposed change, staff are proposing that 2026 be a transition year as renewals will need to be provided with protracted lengths at pro-rated fees so the business licenses can align with insurance renewal dates.

Staff consulted with business owners throughout the 2025 license year, and the majority were supportive of staggered renewals with the benefit of having to only provide their COI once a year at the time of renewal.

A comprehensive review of all business licensing by-laws will be undertaken in 2027 with a view to modernizing these by-laws and licensing additional types of businesses.

EXISTING POLICY / BY-LAW(S):

Staff are proposing amendments to the existing bylaws. The changing of the renewal period is viewed as a housekeeping enhancement to the existing bylaw which will benefit both staff and business owners alike.

FINANCIAL IMPACT:

There is no financial impact to the City associated with this change.

ADVISORY COMMITTEE INPUT:

Not Applicable

PUBLIC INPUT:

Not Applicable

INTERNAL / EXTERNAL CONSULTATION:

Consultation on the proposed change to staggered renewals was undertaken directly with business owners throughout the 2025 business year.

CONCLUSION:

Staff are recommending approval of the recommendation outlined in this report as the proposed By-law amendments will create efficiencies in the business license renewal process for business owners while ensuring staff are able to keep up with renewals throughout the year as they come due.

REPORT IMPACTS:

Agreement: **No**

By-law: **Yes**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

General Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 26-003-CRS - Appendix A - Bylaw 142-16 and 19-015 Amendment

2. 26-003-CRS - Appendix B - Bylaw 173-16 and 19-016 Amendment