

THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 26-024

Being a by-law of the City of Cambridge to amend the Business License
By-Laws 142-16 and 19-015

WHEREAS Council of the Corporation of the City of Cambridge has enacted By-Law 142-16, as amended, being the Business License By-Law;

WHEREAS Council of the Corporation of the City of Cambridge has passed housekeeping amendments to the Business License By-law through By-Law 19-015;

AND WHEREAS, it is deemed desirable to amend the Business License By-Law for the purpose of general housekeeping updates;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. **THAT** Clause (b)(12) in Section 3 (License Requirement Application) be amended to read as follows:
“Certificate of Articles of Incorporation or Certificate of a Business Name Registration – Sole proprietorship or partnership (formerly the master business license); Certificate of Insurance (COI) showing the prescribed amount as per required by the City’s insurance pool and listing the City of Cambridge as an additional insured; and any other similar information required by the Licensing Officer or specifically required pursuant to further section of this by-law, or any law or Act for both initial and renewal licensing.”
2. **THAT** Clause (a) in Section 4 (Validity of License) be amended to read as follows:
Every license shall be valid for 12 months from date of being issued and shall expire on the insurance expiry date.
3. **THAT** Clause (b) in Section 4 (Validity of License) be amended to read as follows:
“Every License shall be subject to renewal annually upon payment (their insurance renewal date) of the appropriate renewal fee as noted in Schedule B and receipt of all information as required by the Licensing Officer and this by-law. Every license shall be subject to an additional fee upon renewal payments after the determined date outlined in the renewal letter.”
4. **THAT** Clause (c) in Section 4 (Validity of License) be added to read as follows:
“Every License shall expire on the same date as the business’s insurance expiry date. If a license needs to be issued for a period shorter than 12 months, the fee for the license shall be prorated.”
5. **THAT** Clause (d) in Section 4 (Validity of License) be added to read as follows:
“Renewals for the various business categories will require a Fire Dept inspection. The following indicates the frequency of the inspection:
Yearly: Schedule C(2), C(3), C(7), C(8) & C(10)
Every 3 years: Schedule C(1), C(4) & C(5)

- 6. **THAT** Clause (a) in Section 8 (Display of License) be amended to read as follows:
 “No person shall carry on, engage in, or operate a business listed in Schedule C without display a Business License issued under this By-Law in a conspicuous location meaning standing out so as to be clearly visible by a Municipal Law Enforcement Officer, Licensing Officer, or member or of the general public.”
- 7. **THAT** Schedule “B” to By-Law 19-015 be deleted and replaced with the following to read as follows:

Renewal of License	75% of the current new fee – primary category and 50% of the current renewal fee – all additional categories (one fee for all)
Processing of Late Registrations (After date indicated on renewal letter)	50% of invoiced fee
Transfer of a License new owner	50% of current new fee
Addition of Business Categories	Cost of all additional categories together is 50% of the current new fee

- 8. **THAT** Clause (a) in Section 10 (Appeals) be amended to read as follows:
 “Any person who has been denied a license, or the renewal of a license, has had their license revoked or suspended or has had terms or conditions imposed on a license, may appeal the decision within 15 days of receiving such notice from the Licensing Officer to the General Appeals Committee.”
- 9. **THAT** Clause (b) 3. in Section 10 (Appeals) be amended to read as follows:
 “to the Secretary of the General Appeals Committee;”
- 10. **THAT** Clause (b) 5. in Section 10 (Appeals) be amended to read as follows:
 “along with the applicable fee, as outlined in the Fees and Charges of the current budget.”
- 11. **THAT** Clause (c) in Section 10 (Appeals) be amended to read as follows:
 “Upon receipt of a written appeal by the Licencee or Applicant within 15 days after the written decision by the Licensing Officer the City shall schedule a hearing at the General Appeals Committee.”
- 12. **THAT** Section 11 ‘LICENSING APPEAL TRIBUNAL (TRIBUNAL)’ be repealed.
- 13. **THAT** Clause (c) in Section 12 (Notices) be repealed.
- 14. **AND THAT** this By-Law shall come into full force on February 24th , 2026.

ENACTED and PASSED this 24th day of February, 2026.

MAYOR

CITY CLERK