

Attachment 3

Economic Development - Business License Memo

Memorandum

To: Jacqueline Dairon
Acting Director of Finance

Date: August 23, 2023

From: Blair Fryer,
Manager, Communications and Economic Development

File: #2345014

Re: 2023 USER FEES & RATES REVIEW (FOR 2024) – Business Licensing

Business Licensing fees are currently listed in Schedule B of the Climate Action, Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022. Staff are proposing to separate the Business Licensing fee framework from the Climate Action, Planning and Development Fee and Rate Bylaw to continue the organizational alignment of Business Licensing with Economic Development. If approved, Business Licensing fees would be governed by a separate bylaw dedicated to Business Licensing. The following would be required to facilitate this change:

- adoption of new Business License Fees Bylaw No. 8420, 2023
- amendment to section (4) of Business Licence Bylaw No. 5640, 1986, which still references Development Services Fees Bylaw No. 7683, 2014

As part of the Business Licensing/Economic Development 2023 workplan, a review of the Business License Bylaw is underway. This work includes a municipal comparison and review to ensure fees are commensurate to the relative workload for different types of applications. Updates to the new Business License Fees Bylaw will be presented to Council once staff have completed their review, anticipated in fall/winter 2023.

In the interim, staff propose the following changes to the base 2024 fee structure:

- An increase to all Business Licensing fees based on 3.0% estimated rate of inflation, with the below noted exceptions;
 - Inter-Municipal Business Licence (IMBL) fee (as per the Metro West IMBL group) will remain at \$250 as stated within Bylaw No. 7610, 2013; and
 - Commercial Vehicle Fees for Taxi will remain at \$150 (gas vehicle), \$30 (zero emission vehicle), \$0 (accessible vehicle) to be in alignment with the regionally-aligned Inter-Municipal TNS Business Licence Scheme Bylaw No. 8391, 2023.
- All fees to be adjusted to the nearest whole number.

YTD 2023, Business Licensing revenue is trending 3.3% under forecast. Should this trend continue and, assuming a 3% increase in fees (per inflation), the estimated revenues for 2024 are forecasted to be approximately \$1,700,000.