

Memorandum

To: Mayor and Councillors **Date:** April 27, 2026

From: Sarah Goddard, Interim Corporate Officer

Re: **Procedural Information – Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556**

At the Regular Council meeting on March 30, 2026, first, second, and third readings were given to Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004, Amendment Bylaw No. 8556, 2026.

In accordance with the *Community Charter*, local government bylaws that relate to public health are subject to consultation with public health authorities or the medical health officer. Following the March 30th Regular Council meeting, the City consulted with the Medical Health Officer and received recommendations to further protect the health of tenants (Attachment 3). Of note, the Medical Health Officer recommends that indoor temperatures be monitored from *April 1st* to October 31st, rather than May 1st to October 31st. Given the approaching summer heat, it is recommended that Section 34(c) – *Safe Indoor Temperature* be amended in support of the Medical Health Officer’s recommendation. Further, it is prudent that the reading record of Bylaw No. 8556 be updated to better reflect the City’s statutory consultation with the medical health officer. Further, an amendment to the citation of the bylaw is in order to correct the record; this amendment is administrative in nature and does not alter the intent, substance or effect of the bylaw.

A series of recommendations appear on the April 27, 2026 Regular Council agenda (Item 4.5), which will amend the wording of the bylaw to update the reading record (provided below). Following consideration of this amendment and any required statutory requirement, staff anticipate bringing the bylaw forward for consideration of adoption.

Staff Recommendation

1. *THAT second and third readings of Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556, 2026 be rescinded;*
2. *THAT the citation of Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556, 2026 be amended and that Bylaw No. 8556 be cited for all purposes as Business Regulations and Licensing (Rental Units) Bylaw 6926, 2004, Amendment Bylaw No. 8556, 2026;*

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3. *THAT Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556, 2026 be amended at Part 2(c) by striking the word “May” under Section 34(c) – Safe Indoor Temperature and replacing it with “April;”*
4. *THAT Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556, 2026 be amended at the reading record by striking “CONSULTED WITH THE REGIONAL HEALTH BOARD” and replacing it with “CONSULTED WITH THE MEDICAL HEALTH OFFICER.”*
5. *THAT Business Regulations and Licensing (Rental Units) Bylaw 6926, 2004, Amendment Bylaw No. 8556, 2026 be given second reading as amended.*
6. *THAT Business Regulations and Licensing (Rental Units) Bylaw 6926, 2004, Amendment Bylaw No. 8556, 2026 be given third reading.*

If you have any questions regarding this procedure, please do not hesitate to contact me.

Sarah Goddard
Interim Corporate Officer

- Attachment 1 – *Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556 – Redline version showing proposed recommended amendments*
- Attachment 2 – *Business Regulations & Licensing (Rental Units) Amendment Bylaw No. 8556 – Bylaw with proposed amendments incorporated*
- Attachment 3 – *Correspondence dated April 8, 2026 from Dr. Lindsay Bowthorpe, Medical Health Officer*

