

**TO:** Corporate Services Committee

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** May 9, 2024

**RE:** Business Licenses and Short-Term Rental Accommodation Workshop

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**Administrative Recommendation:**

**THAT the Board vote on and direct staff to implement as necessary, each of the decision points contained in the May 9, 2024 Corporate Services Committee report from the CAO; and further, THAT staff be directed to bring back recommended license fees and penalties associated with the business licenses based on decisions made at the May 9, 2024 Corporate Services Committee meeting.**

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**Background:**

What is a Business License:

A business license is a requirement, regulated through bylaw, which allows the operating of a business in a specific location. Business license bylaws are established to regulate business activities by ensuring compliance with local government laws and regulations. While they generate revenue, the objective is compliance to regulations while being revenue neutral

Business Licenses main objectives are:

- Compliance with zoning regulations.
- Licensing ensures that business meet safety and health standards.
- Provides consumers with information that the business is legitimate.

Types of Business Licenses:

There are various classes of business licenses which local governments use:

- General Business License: Required for most businesses.
- Professional License: For professionals like doctors, lawyers, and accountants.
- Home-Based Business License: Necessary if you operate a business from your home.
- Industry-Specific Licenses: Certain industries (e.g., food service, construction) have specific licensing requirements.

**Workshop Objective:**

The objectives of this workshop are to provide information to the Board as to which services are mandated by the Province and must have business licenses. The Board must then determine, by Electoral Area, if they would like to mandate business licenses.

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With the introduction of mandated business licenses such as short-term rental accommodations, and with the ability for Regional Districts to introduce business licenses in each of the Electoral Areas the Board, by Electoral Area, will have to make decisions.

The intended outcomes are to review the decision points in the PowerPoint, and for the Board to vote on the decision points.

Decision Required by Electoral Area:

1. Implementation of business licenses.
2. If business licenses are implemented, delegation of authority required.
3. If business licenses are implemented, classes of licenses will be required.
4. Short-Term Rental Accommodation business license charge (variable fee).
5. Regulation of short-terms rental accommodations in land use bylaws.
6. Continuance of Temporary Use Permits (TUP).
7. Should B&B regulations be the same as short-term rental accommodations?

The attached power point has further information and staff will have further details at the workshop

Decision-Making Process:

Staff will detail the required decision and the Board will be asked to vote for each of the Electoral Areas.

Please note once the Board has directed staff on each of the decisions, staff will be able to come back with fees and charges.

**Respectfully submitted:**

Jim Zaffino

J. Zaffino, Chief Administrative Officer