

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 3, 2024

RE: **RDOS Business Licensing Service Establishment Bylaw No. 3078, 2024**

Administrative Recommendation:

THAT RDOS Business Licensing Service Establishment Bylaw No. 3078, 2024 be adopted.

Purpose:

To provide the Board authority to regulate and license businesses in Electoral Areas “A”, “B”, “D”, “E”, “F”, “G”, and “I”.

Reference:

Local Government Act
Community Charter

Background:

At their meeting on May 9, 2024, the Board of Directors gave three readings to Bylaw No. 3078, 2024, which, as written, enabled the RDOS to regulate and license businesses within all of its electoral areas.

At the Board of Directors meeting on September 5, 2024, third reading of the bylaw was rescinded and re-read a third time as amended to remove Electoral Areas “C” and “H”.

Provincial approval was requested after third reading and subsequently received on September 11, 2024.

Analysis:

Although Regional Districts may now regulate business by bylaw and may require businesses to obtain a business licence, prior to doing so a Regional District must adopt a service establishment bylaw.

Should Bylaw No. 3078, 2024 be adopted the Regional District will move forward with the development of a regulatory scheme and the creation of regulatory bylaws.

The introduction of a regulatory scheme impacts other bylaws, including RDOS Delegation, Fees & Charges, Bylaw Notice Enforcement, and Municipal Ticking bylaws, all of which will be updated in the coming months.

Financial Implications:

While it is anticipated that costs associated with administration of the business licensing scheme, including receipt, processing and issuance of licences and bylaw enforcement will be recovered primarily through fees and charges and bylaw ticketing, an amount not to exceed \$20,000 is being recommended for inclusion in the service establishment bylaw.

Alternatives:

THAT the Board chose not to create a service for business licensing.

Communication Strategy:

The bylaw, once adopted, will be available on the Regional District's [Regional Bylaws](#) webpage.

Respectfully submitted:

"Marc Aucoin"

M. Aucoin, Legislative Services Coordinator

Endorsed by:

C. Malden, Corporate Officer