



Report to: General Committee

Date Report Authored: May 29, 2012

SUBJECT: “Consolidation of the By-law Licensing, Permit and Service Fees”
PREPARED BY: Bill Wiles Manager By-law and Licensing Enforcement ext. 4851

RECOMMENDATION:

- 1) THAT the report titled “Consolidation of the By-law Licensing, Permit and Service Fees” be received for information purposes; and
- 2) That Attachment ‘A’ - Consolidated Licensing, Permit and Service Fee By-law be enacted to provide for the consolidation of the licensing, permit and service fees collected by the By-law Enforcement and Licensing Section of Legislative Services; and
- 3) THAT By-law 2002-276 be amended by deleting the Corporate Services – By-law and Enforcement License Fee Table; and
- 4) THAT By-law 2002-284 be repealed; and
- 5) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To consolidate the various licences, permits and service fees collected by the By-law Enforcement and Licensing Section of Legislative Services into one by-law.

BACKGROUND:

The By-law Enforcement and Licensing Section collects fees for a variety of businesses licences and other enforcement activities in the Town including:

- Pet Licensing
- Business Licensing
- Sign Permits
- Animal Control
- Noise Exemptions

The fees collected are currently contained in two separate by-laws; the *General Fees By-law* No. 2002-276, as amended and the *License Fee By-law* No. 2002-284, as amended.

OPTIONS/ DISCUSSION:

As part of the consolidation of the Section’s licensing by-laws, staff have identified an opportunity to also consolidate the fees collected for the services that are performed. Once this exercise is completed, all of the fees will be in one centralized repository making access and understanding easier for applicants and licensees. None of the fees have been changed in the consolidation of the existing two by-laws.

If the proposed consolidation of the fees by-laws is adopted by Council, Staff from Legislative Services will work with Finance to review all of the fees to ensure that they

are in-line with the costs of providing the related service. At the same time, Staff will also be exploring the introduction of service fees for the investigation of property-related complaints for presentation to Council in the late Fall.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

None

HUMAN RESOURCES CONSIDERATIONS

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

The proposed consolidation of the licence, permit and service fees will provide clarity for licence applicants and will assist staff in developing and enforcing appropriate controls and accountability.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance

RECOMMENDED BY:

06/06/2012

X



Kimberley Kitteringham
Town Clerk / Acting Commissioner Corporate Ser...

ATTACHMENTS:

Attachment 'A' - Consolidated Licensing, Permit and Service Fee By-law