

# Report to Council



**Date:** November 27, 2023  
**To:** Council  
**From:** City Manager  
**Subject:** Business Licence Bylaw replacement  
**Department:** Development Services

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## **Recommendation:**

THAT Council receives, for information, the report from the Business Licence Supervisor dated November 27, 2023, with respect to repealing and replacing Business Licence and Regulation Bylaw No. 7878.

AND THAT Business Licence and Regulation Bylaw No. 12585 be adopted.

AND THAT Amendment No. 36 Bylaw No. 12586 to Bylaw Notice Enforcement Bylaw No. 10475 be adopted.

## **Purpose:**

To replace Business Licence and Regulation Bylaw No. 7878 with Business Licence and Regulation Bylaw No. 12585 and to amend Bylaw Notice Enforcement Bylaw No. 10475.

## **Background:**

The proposed new Business Licence and Regulation Bylaw No. 12585 was introduced to Council on October 23, 2023. The bylaw received the first three readings on that date. In accordance with Section 59(2) of the Community Charter, the adoption of the new business licence bylaws necessitates a public consultation process, which is summarized in this report.

## **Discussion:**

Before adopting any business license bylaw, the City is required by legislation to provide notice and offer affected individuals the opportunity to provide feedback. To fulfill this requirement, Staff initiated a public consultation process by notifying the Chamber of Commerce, the Downtown Kelowna Association, the Uptown Rutland Business Association, and published advertisements in the Daily Courier on October 25, October 27, and November 1. The public was directed to submit written

comments to the Business Licence Supervisor no later than 4:00 PM on November 3, 2023. The same information was posted on the City's website at Kelowna.ca/business.

The Kelowna Chamber of Commerce, Downtown Kelowna Association, and Uptown Rutland Business Association communicated the public notice to their members via newsletters and updates, ensuring a substantial outreach to their respective audiences. The newspaper advertisements and City's website further amplified the public notice to an extensive audience.

Organizations and Public Notice Reach:

**Kelowna Chamber of Commerce**

The Chamber of Commerce pushed out the public notice to 3,150 inboxes in their weekly newsletter.

**Downtown Kelowna Association**

The Downtown Kelowna Association shared the public notice with 1,086 members as well as included it in their monthly update to membership called The Burley Blurb.

**Uptown Rutland Business Association**

The Uptown Rutland Business Association circulated the public notice to approximately 375 inboxes.

**Daily Courier Newspaper**

The public notice was published in the City In Action section of the Daily Courier newspaper three separate times; October 25, October 27, and November 1. The Daily Courier reports 6,000 paid subscribers in 2023.

**City of Kelowna**

The public notice was also posted at the top of the Kelowna.ca/business webpage with links to the relevant documents and information. During the consultation process there were 526 page views.

<b>Organization</b>	<b>Public Notice Reach</b>
Kelowna Chamber of Commerce	3,150
Downtown Kelowna Association	1,086
Uptown Rutland Business Association	375
Daily Courier newspaper – City In Action	6,000
Kelowna.ca/business webpage	526

**Correspondence Received:**

The public notification process was open for two weeks and asked that anyone impacted to provide written comments by 4:00 PM on November 3, 2023. The Business Licence Supervisor received one piece of correspondence during the consultation process. The nature of the comment was favourable of the proposed Business Licence bylaw.

**Conclusion:**

The legislative notice requirements have been met; therefore, Staff are recommending adoption of the two bylaws.

**Considerations applicable to this report:**

***Legal/Statutory Authority:***

Community Charter Sections 15, 16, 59 and 60.

***Consultation and Engagement:***

Kelowna Chamber of Commerce

Downtown Kelowna Association (DKA)

Uptown Rutland Business Association (URBA)

**Considerations not applicable to this report:**

***Communications Comments:***

***Legal/Statutory Procedural Requirements:***

***Existing Policy:***

***Financial/Budgetary Considerations:***

**Submitted by:** G. March, Licensing & System Improvement Supervisor

**Approved for inclusion:** R. Smith, Divisional Director of Planning and Development