



STAFF REPORT

Title: Bylaw No. 848-PL-24 - Bylaw to Amend Business License Bylaw No. 675-PL-20

Meeting Date: November 26, 2024

Executive Summary:

Bylaw No. 848-PL-24, Amendment to Bylaw No. 675-PL-20, Business License Bylaw is presented to establish a small fee increase for the 2025 business license fees as was included in the 2025 Operating Budget.

In order to have enough time to mail out 2025 renewal notices, Administration recommends that Council consider giving, first, second, consent for third, and third and final reading to the bylaw this evening.

Background:

Bylaw No. 675-PL-20, Business License Bylaw was passed on September 8, 2020 to regulate business licensing within the City of Cold Lake. The Bylaw was subsequently amended on March 14, 2023 to establish the business license fees for 2024 and implement renewal late payment penalties.

During the 2025 Budget deliberations, Council directed that a small overall increase be implemented to the City’s licenses, fees, and rates with the intent of raising rates by approximately 2.5%.

Bylaw No. 848-PL-24, Amendment to Bylaw No. 675-PL-20, Business License Bylaw is presented to increase the business license fees for 2025:

Type of Business License	2024 ANNUAL LICENSE FEE	2025 ANNUAL LICENSE FEE	% INCREASE
commercial - type 1	\$ 100	\$ 105	5%
commercial type 2	\$ 150	\$ 155	3%
non-assessed type 3a	\$ 200	\$ 205	3%
non-assessed type 3b	\$ 500	\$ 515	3%

It is recommended that the late fees remain unchanged, and the after April 1st reduction in annual fee remain unchanged.

The small fee increase proposed is intended to take into consideration general increased costs and inflationary increases.



In order to provide time to mail out the renewal notices prior to the January 1st renewal, it is recommended that Council give first, second, consent for third, and third and final reading to the bylaw.

Alternatives:

Council may wish to:

1. Give Bylaw No. 848-PL-24, Amendment to Bylaw No. 675-PL-20, Business License Bylaw first, second, consent for third, and third and final reading, as presented.
2. Bylaw No. 848-PL-24, Amendment to Bylaw No. 675-PL-20, Business License Bylaw first reading, as presented.

Recommended Action:

That Council give Bylaw No. 848-PL-24, being a Bylaw to Amend Business License Bylaw No. 675-PL-20 first, second, consent for third, and third and final reading, as presented.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer