

Report

TOWN OF FORT FRANCES
PLANNING & DEVELOPMENT DIVISION

To: Mayor & Council
From: Elizabeth (Lisa) Slomke, Town Clerk
Date: October 17, 2016
Subject: Business Licensing By-law

BACKGROUND

The Municipal Act, 2001 section 150 provides Municipalities with the authority to license businesses within the boundaries of the municipality. Previous Councils have regulated the licensing of businesses in an effort to promote health and safety, nuisance control and / or consumer protection for the residents of the Town of Fort Frances.

Staff have been working on the review of the Business Licensing By-law since the summer of 2015. The original intent was to find efficiencies and make some positive changes to the overall process as well as to ultimately make the by-law better and easier for the public, business owners and enforcement officers. Subsequent to that a significant amount of research was undertaken to review how other municipalities in Ontario handle business licensing. Regular meetings were held with various staff as we gathered wording that would ultimately create a 'made in Fort Frances' Business Licensing By-law. There are not any significant additions or deletions to the categories as they presently exist in our current business licensing by-law. The majority of our time was spent sourcing clear, concise wording in order to provide clarity and consistency.

After all the compilation and edits were complete, staff scheduled an Open House on Wednesday August 24 from 4-6pm. The hope was that we would have business owners come out to have some discussion and obtain their feedback on the draft by-law. We were lucky enough to have approximately 30 members of the business community attend our open house. Items listed below were discussed and further researched by staff.

- WSIB
- Insurance
- Professionals
- Hairstylists
- Committee Composition
- Fundraising

PROCESS

Upon receipt of a new application or renewal application, the application is circulated to various Town departments including Planning, Building, Fire and By-law to determine whether the type of business and location are in compliance with Town By-laws.

Fees for business licensing are collected to offset the cost of the related enforcement and inspection programs as the cost of administering and enforcing the associated regulations should be borne by the businesses, not the public at large.

Also, when residents approach the town with a complaint then it is the information gathered through the business licensing process that is used to guide the resident. The business licensing by-law is primarily complaint driven, which means that if someone comes to town to sell their service/wares a complaint must be filed with the Town in order for us to begin the process of pursuing this person/business. Additionally, by-law enforcement officers follow up on businesses that advertise and the Chief Building Official verifies compliance through the building permit process.

RECOMMENDATION

The Planning & Development Executive Committee further reviewed this matter at the October 17 meeting and recommends that staff prepare the by-law (with the minor revisions requested by the Committee) and it be brought forward for Council consideration.

| |
|---|
| <p>Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amended Business Licensing By-law and further that the Business Licensing By-law be brought forward for Council's consideration.</p> |
|---|