

SUBJECT: Amendment to 2025 Rates and Fees By-law
TO: Committee of the Whole
FROM: Development and Growth Management
By-law Compliance

Report Number: DGM-71-25

Wards Affected: All

Date to Committee: September 8, 2025

Date to Council: September 16, 2025

Recommendation

Approve the amendment to Rates and Fees By-law 70-2024, being a by-law to establish and impose 2025 rates and fees for services, activities or the use of the property attached in draft form as Appendix A to development and growth management report DGM-71-25, in a form satisfactory to the Commissioner, Legal and Legislative Services/City Solicitor.

Executive Summary

Purpose of report:

- To amend 2025 Rates and Fees for By-law Compliance in relation to Short-Term Rental Licensing, Appeals Committee and Sign By-law 34-2007.

Key findings:

- 2025 Fees need to be updated to reflect the current operation of the By-law Compliance Department. Changes will carry forward to the 2026 proposed Rates and Fees By-law.
- Recommended changes align fees across several licensing by-laws, add the new fees created as a result of Short-Term Rental Licensing By-law 01-2025 and remove a fee related to the Sign By-law which is not currently operational.

Recommendation Report

Analysis

Staff are recommending the following changes to the 2025 Rates and Fees By-law 70-2024:

- Adding the \$300 licensing fee for Short-Term Rental businesses (By-law 01-2025). The fee was approved as part of the original by-law implementation but was not transferred into the 2025 Rates and Fees By-law.
- Removing the fee for the storage of illegal signs that have been picked up by staff. In addition to any charges that may be laid in relation to an illegal sign, staff will remove the sign and place into storage for up to 30 days (in accordance with the by-law). If the sign owner wishes to retrieve their sign, there is a fee applied for its release. The Rates and Fees By-law also includes a fee which adds \$10 for every day of storage past 5 days. This fee has not been used for many years as sign owners who pick up their signs tend to do so within the 5 days.
- Replace the 'Licensing Committee Hearing Fee' to 'Appeal Fee' and change the amount to \$445 for the Public Vehicle (By-law 20-2009), Business Licence (By-law 42-2008) and Adult Entertainment (By-law 01-2008) by-laws. This is in relation to the recent changes to the appeal committee made as per report DGM-57-25 approved at the Special Meeting of Council on August 13, 2025. The report merged Property Standards appeals with licensing appeals and modified the structure from 3 Councillors to a committee of 5 residents. The cost to appeal a decision is currently different for each by-law. The fee itself is meant to be cost recovery and should be the same regardless of the type of appeal. The proposed fee of \$445 matches the existing Property Standards Committee appeal fee and covers the cost of the 5 committee members.
- Fix the title related to Adult Entertainment as it references by-law 74-2005 when it should reference by-law 01-2008.

The above proposed amendments to By-law 70-2024 as depicted in the amending by-law attached as Appendix A have been updated in chart form for placement in By-law 70-2024 as per Appendix B attached.

Recommendation Details

The recommended changes ensure that fees for the By-law Compliance Department align with the current operation.

References

[Report DGM-57-2025 Appeals Committee and proposed business licensing by-law amendments.](#)

Strategic Alignment

- Designing and delivering complete communities
 - Providing the best services and experiences
 - Protecting and improving the natural environment and taking action on climate change
 - Driving organizational performance
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Appendices:

- A. Amendment to 2025 Rates and Fees By-law 70-2024
- B. Updated Rates and Fees Chart for By-law Compliance

Draft By-laws for Approval at Council:

- Amendment to 2025 Rates and Fees By-law 70-2024 for approval at the September 16, 2025 Council Meeting.

Report Approval:

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.