

Business License Bylaw Review

August 12, 2025 Regular Open Council Meeting
Item F.2

Item No. F.2 – Business License Bylaw Update

Background

- Current Business Licence Bylaw No. 1045 was adopted in 1997.
 - Amended 8 times since original adoption; however, no comprehensive review has been undertaken.
- Zoning Bylaw No. 1395 adopted in September 2024.
- As business licencing bylaws work in tandem with other bylaws such as zoning bylaws, it is considered to be good practice to update these bylaws to ensure consistency.
- Updates should also be made to ensure costs are reflective of current day cost of administration.

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Background

- December 10, 2025 – Business Licence Bylaw No. 1400 initiated in conjunction with the Short-Term Rental (STR) Regulation Review
 - Intention was to both undertake an administrative update of the bylaw and also introduce new regulations to implement an STR Pilot Program.

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Public Engagement

- In initiating the project, staff undertook the following public engagement works, in accordance with the *Community Charter*:
 - Project webpage;
 - Feedback form;
 - Letters to existing business owners;
 - eNews;
 - Food truck survey*

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Proposed Business Licence Bylaw No. 1400

- Reflects new/updated zoning bylaw terminology in alignment with Zoning Bylaw No. 1395;
- Updates outdated legislative language/references;
- Includes explicit wording with respect to enforcement (e.g., late fees, termination of license, etc.)
- Outlines appeals/reconsideration process.
- Updates application fees
 - \$150 for most uses, \$75 (home occupation), \$750 (STR & B&B)
- Sets out Specific Business Use regulations for:
 - Short-Term Rental (STR) Accommodations and bed & breakfasts (B&B) uses; and,
 - Mobile vendors (i.e., food trucks)

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Proposed Business Licence Bylaw No. 1400

STR Regulation Review & STR Pilot Program

- Project undertaken in conjunction with the STR Regulation Review to implement the proposed STR Pilot Program
 - 2 – 3 year trial period wherein STRs permitted as accessory uses in the RS1 Zone.
- Requires supporting business licensing scheme.
 - What will be required to obtain a business licence?

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Proposed Business Licence Bylaw No. 1400

STR Regulation Review & STR Pilot Program

- Proposed STR and B&B application requirements:
 - Proof that Provincial principal residence requirement is met;
 - Floor plan;
 - Fire and Safety Plan;
 - Parking plan.

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Proposed Business Licence Bylaw No. 1400

STR Regulation Review & STR Pilot Program

- NEW: As it relates to the Fire and Safety Plan, the draft bylaw proposes a self declaration approach.
 - Fire and Safety Plan completed by the applicant;
 - Applicant certifies the provision of basic fire and safety features (e.g., fire alarms & extinguishers, etc.), and consistency of building and property safety requirements (e.g., adequate window sizing per BCBC, guard rails, etc.).
- This approach has been taken by other local governments in BC
 - City of Kelowna, City of West Kelowna, District of Sechelt, City of North Vancouver.

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Proposed Business Licence Bylaw No. 1400

Mobile Vendors

- Proposed amendments generally focused on simplifying existing regulations
 - Many regulations pertain to the use of public lands, such as parks, which can be better addressed through lease agreements with the Town/applicant.
 - Removes regulations better housed in other bylaws (i.e., zoning, good neighbour, traffic).
- NOTE: Food truck survey undertaken, with results to be presented at a future meeting for Council to consider additional regulatory options.

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Alternatives

- Modify the draft bylaw to address areas of concern;
- Status quo – retain the bylaw in its current form.

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Summary

- The proposed Business Licence Bylaw No. 1400 represents a modernization of the existing bylaw to reflect current legislative references, updated zoning terms, and current day costs to administer a business licencing program.
- The bylaw also sets out requirements to support the proposed STR Pilot Program.

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Options

1. THAT the Town of Osoyoos Business Licence Bylaw No. 1400, 2025, be read a first, second and third time;
2. THAT the Town of Osoyoos Business Licence Bylaw No. 1400, 2025, be read a first, second and third time, subject to the following revisions:
 1. *TBD*
3. Status Quo