

Staff Report



To	City Council
Service Area	Corporate Services
Date	Monday, March 28, 2022
Subject	City Council Appointments to the Business License Appeals Committee

Recommendation

1. That _____, _____, _____, _____ and _____ be appointed to the Business License Appeals Committee for a term ending November 15, 2022.
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Executive Summary

Purpose of Report

To appoint five members of City Council to the Business License Appeals Committee for a term ending November 15, 2022.

Key Findings

The City has received an appeal under the [Business License By-law](#). In order to hear the appeal, five members of City Council must be appointed to the Business License Appeals Committee as defined in section [12.3.3 of the Procedural By-law](#).

The Business License Appeals Committee is scheduled to meet on April 6, 2022 at 4:00 pm to hear the recently filed appeal.

Financial Implications

None.

Report

The Business License By-law establishes a right to appeal when the City has refused to issue a business license. The Procedural By-law establishes a Business License Appeals Committee to hear the appeals.

The Business License Appeals Committee is comprised of five members of City Council appointed by City Council. Prior to meeting to hear an appeal, City Council must appoint five members to the committee. The committee meets only when appeals are filed.

City Council appointments are made in accordance with the [Striking Committee – Council Appointment Procedure](#). The City Clerk will solicit nominations and provide those names to City Council in advance of the March 28, 2022 City Council meeting.

Statutory Timelines

Section 33 (a) of the Business License By-law requires that business license appeals be heard by the Business License Appeals Committee within 30 days of the receipt of the appeal. Additionally, Section 33 (b) requires that notice be sent to the appellant at least 15 days before the hearing date.

The hearing date has been set for April 6, 2022 at 4:00 pm in order to comply with these statutory timelines. Delaying the hearing until after the committee members are appointed would make it impossible to meet the required timelines.

Financial Implications

None.

Consultations

None.

Strategic Plan Alignment

These appointments align with the Strategic Plan values of integrity and service by ensuring that business license appeals are handled transparently and quickly.

Departmental Approval

None.

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