



Staff Report

Community Services – By-law Enforcement

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: February 24, 2025
Report Number: CS.25.011
Title: Proposed Amendment to By-law 2021-70, being a By-law to Regulate and License Businesses in the Town of The Blue Mountains
Prepared by: Debbie Young, Manager of By-law and Licensing

A. Recommendations

THAT Council receive Staff Report CS.25.011, entitled “Proposed Amendment to By-law 2021-70, being a By-law to Regulate and License Businesses in the Town of The Blue Mountains” ;

AND THAT Council direct staff to include the By-law to amend By-law 2021-70 as attached to the staff report on the March 10, 2025, Council Agenda, for enactment;

AND THAT Council waives the provision of the “Provision of Notice and Manner of Providing Notice to the Public Policy, POL.COR.24.04” as it relates to the requirement to schedule a Public Meeting to receive comments on the proposed changes to the said By-law, as they are administrative in nature.

B. Overview

This report proposes amendments to the By-law to Regulate and License Businesses in the Town of The Blue Mountains, By-law 2021-70 to effect the change of the Licensing Appeal Committee.

C. Background

December 2, 2024, Council passed a motion that:

“Council endorse, in principle, the proposed amendment to the Municipal Licensing By-law to change the “Licensing Appeals Committee” to “Licensing Appeals Officers” to allow for the recruitment of Licensing Appeals Officers and the development of a clear process and procedures for the hearing of Appeals under the Municipal Licensing By-law in advance of the by-law being enacted.”

At this time, staff recommend an administrative amendment to By-law 2021-70 to remove reference to the “Licensing Appeal Committee” and replace with the “Licensing Appeals Officer”. This amendment will provide staff with Council direction to recruit Licensing Appeals Officers and to continue the hearing of appeals.

Staff are working on a more comprehensive update to the By-law to Regulate and License Businesses in the Town of The Blue Mountains which is anticipated to be brought forward in July or August 2025. At that time, in accordance with the Notice Policy, a Public Meeting will be scheduled to receive comments on the proposed by-law.

D. Analysis

Staff are proposing the following amendment to the by-law, to take effect as of February 24, 2025:

1. **DELETE:**

9.0 Establishment of Licensing Appeal Committee:

9.1 Council is hereby established as the Licensing Appeal Committee and shall hear and render decisions regarding the refusal, revocation or suspension of a License, and the imposing of terms and conditions on a License.

9.2 The decision of the Licensing Appeal Committee shall be final and binding.

REPLACE WITH:

9.0 Licensing Appeals Officer:

9.1 The Licensing Appeals Officer shall hear and render decisions regarding the refusal, revocation or suspension of a License, and the imposing of terms and conditions on a License.

9.2 The decision of the Licensing Appeals Officer shall be final and binding.

2. **DELETE:**

Licensing Appeals Committee

REPLACE WITH:

Licensing Appeals Officer

E. Strategic Priorities

1. **Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None

G. Financial Impacts

None

H. In Consultation With

Corrina Giles, Town Clerk
Ryan Gibbons, Director of Community Services

I. Public Engagement

Staff recommend that Council consider waiving the requirement to hold a Public Meeting regarding the proposed changes to By-law 2021-70, as the proposed amendments are administrative in nature, and are consistent with the December 2, 2024, Council resolution. When the updated Comprehensive By-law is brought forward in 2025, staff will ensure that the by-law proceeds in accordance with the Notice Policy including the public meeting and all comments will be received. Any comments regarding this report should be submitted to Debbie Young, Manager of By-law and Licensing, bylaw@thebluemountains.ca

J. Attached

1. By-law 2021-70
2. Draft By-law to amend By-law to Regulate and License Businesses in the Town of The Blue Mountains.

Respectfully submitted,

Debbie Young
Manager of Bylaw and Licensing For more information, please contact:

Debbie Young, Manager of Bylaw and Licensing
bylaw@thebluemountains.ca
519-599-3131 extension 242

Report Approval Details

Document Title:	CS.25.011 Proposed Administrative Amendment to By-law 2021-70 being a By-law to Regulate and License Businesses .docx
Attachments:	- Att. 1 2021-70 By-law to Regulate and License Businesses in the Town of The Blue Mountains.pdf - Att. 2 Amendment to By-law 2021-70.docx
Final Approval Date:	Feb 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Ryan Gibbons - Feb 10, 2025 - 1:33 PM