



Budget Service Change Request

Service Change Type

- New Service
- Service Update
- End of Service

BUSINESS LICENSING

Service and Adjustment Summary

Service	Service Description	Service Value and/or Level	2025 Budget Adjustment
B.4.2.a Business Licensing Bylaw Stewardship	Services related to the review and issuance of land use and development permits or licenses	Remove process steps in the issuance of business licenses to ensure, when all licensing requirements are met, the license is issued within 1 business day.. Payment is available in person and phone.	\$0.079 per year revenue reduction

Reason for the Change?

To streamline business licensing processing, ensure a registry of new and existing businesses is created to ensure the Town is able to properly support new business growth and business expansion in the Town.

Why change now? What is the need?

Requirements to obtain a business license have grown over time to include roles and functions that are more properly the responsibility of the applicant to obtain from other levels of government.



What is the expected impact/benefit for the community? How much of the community will be impacted and/or benefit by the change?

Scenario	Estimated Yearly Revenue Change	Remaining Variance
Flat \$200 Fee	(\$21,000)	82%
Flat \$160 Fee - Metro Region Average	(\$79,000)	33%
Flat \$140 Fee - Provincial Average	(\$108,000)	8%
Flat \$60 Fee - Lowest Provincial Fee	(\$224,000)	(91%)

Currently, the Town of Okotoks business license fee is not reflective of average fees. Council has the discretion of establishing the appropriate fee. Based on a review there are four options, provided above. Administration is recommending to reduce the current annual licensing fee to the Metro Region Average option which will result in a revenue loss of \$0.079M annually.

What is the expected impact/benefit for the organization?

Budget Change (M's)

Annual Estimated Change	2025B	2026F	2027F	2028F	2029F	Total
	-\$0.079	-0.079	-0.079	-0.079	-0.079	-\$0.395M

Improvements in the Town's service delivery model is expected to benefit the annual renewal process from a speed and quality perspective.
