

December 29, 2020

Business Owners

**Business Licence Renewal and Updated Fee**

Dear Business Owner,

We know 2020 has been a challenging year for businesses in Brampton, as it has everywhere, and we commend you for your perseverance in the often-changing landscape that this year has presented.

We hope that you and your employees are staying healthy and safe and that you are continuing to operate your business to the best extent possible in these circumstances. Our businesses are the backbone of our City, and Brampton values you and your important contributions to our City.

**Business Licence renewal date extended to April 30, 2021**

Recognizing the pandemic's impact on businesses, City Council has extended the January 30<sup>th</sup> business licence renewal period by 90 days for business operating under the Business Licensing By-law 332-2013. The new date for your licence renewal is April 30, 2021.

Businesses must continue to operate with their licence that was issued in 2020, posted and available for inspection until the licence is renewed before April 30, 2021.

The renewal documents are enclosed with this letter. Licence renewal documents can be submitted via mail or by email to [licensing@brampton.ca](mailto:licensing@brampton.ca) (please ensure you include all required documentation). In-person visits to City Hall for licensing renewals are not permitted in the current pandemic.

If you have any questions, please email us at [licensing@brampton.ca](mailto:licensing@brampton.ca) or call 905 874-2580.

**NOTE: New fees applicable for business licence renewals**

We are working every day to balance our efforts in helping our local business owners sustain and grow their businesses while ensuring we have fair and manageable fees in place to contribute to our tax base.

The enclosed renewal package includes the new fees for your licence renewal. The new rates are based on City Council's approval of the new fee schedule during the 2020 City Budget, and the by-law came into effect on March 11, 2020. The City conducted a municipal benchmarking, which helped shape the new fee schedule.

**Why is the City increasing fees?**

In 2019, the City of Brampton surveyed similar municipalities within and outside the GTA to compare business licence fees and reviewed related costs associated with licensing administration and enforcement procedures. Based on the findings, all categories of the City of Brampton's licensing fees were recommended for increase to better align with comparable municipalities and cost recovery requirements.

**Do all businesses have a fee increase?**

Yes, as approved during the 2020 Budget, the fee increase varies by business category and municipal benchmarking. All applicable increases came into effect during the respective renewal dates for each business category. Many businesses categories have already renewed their licence with the new fees during April and May 2020.

**Where can I find the Council Approval reports?**

- Budget Committee report on fee increase is available at [www.brampton.ca](http://www.brampton.ca) in the February 25, 2020 Budget Meeting agenda (under the City Hall tab, Meetings and Agendas section).
- December 2, 2020 update report to Committee of Council is available on the City website at [www.brampton.ca](http://www.brampton.ca) under the same area mentioned above.

**How is the City supporting local businesses during the pandemic?**

The City is committed to supporting our local businesses. Guidance and resources are available through our Economic Development division and the Economic Support Task Force. Please reach out to them at [www.brampton.ca/business](http://www.brampton.ca/business).

Should you have any questions or concerns about the licence fee or renewal process, please feel free to contact me.

Thank you,

A handwritten signature in blue ink, appearing to read 'Teresa Olsen'.

Teresa Olsen  
Deputy Clerk, Administrative Services & Elections  
Phone: 905 874-2108