



City of Richmond

Report to Committee

To: General Purposes Committee
 From: Marcia Freeman
 Manager, Business Liaison & Development
 Re: **Monthly Business Licence Renewals**

TO GENERAL PURPOSES - JUNE 3, 2002
 Date: May 28, 2002
 File: *8060-20-7360*

Staff Recommendation

That Business Licence Bylaw No. 7360 which repeals and replaces Business Licence Bylaw No. 6901 be given first, second and third reading.

Marcia Freeman
Manager, Business Liaison & Development

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Staff Report

Origin

In an effort to build on the City of Richmond's reputation as a leader in customer service, the Business Licence Department has undertaken a review of current processes to look for opportunities for improved efficiencies. As a result of that review, staff is recommending that the City change from a system of annual business licence renewals to a more equalized monthly renewal period.

As the Business Licence Bylaw No. 6901 has been the subject of numerous amendments over the last few years, this was also identified as an opportunity to consolidate the amendments as well as update the bylaw's terminology (i.e. changing references to the *Municipal Act* to the *Local Government Act*). Accordingly, staff propose repealing the existing bylaw and replacing it with a new consolidated version.

Analysis

CURRENT OPERATING PROCEDURE

Under current operating procedures, all business licences are renewed on an annual basis. Licences are valid for one calendar year and expire collectively on December 31st. Until recently, this system has been the accepted standard among municipalities around the province and although the procedure provides for an adequate provision of service, there are a number of inherent pitfalls.

Drawbacks to the Current Operating Procedure:

Workload

The notice of renewal is mailed to all businesses (approximately 11,000) simultaneously at the end of November in order to allow businesses to pay their fees in advance of the expiry date of December 31st. This results in a flurry of phone calls and a dramatic increase in paperwork for licence clerks and accounting staff as thousands of renewals are mailed and delivered to City Hall in the weeks that follow. The impact of this increased workload is compounded by December and January holiday closures and a general increase in vacation time during that period. The result is lengthy delays in processing times and additional costs in employee overtime to clear up backlogs.

Revenues

As all licences are valid for one calendar year a system of prorating licences by 50% after July 31st has been the standard. While this creates a more equitable environment for business, City licence revenues are affected by the number of new business licences taken out after July 31st less the 50% discount. This is estimated at approximately \$37,000 per year.

Customer Service

As a result of backlogs created by the annual renewal period, not only is the processing of payments slowed, but the turn around time of new business licence applications and the recovery of delinquent accounts are delayed as well.

PROPOSED OPERATING PROCEDURE

Staff is proposing a change to the current procedure that would see licences renewed monthly. Under the proposed system, all licences would be valid for one year from date of issuance. They would expire 365 days from that date and renewals would be sent out monthly.

Benefits to the Proposed Operating Procedure

Workloads

Under the proposed system, the renewal workload would be equalized throughout the year as opposed to being condensed into a 3-month period as is currently the case. The need for overtime would be substantially reduced in the first year and eliminated by the third year as the phased transition nears completion.

Revenues

The proposed system would see revenues increase in 2002 by approximately \$37,000 (calculated at an avg. of 135 new licences per month x 5 months x \$110.00 avg. licence fee x .50% previous prorating). These revenues would increase or decrease annually in a direct relationship with the number of new business licences issued. It is important to note that there would be no additional cost to business as they would be paying a 1-year fee for a 1-year licence. Further, no increase to business licence fees is being recommended at this time.

Customer Service

By renewing business licences monthly in smaller batches, processing time should decrease dramatically. In addition, turnaround times for new licence applications will improve and recovery of delinquent business licence accounts can be expedited. As a result of decreased or eliminated overtime costs, it is anticipated that the overall cost of service provision will decrease as well.

Financial Impact

Staff in the Information Services department advise that the cost to retain Synertech Systems Corp. to provide the necessary programming changes would be approximately \$1200.00. In addition to staff time, no other direct costs are anticipated.

Conclusion

In addition to improving customer service, this proposal provides the City with several opportunities for revenue generation and cost savings. It contributes to the Vision, Mission and Values and relates directly to key corporate strategies such as "Excellence in Service", "Financial Sustainability" and "Corporate Leadership Culture". It is recommended that the City repeal Business Licence Bylaw No. 6901 and replace it with Business Licence Bylaw No. 7360 in order to move from a system of annual business licence renewals to a system of monthly business licence renewals.

A handwritten signature in black ink, appearing to read 'M. Freeman', followed by a long horizontal line extending to the right.

Marcia Freeman
Manager, Business Liaison & Development

MF:mf



BUSINESS LICENCE

BYLAW NO. 7360

EFFECTIVE DATE –

CITY OF RICHMOND

BUSINESS LICENCE BYLAW NO. 7360

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CITY OF RICHMOND

BUSINESS LICENCE BYLAW NO. 7360

The Council of the City of Richmond enacts as follows:

PART ONE: BUSINESS LICENCE APPLICATION PROCESS

- 1.1 An **applicant** for a **licence** must:
- (a) complete an application form provided by the **Licence Inspector**; and
 - (b) deliver such application to the **Licence Inspector**, together with the non-refundable fee specified in Schedule A, which is attached to and forms a part of this bylaw, as determined by the use categories specified in Part 3.
- 1.2 Every **applicant** must provide the following information on the application form:
- (a) a detailed description of the **business**;
 - (b) the address or usual place of such **business**;
 - (c) the name and full address of the **applicant**;
 - (d) the number of **employees** in such **business** or working at a location in the **City**;
 - (e) in the case of a food service establishment, the customer seating capacity available;
 - (f) any liquor licence issued to such applicant, under the *Liquor Control & Licencing Act*;
 - (g) the floor area in square metres, occupied by the **business**;
 - (h) any other information the **Licence Inspector** may require; and
 - (i) in the case of a limited or incorporated company, a copy of that company's Certificate of Incorporation.
- 1.3 An **applicant** may combine more than one **licence** application on the same application form.
- 1.4 An **applicant** who fails to provide the information required in section 1.2, or who conceals any information which should be disclosed in an application, is liable to the penalties stipulated in Part 5.
- 1.5 Where an **applicant** is required to hold a Provincial Certificate of Proficiency or Qualification for a particular **business**, the **Licence Inspector** must not grant such **applicant** a **licence** until satisfied the **applicant** has complied with any relevant Provincial requirements, as specified in Part 2.

- 1.6 All premises in the **City** from which an **applicant** proposes to conduct **business** must be approved by the **Licence Inspector** for compliance with the **Zoning and Development Bylaw**, the **Building Regulation Bylaw**, the Fire Prevention Bylaw, and any other applicable **City** bylaws and regulations before any **licence** is granted.

PART TWO: SPECIAL BUSINESS LICENCE APPLICATION REQUIREMENTS

- 2.1 In addition to meeting the requirements of Part 1, **applicants** for the following specific categories of **licence** must satisfy the applicable requirements specified in this Part at the time of application, before a **licence** will be issued.

2.1.1 Adult Entertainment Establishment

2.1.1.1 Every Adult Entertainment Establishment **applicant** whose **business** may, in the opinion of the **Licence Inspector**, result in an exposure of the **City** to financial liability, must deposit with the **City**:

- (a) an indemnity bond in the amount of not less than \$2,000,000; or
- (b) a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy has been issued to each.

2.1.2 Air Conditioning Contractor

2.1.2.1 Every air conditioning contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the trade of Air Conditioning, issued to such **applicant** by the Province of British Columbia.

2.1.3 Automobile Dealer (New and Used)

2.1.3.1 Every automobile dealer (new and used) **applicant** must provide the **Licence Inspector** with a copy of the Motor Dealer Registration Certificate issued to such **applicant** by the Province of British Columbia.

2.1.4 Body-Painting Studio

2.1.4.1 Every Body-Painting Studio **applicant** must provide the **Licence Inspector** with the name, age, date of birth, current address and picture identification of each person proposed to be employed or engaged in such **business**, together with any additional information which the **Licence Inspector** may require.

2.1.4.2 Every Body-Painting Studio **applicant** whose **business** may, in the opinion of the **Licence Inspector**, result in an exposure of the **City** to financial liability, must deposit with the **City**:

- (a) an indemnity bond in the amount of not less than \$2,000,000; or
- (b) a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy has been issued to each.

2.1.5 Body-Rub Studio

2.1.5.1 Every Body-Rub Studio **applicant** must provide the **Licence Inspector** with the name, age, date of birth, current address and picture identification of each **person** proposed to be employed or engaged in such **business**, together with any additional information which the **Licence Inspector** may require.

2.1.5.2 Every Body-Rub Studio **applicant** whose **business** may, in the opinion of the **Licence Inspector**, result in an exposure of the **City** to financial liability, must deposit with the **City**:

- (a) an indemnity bond in the amount of not less than \$2,000,000; or
- (b) a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy has been issued to each.

2.1.6 Christmas Tree Stand

2.1.6.1 Every Christmas tree stand **applicant** must provide a \$500 per-site damage deposit to the **City**, which may be returned after the conclusion of the offering for sale of such trees, provided the site has been cleaned and all refuse and debris has been removed to the satisfaction of the **Licence Inspector**.

2.1.7 Commercial Entertainment

2.1.7.1 Every commercial entertainment **applicant** whose **business** may, in the opinion of the **Licence Inspector**, result in an exposure of the **City** to financial liability, must:

- (a) deposit with the **City** an indemnity bond in the amount of not less than \$2,000,000, or a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy had been issued to each; and
- (b) enter into a save harmless agreement to protect the **City** in the event of injury or damages arising out of or in the course of such commercial entertainment, or any parade or other promotional activity held in connection with such an event.

2.1.8 Delivery Services

- 2.1.8.1 Every delivery services **applicant** must provide the **Licence Inspector** with a copy of the Motor Carrier Licence issued to such **applicant** by the Motor Carrier Commission.

2.1.9 Electrical Contractor

- 2.1.9.1 Every electrical contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the Trade of Electrical Work issued to such **applicant** by the Province of British Columbia.

2.1.10 Escort Services

- 2.1.10.1 Every escort service **applicant** must provide the **Licence Inspector** with the name, age, birthdate, current address and picture identification of every **person** proposed to be employed or engaged in such **business**, together with such additional information which the **Licence Inspector** may require.
- 2.1.10.2 Every Escort Service **applicant** whose **business** may, in the opinion of the **Licence Inspector**, result in an exposure of the **City** to financial liability, must deposit with the **City**:
 - (a) an indemnity bond in the amount of not less than \$2,000,000; or
 - (b) a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy has been issued to each.

2.1.11 Locksmith Services

2.1.11.1 Every locksmith service **applicant** must provide the **Licence Inspector** with evidence of having complied with the provisions of the *Private Investigators and Securities Agencies Act*.

2.1.12 Gas Contractor

2.1.12.1 Every gas contractor **applicant** must provide the **Licence Inspector** with a copy of:

- (a) the registration as a Gas Contractor issued to such **applicant** by the Province of British Columbia Gas Safety Branch; and
- (b) either:
 - (i) the Gas Safety Branch Licence issued to such **applicant** by the Province of British Columbia Gas Safety Branch, or
 - (ii) a Certificate of Qualification as a Gas Fitter issued to such **applicant** by the Province of British Columbia.

2.1.13 Mobile Vendor

2.1.13.1 Every mobile vendor **applicant** must sign a declaration that he has read, understood and agrees to comply with the regulations for **mobile vendors** contained in the **Business Regulation Bylaw**.

2.1.14 Parking Enforcement Business Using Automobile Immobilizing Devices

2.1.14.1 Every parking enforcement business using automobile immobilizing devices **applicant** must deposit with the **City**, an indemnity bond in the amount of not less than \$2,000,000, or a comprehensive liability insurance policy in the same amount, obtained from an insurance company licenced in the Province of British Columbia, naming the **City** as an additional insured, and stating that the policy applies to each insured as if a separate policy had been issued to each.

2.1.15 Pest Control Contractor

2.1.15.1 Every pest control contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the category of Pesticide Applicator, issued to such **applicant** by the Province of British Columbia.

2.1.16 Pipe Fitting Contractor

2.1.16.1 Every pipe fitting contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the trade of Pipe Fitting, issued to such **applicant** by the Province of British Columbia.

2.1.17 Plumbing Contractor

2.1.17.1 Every plumbing contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the trade of Plumbing, issued to such **applicant** by the Province of British Columbia.

2.1.18 Private Investigation Agency

2.1.18.1 Every private investigation agency **applicant** must provide the **Licence Inspector** with evidence of having complied with the provisions of the *Private Investigators and Security Agencies Act*.

2.1.19 Refrigeration Contractor

2.1.19.1 Every refrigeration contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the trade of Refrigeration, issued to such **applicant** by the Province of British Columbia.

2.1.20 Retail Video Store

2.1.20.1 Every retail video store **applicant** must provide the **Licence Inspector** with a copy of the Film Classification Certificate, issued to such **applicant** by the Province of British Columbia.

2.1.21 Roadside Stands**2.1.21.1 General Provisions**

(a) Every **roadside stand applicant** must:

- (i) satisfy the **Licence Inspector** that such **applicant** is operating a **farm** in the **City**;
- (ii) indicate the class of **roadside stand** for which a **licence** is being sought; and
- (iii) satisfy the **Licence Inspector** that such **roadside stand**:

- will not create a traffic hazard; and
- has been granted any required arterial highway access approval, in writing, from the Province of British Columbia.

- (b) The **Licence Inspector** must not issue more than one **roadside stand licence** for any one legal parcel which is a **farm**.

2.1.21.2 Class A Roadside Stands

- (a) Every Class A **roadside stand applicant** must:
- (i) only display and sell **farm produce** which is grown or raised in the **City**;
 - (ii) be farming a minimum of not less than ½ acre of land; and
 - (iii) provide a portable building or structure which is incidental to the use of the land on which it is situated, and which has a maximum interior **floor area** of 93 square metres (1,001.04 square feet).

2.1.21.3 Class B Roadside Stands

- (a) Every Class B **roadside stand applicant** must:
- (i) only display and sell **farm produce** which is grown or raised in the Province of British Columbia;
 - (ii) be farming a minimum of not less than 2 acres of land; and
 - (iii) provide a permanent building or a portion of a permanent building which is incidental to the use of the land on which it is situated, and which has a maximum interior **floor area** of 93 square metres (1001.04 square feet), and such building must not be an accessory building as defined in the **Zoning and Development Bylaw** unless such accessory building has been constructed to permit such **roadside stand** to meet the provisions of this bylaw as well as all other **City** bylaws.

2.1.21.4 Class C Roadside Stands

- (a) Every Class C **roadside stand applicant** must:
- (i) only display and sell **farm produce** which is grown or raised in the Province of British Columbia, and imported **farm produce**, provided such **farm produce** is of a general class or kind not grown in British Columbia, or at the time of sale or display, no British Columbia grown **farm produce** of such general class or kind is available through established commercial **farm produce** marketing organizations;
 - (ii) be farming a minimum of not less than 20 acres of land; and

- (iii) provide a permanent building or a portion of a permanent building with a maximum interior **floor area** of 190 square metres (2045.02 square feet), and such building must not be an accessory building as defined in the **Zoning and Development Bylaw** unless such accessory building has been constructed to permit such **roadside stand** to meet the provisions of this bylaw as well as all other **City** bylaws.

2.1.22 Second-Hand Dealer

- 2.1.22.1 Every second-hand dealer **applicant** must submit for the approval of the **Licence Inspector**, a copy of the "second-hand dealer's register" which the **applicant** proposes to use, as required under the provisions of the **Business Regulation Bylaw**.

2.1.23 Security Installation Contractor

- 2.1.23.1 Every security installation contractor **applicant** must provide the **Licence Inspector** with:
 - (a) a copy of the Certificate of Qualification issued to such **applicant** by the British Columbia Ministry of Labour; and
 - (b) a copy of the Security (Business) Licence issued to such **applicant** by the British Columbia Ministry of Attorney General under the *Private Investigators and Securities Agencies Act*.

2.1.24 Sprinkler Contractor

- 2.1.24.1 Every sprinkler contractor **applicant** must provide the **Licence Inspector** with a copy of the Certificate of Qualification in the trade of Sprinkler Installation, issued to such **applicant** by the Province of British Columbia.

2.1.25 Telephone Sales Office

- 2.1.25.1 Every telephone sales office **applicant** must provide the **Licence Inspector** with the following:
 - (a) the total number of telephones used in the Telephone Sales Office; and
 - (b) the full name and address of each telephone **canvasser**.

2.1.26 Travel Agency

2.1.26.1 Every travel agency **applicant** must provide the **Licence Inspector** with a copy of the Travel Agents/Wholesaler Certificate issued to such **applicant** by the Province of British Columbia, pursuant to the *Travel Agents Act*.

2.1.27 Vehicles for Hire

2.1.27.1 Every vehicle for hire **applicant** must provide evidence to the satisfaction of the **Licence Inspector**:

- (a) that the appropriate approvals have been issued by the Motor Carrier Commission;
- (b) that any required **chauffeur's permits**, for drivers employed by him, have been issued by the **Police Chief**; and
- (c) that a vehicle inspection report and vehicle insurance papers have been issued, for each vehicle proposed to be used in the business.

2.1.27.2 Every vehicle for hire **applicant** operating from premises in the **City** must:

- (a) establish and maintain a **vehicle for hire business office** in the **City**, and must pay the fee specified for such office, in Schedule A; and
- (b) notify the **Licence Inspector** in writing of the address of such office and of any change of location of such office, or the establishment or change of location of any additional offices,

except that the office may be that of another licensee in the **City**, or may be a business office for which such applicant is licenced in another municipality.

2.1.27.3 The maximum number of vehicles **licenced** by the **City** under this bylaw, and regulated under the **Vehicle for Hire Regulation Bylaw**:

- (a) for use as Class A taxicabs is 73; and
- (b) for use as Class N taxicabs is 18.

2.1.27.4 Every Class A and Class N taxicab **applicant**, and every Class M tow-truck **applicant** must:

- (a) establish and maintain a **vehicle for hire business office** in the **City**, and must pay the fee specified for such office, in schedule A, except that the office may be that of another **licencee** in the **City**;
- (b) notify the **Licence Inspector** in writing of the address of such office and of any change of location of such office, or the establishment or change of location of any additional offices.

2.1.27.5 Every Class K driver training vehicle **applicant** must provide the **Licence Inspector** with:

- (a) a copy of the Driver Training Instructor's Licence issued to such **applicant** by the Province of British Columbia;
- (b) a **chauffeur's permit** and **driver's licence**; and
- (c) a vehicle inspection report, and vehicle insurance papers for each vehicle proposed to be used in the **business**.

2.1.28 Vending Machine Operators (Group 2 – Newspaper Dispensing)

2.1.28.1 Every vending machine operator (Group 2 – Newspaper Dispensing) must provide the **Licence Inspector** with a copy of the agreement between the **City** and the **applicant** for the installation of such vending machines within the **City**.

2.1.29 Vending Stands

2.1.29.1 Every vending stand **applicant**, offering either food or non-food items, must provide the **Licence Inspector** with a letter from either the property owner or their agent, authorizing the occupation by the **applicant**, of the property on which the vending stand will be located.

2.2 Dog Kennels (Hobby)

2.2.1 The Twigburn Hobby Dog Kennel located at 12120 Woodhead Road, which was licenced prior to the effective date of this bylaw, is permitted to continue operation, provided there is no change in either the ownership or occupancy of the lands or premises on or in which such kennel is located.

PART THREE: BUSINESS LICENCE USE CATEGORIES

3.1. **ADULT ORIENTATED CATEGORY** includes the following sub-categories:

Adult Entertainment Establishment which means a **business** which provides **adult entertainment**.

Body-Painting Studio includes any premises or part of such premises where, directly or indirectly, a fee is paid for any application of paint, powder or similar materials to the body of another person.

Body-Rub Studio includes any premises or part of such premises where a **body-rub** is performed, offered or solicited.

Escort Service which includes any **person** providing escorts for social occasions.

- 3.2 ASSEMBLY USE CATEGORY (Group 1)** means the use of premises or facilities where the primary activity is the sale of food, or the sale of food and beverages for immediate consumption, either on or off the premises, and includes, but is not limited to, the following subcategories:

Food Caterer, which means a person engaged in the preparing or serving of food or drink for public functions or gatherings.

Food Service Establishment, which means a **business** which, in return for consideration, serves prepared food to the public for consumption on or off the premises, and includes coffee shop, restaurant or drive-in restaurant, cafeteria, dining lounge, ice cream parlour, and refreshment or food vending stand, but specifically excludes neighbourhood public house.

Food Service Establishment, Take-Out, which means a **business** which in return for consideration, serves food to the public for consumption off the premises.

Mobile Vendors (Food), which includes mobile canteens and ice-cream vehicles.

- 3.3** In addition to the requirements of section 3.1, a *Liquor Control and Licensing Act* Licencee who operates any of the **businesses** listed in section 3.1 is also liable for the payment of the fees shown for Assembly Use Category (Group 2), except where the only alcoholic beverages served are wine and beer.

- 3.4 ASSEMBLY USE CATEGORY (Group 2)** means the use of premises or facilities by a gathering of people where alcoholic beverages for consumption on the said premises or facility are sold, and includes, but is not limited to, the following subcategories:

Marine Public Houses

Neighbourhood Public House, which means premises licenced as "neighbourhood public house" under the *Liquor Control & Licencing Act*.

- 3.5 ASSEMBLY USE CATEGORY (Group 3)** means the use of premises or facilities by a gathering of people for civic, political, travel, religious, social, educational, recreational or similar purposes, and includes, but is not limited to, the following subcategories:

Banquet Room, which includes any room or premises used by the public for meetings or social engagements and for which a fee is paid.

Billiard/Pool Hall, which means any premises where more than 2 billiard or pool tables are made available to members of the public for a fee, but does not include **City** facilities or non-profit service clubs.

Commercial Entertainment, which means a use in which, in return for consideration, the public is entertained, amused or otherwise diverted, and includes amusement park, botanical garden, bowling alley, cabaret, carnival, circus, dance academy or hall, discotheque, exhibit, golf course or driving range, menagerie, movie theatre, nightclub, recreation centre, recreation facility, recreation park, and tennis court, but specifically excludes casino.

Education Institution, which means a place of learning which offers supplementary courses at the primary, elementary, secondary or post-secondary level, and includes technical institutes, colleges, universities, business schools, special education programs and establishments which offer grade school courses to students on a supplementary basis.

Funeral Home, which means premises used or occupied by a professional mortician for burial preparation and funeral services, but such use specifically excludes the cremation or interment of human remains or ashes.

Health Studio, includes a gymnasium.

3.6 In addition to the requirements of section 3.4, a *Liquor Control and Licensing Act* Licencee who operates any of the **businesses** listed in section 3.4 is also liable for the payment of the fees shown for Assembly Use Category (Group 2),

3.7 INDUSTRIAL/MANUFACTURING USE CATEGORY means the use of premises or facilities for assembling, fabricating, manufacturing, processing, altering, finishing any **goods**, and includes printing and duplicating service.

3.8 MERCANTILE USE CATEGORY means the use of premises or facilities for the sale of **goods**, excluding food service establishments, where such items are ordinarily on display for sale or are stored on the premises; but excludes outside storage areas forming part of an automobile dealership or wholesale lumber **business**, and includes, but is not limited to, the following subcategories:

Automobile Dealer, which means a dealer in new and used automobiles, motor homes, motorcycles, trailers or trucks.

Nursery

Retail Trading, which means the selling of **goods** to the ultimate consumer for personal consumption or household use, and not for resale purposes.

Second-Hand Dealer/Pawnbroker, which means the carrying on of purchasing, selling, procuring or offering of second-hand items for sale, and without limiting the generality of the foregoing, also includes the following:

- (a) auto wreckers carrying on the purchasing of automobiles and automobile parts and components for the purpose of reselling those parts or components for reuse, or as junk;
- (b) junk dealers carrying on the purchasing or selling of junk;
- (c) pawnbrokers carrying on the receiving of **goods** or chattel in pawn;
- (d) **persons** who keep a store, shop, or other place of **business** for the purpose of carrying on a second-hand dealer operation; and

- (e) **persons** who, while **licenced** or required to be **licenced** for any **business** other than the **businesses** referred to in this bylaw, purchase or store second-hand items either as a principal or as an agent.

Roadside Stand, which means a Class A Roadside Stand, or, a Class B Roadside Stand, or, a Class C Roadside Stand.

Wholesale Trading, which means the selling of **goods** not to the ultimate consumer for personal consumption or household use, but for resale purposes.

- 3.9 **RESIDENTIAL USE CATEGORY** means the use of premises or facilities as **rental units** but does not include **institutional uses**, and includes, but is not limited to, the following:

Apartment Building, which means any building or premise which is not a hotel, motel or rooming house and which is divided into three or more dwelling units, occupied or equipped to be occupied as **rental units**.

- 3.10 **SERVICE USE CATEGORY** means the provision of professional, personal or financial services, or the sale of **goods**, excluding food service establishments, where such items are not ordinarily on display or stored, or any work or service which is provided in the **City**, and includes:

aeronautic services; aesthetics services; agent/broker; auctioneer services; automotive services which includes autobody repair shop, automobile leasing; automobile washing services, scrap vehicle removal, automotive parking lot services, and automobile garage; barber shop; beauty parlour; carpet and upholstery services; cheque cashing centre; chimney sweep; custom workshops/trades and services which produce or service specialized goods or provide specialized services, but does not include **businesses** which primarily sell mass produced goods at retail; design computer software; design and drafting services; domestic services; dry cleaning service; financial institutions; freight forwarding services; graphic art services; horse stables; horticultural top soil supplier; interior design services; janitorial services; laundry service; locksmith services; manicurist; marina and marine services; mobile services; offices; packaging services; photographer; photographic developing services; pressure washing services; real estate agency; recycling/refuse service; repair service; shoe-shine stands; taxidermy services; vending machine services; veterinarian; warehouse storage services; and includes but is not limited to the following subcategories:

Animal Grooming Services which means the washing, grooming, de-fleaing, or ridding an animal of external vermin, or clipping an animal's nails.

Animal Hospital which means a building, structure or premises in which animals receive medical or surgical treatment, and are hospitalized or maintained.

Christmas Tree Stands which means the selling of trees commonly known as "Christmas trees" from temporary sites within the **City**.

Delivery Services, which means moving freight of any kind, and includes courier services, express company, moving services and trucking services.

Driver Training School which means a **person**, association, partnership, or corporation providing theoretical or practical training, or both, and education in driving or operating a vehicle.

Electrical Contractor

Gas Contractor

Gas Station which means a place of **business** where flammable automotive fuels, oil and automotive accessories are supplied to the travelling public at retail, but excludes self-service stations.

General Contractor which means any **person**, corporation, company, firm or organization performing, or engaged to perform, either on his or its own behalf or that of another, any work within the **City** whether such work is undertaken on an hourly, daily, weekly, monthly, annual, labour, contract or cost plus basis or otherwise for any **person** other than a licenced contractor, and includes any **person**:

- (a) who takes out a building permit for the construction of new structures or alterations to existing structures; and
- (b) who undertakes any of the following categories of **business** as a contractor: building; cement, custom tractor, demolitions, drilling, drywall, excavating, fence building, first aid service contractor; flooring, glazier, gutter installation, house moving, insulation, irrigation, jobber, land development, landscaping, masonry painter/decorator, paving, pile driving, railroad, renovation, road building, roofing, security devices, sewer, sheet metal, sign erector, steel erector, stucco, swimming pool, telephone installation, tile setting, and waterproofing.

Home Occupation, which means a **business** being carried on within a dwelling or accessory building located in a residential area as defined in the **Zoning & Development Bylaw**.

Kennels, which includes Commercial and Hobby Dog Kennels, Dog Daycare facilities, and Cat Kennels.

Mobile Vendors, which means every **person** who sells, offers or attempts to sell, takes orders for, or solicits orders for **goods** (including food or beverages), services, or investments, or any other thing, at a place other than his permanent place of **business**, or from a vehicle, whether personally or by his **agent**.

Parking Enforcement Business Using an Automobile Immobilizing Device, which means a **business** using one or more wheel lock devices, "Denver Boots", or any other devices designed to be attached to the wheels or axles of motor vehicles to prevent the movement of such vehicles.

Pipe Fitter Contractor

Plumbing Contractor

Private Investigation Agency, which means obtaining or furnishing information regarding the personal character, actions or occupation of any **person**; or the watching, guarding or patrolling for the protection of **persons** or property; and the undertaking of such other work, either in whole or in part, which is ordinarily performed by investigators.

Refrigeration Contractor

Registered Massage Therapy Clinic, which means a building, structure or premises in which clients receive treatments only from persons who are registered by the Association of Physiotherapists and Massage Practitioners of British Columbia.

Rental Agency, which means a **business** for the purpose of renting homes, commercial or industrial or other real estate, but does not include any **person** who is the holder of a licence as a real estate agency.

Sprinkler Contractor

Telephone Sales Office, which means any building, room or place from which residents are contacted by telephone for the purpose of soliciting, selling, taking orders for, or attempting to do so, or making appointments for agents or representatives of any **person**, firm or corporation to call at the home of such resident for the purpose of demonstrating, selling, taking orders for, or attempting to do so, of any **goods**, services, magazines, books or any other publication or thing.

Therapeutic Touch Clinics, which means a building, structure or premises in which clients receive **Therapeutic Touch Treatments**.

Travel Agency, including tour guide and travel agent.

Vehicle Inspection Facility

3.11 VEHICLE FOR HIRE USE CATEGORY means any **business** which operates any of the following classes of vehicle:

CLASS A - Taxicab which means a vehicle having not less than 4 doors and a seating capacity of not less than 4 and not more than 6 passengers.

CLASS B - Limousine which means a vehicle having not less than 4 doors and a seating capacity for not less than 6 passengers but not more than 10 passengers, and used for the transportation of 1 or more passengers by charter.

CLASS C - Sightseeing Taxicab which means a vehicle used for sightseeing trips, and having a total seating capacity of 10 or more passengers.

**CLASS D - Airport
Taxicab**

which means a vehicle regulated by another municipality whose regulations are equivalent to those for a Class A taxicab, and used solely for transporting passengers from the Vancouver International Airport.

CLASS E - Private Bus

which means a vehicle having a seating capacity of not less than 12 passengers, used solely for the transportation of passengers and their baggage, and operated over a fixed route, or by charter, and includes a vehicle used for the transportation of children to and from school and operated by or under contract with the owner of such school, but excludes a school bus owned or leased and operated by any School District in the Province of British Columbia.

CLASS I - Charter Minibus

which means a vehicle having a seating capacity for 8 or more passengers, and operated for the transportation of parties by charter.

CLASS J - Rental Vehicle

which means a vehicle which may be rented by the hour, day, week or month without driver, but excludes a vehicle leased on a yearly basis or for a longer period, and is classified as follows:

Group 1 rental vehicles equipped with less than 4 wheels, including motorcycles and motorscooters;

Group 2 all rental vehicles not included in Group 1.

**CLASS K Driver Training
Vehicle**

which means a vehicle used for the purpose of teaching driving.

CLASS M - Tow-Truck

which means a vehicle designed or adapted for use as a means of towing other vehicles.

**CLASS N - Taxicab for
Persons with Disabilities**

which means a taxicab of a type and design which is used primarily for transporting a **person with disabilities**, and which is equipped with a hydraulic lift or ramp, or other equipment for loading or unloading persons who use wheelchairs for mobility.

3.12 VENDING MACHINE USE CATEGORY includes the following subcategories:

Bank Machines, which means a device which permits access to certain services normally associated with a financial institution including, and without limiting the generality of the foregoing, the withdrawal of money, but excludes those bank machines on, or connected to, the premises of a financial institution.

Vending Machines, which means any machine or device operated by or requiring the insertion of a coin or token, and also means and includes any machine or device operated mechanically or otherwise for the purpose of selling or dispensing of any **goods**, or for the purpose of providing music, games, amusement or services of any kind, and for the purpose of this subsection, vending machines are classified as follows:

Group 1 - all vending machines except those shown below that require \$0.25 cents or more to operate.

Group 2 - vending machines that dispense newspapers.

Group 3 - vending machines as drawers or lockers.

Amusement Centre, which includes an amusement arcade, means any premises where 5 or more devices or machines, mechanically, electronically, or otherwise operated, are available for the amusement and enjoyment of the public, but excludes carnival rides.

PART FOUR: GENERAL PROVISIONS

4.1 Requirement to Hold Business Licence

4.1.1 Subject to the *Local Government Act*, a **person** must not carry on any **business** within the **City**, unless that person is in possession of a licence issued pursuant to this bylaw.

4.2 Business Licence Period

4.2.1 Every **licence**, unless suspended, cancelled or revoked, is valid for one year and expires on the first day of the month following the anniversary of the date the **licence** was issued.

4.3 Business Licence Transfer

4.3.1 Any **person** wishing to transfer any **licence** or part interest in any **licence** held by a **licencee**, must apply in the same manner as an **applicant** under Part 1, and under Part 2, if applicable, and a **licencee** must not transfer, sell, or in any way dispose of a **licence** without first having notified the **Licence Inspector** in writing.

4.3.2 Any **person** who purchases the interest or part of the interest of a **licencee**, and who operates a **business** without first having obtained either the transfer of a **licence** or a new **licence** for that business, is in violation of this bylaw.

4.3.3 In the event of the sale of the **business** for which a **licence** has been issued, the **Licence Inspector** may permit an assignment of the **licence** to the purchaser of the **business**, upon satisfactory completion of an application for a **licence** transfer.

4.3.4 The non refundable fee payable for:

- (a) the transfer of a **licence** from one **person** to another; or
- (b) the issuance of a new **licence** because of a change in the information on the face of such **licence**, which includes a change of business location, except a change between **licence** categories or subcategories,

is as specified in Schedule B, which is attached and forms a part of this bylaw.

4.3.5 A **licencee** who wishes to change the category, subcategory or business location of a **licence** must apply in writing to the **Licence Inspector**, who may either:

- (a) amend the **licence**, provided that:
 - (i) such change is consistent with the provisions of this bylaw, and
 - (ii) payment of the non-refundable fee specified in Schedule B is made; or
- (b) issue a new **licence**.

4.4 General Provisions - Vending on City Streets

4.4.1 A **person** must not sell or offer for sale any book, magazine or other periodical, other than a newspaper, on any street in the **City**.

4.4.2 Subsection 4.4.1 does not apply to the operator of any news stand, the operation of which has been approved in writing by the **Licence Inspector** on the recommendation of the **Police Chief** and subject to such conditions as may be contained in such written approval.

4.4.3 Subject to the *Local Government Act*, a **person** must not canvass or solicit **business** on any street or from anyone in the **City**, from cards, samples or in any other manner whatsoever for the sale of **goods** for future delivery, without having first obtained the appropriate **licence**.

4.5 Miscellaneous Business Licence Provisions

4.5.1 Every **licence** is considered to be personally issued to the **licencee**.

4.5.2 Where a **business** is carried on by two or more **persons** in partnership, only one **licence**, which must be taken out in the name of the partnership, is required.

4.5.3 Subject to the *Local Government Act*, the **Licence Inspector** has the power to grant, issue, renew, suspend or transfer **licences**.

PART FIVE: BYLAW VIOLATIONS AND PENALTIES

5.1 Any **licencee**, operator, or any other **person** who:

- (a) violates or who causes or allows any of the provisions of this bylaw to be violated; or
- (b) fails to comply with any of the provisions of this, or any other applicable bylaw or statute; or
- (c) neglects or refrains from doing anything required by this bylaw; or
- (d) fails to maintain the standard of qualification required for the issuance of a **licence** under this bylaw; or
- (e) makes any false or misleading statement,

is deemed to have committed an infraction of, or an offence against this bylaw, the **Business Regulation Bylaw** or the **Vehicle for Hire Regulation Bylaw**, whichever is applicable, and is liable on summary conviction, to the penalties provided for in the *Offence Act*, and each day that such violation is caused or allowed to continue constitutes a separate offence, and may result in the suspension, cancellation or revocation of the **licence** in question.

5.2 Subject to the *Local Government Act*, **Council** may:

- (a) revoke or cancel a **licence** issued under the provisions of this bylaw; and,
- (b) refuse to grant the request of an **applicant** under this bylaw.

5.3 Every **licencee** must comply with the requirements of this, or any other bylaw of the **City** which governs or regulates the **business** for which such **licence** was granted, and must comply with any requirements imposed by the **Medical Health Officer**, and any **person** failing to comply with the requirements of this Part is guilty of an infraction of this bylaw and liable to the penalties specified.

PART SIX: PREVIOUS BYLAW REPEAL

6.1 **Business Licence** Bylaw No. 6901 (adopted on November 23rd, 1998), and the following amendment bylaws, are hereby repealed.

<u>BYLAW NO.</u>	<u>ADOPTED ON</u>
Bylaw No. 7011	May 10 th , 1999
Bylaw No. 7006	June 14 th , 1999
Bylaw No. 7046	October 12 th , 1999
Bylaw No. 7049	November 22 nd , 1999
Bylaw No. 7186	December 11 th , 2000
Bylaw No. 7207	July 23 rd , 2001
Bylaw No. 7315	January 1 st , 2002

PART SEVEN: INTERPRETATION

7.1 In this bylaw, unless the context requires otherwise:

- ADULT ENTERTAINMENT** means any nude or partially nude exhibition or performance.
- AGENT** means every **person** who sells, solicits, offers for sale, or takes orders for, or attempts to sell, **goods**, services, investments or any other thing, at a place other than his permanent place of **business**, whether personally or by his agent.
- APPLICANT** means any **person** who applies for a **business licence** under the provisions of this bylaw, who is the owner of such **business**, or who is an agent acting on behalf of that owner.
- BODY-RUB** includes the manipulating, touching or stimulating by any means, of a person's body or part of that body, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities other than the *Local Government Act*, or **therapeutic touch treatments**.
- BUILDING REGULATION BYLAW** means the current Building Regulation Bylaw of the **City**.
- BUSINESS** means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit, either:
 - (a) in, or from, premises within the **City**; or
 - (b) within the **City** from premises located elsewhere.
- BUSINESS REGULATION BYLAW** means the current Business Regulation Bylaw of the **City**.
- CANVASSER** means every **person** who canvasses or solicits **business** within the **City** from cards or samples, or in any other manner whatsoever, takes orders for works or services or for the sale of any **goods** or any article or thing for immediate or future delivery or for the purpose of promoting any **business**.

CHAUFFEUR'S PERMIT	means a valid permit required to be held by a chauffeur pursuant to the <i>Motor Vehicle Act</i> of the Province of British Columbia.
CITY	means the City of Richmond.
COUNCIL	means the Council of the City .
DRIVER'S LICENCE	means a valid driver's licence issued pursuant to, or an equivalent licence recognized under the <i>Motor Vehicle Act</i> of the Province of British Columbia.
EMPLOYEE	means any person regularly engaged in carrying on the business to be licenced, and includes any individual licensee, member of his family or relative, members of a firm, partnership or association, managers, office staff, sales staff, accountants, assistants, drivers, servants, or agents .
FARM	means land within the City , whether consisting of one or more separate parcels, classified as farm land by the British Columbia Assessment Authority, and operated as one farming operation principally for the growing or raising of farm produce .
FARM PRODUCE	means berries, fruit, vegetables, honey, eggs, fresh cut flowers, live fowl, live poultry, bedding plants, seeds, and trees commonly known as Christmas trees sold only during the Christmas season, bulbs and similar products, live shrubs and trees grown or produced from seeds, seedlings or cuttings on the individual farm on which the sale is taking place; but excluding dressed fowl or poultry, butchered meat and preserved foods.
FLOOR AREA	means the floor area in square metres of any building or land used by any business for which a licence is sought.
GOODS	means goods, materials, wares, merchandise, or any other item or thing.
INSTITUTIONAL USE	means the use of premises or facilities by persons who are involuntarily detained for penal or correctional purposes, or whose liberty is restricted, or who require special care or treatment because of age, or mental or physical limitations.

LICENCE	means a business licence issued for the current year, by the Licence Inspector , under this bylaw.
LICENCEE	means a person to whom a Business Licence has been issued under this bylaw.
LICENCE INSPECTOR	means the person appointed by Council as Licence Inspector for the City , and includes Bylaw Enforcement Officers and the Chief Licence Inspector.
MEDICAL HEALTH OFFICER	means the medical health officer appointed under the <i>Health Act</i> to act within the limits of the jurisdiction of any local board, or within any health district.
PERSON	means, in addition to the ordinary meaning, any firm or partnership, association, company or corporation, and the singular shall be held to mean and include the plural, masculine, and includes any person within the City connected with the business in any manner whatsoever.
PERSON WITH DISABILITIES	means a person whose mobility is limited as the result of a permanent or temporary disability, which makes it difficult or impossible to use a conventional taxicab.
POLICE CHIEF	means the Officer in Charge of the Richmond Detachment of the Royal Canadian Mounted Police, or an alternate.
RENTAL UNIT	means a self-contained sleeping or house-keeping unit, or a combination of both, and includes hotel or motel rooms and apartment suites.
THERAPEUTIC TOUCH TREATMENTS	includes but is not limited to shiatsu, reflexology, biokineisiology, hellework, polarity, reiki, rolfing and trager approach.
VEHICLE FOR HIRE BUSINESS OFFICE	means any building or premises, other than a public stand, from which vehicles for hire may be obtained or dispatched, and in which the licencee's records are kept.
VEHICLE FOR HIRE REGULATION BYLAW	means the current Vehicle for Hire Regulation Bylaw of the City .
ZONING AND DEVELOPMENT BYLAW	means the current Zoning and Development Bylaw of the City .

PART EIGHT: SEVERABILITY AND BYLAW CITATION

- 8.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 8.2 This bylaw is cited for all purposes as "**Business Licence Bylaw No. 7360**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CITY CLERK

SCHEDULE A to BYLAW NO. 7360

ASSEMBLY USE							
GROUP 1				GROUP 2		GROUP 3	
Business Licence Fee assessed by Square Metres, with the exception of Mobile Vendors (Food) which are assessed a fee of \$63 per vehicle, *and with the exception of Food Caterers which are assessed a fee in accordance with Group 3. *				Business Licence Fee assessed by number of Seats with the exception of Class "B" Liquor Establishment, which is assessed a flat fee of \$270		Business Licence Fee assessed by number of Employees:*	
Sq. M.	Sq. Ft. to Sq. M.	Sq. Ft.	Fee	Seats	Fee	Employees	Fee
0.0	(0) to 93.0	(1,000)	\$129	0 to 30 seats	\$412	0 to 5	\$103
93.1	(1,001) to 232.5	(2,500)	\$196	31 to 60 seats	\$819	6 to 10	\$175
232.6	(2,501) to 465.0	(5,000)	\$340	61 to 90 seats	\$1,231	11 to 15	\$252
465.1	(5,001) to 930.0	(10,000)	\$546	91 to 120 seats	\$1,643	16 to 25	\$376
930.1	(10,001) to 1,860.1	(20,000)	\$968	121 to 150 seats	\$2,050	26 to 50	\$546
1,860.2	(20,001) to 2,790.1	(30,000)	\$1,385	151 to 180 seats	\$2,462	51 to 100	\$788
2,790.2	(30,001) to 3,720.2	(40,000)	\$1,808	181 to 210 seats	\$2,869	101 to 200	\$1,112
3,720.3	(40,001) to 4,650.2	(50,000)	\$2,225	211 and over	\$3,000	201 to 500	\$1,607
4,650.3	(50,001) to 5,580.3	(60,000)	\$2,647			501 to 1,000	\$2,426
5,580.4	(60,001) and over	and over	\$3,000			1,001 and over	\$3,000

RESIDENTIAL USE			
Business Licence Fee assessed by number of Rental Units:			
Units			Fee
0	to	5	\$124
6	to	10	\$191
11	to	25	\$330
26	to	50	\$536
51	to	100	\$948
101	to	200	\$1,354
201	to	300	\$1,766
301	to	400	\$2,173
401	to	500	\$2,580
501	units and over		\$3,000

SERVICE USE			
Business Licence Fee assessed by number of Employees*			
Employees			Fee
0	to	5	\$103
6	to	10	\$180
11	to	15	\$263
16	to	25	\$386
26	to	50	\$556
51	to	100	\$809
101	to	200	\$1,138
201	to	500	\$1,648
501	to	1,000	\$2,482
1,001	and over		\$3,000

*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.

SCHEDULE A to BYLAW NO. 7360

MERCANTILE USE				
Business Licence Fee assessed by Square Metres:				
Sq. M.	Sq. Ft. to Sq. M..		Sq. Ft	Fee
0.0	(0)	to	93.0 (1,000)	\$103
93.1	(1,001)	to	232.5 (2,500)	\$165
232.6	(2,501)	to	465.0 (5,000)	\$304
465.1	(5,001)	to	930.0 (10,000)	\$515
930.1	(10,001)	to	1,860.1 (20,000)	\$932
1,860.2	(20,001)	to	2,790.1 (30,000)	\$1,355
2,790.2	(30,001)	to	3,720.2 (40,000)	\$1,772
3,720.3	(40,001)	to	4,650.2 (50,000)	\$2,189
4,650.3	(50,001)	to	5,580.3 (60,000)	\$2,189
5,580.4	(60,001)	and over		\$3,000

INDUSTRIAL/MANUFACTURING USE				
Business Licence Fee assessed by number of Employees:*				
Employees			Fee	
0	to	5	\$124	
6	to	10	\$206	
11	to	15	\$288	
16	to	25	\$412	
26	to	50	\$577	
51	to	100	\$819	
101	to	200	\$1,149	
201	to	500	\$1,638	
501	to	1,000	\$2,457	
1,001	employees and over		\$3,000	

*For the purpose of assessing a licence fee, two part- time employees are counted as one full-time employee.

SCHEDULE A to BYLAW NO. 7360

VEHICLE FOR HIRE BUSINESSES

1. Each Vehicle for Hire **applicant** must pay:
 - (a) an office licence fee of \$103; and
 - (b) the following per vehicle Licence Fee, based on number of vehicles;

CLASS "A" Taxicab	\$94
CLASS "B" Limousine	\$63
CLASS "C" Sightseeing Taxicab	\$94
CLASS "D" Airport Taxicab	\$94
CLASS "E" Private Bus	\$94
CLASS "I" Charter Minibus	\$94
CLASS "J" Rental Vehicle	
Group 1	\$11
Group 2	\$63
CLASS "K" Driver Training Vehicle	\$47
CLASS "M" Tow-Truck	\$94
CLASS "N" Taxicab for Persons with Disabilities	\$94

2. Notwithstanding the per-vehicle licence fees stipulated in Section 1, the maximum licence fee for any Vehicle for Hire business is \$3,000.
3. The fee for transferring a Vehicle for Hire Licence within any calendar year is \$35.
4. The fee for replacing a Vehicle for Hire Licence plate or decal is \$10.

VENDING MACHINE USES

Business Licence Fee assessed for each vending machine as per group:

Group 1	\$21
Group 2	\$31
Group 3	\$ 5

Business Licence Fee assessed per Banking Machine - \$98

Business Licence Fee assessed per Amusement Machine - \$21

SCHEDULE A to BYLAW NO. 7360

Page 4 of 4

ADULT ORIENTATED USES

(i)	Adult Entertainment Establishment	\$3,000
(ii)	Body-Painting Studio each employee	\$3,000 \$103
(iii)	Body-Rub Studio each employee	\$3,000 \$103
(iv)	Escort Service each employee	\$3,000 \$103

SCHEDULE B to BYLAW NO. 6901

1. The fee for transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories, is \$35.
2. The fee for changing the category or subcategory of a licence is either:
 - (a) \$35; or
 - (b) the difference between the **licencee's** existing fee and the fee for the proposed category or subcategory,
 whichever is the greater.