



City of Richmond

Report to Committee

To: General Purposes Committee  
 From: Amarjeet S Rattan  
 Manager, Business Liaison  
 Re: Business Licence Bylaw No. 7360  
 Amendment Bylaw 8302

To General Purposes Nov 5, 2007

Date: October 9, 2007

File: 12-8060 20-8302/Vol 01

Staff Recommendation

That Bylaw 8302, which amends Business Licence Bylaw 7360 to create revised fee schedules, be forwarded to Council and given first, second and third readings.

*A Rattan*

Amarjeet S. Rattan  
 Manager, Business Liaison  
 (4686)

Att.

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER
Law.....	<i>MRB</i>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>A. Rattan</i>
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>DW</i>	NO <input type="checkbox"/>	REVIEWED BY CAO - ACTIM YES <input checked="" type="checkbox"/> <i>M.R.</i> NO <input type="checkbox"/>

## Staff Report

### Origin

Business Licence fees are established by Council in Business Licence Bylaw 7360. As per the Long Term Financial Management Strategy (LTFMS), and in keeping with Policy Nine of the (LTFMS), all user fees are to be increased annually by CPI.

### Analysis

For the licence year 2007, Council approved a fee increase of 2% which was based on the cost of living as of July 2006. For the licence year beginning January 1, 2008, and in keeping with the LTFMS, licence fees will be increased by 2% , rounded up to the nearest whole dollar. This figure is based on the CPI of 2.1%, obtained from Stats B.C. as of July 2007.

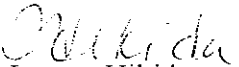
Also adopted by Council last year, was the introduction of an administrative fee for requests from businesses for additional copies of their issued business licences, as the original had either been lost, misfiled or kept by head office. Staff have also noted increased requests from the general public for copies of a company's business licence for potential court proceedings. Staff are finding that the nominal fee set last year does not accurately reflect the staff time, processing and mail costs and recommend that the fee be adjusted as set out in the attached schedule.

### Financial Impact

Based on the number of licences issued in 2007, and with the proposed increase of 2%, approximately \$52,000 in additional fees could be expected.

### Conclusion

The inflationary costs of administering the licence bylaw, an increase in enforcement costs, and the fact that fees have only been raised once since 2004, would indicate that the proposed increase is warranted.

  
Joanne Hikida  
Licence Inspector  
(4155)

JMH:jmh



**Business Licence Bylaw No. 7360 Amendment Bylaw No. 8302**

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360** is amended by deleting Schedule A and Schedule B in their entirety and substituting Schedule A and Schedule B attached to and forming part of this Bylaw.
2. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 8302**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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\_\_\_\_\_

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CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
<i>MEB</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE A to BYLAW NO. 7360**

<b>ASSEMBLY USE</b>						
<b>GROUP 1</b>			<b>GROUP 2</b>		<b>GROUP 3</b>	
Business Licence Fee assessed by Square Metres			Business Licence Fee assessed by Number of Seats		Business Licence Fee assessed by Number of Employees*	
Except: (a) Mobile Vendors (Food) which are assessed a fee of \$70 per vehicle; and (b) Food Caterers which are assessed a fee in accordance with Group 3.						
Food Primary Liquor Licence Fee \$296						
Square Metres	(Square Feet)	Fee	Seats	Fee	Employees	Fee
0.0 to 93.0	(0 to 1,000)	\$142	0 to 30	\$451	0 to 5	\$114
93.1 to 232.5	(1,001 to 2,500)	\$216	31 to 60	\$899	6 to 10	\$192
232.6 to 465.0	(2,501 to 5,000)	\$374	61 to 90	\$1,349	11 to 15	\$278
465.1 to 930.0	(5,001 to 10,000)	\$598	91 to 120	\$1,800	16 to 25	\$413
930.1 to 1860.1	(10,001 to 20,000)	\$1,061	121 to 150	\$2,247	26 to 50	\$598
1,860.2 to 2790.1	(20,001 to 30,000)	\$1,518	151 to 180	\$2,697	51 to 100	\$864
2,790.2 to 3720.2	(30,001 to 40,000)	\$1,981	181 to 210	\$3,143	101 to 200	\$1,218
3,720.3 to 4,650.2	(40,001 to 50,000)	\$2,437	211 and over	\$3,287	201 to 500	\$1,760
4,650.3 to 5,580.3	(50,001 to 60,000)	\$2,899			501 to 1,000	\$2,659
5,580.4 and over	(60,001 and over)	\$3,287			1,001 and over	\$3,287

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

<b>RESIDENTIAL USE</b>		
Business Licence Fee assessed by Number of Rental Units		
Units	Fee	
0 to 5	\$137	
6 to 10	\$211	
11 to 25	\$362	
26 to 50	\$588	
51 to 100	\$1,038	
101 to 200	\$1,485	
201 to 300	\$1,935	
301 to 400	\$2,380	
401 to 500	\$2,826	
501 units and over	\$3,287	

<b>SERVICE USE</b>		
Business Licence Fee assessed by Number of Employees*		
Employees	Fee	
0 to 5	\$114	
6 to 10	\$197	
11 to 15	\$289	
16 to 25	\$425	
26 to 50	\$610	
51 to 100	\$887	
101 to 200	\$1,247	
201 to 500	\$1,805	
501 to 1,000	\$2,719	
1,001 and over	\$3,287	

**SCHEDULE A to BYLAW NO. 7360**

<b>MERCANTILE USE</b>		
<b>Business Licence Fee assessed by Square Metres</b>		
<b>Square Metres</b>	<b>(Square Feet)</b>	<b>Fee</b>
0 to 93.0	(0 to 1,000)	\$114
93.1 to 232.5	(1,001 to 2,500)	\$182
232.6 to 465.0	(2,5001 to 5,000)	\$334
465.1 to 930.0	(5,001 to 10,000)	\$565
930.1 to 1,860.1	(10,001 to 20,000)	\$1,022
1860.2 to 2,790.1	(20,001 to 30,000)	\$1,486
2,790.2 to 3,720.2	(30,001 to 40,000)	\$1,942
3,720.3 to 4,650.2	(40,001 to 50,000)	\$2,400
4,650.3 to 5,580.3	(50,001 to 60,000)	\$2,860
5,580.4 and over	(60,001 and over)	\$3,287

<b>INDUSTRIAL/MANUFACTURING USE</b>	
<b>Business Licence Fee assessed by Number of Employees*</b>	
<b>Number of Employees</b>	<b>Fee</b>
0 to 5	\$137
6 to 10	\$227
11 to 15	\$318
16 to 25	\$451
26 to 50	\$633
51 to 100	\$899
101 to 200	\$1,259
201 to 500	\$1,795
501 to 1,000	\$2,692
1,001 and over	\$3,287

\*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 \$114; and
- (b) the following per vehicle Licence Fee, based on number of vehicles:

CLASS "A" Taxicab	\$104
CLASS "B" Limousine	\$70
CLASS "C" Sightseeing Taxicab	\$104
CLASS "D" Airport Taxicab	\$104
CLASS "E" Private Bus	\$104
CLASS "I" Charter Minibus	\$104
CLASS "J" Rental Vehicle	
Group 1	\$13
Group 2	\$70
CLASS "K" Driver Training Vehicle	\$51
CLASS "M" Tow-Truck	\$104
CLASS "N" Taxicab for Persons with Disabilities	\$104

- 2. Notwithstanding the per-vehicle licence fees stipulated in Section 1, the maximum licence fee for any Vehicle for Hire business is \$3,287.
- 3. The fee for transferring a Vehicle for Hire Licence within any calendar year is \$39
- 4. The fee for replacing a Vehicle for Hire Licence plate or decal is \$12

**VENDING MACHINE USES**

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

Group 1	\$25
Group 2	\$35
Group 3	\$ 8

Business Licence Fee assessed per Banking Machine - \$109

Business Licence Fee assessed per Amusement Machine - \$25

**SCHEDULE A to BYLAW NO. 7360**

**ADULT ORIENTATED USES**

(i)	Adult Entertainment Establishment	\$3,287
(ii)	Body-Painting Studio each employee	\$3,287 \$114
(iii)	Body-Rub Studio each employee	\$3,287 \$114
(iv)	Casino	\$5202
(v)	Escort Service each employee	\$3,287 \$114

**SCHEDULE B to BYLAW NO. 7360**

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 \$39.
2. The fee for changing the category or subcategory of a licence is either:
  - (a) \$39; or
  - (b) the difference between the existing licence fee and the fee for the proposed category or subcategory,
 whichever is the greater.
3. The fee for a Business Licence reprint is \$10.00.