



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** August 20, 2024
From: Mark Corrado **File:** 12-8060-02-01/2024-
 Director, Community Bylaws and Licencing Vol 01
Re: **Metro West Inter-Municipal Business Licence Bylaws**

Staff Recommendations

1. That Inter-Municipal Business Licence Agreement Bylaw No. 10584 be introduced and given first, second and third readings; and
2. That Inter-Municipal Business Licence Bylaw No. 10583 be introduced and given first, second and third readings.

[Signature]
 Mark Corrado
 Director, Community Bylaws and Licencing
 (604-204-8673)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	<i>[Signature]</i>
Finance	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
	<i>[Initials]</i>	<i>[Signature]</i>

Staff Report

Origin

On July 22, 2013, Council approved the City of Richmond's participation in a two-year pilot of the Metro West Regional Inter-Municipal Business Licence program (the "Pilot Program"), in conjunction with the Municipalities of Vancouver, Surrey, Burnaby, New Westminster and Delta. The Pilot Program focused on businesses engaged in the construction industry. The Pilot Program allowed participating municipalities to permit a person who has obtained an Inter-municipal Business Licence (a "Licence") to carry on business within any participating municipality without obtaining a Licence in the other participating municipalities. Eligible businesses in the Pilot Program included trade contractors and other professionals related to the construction industry. The Pilot Program ended on December 31, 2015.

On December 14, 2015, Council approved the City of Richmond's participation as a permanent partner of the Metro West Regional IMBL program (the "IMBL Program"). The IMBL Program reduced costs and administration for construction related businesses operating in the partnering municipalities while promoting a greater business environment and improving economic development. Subsequent to 2015, business eligibility was expanded to also include businesses that perform maintenance, repair and/or inspections of land and buildings.

The Regional IMBL group has now requested expansion to allow for businesses that provide home healthcare and other in-home support services.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance [Note: This section is usually put near the beginning of the RTC]:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.2 Seek improvements and efficiencies in all aspects of City business.

Background

Under the provisions of the Regional IMBL agreement, businesses must obtain a business licence in their home municipality where their business premise is maintained. For the additional fee they obtain a Licence which allows the eligible business to operate in the participating municipalities. Businesses are required to comply with relevant bylaw conditions of each municipality in which they work.

The IMBL Program is intended to assist businesses carrying out activities in their participating jurisdictions by relieving some of the administrative burdens, opening up larger markets, improving customer choice and achieving greater licencing regulatory compliance with local government requirements. The terms and conditions of a Licence including the fee and licence administration are set out in a set of common bylaws enacted by each participating municipality.

In BC there are 17 IMBL regional partnerships between 104 municipalities. Consumers can benefit from increased choice as businesses expand services across participating municipalities.

Uptake of the IMBL Program has been steady. Since 2015, the annual number of Licences issued has increased. In 2023, a total of 6,817 Licences were issued by the participating municipalities with 846 being issued by Richmond.

The Metro West Regional IMBL group has been made aware of considerable demand from home health care service providers to facilitate cross-jurisdictional services. Many of these home health care service providers have clients in multiple Metro Vancouver municipalities who require in-home medical care, transportation, companionship, and home making. All changes to the Regional IMBL Program require approval from all participating municipalities. Staff from each participating municipality will submit similar reports and recommendations to expand the Regional IMBL category to include home health care to their Councils for approval prior to December 31, 2024.

Analysis

In 2024, the City issued 483 licences to businesses that could provide in-home services as part of their business. These businesses provide a vital role in servicing a broad demographic of our community with a range of health care needs. Often the demand and the complexity of health needs can exceed the supply of any single municipality. At the same time, both clients and service providers have identified an issue with having to commute or disrupt a relationship when a client moves to another lower mainland jurisdiction.

This report recommends adding health care professionals and services to the Regional IMBL Program so that businesses providing in-home health care and related services can operate in the participating municipalities with a cross regional IBML Licence. This report also recommends increasing the Regional IMBL Licence fee from \$250 to \$300. These changes if approved, will become effective January 1, 2025.

If approved, these recommendations will reduce administrative and cost burdens for businesses providing in-home health care and related services within the participating municipalities. The annual fee for the Regional IMBL has not changed since 2013. If approved, the increase from \$250 to \$300 will bring Regional IMBL Licence fees more in line with other licensing fees that have increased over the years to cover municipal cost escalations. Increasing the Regional Licence fee is expected to generate an additional \$42,300 dollars in new revenue for the City in 2025.

If these changes are not approved then the City would cease to participate in the Regional IMBL Program.

Financial Impact

Staff expect that including health care professionals and services to the IMBL Program will not have a financial impact on the City. Any revenue obtained from Richmond businesses purchasing a Regional IMBL Licence will offset any revenue lost as a result of non-resident businesses purchasing the IMBL Program in their home municipality. Further the revenue sharing protocol of the Program ensures that all participating municipalities receive a portion of the total revenues from the IMBL Licences issued.

Conclusion

Staff recommend both the continuation and expansion of the Regional IMBL program to include home health care professionals and services as well as an increase in licencing fees. These recommendations will require subsequent bylaw related changes including: a new Inter-Municipal Business Licence Agreement Bylaw No. 10584 and a new Inter-Municipal Business Licence Bylaw No. 10583. Current regional IMBL participating municipalities have until January 1, 2025 to enact the above bylaw changes or cease to participate in the program.

Should the recommendations be approved by all participating municipalities, the IMBL Program will be available to health care professionals and in-home care services businesses on January 1, 2025, and the fee for all Licence holders will be \$300.



Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)

VMD:vmd



Inter-municipal Business Licence Agreement Bylaw No. 10584

A Bylaw to enter into an agreement among the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the “Participating Municipalities”) regarding an Inter-municipal Business Licence Scheme

The Council of the City of Richmond enacts as follows:

1. That effective December 31, 2024, Inter-municipal Business Licence Agreement Bylaw No. 9493 be repealed.
2. Council hereby authorizes the City to enter into an Agreement with the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver, in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Chief Administrative Officer and the General Manager, Finance and Corporate Services to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Chief Administrative Officer and the General Manager, Finance and Corporate Services deem fit.
3. This Bylaw is cited as **“Inter-municipal Business Licence Agreement Bylaw No. 10584”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

Schedule A

Inter-municipal Business Licence Agreement

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (hereinafter the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver agree as follows:

1. The *Participating Municipalities* agree to establish an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement an inter-municipal business licence scheme effective January 1, 2025.
3. In this Agreement:

"Business" has the meaning in the *Community Charter*;

"Community Charter" means the Community Charter, S.B.C. 2003, c. 26;

"Inter-municipal Business" means any of the following businesses that provide services outside of their Principal Municipality:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

"Inter-municipal Business Licence" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"Inter-municipal Business Licence Bylaw" means the bylaw adopted by the Council of each *Participating Municipality* to implement the inter-municipal business licence scheme contemplated by this Agreement;

"Municipal Business Licence" means a licence or permit, other than an Inter-municipal Business Licence, issued by a *Participating Municipality* that authorizes a Business to be carried on within the jurisdictional boundaries of the *Participating Municipality*;

“*Participating Municipality*” means any one of the *Participating Municipalities*;

“*Person*” has the meaning in the Interpretation Act, R.S.B.C. 1996, c. 238,

“*Premises*” means one or more fixed or permanent locations where the person ordinarily carries on business;

“*Principal Municipality*” means the *Participating Municipality* where a *Business* is located or has *Premises*; and

“*Vancouver Charter*” means the Vancouver Charter, S.B.C. 1953, c.55.

4. Subject to the provisions of the *Inter-municipal Business Licence Bylaw*, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of the *Inter-municipal Business Licence Bylaw*, in addition to the requirements of the *Principal Municipality's* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite section 15, the *Inter-municipal Business Licence* fee will not be pro-rated.
12. The *Participating Municipalities* will distribute revenue generated from *Inter-Municipal Business Licence Fees* amongst all *Participating Municipalities* based on the *Principal Municipality* retaining 90% of the *Inter-municipal Business Licence* fee and the remaining 10% distributed equally to the remaining *Participating Municipalities*.

13. The *Participating Municipalities* will review the *Inter-municipal Business Licence* scheme and the revenue sharing formula established by this Agreement from time to time and may alter the formula in section 12 by written agreement of all *Participating Municipalities*.
14. The revenue generated from *Inter-municipal Business Licence* fees collected from January 1 to December 31 inclusive that is to be distributed to other *Participating Municipalities*, in accordance with section 12, will be distributed by February 28 of the year following the year in which fees were collected. The *Participating Municipalities* will designate one municipality, which may change from time to time, to calculate and distribute the revenue generated from *Inter-municipal Business Licence* fees.
15. The length of term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the length of term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
16. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all the *Participating Municipalities* until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal business licence scheme among the *Participating Municipalities* in accordance with the *Inter-municipal Business Licence Bylaw*.
17. Each *Participating Municipality* will share a database of *Inter-municipal Business Licences*, which will be available for the use of all *Participating Municipalities*.
18. Each *Participating Municipality* which issues an *Inter-municipal Business Licence* will promptly update the shared database after the issuance of that licence.
19. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for the period of the suspension.
20. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
21. The cancellation of an *Inter-municipal Business Licence* under section 20 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.

22. Nothing in this agreement affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
23. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the *Inter-municipal Business Licence* scheme among the Participating Municipalities, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence* scheme.
24. Prior to the effective date of a withdrawal under section 23 of this Agreement, the remaining *Participating Municipalities* will review and enter into an agreement to amend the revenue distribution formula set-out in section 12 of this Agreement.
25. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Council of the *Participating Municipalities*. Further, nothing contained or implied in this Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter*, *Vancouver Charter*, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.
26. Despite any other provision of this Agreement, an *Inter-municipal Business Licence* granted in accordance with the *Inter-municipal Business Licence Bylaw* does not grant the holder of a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal licence scheme.
27. This Agreement may be executed in several counter parts, each of which shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.
28. This Agreement replaces and supersedes the Inter-municipal Business Licence Agreement entered into by the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver in 2016.

SIGNED AND DELIVERED on behalf of the *Participating Municipalities*, the Councils of each of which has, by bylaw, ratified this Agreement and authorized their signatures to sign on behalf of the respective Council, on the dates indicated below.

CITY OF BURNABY

City Clerk _____

Date _____

CITY OF DELTA

Mayor _____

Clerk _____

Date _____

CITY OF NEW WESTMINSTER

Mayor _____

Clerk _____

Date _____

CITY OF RICHMOND

Chief Administrative Officer _____

General Manager, Finance
and Corporate Services _____

Date _____

CITY OF SURREY

Mayor _____

Clerk _____

Date _____

CITY OF VANCOUVER

Director of Legal Services _____

Date _____



Inter-municipal Business Licence Bylaw No. 10583

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the “*Participating Municipalities*”) wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction.

AND WHEREAS each of the *Participating Municipalities* has or will adopt a similar bylaw and has or will enter into an agreement with the other *Participating Municipalities* to implement the inter-municipal business licence scheme;

NOW THEREFORE the Council of the City of Richmond enacts as Follows:

1. Council Repeals Inter-municipal Business Licence Bylaw No. 9040.
2. There is hereby established an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
3. In this bylaw:

“*Business*” has the meaning in the *Community Charter*;

“*Community Charter*” means the *Community Charter*, S.B.C. 2003, c. 26;

“*Inter-municipal Business*” means any of the following businesses that provide services outside of their *Principal Municipality*:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

“*Inter-municipal Business Licence*” means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

“*Municipal Business Licence*” means a licence or permit, other than an *Inter-municipal Business Licence*, issued by a *Participating Municipality*, that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

“*Participating Municipality*” means any one of the *Participating Municipalities*;

“*Person*” has the meaning in the *Interpretation Act*, R.S.B.C. 1996, c. 238;

“*Premises*” means one or more fixed or permanent locations where the *Person* ordinarily carries on *Business*;

“*Principal Municipality*” means the *Participating Municipality* where a *Business* is located or has a *premises*; and

“*Vancouver Charter*” means the Vancouver Charter, S.B.C. 1953, c. 55.

4. Subject to the provisions of this bylaw, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of this bylaw in addition to the requirements of the *Principal Municipality’s* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite the provisions of section 12, the *Inter-municipal Business Licence* fee will not be prorated.

12. The term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
13. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all of the Participating Municipalities until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal licensing scheme in accordance with this bylaw.
14. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the licence holder to carry on *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for a period of the suspension.
15. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
16. The cancellation of an *Inter-municipal Business Licence* under section 15 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.
17. Nothing in this bylaw affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of business under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279 C of the *Vancouver Charter*.
18. A *Participating Municipality* may, by notice in writing to each of the other Participating Municipalities, withdraw from the inter-municipal business licensing scheme and notice must:
 - (a) Set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice, and

- (b) Include a certified copy of the Council resolution or bylaw authorizing the municipality’s withdrawal from the *Inter-municipal Business Licence Scheme*.
- 19. The invalidity or unenforceability or any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
- 20. Despite any other provision of this Bylaw, an *Inter-municipal Business Licence* granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*.
- 21. A business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this bylaw, even if Participating Municipality is a participating member of the other inter-municipal business licence scheme.
- 22. A decision by a court that any part of this bylaw is illegal, void, or unenforceable severs that part from this bylaw, and is not to affect the balance of this bylaw.
- 23. *This bylaw is to come into force and take effect on January 1, 2025.*
- 24. This Bylaw is cited as **“Inter-Municipal Business Licence Bylaw No. 10583”**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

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

MAYOR

CORPORATE OFFICER