



# City of Richmond

## Report to Committee

**To:** Community Safety Committee **Date:** November 21, 2022  
**From:** Mark Corrado **File:** 12-8060-00/Vol 02  
Director, Community Bylaws & Licencing  
**Re:** **Business Licence Activity Report – Third Quarter 2022**

### Staff Recommendation

That the staff report titled “Business Licence Activity Report – Third Quarter 2022”, dated November 21, 2022, from the Director, Community Bylaws & Licencing, be received for information.

Mark Corrado  
Director, Community Bylaws & Licencing  
(604-204-8673)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Economic Development	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

This report provides an update of business licence activity for the Third quarter of 2022.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

This report supports Council's Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

*Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

### Analysis

#### Business Licence Revenue

The total revenue collected by the end of the third quarter in 2022 was \$3,684,336, which represents a slight decrease when compared with the same time period in 2021 (Table 1). Business Licence revenue can be seen as one of multiple indicators of overall economic health in Richmond.

Table 1: Business Licence Revenue (January – September)

	2019	2020	2021	2022
Revenue	\$ 3,749,767	\$ 3,710,372	\$ 3,717,456	\$3,684,336

#### Application Processing

The licensing process ensures that businesses have received all required approvals from those organizations that regulate health and safety as well as any other municipal, provincial or federal requirements. This process is monitored to ensure that it is both timely and thorough. Staff use the following measures of performance:

- Valid Licences – this is the number of businesses with valid licences.
- Expired Licences – this is the number of businesses who have not paid to renew their licence from a previous year. Staff follow up with these businesses to confirm if they have either closed or just have not paid their invoice.
- Suspended/Pending Applications – these are businesses that have applied for a new licence or for changes to an existing licence and are waiting for a review of their application. Staff work to keep this number as low as possible by prioritizing these applications.
- Total Licences – this is the total number of all licences that are either valid, expired (and being checked) or under application review.

The statistics shown in Table 2 are measured quarterly as the numbers fluctuate throughout the year due to a variety of factors, (new applications arrive daily, businesses close down and premises alterations are requested), and are not annual totals.

Table 2: Number and Status of Business Licences

	<b>2021 Q1</b>	<b>2021 Q2</b>	<b>2021 Q3</b>	<b>2022 Q1</b>	<b>2022 Q2</b>	<b>2022 Q3</b>
Valid Licences	13,341	13,586	13,558	13,662	13,848	13,340
Expired Licences	1,318	962	967	1,034	1,313	2,281
Suspended/Pending Applications	457	468	583	741	685	771
Total Licences	15,116	15,016	15,108	15,437	15,846	16,392

In the third quarter, total licences increased from 2021-2022. While total valid licences slightly decreased over 2021, it is anticipated that this number could rise in Q4 as an increased number of new business licences have recently been processed.

Table 3: New Business Licences Issued (July-September)

	<b>2019 Q3</b>	<b>2020 Q3</b>	<b>2021 Q3</b>	<b>2022 Q3</b>
Total Issued	436	295	372	395

The number of new business licences issued in the third quarter of 2022 has increased slightly by six per cent compared to the same quarter last year. This is a positive indicator of economic health, given inflationary pressures and other economic challenges faced by new business operators.

#### Business Licence Enforcement

Revenue from tickets issued for contraventions of the Business Licence Bylaw No. 7360 is outlined in Table 4. A total of 32 tickets were issued by staff in the third quarter of 2022. Businesses continuing to operate without a valid licence are first given a warning and steps needed to come into compliance. Should a follow-up inspection find the business not in compliance, a bylaw violation notice is issued. Tickets can be disputed via the adjudication process and pending the adjudicators ruling, the revenue captured may change.

Table 4: Business Licence Enforcement Revenue (January – September)

	<b>2021</b>	<b>2022</b>
Revenue from Tickets	\$ 16,575	\$ 11,950

#### Illegal Ride-Hailing Enforcement

In the third quarter of 2022, at the request of the Passenger Transportation Branch, the City, along with Richmond RCMP and Transit Police, conducted two joint-operations targeting illegal

ride-hailing services. A total of six joint operations have been conducted in 2022. The outcome of these joint operations are highlighted below.

Table 5: 2022 Total Fines Issued

<b>Agency</b>	<b>YTD Fines</b>
Passenger Transportation Branch	\$ 24,105
City of Richmond	\$ 7,650*
<b>Total</b>	<b>\$ 31,755</b>

\*Pending adjudication determination

Table 6: 2022 Tickets Issued

<b>Agency</b>	<b>Tickets Q3</b>	<b>YTD Tickets</b>
Passenger Transportation Branch	28	53
City of Richmond	8	19
<b>Total</b>	<b>36</b>	<b>72</b>

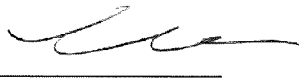
Staff will continue to work with the Passenger Transportation Branch on a joint-operational basis and will continue to advocate for the Province to release comprehensive ride-hailing enforcement statistics.

### **Financial Impact**

None.

### **Conclusion**

This report provides an update to the Community Safety Committee on third quarter results for 2022 in the Business Licences department. Third quarter revenues decreased slightly but are not indicative of a trend. The increase in new licences is a positive indicator of overall economic health, given the challenging business climate. A primary focus of staff for the remainder of the year will be focusing on processing applications and addressing the number of expired licenses and determining their appropriate status.



Mark Corrado  
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