



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** October 26, 2006
From: Amarjeet S Rattan **File:** 12-8060-00/Vol 02
 Manager, Business Liaison
Re: **Notification Policy for Business Regulation Bylaws**

Staff Recommendation

That the Business Regulation Bylaw Notification policy be adopted.

Amarjeet S Rattan
Manager, Business Liaison

AR/ar

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES	NO	REVIEWED BY CAO	YES	NO
	<input checked="" type="checkbox"/> GJ	<input type="checkbox"/>			<input checked="" type="checkbox"/>

Staff Report

Origin

Under Section 59 of the Community Charter, a Council is required to provide notice of its intentions to adopt a business regulation bylaw and to provide an opportunity for persons who consider they are affected by such a bylaw to make representations to Council. The form of this required notice is not specifically defined in the Community Charter, but is to be provided “in a form and manner, at the times and as often as the Council considers reasonable.” Council must establish a reasonable form of notice to guide staff in order to satisfy this requirement and the most efficient way of doing so would be through Council policy.

Analysis

Based on current practices and other notification requirements provided in the Community Charter, a reasonable business regulation notification process would include the following elements:

- Advertising consistent with other statutory notification requirements;
- At least a two week opportunity for the receipt of written representations; and
- The opportunity for oral representations to Council through the usual delegation process.

The attached proposed policy would satisfy these elements.

Financial Impact

Required advertising under the Community Charter and Local Government Act is covered under existing advertising budgets.

Conclusion

The adoption of the proposed policy on Business Regulation Bylaw Notification will facilitate the timely adoption of business regulation bylaws.



Amarjeet S Rattan
Manager, Business Liaison

Attach.1



Policy ✪:

It is Council Policy that:

The notification requirements under the Community Charter for the purposes of adopting business regulation bylaws are reasonably satisfied if:

1. the adoption of the proposed bylaw is advertised once each week for two consecutive weeks in a newspaper that is distributed in Richmond;
2. an opportunity is provided to persons who consider themselves affected by the proposed bylaw to make written representations to Council;
3. the period of time provided for persons to make written representations before the proposed bylaw adoption is at least two weeks from the date of the second required advertisement;
4. an opportunity is provided for persons to make oral representations to Council by appearing as a delegation in accordance with the Procedure Bylaw;
5. the required advertisement includes information describing how persons may make written and oral representation to Council.