



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, October 2, 2017  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-4**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on September 18, 2017.*



### FINANCE AND CORPORATE SERVICES DIVISION

1. **INDUSTRIAL LAND INTENSIFICATION INITIATIVE (ILII) – PROPOSED WORK PROGRAM**  
(File Ref. No. 08-4150-01) (REDMS No. 5475062 v. 5)

**GP-8**

**See Page GP-8 for full report**

*Designated Speakers: Tina Atva and Neonila Lilova*

### STAFF RECOMMENDATION

- (1) *That the work program to implement the proposed Richmond Industrial Land Intensification Initiative (ILII) be received for information; and*
- (2) *That a one-time expenditure request for \$100,000 be submitted to the 2018 budget process for Council consideration in order to implement the ILII work program.*



2. **OMNIBUS BYLAW FOR DEFINITION HOUSEKEEPING AMENDMENTS**

(File Ref. No. 12-8060-20-009718) (REDMS No. 5424563 v. 6)

**GP-19**

[See Page GP-19 for full report](#)

*Designated Speakers: Carli Edwards and Jennifer Hayes*

**STAFF RECOMMENDATION**

- (1) *That the following bylaws are introduced and given first, second and third readings:*
- (a) *Housekeeping (Amendments) Bylaw No. 9718;*
  - (b) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw 9768;*
  - (c) *Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw 9767;*
  - (d) *Bylaw Enforcement Officer Bylaw No. 9742; and*
  - (e) *Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw No. 9766; and*
- (2) *That all appointments by Council of bylaw enforcement officers pursuant to the Police Act be rescinded.*



**COMMUNITY SAFETY DIVISION**

3. **ONE-YEAR REVIEW OF COUNCIL POLICY RELATED TO LIQUOR LICENCE APPLICATIONS**

(File Ref. No. 12-8275-30-001) (REDMS No. 5541972)

**GP-76**

[See Page GP-76 for full report](#)

*Designated Speaker: Carli Edwards*

**STAFF RECOMMENDATION**

*That the staff report titled, “One-year Review of Council Policy related to Liquor Licence Applications”, dated September 14, 2017, from the Acting Senior Manager, Community Safety, Policy & Programs and Licencing be received for information.*



## General Purposes Committee Agenda – Monday, October 2, 2017

---

Pg. #

ITEM

4. **AMENDMENT TO REMOVE BYLAW REFERENCE TO NUMBER OF TAXICABS**

(File Ref. No. 12-8060-02-01) (REDMS No. 5540365)

**GP-85**

[See Page GP-85 for full report](#)

*Designated Speaker: Carli Edwards*

**STAFF RECOMMENDATION**

*That Business Licence Bylaw 7360, Amendment Bylaw 9763, to remove reference to the number of taxicabs, be introduced and given first, second and third readings.*

☐

**ADJOURNMENT**

☐



## General Purposes Committee

Date: Monday, September 18, 2017

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Derek Dang  
Councillor Ken Johnston  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

Absent: Councillor Carol Day

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meetings of the General Purposes Committee held on September 5, 2017 and September 11, 2017, be adopted as circulated.*

**CARRIED**

### COMMUNITY SERVICES DIVISION

1. **BUILDING OUR SOCIAL FUTURE – A SOCIAL DEVELOPMENT STRATEGY FOR RICHMOND: INITIAL PROGRESS REPORT**  
(File Ref. No. 07-3000-01/2017-Vol 01) (REDMS No. 5351776 v. 5)

## General Purposes Committee

### Monday, September 18, 2017

---

In response to queries from Committee, Kim Somerville, Manager, Community Social Development, advised that (i) Non-Profit space needs are being addressed in a separate report to the Planning Committee, (ii) the Social Development Strategy continues to be a fluid document and work plans are adjusted as needed and, (iii) staff continue to work with other departments and agencies on an ongoing basis to address affordable housing needs.

It was moved and seconded

- (1) *That the staff report titled “Building Our Social Future – A Social Development Strategy for Richmond: Initial Progress Report,” dated August 18, 2017 from the General Manager of Community Services, be received for information; and*
- (2) *That the Building Our Social Future – A Social Development Strategy for Richmond: Initial Progress Report be distributed to key stakeholders and posted on the City website.*

**CARRIED**

## PLANNING AND DEVELOPMENT DIVISION

### 2. **GATEWAY TRANSPORTATION COLLABORATION FORUM - GREATER VANCOUVER GATEWAY 2030 PROGRAM**

(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 5494978 v. 4)

Discussion ensued with regard to the potential improvement project of widening Highway 91 from four to six lanes, as detailed in the staff report.

As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

- (1) *That the City provide a letter of support for the Vancouver Fraser Port Authority's two-phase submission of two transportation infrastructure improvements projects in Richmond for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund via the Expression of Interest and Comprehensive Project Proposal phases, as described in the report titled “Gateway Transportation Collaboration Forum - Greater Vancouver Gateway 2030 Program” dated September 7, 2017 from the Director, Transportation subject to:*
  - (a) *No capital costs to be borne by the City of Richmond;*
  - (b) *No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;*

**General Purposes Committee**  
**Monday, September 18, 2017**

---

- (c) *Continued City involvement in all aspects of the design process including adherence to the City's design standards; and*
- (d) *Retention and accommodation of local community access for motorists, pedestrians and cyclists; and*
- (2) *That a letter be written to advise the Vancouver Fraser Port Authority that the City of Richmond expects to be consulted at the outset of any discussions regarding the widening of Highway 91.*

**CARRIED**

**CHIEF ADMINISTRATOR'S OFFICE**

**3. ADDITION TO COUNCIL TERM GOALS 2014-2018**  
(File Ref. No. 01-0105-07-01/2017-Vol 01) (REDMS No. 5445646 v. 6)

It was moved and seconded

*That the Council Term Goals for 2014-2018 be updated to include an added priority under Goal 8: Supportive Economic Development Environment, as outlined in the report titled "Addition to Council Term Goals 2014-2018" dated July 11, 2017 from the Corporate Programs Consultant, to more clearly reflect Council's shared interests in ensuring viable agricultural and fisheries sectors in Richmond.*

The question on the motion was not called as discussion ensued with regards to including fisheries in the recommended additional priority under Goal 8, as "8.3 The City's agricultural and fisheries sectors are supported, remain viable and continue to be an important part of the City's character, livability, and economic development vision."

The question on the motion was then called and it was **CARRIED**.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:19 p.m.).*

**CARRIED**

**General Purposes Committee**  
**Monday, September 18, 2017**

---

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, September 18, 2017.

---

Mayor Malcolm D. Brodie  
Chair

---

Amanda Welby  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 11, 2017

**From:** Andrew Nazareth  
General Manager, Finance & Corporate Services

**File:** 08-4150-01/2017-Vol 01

**Re:** Industrial Land Intensification Initiative (ILII) – Proposed Work Program

### Staff Recommendations

1. That the work program to implement the proposed Richmond Industrial Land Intensification Initiative (ILII) be received for information; and
2. That a one-time expenditure request for \$100,000 be submitted to the 2018 budget process for Council consideration in order to implement the ILII work program.

Andrew Nazareth  
General Manager, Finance and Corporate Services  
(604-276-4095)

Joe Erceg  
General Manager, Planning and Development  
(604-276-4083)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Real Estate Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

This report is in response to the following Council referral to staff, dated April 10, 2017:

*That staff be directed to further develop new initiatives specifically related to industrial and new office development, and report back to Council.*

There are a number of new office developments proposed or under construction in the City Centre. Demand for large-plate office in the City Centre is high and staff are continuing to connect potential office tenants with developers. Future office development policy initiatives may be brought forward to Council in the future, based on market trends.

In response to Council's referral related to industrial development, and in support of Richmond's broader employment lands policies, staff propose an Industrial Land Intensification Initiative (ILII), as described in this report.

This report supports the following 2014-2018 Council Term Goals:

- Goal #3 – A Well-Planned Community:

*Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.*

- Goal #8 – Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

### Analysis

#### Purpose

Industrial intensification means the redevelopment of existing industrial sites to achieve higher densities or productivity. It may also entail higher density infill or greenfield development. The benefits of industrial land intensification include:

- Accommodating increased economic and employment activity on a limited land base;
- More efficient use of lands and resources, as well as transportation and site service infrastructure; and
- Reducing the pressure to convert agricultural lands to industrial uses<sup>1</sup>.

---

<sup>1</sup> Summary Report: Opportunities for the Intensive Use of Industrial Land, Metro Vancouver, 2013

The purpose of the proposed Industrial Land Intensification Initiative (ILII) is to ensure that Richmond's policies and bylaws support industrial intensification in a manner that aligns with industry's needs and the City's objectives.

### Background

Richmond has a long and productive history of industrial activity. The location and character of industrial uses, however, have shifted over time. (Attachment 1 shows the areas currently designated in the Official Community Plan for industrial and mixed employment uses.)

The City Centre, once characterized by large areas of industrial and auto-oriented land uses, has been evolving into a high-density, mixed-use and transit oriented downtown, as envisioned in the Official Community Plan. Two areas of Industrial Reserve remain designated within the City Centre, however, and primarily provide for light industrial uses (as shown in Attachment 2).

Industrial land in Richmond is now generally concentrated towards the peripheries of the city, such as on Mitchell Island and in the Bridgeport, Riverside, Fraserwood and Crestwood areas. These parts of the city have better access to goods movement infrastructure, such as port and airport facilities and highways. These areas, however, are farther from rapid transit, urban services and the residential neighbourhoods where potential employees reside.

According to the Metro Vancouver 2015 Industrial Lands Inventory, Richmond has the largest inventory of industrial land in the region, at a total of 1,765 hectares. Approximately 80% of this land is developed, leaving only 353 hectares potentially available for future development. A portion of these undeveloped lands, however, may not be suitable for industrial use, or may be limited to certain types of users, for example Vancouver International Airport Authority or Port Metro Vancouver.

As demand for land continues to rise across the city and across land use types, the cost of industrial land is rising, making it more challenging for businesses to secure industrial space or to make profits. Low industrial vacancy rates exacerbate the situation.

Additional challenges that threaten the availability of industrial land include competing land uses and changing industrial needs. The proliferation of non-industrial activities (e.g. indoor recreation) in industrial zones may deplete the land supply for industrial users and contribute to commuter traffic congestion in industrial zones. Recent industrial market trends at the global and regional levels include:

- higher ceilings (e.g. storage racks and stacking to accommodate automated distribution);
- multi-level and multi-storey buildings;
- increased density, including larger buildings and, footprints and larger loading areas;
- site locations for better access to transportation corridors (e.g. Fraser River, highway network and railway);

- potential for 24-hour utilization of industrial lands and shifting of industrial traffic to off-peak periods;
- multi-tenanted and strata-owned warehousing;
- energy and space efficiencies; and
- new business models such as e-commerce and the sharing economy (e.g. multiple users of assets) and industrial automation.

To remain competitive, businesses may need access to industrial sites that can respond and adapt to current and emerging trends. With population growth and urbanization placing high demand on land across the City and throughout the region, Richmond's existing industrial land supply needs to be utilized more efficiently to maintain our leadership position as a business and employment destination within the region. Furthermore, increased industrial land intensification would build upon Richmond's competitive advantages (transportation, location, etc.) that have made the city regionally attractive for business and maintain its traditionally well balanced job-per-resident-worker ratio – an indicator of a balanced and healthy community and a sound tax base.

#### Policy Context

The proposed Industrial Land Intensification Initiative responds to several City and regional policies and objectives. These are summarized below:

##### *Richmond's Official Community Plan*

- Support the development of community-wide employment lands to achieve a resilient economy; and
- Periodically review the Zoning Bylaw to simplify the list of permitted uses on employment lands and re-examine FARs, lot coverage and building heights to enable densification and multi-use.

##### *Employment Lands Strategy Vision*

- Richmond will continue to serve as a pre-eminent Asia-Pacific air, sea, land and intermodal gateway and technology hub providing a strategic range of employment uses for a resilient economy, with high City jobs-to-labour force ratio, and high paying jobs for local and regional residents.

##### *Resilient Economy Strategy Implementation Plan*

- Increase Richmond's capacity to accommodate light industrial business;
- Strengthen Richmond's role as a gateway for goods import and export;

- Retain and support existing businesses; and
- Support economic diversity, small business opportunities and localization.

*Metro Vancouver 2040 Regional Growth Strategy*

- Promote land development patterns that support a diverse regional economy and employment close to where people live; and
- Protect the supply of industrial land.

In the last few years, Metro Vancouver has explored the concept of industrial land intensification, culminating in a 2013 report on the opportunities for the intensive use of industrial land. Staff are familiar with the methodologies and best practices and continue to liaise with Metro Vancouver on more detailed work related to industrial land. Ongoing work at the regional level will be integrated in the ILII and any Richmond-specific outcomes will be provided to supplement Metro Vancouver's industrial land initiatives.

**Proposed Industrial Land Intensification Initiative**

The objectives, scope, resources and timeline required to undertake the ILII, as well as the Economic Advisory Committee's endorsement of the project are described below.

Project Objectives

The proposed Industrial Land Intensification Initiative has the following objectives:

- Develop a comprehensive understanding of current utilization of Richmond's industrial land in terms of development attributes, such as lot coverage, building height, parking requirements, and site accessibility via road network for all modes, including transit and walkability;
- Develop a comprehensive understanding of the permitted uses, industries, employment density and job types in Richmond's industrial zones (Attachment 3);
- Identify and assess industrial intensification opportunities in Richmond in the context of existing and new businesses, market trends, best practises and other City policies and objectives;
- Prepare and introduce, as appropriate, amendments to Richmond Zoning Bylaw 8500 that will provide for better utilization of industrial zones in alignment with the city's long-term employment goals and its position on the forefront of the Asia Pacific Gateway;
- Review utility service capacity and transportation infrastructure needs to support industrial land intensification policies; and

- Identify and prepare additional policies and procedures that will support industrial intensification. Examples include recommendations for optimization of site development attributes (e.g. increased lot coverage or building heights) or a new set of permitted uses in light industrial zones to better reflect tenant demand for industrial space.

### Project Scope

To accomplish the above objectives, the Industrial Land Intensification Initiative is proposed to be divided into two phases, as described generally below. Both phases will be led by City staff but are expected to require external consulting resources.

1. Phase I – information gathering and analysis stage which will include the following key elements:
  - GIS data collection and analysis of existing businesses licences within industrial zones to determine number and type of land uses occurring within the zones;
  - Research on best practices for industrial intensification in an urban context in comparable jurisdictions;
  - Engagement of key stakeholders and review of secondary data to determine industrial market trends and confirm current utilization of industrial zones in Richmond;
  - In-depth review of Richmond’s existing standard and site-specific industrial zones;
  - Gap analysis of current utilization of Richmond’s industrial zones against industrial market trends and industrial user needs;
  - Identification and review of appropriate evaluation criteria for industrial intensification;
  - Identification of utility service capacity and transportation infrastructure needs to support draft industrial land intensification policies; and
  - Preparation of draft policy and bylaw directions to support intensification of Richmond’s industrial land base.
2. Phase II – policy development and stakeholder consultation stage to be completed by mid-2019 and to include:
  - Internal and external consultation with relevant stakeholders on draft policy and bylaw amendments;
  - Revision of proposed policy and bylaw amendments and further internal and external consultation;

- Development of a policy implementation framework, including permitting and servicing mechanisms, as well as relevant grandfathering provisions;
- Development and implementation of policy effectiveness monitoring mechanism and ongoing reporting.

### Project Resources

The ILII work program will be co-managed by the City's Policy Planning Department and Economic Development division. Both phases of the project will engage an internal working group, with planning, transportation, economic development, real estate and other internal resources, as needed. During both phases of the project, the Economic Advisory Committee will be effectively engaged to provide direction and input at critical stages of the project and to validate research findings, applicability of best practices to Richmond and feasibility of proposed policy directives.

It is proposed that professional expertise be retained to carry out some of the information and analysis work under Phase I of the proposed ILII. A qualified team of consultants would be selected through a request for proposals process. Additional consultant support may be required during Phase II of the project and such will be completed through a separate request for proposal process and contract, as needed.

It is estimated that implementation of the ILII work program would cost \$100,000 to the City, including \$70,000 in consulting costs for Phase I, \$20,000 in consulting costs for Phase II and \$10,000 in contingencies. It is therefore proposed that a \$100,000 funding request be submitted to the 2018 budget process for consideration as part of the one-time expenditure requests.

### Project Timelines

Pending approval of the work program, a request for proposal process for the portion of Phase I requiring consulting assistance will be launched. It is anticipated that the consultant for Phase I will be retained in early 2018, with findings and recommendations complete by the third quarter of 2018. It is anticipated that Phase II will commence in late 2018 and conclude by mid-2019. This will include the stakeholder consultation stage and the refinement of policy and bylaw directions.

Staff will report back to Council as key milestones in the ILII implementation schedule are accomplished. It is anticipated that the next update to Council will occur in late 2018 and will contain the findings from Phase I of the ILII.

### Economic Advisory Committee Endorsement

At the March 9, 2017 meeting of the Richmond Economic Advisory Committee (EAC), staff delivered a progress report on implementation of the City's Resilient Economy Strategy and next steps, which included a high level outline of the ILII. At the May 25, 2017 EAC meeting staff delivered further detail on the proposed ILII, including the draft objectives and approach, stakeholder engagement framework and implementation parameters described above. In both

instances, EAC members were highly supportive of the ILII and welcomed their project oversight and advisory role, as well as staff's proposed approach to implementing the ILII.

### **Financial Impact**

None.

### **Conclusion**

As demand for land continues to rise across the city and across land use types, the cost of industrial land is rising, making it more challenging for businesses to secure industrial space or to make profits. Low industrial vacancy rates exacerbate the situation. Additional challenges that threaten the availability of industrial land include competing land uses and changing industrial needs. To remain competitive, businesses may need access to industrial sites that can respond and adapt to current and emerging trends. With population growth and urbanization placing high demand on land across the region, Richmond's existing industrial land supply needs to be utilized efficiently.

In response to Council's referral related to industrial development, and in support of Richmond's broader employment lands policies, staff propose an Industrial Land Intensification Initiative (ILII), as described in this report. The initiative is broken down in two phases, an information gathering and analysis phase and a policy development and stakeholder consultation stage. The project will be led by City staff, under advisory and oversight by the Council's Economic Advisory Committee. It is estimated that implementation of the proposed work program will require \$100,000 in consulting budget and will be completed by mid-2019.



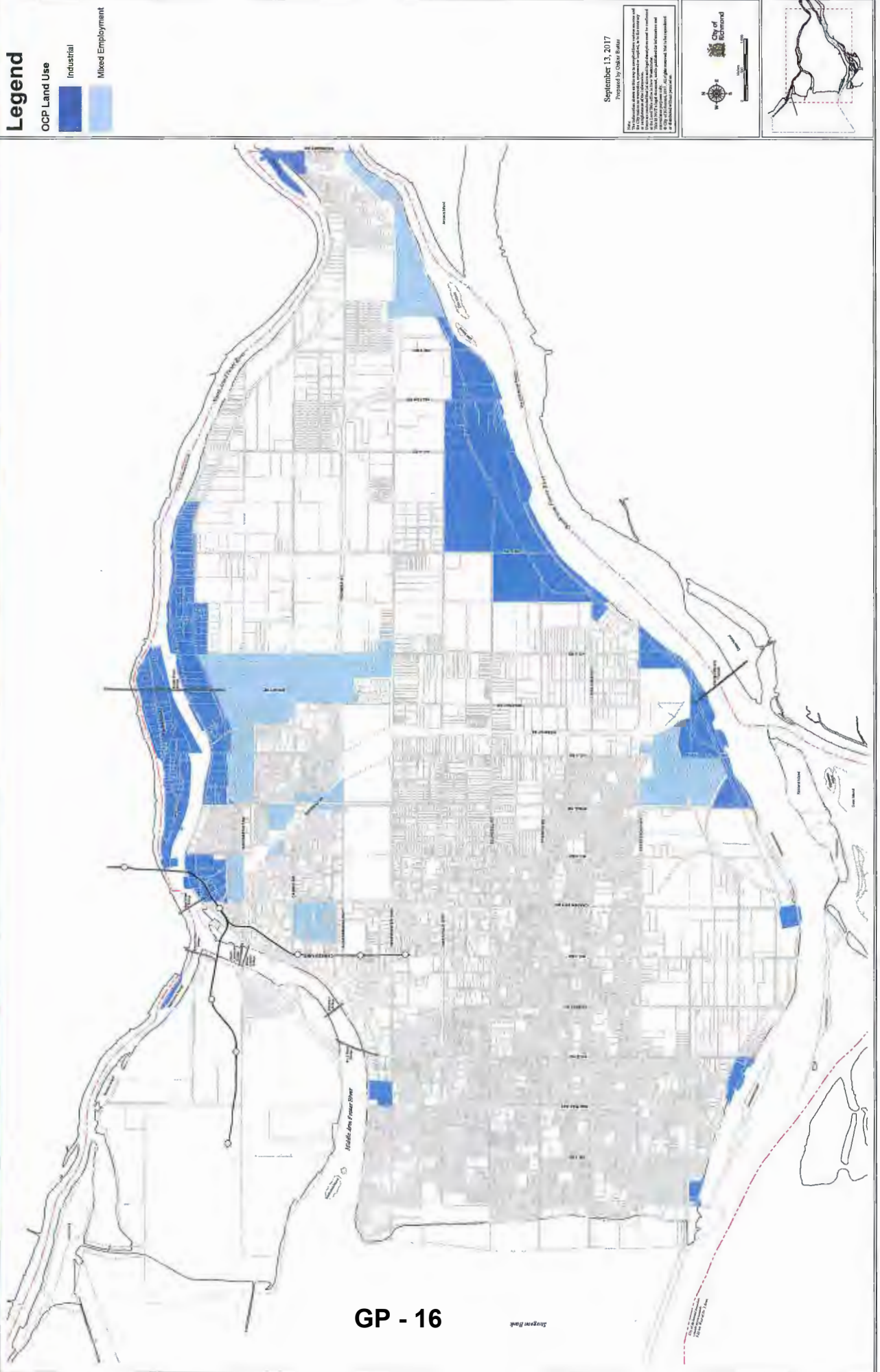
Neonila Lilova  
Manager, Economic Development  
(604-247-4934)



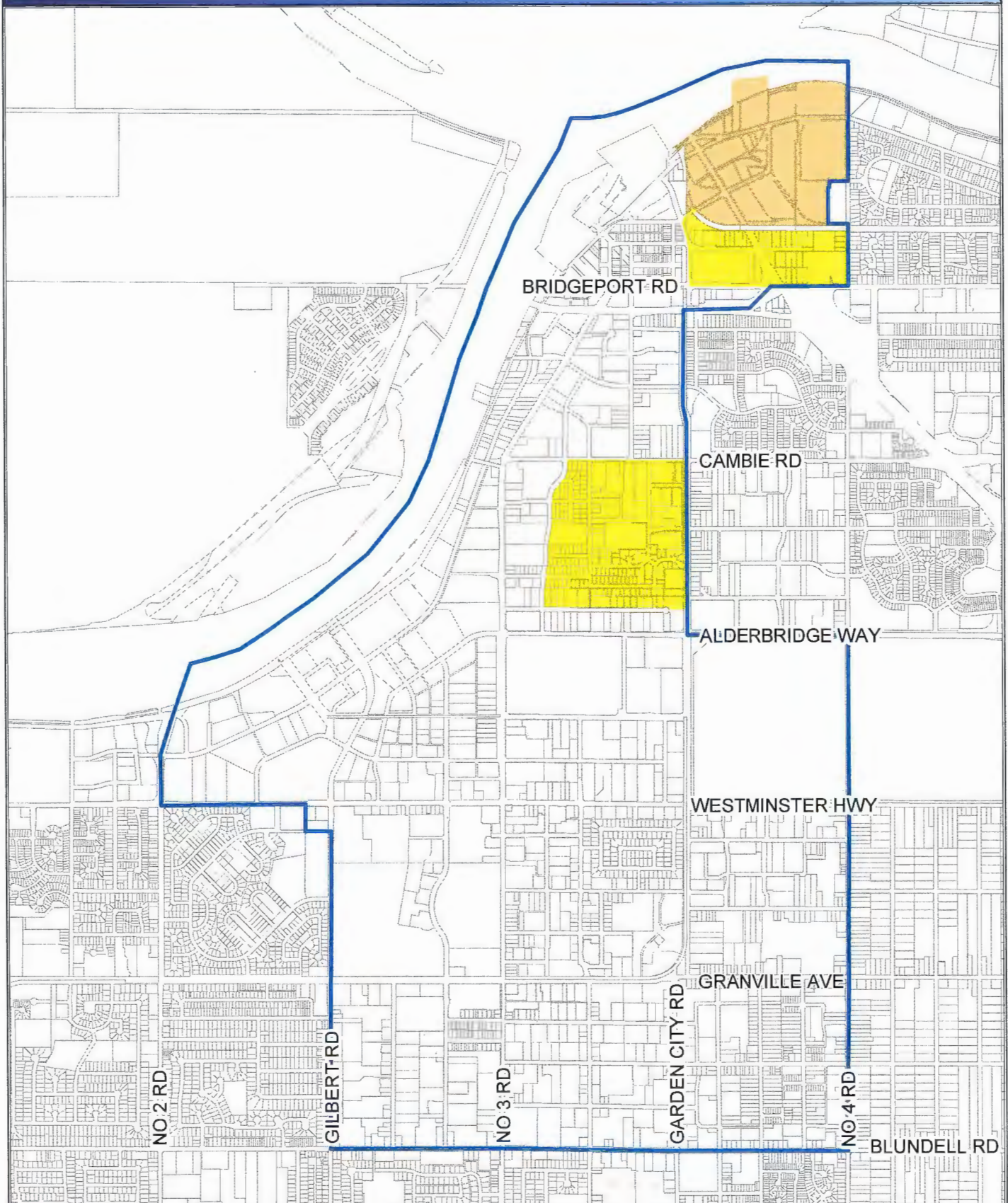
Tina Atva  
Senior Planning Coordinator, Policy Planning  
(604-276-4164)

- Att. 1: Areas Designated Industrial and Mixed Employment in the Official Community Plan  
2: Industrial Land Reserve Areas in the City Centre  
3: Areas Zoned Industrial in City Zoning Bylaw 8500









**Legend**  
 City Centre Boundary  
**Industrial Reserve Areas**  
 Industry-Only  
 Limited Commercial

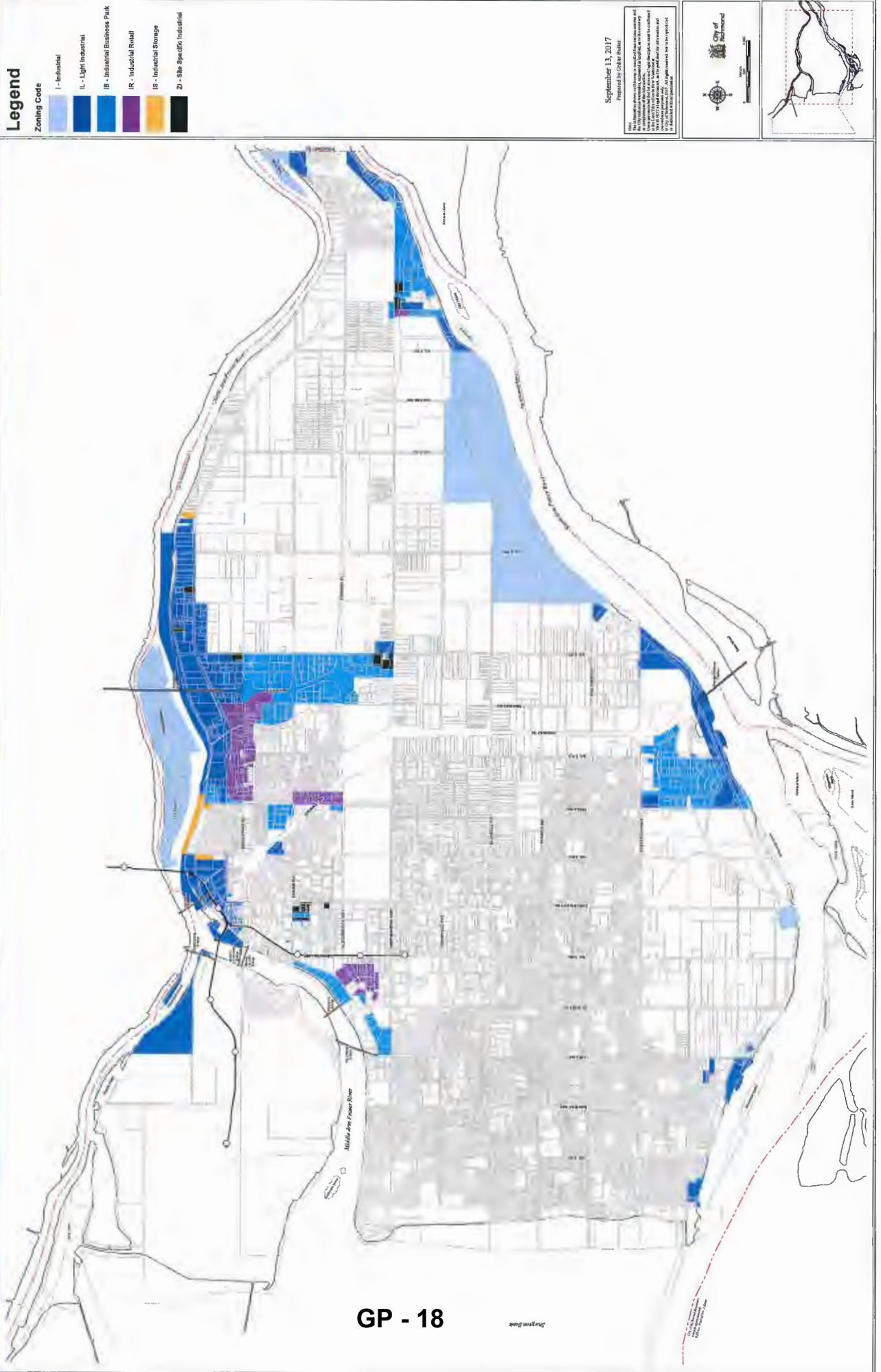
GP - 17

September 13, 2017  
 Prepared by Cedar Grove

Scale: 1:5,720  
  
 City of Richmond









# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 13, 2017

**From:** Jennifer Hayes  
Staff Solicitor



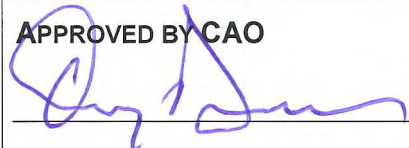
**File:** 12-8060-20-009718

**Re:** Omnibus Bylaw for Definition Housekeeping Amendments

### Staff Recommendation

1. That the following bylaws are introduced and given first, second and third readings:
  - a. Housekeeping (Amendments) Bylaw No. 9718;
  - b. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw 9768;
  - c. Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw 9767;
  - d. Bylaw Enforcement Officer Bylaw No. 9742; and
  - e. Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw No. 9766.
2. That all appointments by Council of bylaw enforcement officers pursuant to the *Police Act* be rescinded.

  
Jennifer Hayes  
Staff Solicitor  
(604-247-4693)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Business Licences	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

As a result of recent amendments to a variety of City of Richmond (the “City”) bylaws it has come to staff’s attention that there is inconsistency in the definitions used for certain key licencing and enforcement roles in the City’s bylaws. Additionally, a number of the bylaws do not yet set the limit on fines at maximum permitted by the *Offence Act*.

This report deals with housekeeping amendments to rectify the foregoing and to clarify the appointment of the City’s bylaw enforcement officers. These amendments will provide clarity contributing to the general public’s understanding of the City’s bylaws.

This report supports Council’s 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

### Analysis

#### Omnibus Housekeeping Bylaw

Staff have conducted a review of the City’s Bylaws, and have identified those recommended to be amended to ensure that the definitions for animal control officer, bylaw enforcement officer, and licence inspector are current and consistent among the City’s bylaws. The definition of Bylaw Enforcement Officer has been amended recently in the Traffic Bylaw, Business Licence Bylaw and Business Regulation Bylaw, as part of other amendments adopted by Council. The definition used is as set out below and forms the basis of the amended definitions used in the proposed *Housekeeping (Amendments) Bylaw No. 9718* (Attachment 1):

**“Bylaw Enforcement Officer** means an employee of the City, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the City for the purpose of the enforcement of one or more of the City bylaws.”

Staff have also reviewed the City’s bylaws to identify those for which increasing the limit on fines to the maximum permitted under the *Offences Act*, has not yet occurred. Without the amendments to increase the limit on fines, fines are limited to \$2,000 for long-form bylaw prosecutions in court.

<b><i>Bylaw</i></b>	<b><i>Definitions Amended</i></b>	<b><i>Limit on fines increased to maximum under Offences Act</i></b>
Animal Control Regulation Bylaw No. 7932	Licence Inspector	N/A. Already set at \$10,000
Business Licence Bylaw No. 7360	Licence Inspector, section 1.8	N/A. Already set at \$10,000
Business Regulation Bylaw No. 7538	Licence Inspector	N/A. Already set at \$10,000
Dog Licencing Bylaw No. 7138	Animal Control Officer; Licence Inspector	Yes
Drainage, Dyke and Sanitary Sewer Bylaw No. 7551	Bylaw Enforcement Officer	N/A. Already set at \$10,000
Election and Political Signs Bylaw No. 8713	Bylaw Enforcement Officer	N/A. Already set at \$10,000

Fire Protection and Life Safety Bylaw No. 8306	Bylaw Enforcement Officer	N/A. Already set at \$10,000
Nuisance Prohibition Bylaw No. 6983	N/A.	Yes
Parking (Off-Street) Regulation Bylaw No. 7403	Bylaw Enforcement Officer	Yes
Traffic Bylaw No. 5870	N/A. <i>Recently amended</i>	Yes
Unsanitary Premises Regulation Bylaw No. 7162	Bylaw Enforcement Officer	Yes
Vehicle For Hire Regulation Bylaw No. 6900	Licence Inspector	Yes

### Amendment to Ticketing Bylaws related to Operating without a Business Licence

In addition to increasing fines to the maximum permitted under the *Offences Act*, there is also an opportunity to increase the fines related to operating a business without a licence. The current bylaws permit the issuance of a Municipal Ticket Information (“MTI”) in the amount of \$100. As has been experienced on a number of recent difficult enforcement portfolios (therapeutic touch businesses, illegal marijuana dispensary), this amount has not been sufficient to deter non-compliance. In addition, there are no provisions in the Notice of Bylaw Violation Dispute Adjudication Bylaw to issue tickets (“BVN”) for operating a business without a licence.

This report proposes to increase the value of an MTI to \$1000 and add a ticketing provision to the Notice of Bylaw Violation Dispute Adjudication Bylaw, both related to business operating without a licence. The Notice of Bylaw Violation Dispute Adjudication Bylaw includes provisions for discounted penalties based on early payment. It is proposed that the penalty for operating a business without a licence be set at \$450, with a discount of \$50 if the ticket is paid within 28 days and a penalty of \$50, bringing the maximum fine to \$500, if it is not paid within 60 days. In addition, staff recommend a further housekeeping amendment to the Notice of Bylaw Violation Dispute Adjudication Bylaw to alphabetize the various bylaws listed in Section 1.1 and the ticketing schedules.

Increasing the amount of MTI’s and adding a ticketing provision to the Bylaw Violation Dispute Adjudication Bylaw related to business licences will give enforcement staff two different tools to consider when dealing with businesses operating without a licence. If approved, the new ticketing provisions will be in addition to the current enforcement options which include pursuing long form prosecution, civil injunction or suspension or cancellation of licences. The amounts proposed (\$1000 for MTI’s and \$500 for BVN’s) are consistent with penalties for other violations as contained in these bylaws, and are the maximum amounts permitted by statute.

### Appointment of Bylaw Enforcement Officers

Under the current provincial legislation, bylaw enforcement officers may be appointed one of two ways:

1. Pursuant to Section 36 of the *Police Act*:
  - a. Each officer is individually appointed;
  - b. Duties are specified in the appointment;
  - c. Swear an oath under the *Police Act*;
  - d. Can serve court summons; and

- e. Can issue tickets and notices if authorized under the MTI and Notice of Bylaw Violation Bylaws.
2. By City Bylaw, where particular positions or job titles are assigned powers, duties and functions:
- a. Does not require appointment of specific individuals, an employment letter for the appointed position is often enough;
  - b. Cannot serve court summons; and
  - c. Can issue tickets and notices if authorized under the MTI and Notice of Bylaw Violation Bylaws.

In the past the City has elected to use a combination of the methods set out above. Prior to the enactment of the *Community Charter*, bylaw enforcement officers were required to be appointed pursuant to the *Police Act*, and a number of bylaw officers have been appointed by Council in this manner. There are numerous challengers with this type of appointment, including that bylaw enforcement officers are no longer under the supervision of the City but required to conduct their duties under the direction of the Officer In Charge at the local RCMP detachment. The bylaws are the City's to enforce and thus the enforcement of the City bylaws should be under the direction of City staff. Thus in addition to the new bylaw proposed below, staff recommend rescinding the past *Police Act* appointments made by Council. All such appointments can be rescinded by Council in one blanket resolution.

Moving forward, staff recommend that all bylaw enforcement officers be appointed by bylaw as provided for in the *Community Charter* (option 2 above). If adopted, the bylaw attached to this report (Attachment 2), will explicitly set out the assigned powers, duties and functions of the positions within the City responsible for the enforcement of City bylaws, similar to the City's *Officer and General Manager Bylaw*. This ensures that bylaw enforcement officers will be supervised by and conduct their enforcement duties at the direction of the City. This will create clarity going forward.

#### Amendment to Clarify Signatory to Unsightly Premises Orders

This report also proposes a minor change to the Unsightly Premises Regulation Bylaw to remove the restriction that only the Manager of Community Bylaws can sign orders demanding compliance with the bylaw. This amendment will assist enforcement officers in the field so that any one of them can demand compliance, in the field and without returning to the office to notify the Manager.

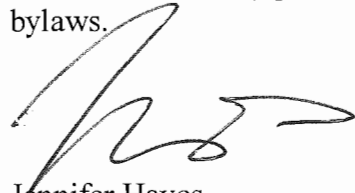
#### **Financial Impact**

None

#### **Conclusion**

The amendments in the proposed *Housekeeping (Amendments) Bylaw*, *Municipal Ticket Information Bylaw Amendment Bylaw* and the *Notice of Bylaw Violation Dispute Adjudication*

*Bylaw Amendment Bylaw* would add consistency to a number of the City's bylaws, including penalties and procedures related to non-compliance. The proposed *Bylaw Enforcement Officer Bylaw* would add clarity surrounding the appointment of bylaw enforcement officers and their powers, duties and functions. These changes also address the City's commitment to improve customer service by providing clarity which also contributes to the public's understanding of its bylaws.



Jennifer Hayes  
Staff Solicitor  
(604-247-4693)



Carli Edwards, P.Eng  
Acting Senior Manager, Community Safety, Policy  
& Programs and Licencing  
(604-276-4136)



## Housekeeping (Amendments) Bylaw No. 9718

**WHEREAS** this bylaw provides for housekeeping amendments to a number of City bylaws to standardize the definitions of Animal Control Officer, Bylaw Enforcement Officer, and Licence Inspector, and to standardize the maximum fine under the *Offences Act*;

**NOW THEREFORE**, under its statutory powers, including Part 2, Division 1, Section 8, and Part 8, Division 1, Sections 260 through 263 of the *Community Charter* the Council of the City of Richmond enacts as follows:

### **PART ONE: Animal Control Regulation Bylaw No. 7932**

- 1.1** Animal Control Regulation Bylaw No. 7932, as amended, is further amended at Section 9.1 by deleting the definition of **Licence Inspector** and replacing it with the following:

**“LICENCE INSPECTOR** means an employee of the **City**, appointed to the job position or title of inspector or officer, and includes Bylaw Enforcement Officers, Licence Inspectors and the Chief Licence Inspector.”

### **PART TWO: Business Licence Bylaw No. 7360**

- 2.1** Business Licence Bylaw No. 7360, as amended, is further amended at Section 7.1 by deleting the definition of **Licence Inspector** and replacing it with the following:

**“LICENCE INSPECTOR** means an employee of the **City**, appointed to the job position or title of inspector or officer, and includes Bylaw Enforcement Officers, Licence Inspectors and the Chief Licence Inspector.”

### **PART THREE: Business Regulation Bylaw No. 7538**

- 3.1** Business Regulation Bylaw No. 7538, as amended, is further amended at Section 26.1 by deleting the definition of **Licence Inspector** and replacing it with the following:

**“LICENCE INSPECTOR** means an employee of the **City**, appointed to the job position or title of inspector or officer, and includes Bylaw Enforcement Officers, Licence Inspectors and the Chief Licence Inspector.”



**PART FOUR: Dog Licencing Bylaw No. 7138**

- 4.1 Dog Licencing Bylaw No. 7138, as amended, is further amended at Section 3.2 by deleting Section 3.2 and replacing it with the following:

“3.2 Every person who:

- (a) violates or contravenes any provision of this bylaw; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”

- 4.2 Dog Licencing Bylaw No. 7138, as amended, is further amended at Section 4.1 by deleting the definition of **Animal Control Officer** and replacing it with the following:

“**ANIMAL CONTROL OFFICER** means:

(a) an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws; or

(b) a person employed by the **Contractor** to undertake animal control services.”

- 4.3 Dog Licencing Bylaw No. 7138, as amended, is further amended at Section 4.1 by deleting the definition of **Licence Inspector** and replacing it with the following:

“**LICENCE INSPECTOR** means an employee of the **City**, appointed to the job position or title of inspector or officer, and includes Bylaw Enforcement Officers, Licence Inspectors and the Chief Licence Inspector.”

**PART FIVE: Drainage, Dyke and Sanitary Sewer Bylaw No. 7551**

- 5.1 Drainage, Dyke and Sanitary Sewer Bylaw No. 7551 as amended, is further amended at Section 5.1 by deleting the definition of **Bylaw Enforcement Officer** and replacing it with the following:

“**BYLAW ENFORCEMENT OFFICER** means an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence

inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.”

#### **PART SIX: Election and Political Signs Bylaw No. 8713**

- 6.1 Election and Political Signs Bylaw No. 8713, as amended, is further amended at Section 4.1 by deleting the definition of **Bylaw Enforcement Officer** and replacing it with the following:

**“BYLAW ENFORCEMENT OFFICER** means an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.”

#### **PART SEVEN: Fire Protection and Life Safety Bylaw No. 8306**

- 7.1 Fire Protection and Life Safety Bylaw No. 8306, as amended, is further amended at Schedule A by deleting the definition of **Bylaw Enforcement Officer** and replacing it with the following:

“ **“Bylaw Enforcement Officer”** means an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.”

#### **PART EIGHT: Nuisance Prohibition Bylaw No. 6983**

- 8.1 Nuisance Prohibition Bylaw No. 6983, as amended, is further amended at Section 2.1 by deleting Section 2.1 and replacing it with the following:

**“2.1** Any person who:

- (a) violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened; or
- (b) fails to comply with any of the provisions of this bylaw, any other **City** bylaw, or any applicable statute; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw; or
- (d) makes any false or misleading statement,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the

offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”

## **PART NINE: Parking (Off-Street) Regulation Bylaw No. 7403**

- 9.1** Parking (Off-Street) Regulation Bylaw No. 7403, as amended, is further amended at Section 8.1 by deleting the definition of **Bylaw Enforcement Officer** and replacing it with the following:

**“BYLAW ENFORCEMENT OFFICER** means an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.”

- 9.2** Parking (Off-Street) Regulation Bylaw No. 7403, as amended, is further amended at Section 9.5 by deleting Section 9.5 and replacing it with the following:

### **“9.5 Offence Act Procedures**

Any person who:

- 9.5.1 violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened;
- 9.5.2 fails to comply with any of the provisions of this bylaw;
- 9.5.3 neglects or refrains from doing anything required under the provisions of this bylaw;  
or
- 9.5.4 makes any false or misleading statement to a **bylaw enforcement officer** respecting compliance with this bylaw,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”

## **PART TEN: Traffic Bylaw No. 5870**

- 10.1** Traffic Bylaw No. 5870, as amended, is further amended at Section 36 by deleting Section 36 and replacing it with the following:

**“36. OFFENCE ACT PROCEDURES**

Any person who:

- 36.1 violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened;
- 36.2 fails to comply with any of the provisions of this bylaw;
- 36.3 neglects or refrains from doing anything required under the provisions of this bylaw;  
or
- 36.4 makes any false or misleading statement to a **bylaw enforcement officer** respecting compliance with this bylaw,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”

**PART ELEVEN: Unsightly Premises Regulation Bylaw No. 7162**

- 11.1** Unsightly Premises Regulation Bylaw No. 7162, as amended, is further amended at Section 3.1 by deleting the definition of **Bylaw Enforcement Officer** and replacing it with the following:

**“BYLAW ENFORCEMENT OFFICER** means an employee of the **City**, appointed to the job position or title of bylaw enforcement officer or licence inspector, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.”

- 11.2** Unsightly Premises Regulation Bylaw No. 7162, as amended, is further amended at Section 4.1 by deleting Section 4.1 and replacing it with the following:

**“8.1** Any person who:

- (a) violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened; or
- (b) fails to comply with any of the provisions of this bylaw, any other **City** bylaw, or any applicable statute; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw; or
- (d) obstructs, or seeks or attempts to prevent or obstruct a person who is involved in the execution of duties under this bylaw,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”

## **PART TWELVE: Vehicle For Hire Regulation Bylaw No. 6900**

**12.1** Vehicle For Hire Regulation Bylaw No. 6900, as amended, is further amended at Section 8.1 by deleting Section 8.1 and replacing it with the following:

“**8.1** Any **licencee, operator**, or any other person who:

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

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence, and may result in the suspension, cancellation or revocation of the **licence** in question.”

**12.2** Vehicle For Hire Regulation Bylaw No. 6900, as amended, is further amended at Section 10.1 by deleting the definition of **Licence Inspector** and replacing it with the following:

“**LICENCE INSPECTOR** means an employee of the **City**, appointed to the job position or title of inspector or officer, and includes Bylaw Enforcement Officers, Licence Inspectors and the Chief Licence Inspector.”

## **PART THIRTEEN: GENERAL**

**13.1** References in this Bylaw to enactments, bylaws of the City, include those enactments, bylaws, and plans as they may be amended or replaced from time to time.

**13.3** This Bylaw is cited as “**Housekeeping (Amendments) Bylaw No. 9718**”.

ADOPTED

CORPORATE OFFICER

CITY OF  
RICHMOND

APPROVED  
for content by  
originating  
dept.

APPROVED  
for legality  
by Solicitor



---

**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 9768**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by deleting Part 1.1 in its entirety and replacing it with the following:

“1.1 This bylaw applies only to those contraventions included in the following bylaws as enacted by the City of Richmond:

Animal Control Regulation Bylaw No. 7932, as amended;  
Business Licence Bylaw No. 7360, as amended;  
Commercial Vehicle Licencing Bylaw No. 4716, as amended;  
Demolition Waste and Recyclable Materials Bylaw No. 9516;  
Dog Licencing Bylaw No. 7138, as amended;  
Donation Bin Regulation Bylaw No. 9502;  
Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, as amended;  
Election and Political Signs Bylaw No. 8713;  
Fire Protection and Life Safety Bylaw No. 8306, as amended;  
Newspaper Distribution Regulation Bylaw No. 7954;  
Noise Regulation Bylaw No. 8856, as amended;  
Parking (Off-Street) Regulation Bylaw No. 7403, as amended;  
Public Parks and School Grounds Regulation Bylaw No. 8771, as amended;  
Sign Regulation Bylaw No. 9700;  
Soil Removal and Fill Deposit Regulation Bylaw 8094, as amended;  
Traffic Bylaw No. 5870, as amended;  
Vehicle For Hire Regulation Bylaw No. 6900, as amended;  
Water Use Restriction Bylaw no. 7784, as amended;  
Watercourse Protection and Crossing Bylaw No. 8441;

and that are identified in Schedule A, attached hereto and forming part of this bylaw.”

2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by deleting Schedule A in its entirety and replacing it with Schedule A as attached to and forming part of this bylaw.
3. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9768."

FIRST READING


SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



## Schedule A to Bylaw No. 8122

Schedule – Animal Control Regulation Bylaw No. 7932 (2005)							
Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Animal Control Regulation Bylaw No. 7932 (2005)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Causing an animal to be tied or fastened to a fixed object in a prohibited manner	1.1.1(a)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Causing an animal to be confined in an enclosed space or vehicle in a prohibited manner	1.1.1(b)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Causing an animal to be transported in an uncovered part of a vehicle in a prohibited manner	1.1.1(c)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Animal has killed or injured a person or animal	1.1.2(a)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Animal has aggressively pursued or harassed a person or animal	1.1.2(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Animal has been deprived of food or water	1.2.1(a)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Animal receptacles unclean or contaminated	1.2.1(b)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Animal deprived of periodic and beneficial exercise	1.2.1(c)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a

Animal deprived of veterinary care for pain or suffering	1.2.1(d)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Animal deprived of clean and appropriate outdoor shelter	1.3.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Permitting a cat which is not spayed or neutered to run at large	2.2.1.1(c)	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
Possessing more than 3 dogs in a one-family or two-family dwelling	2.3.1.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Possessing more than 2 dogs in one unit of a multi-family dwelling	2.3.1.2	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Failure by owner to leash a dog	2.3.2.1(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Permitting a dog to run at large	2.3.2.1(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure by owner to clean up excrement from a dog	2.3.3.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure by owner to confine dog	2.3.4.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure of owner to control a dangerous dog	2.3.4.2(a)	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
Failure of owner to confine a dangerous dog	2.3.4.2(b)	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
Failure to control a dog in a designated off-leash area	2.3.5.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Permitting more than 3 dogs off leash in a designated off-leash area without valid off-leash permit	2.3.5.2(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Permitting a dangerous dog off leash in a designated off-leash area	2.3.5.2(b)	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a
Failure of owner to leash a dog displaying aggressive behaviour	2.3.5.3	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
Failure by owner to deliver a dangerous dog	8.3.4(b)	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a

	to an Animal Control Officer	8.3.14	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to provide valid and current identification to an Animal Control Officer						

<b>Schedule – Business Licence Bylaw No. 7360 (2002)</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Business Licence Bylaw No. 7360 (2002)</b>	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Operating a business without a licence	4.1.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a

<b>Schedule – Commercial Vehicle Licensing Bylaw No. 4716 (1987)</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Commercial Vehicle Licensing Bylaw No. 4716 (1987)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 37</b>	Operating a vehicle without a valid commercial licence	16 (2)(a)	n/a	\$ 50.00	\$ 50.00	\$ 75.00	n/a
	Operating a vehicle without a valid commercial licence plate displayed	16 (2)(a)	n/a	\$ 50.00	\$ 50.00	\$ 75.00	n/a
	Displaying a commercial licence plate on any vehicle not authorized	16 (2)(b)	n/a	\$ 50.00	\$ 50.00	\$ 75.00	n/a

<b>Schedule – Demolition Waste and Recyclable Materials Bylaw No. 9516</b> <b>Designated Bylaw Contraventions and Corresponding Penalties</b>							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Demolition Waste and Recyclable Materials Bylaw No. 9516</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 38</b>	Failure to submit a completed waste disposal and recycling services plan with an application for a building permit for demolition	2.1	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Commencing, continuing, causing or allowing the commencement or continuation of demolition work without an approved waste disposal and recycling services plan	2.2	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing recyclable material from a site to a location other than a recycling facility or as otherwise set out in an approved waste disposal and recycling services plan	2.3	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing waste (other than recyclable materials) from a site to a location other than a disposal facility	2.4	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a

<b>Schedule – Dog Licencing Bylaw No. 7138</b> <b>Designated Bylaw Contraventions and Corresponding Penalties</b>							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Dog Licencing Bylaw No. 7138</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 39</b>	Failure to obtain a valid dog licence for a dog	1.1.1(a)	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
	Failure to obtain a valid dog licence for a dangerous dog	1.1.1(a)	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Failure to attach a valid dog licence as required for a dog	1.1.1(b)	No	\$ 200.00	\$ 150.00	\$ 225.00	n/a
	Failure to attach a valid dog licence as required for a dangerous dog	1.1.1(b)	No	\$ 400.00	\$ 350.00	\$ 425.00	n/a
	Failure to produce a valid dog licence for a dog upon request	1.1.1(c)	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
	Failure to produce a valid dog licence for a dangerous dog upon request	1.1.1(c)	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a

## Schedule – Donation Bin Regulation Bylaw No. 9502

### Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Donation Bin Regulation Bylaw No. 9502</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 40</b>	Placing or maintaining a donation bin on City land without a permit	1.2.1	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Placing a donation bin on a donation bin site outside the designated donation bin location	2.2.4(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Securing donation bin to unauthorized structure	2.2.4(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display identification information regarding the permittee	2.2.4(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display identification decal on donation bin	2.2.4(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display a written or pictorial list of items that can be in the donation bin	2.2.4(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display notice that all donation articles must fit into the donation bin, prohibiting any items to be left outside or around the donation bin on or near the donation bin site, and prohibiting the donation of items that may create a safety hazard	2.2.4(f)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a



Failure to display the telephone number for a manned 24-hour on-call line for use by the City and the public to report issues with the donation bin	2.2.4(g)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to cause telephone number displayed on donation bin to be manned 24-hour per day	2.2.4(g)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to display a donation pick up schedule for the donation bin	2.2.4(h)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to display "No Dumping" signage on donation bin	2.2.4(i)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to display a brief written message on donation bin identifying the permittee's charitable works benefiting the residents of the City	2.2.4(j)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Displaying third party advertising on donation bin	2.2.4(k)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Placing donation bin within traffic sightline	2.2.4(l) and (m)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Placing donation bin so as to create a safety hazard or restrict accessibility	2.2.4(n)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Exceeding permitted dimensions of donation bin	2.2.4 (o)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure for donation bin to be professional in appearance and construction	2.2.4(p)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to comply with term or condition of permit	2.2.4(q)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to maintain required commercial general liability insurance coverage	2.2.5(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to maintain insurance for the vehicles used in servicing, maintaining, and picking-up	2.2.5(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a

from the donation bin(s)							
Failure to provide the City with an up-to-date list of the specific locations of all donation bins	2.2.5(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a	
Failure to remove rubbish and other materials within 5 m of donation bins within 24 hours	2.2.5(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a	
Failure to provide an updated charitable statement upon request	2.2.5(f)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a	

<b>Schedule – Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 43</b>	Prohibited discharge into sanitary sewer or drainage system						
	First Offence	3.1	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
	Second Offence	3.1	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Third and Subsequent Offences	3.1	No	\$ 1,000.00	\$ 900.00	\$ 1,025.00	n/a
	Failure to permit access by authorized Officer to food sector establishment	3.2.1	No	\$ 200.00	\$ 150.00	\$ 225.00	n/a
	Failure to maintain and repair all grease traps or grease interceptors	3.2.2	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
	Failure to have person who can provide access to grease trap or grease interceptor	3.2.3	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
	Failure to maintain or produce maintenance records	3.2.4	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
	Failure to limit maximum depth of fats, oils or grease in trap or interceptor	3.2.5	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a

Failure to display or provide documentation on flow rate of grease trap or grease interceptor	3.2.6	No	\$ 200.00	\$ 150.00	\$ 225.00	n/a
Use of prohibited enzymes, solvents, hot water or agents in grease trap or grease interceptor	3.2.7	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a
Failure to implement best management practices	3.2.8	No	\$ 200.00	\$ 150.00	\$ 225.00	n/a

<b>Schedule – Election and Political Signs Bylaw No. 8713 (2011)</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Election and Political Signs Bylaw No. 8713 (2011)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 45</b>	Placing, or permitting to be placed, a political sign outside the permitted time period – federal elections and by-elections	1.1.1(a)	No	\$ 75.00	\$ 50.00	\$ 100.00	n/a
	Placing, or permitting to be placed, a political sign outside the permitted time period – provincial elections and by-elections	1.1.1(b)	No	\$ 75.00	\$ 50.00	\$ 100.00	n/a
	Placing, or permitting to be placed, a political sign outside the permitted time period – local government and school elections and by-elections	1.1.1(c)	No	\$ 75.00	\$ 50.00	\$ 100.00	n/a
	Placing, or permitting to be placed, a political sign outside the permitted time period – federal and provincial referenda or plebiscites	1.1.1(d)	No	\$ 75.00	\$ 50.00	\$ 100.00	n/a
	Placing, or permitting to be placed, a political sign outside the permitted time period – local government referenda and plebiscites	1.1.1(e)	No	\$ 75.00	\$ 50.00	\$ 100.00	n/a

<b>Schedule – Fire Protection and Life Safety Bylaw No. 8306</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Fire Protection and Life Safety Bylaw No. 8306</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 46</b>	Interference with member at incident	3.5.1	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
	Interference with member determining cause	3.5.2	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
	Unauthorized entry to scene	3.6.1	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
	Obstructing assistance response	3.8	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
	Open Air Burning without permit	4.1.1 (f)	No	\$ 200.00	\$ 150.00	\$ 250.00	n/a
	Permit required – No permit – general	4.1.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Failure to Comply with permit conditions	4.4.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Failure to post or produce permit	4.4.1 (d)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Failure to Comply with open air permit conditions	4.5.3	No	\$ 200.00	\$ 150.00	\$ 250.00	n/a
	Missing caps	5.2.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Failure to back-flush	5.2.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Obstructed access	5.2.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
	Failure to post sign	5.2.4	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a

System protection capacity exceeded	5.3.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
System performance confirmation not provided	5.3.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
System performance confirmation deficient	5.3.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
System not maintained during demolition	5.4	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Not maintained, tested, repaired or replaced	5.6.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Unapproved hose connection, colour or location	5.6.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Unauthorized use	5.6.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Obstructed view	5.7.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to provide clearance or ground cover	5.7.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to maintain space around the fire hydrant	5.7.1 (a)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to maintain ground cover and clearance around fire hydrant	5.7.1 (b)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to maintain, inspect, service, or test hydrant	5.7.4	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to provide written hydrant inspection report	5.7.5 (b)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
No signs/ Unapproved signs	5.9.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Secured route – No signs/Unapproved signs	5.9.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Parking in emergency route	5.9.4 (a)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Interfering with, hindering or obstructing access	5.9.4 (b)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to provide contact persons	6.1.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a

Contact person without access or ability to secure	6.1.4	No	\$ 75	\$ 75	\$ 100	n/a
Unwarranted evacuation response	6.2	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
Failure to submit acceptable plan	7.1.1 (a)	No	\$ 200.00	\$ 150.00	\$ 250.00	n/a
Failure to locate plan on premises	7.1.1 (d)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Trained supervisory staff not designated	7.1.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Trained supervisory staff not present	7.1.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Inadequate training of supervisory staff	7.1.4	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to submit acceptable pre-incident plan	7.2.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Access or keys not accessible	7.3.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Storage box not approved	7.4.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Fire safety plan inaccessible by Fire Dept	7.4.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Obstructed access or egress	7.6.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Required rooftop passageway obstructed	7.8.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Unauthorized re-entry	7.9.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to display civic address	7.10.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Deficiency in civic address	7.10.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Obstructing inspection	8.2.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Causing or permitting fire hazard	9.1.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to relocate container	9.2.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Unsafe storage or use	9.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Fuel not removed to safe location	9.5.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a



Failure to report hazard, spill or incident	9.6.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Vacant – failure to maintain or secure	9.7.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Damaged building – failure to secure	9.8.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to comply with display conditions	9.9.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to post system operating instructions	9.10.1 (c)	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Extension cord used as permanent wiring	9.13.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Possession of fireworks without a plan	9.14.2	No	\$ 200.00	\$ 150.00	\$ 250.00	n/a
Ignition of fireworks without a display permit	9.14.3	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
Ignition of fireworks contrary to terms of display permit	9.14.3	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
Ignition of fireworks in manner that endangers or causes nuisance to a person or property	9.14.3	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
Ignition of fireworks without property owner's permission	9.14.4	No	\$ 400.00	\$ 300.00	\$ 500.00	n/a
Failure to maintain means of egress	10.1.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Smoke emitting security system obstructing exit	10.1.2	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Deficient access to exit	10.1.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Non-approved locking device on exit door	10.1.4	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to display elevator use sign	10.1.5	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Obstruction of required self-closing door	10.1.8	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to maintain an exit sign	10.1.10	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to inspect or test emergency lighting	10.1.11	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a

Improper storage	10.2.1	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to use required forms	12.1.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to provide form to the Fire Chief	12.1.3	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a
Failure to post local alarm sign at pull station	12.1.5	No	\$ 75.00	\$ 75.00	\$ 100.00	n/a

## Schedule – Newspaper Distribution Regulation Bylaw No. 7954

### Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Newspaper Distribution Regulation Bylaw No. 7954</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 51</b>	Distributing or selling newspapers without a permit	1.2.1	No	\$ 475.00	\$ 450.00	\$500.00	n/a
	Using multiple publication news rack (MPN) without a permit	1.2.2 (a)	No	\$ 475.00	\$ 450.00	\$500.00	n/a
	Installing or maintaining newspaper distribution box without a permit	1.2.2 (b)	No	\$ 475.00	\$ 450.00	\$500.00	n/a
	Distributing or selling newspapers as a newspaper distribution agent without a permit	1.2.2 (c)	No	\$ 475.00	\$ 450.00	\$500.00	n/a
	Placing newspaper distribution box outside newspaper distribution zone	2.2.4(a)	No	\$275.00	\$250.00	\$300.00	n/a
	Failure to display identification decal on newspaper distribution box	2.2.4 (b)	No	\$275.00	\$250.00	\$300.00	n/a
	Securing newspaper distribution box to unauthorized structure	2.2.4 (c)	No	\$275.00	\$250.00	\$300.00	n/a
	Securing newspaper distribution box to object without prior approval of General Manager	2.2.4 (d)	No	\$325.00	\$300.00	\$350.00	n/a
	Displaying third party advertising on newspaper distribution box	2.2.4 (e)	No	\$175.00	\$150.00	\$200.00	n/a

Placing newspaper distribution box within traffic sightline	2.2.4 (f)	No	\$275.00	\$250.00	\$300.00	n/a
Exceeding permitted dimensions of newspaper distribution box	2.2.4 (g)	No	\$275.00	\$250.00	\$300.00	n/a
Failing to comply with term or condition of permit	2.2.4 (h)	No	\$375.00	\$350.00	\$400.00	n/a
Agent distributing or selling newspapers outside of newspaper distribution zone	2.2.5 (a)	No	\$275.00	\$250.00	\$300.00	n/a
Agent displaying, distributing or selling third party advertising or products	2.2.5 (b)	No	\$175.00	\$150.00	\$200.00	n/a
Agent failing to secure newspapers to prevent scattering	2.2.5 (c)	No	\$175.00	\$150.00	\$200.00	n/a
Agent failing to visibly display and/or provide permit card	2.2.5 (d)	No	\$175.00	\$150.00	\$200.00	n/a
Agent acting in an abusive, aggressive or offensive manner or not maintaining professional appearance	2.2.5 (e)	No	\$175.00	\$150.00	\$200.00	n/a
Agent failing to maintain minimum 2-metre distance from Canada Line station or bus stop access points	2.2.5 (f)	No	\$275.00	\$250.00	\$300.00	n/a
Agent obstructing flow of pedestrian traffic	2.2.5 (g)	No	\$375.00	\$350.00	\$400.00	n/a
Agent failing to remove permittee's newspapers accumulated in newspaper distribution zone	2.2.5(h)	No	\$275.00	\$250.00	\$300.00	n/a
Agent failing to remove surplus newspapers and/or properly place surplus newspapers	2.2.5 (i)	No	\$275.00	\$250.00	\$300.00	n/a
Agent failing to comply with term or condition of permit	2.2.5 (j)	No	\$375.00	\$350.00	\$400.00	n/a

### Schedule – Noise Regulation Bylaw No. 8856 (2012)

#### Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Noise Regulation Bylaw No. 8856 (2012)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 53</b>	Making or causing noise in a quiet zone which exceeds permitted limits	2.1.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Making or causing noise in an intermediate zone which exceeds permitted limits	2.2.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Making or causing noise in an activity zone which exceeds permitted limits	2.3.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Making or causing a noise which disturbs the quiet, peace and enjoyment of a neighbourhood	3.1.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Making or causing a prohibited type of noise which disturbs the quiet, peace and enjoyment	3.2.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to install or maintain construction noise sign	4.1.2	No	\$ 300.00	\$ 250.00	\$ 325.00	n/a

<b>Schedule – Parking (Off-Street) Regulation Bylaw No. 7403 (2002)</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Parking (Off-Street) Regulation Bylaw No. 7403 (2002)</b>  <b>GP - 54</b>	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Parking in a reserved parking space without an authorized parking permit	2.1.1 (f)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Parking in loading zone over 5 minutes for passenger	2.1.1 (g)(i)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Parking in loading zone over 30 minutes for materials	2.1.1 (g)(ii)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping in a parking space designated for persons with disabilities without displaying an accessible parking permit	2.1.1 (h)	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
	Parking beyond posted time limit	2.1.1 (i)	No	\$ 50.00	\$ 35.00	\$ 75.00	n/a
	Stopping or parking a vehicle where prohibited	3.2.1 (c)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Parking outside of designated lines	3.2.1 (d)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Parking in an area not designated for parking	3.3.1 (b)(i)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Parking with expired plates or no plates	3.3.1 (b)(ii)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Permitting a vehicle to idle for over 3 minutes	3.4(a)	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a

Permitting a vehicle to idle while unattended and unlocked	3.4(b)	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Parking without valid proof of payment	5.1.2	No	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking without displaying a valid parking permit	5.1.2 (c)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a

<b>Schedule – Public Parks and School Grounds Regulation Bylaw No. 8771</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Public Parks and School Grounds Regulation Bylaw No. 8771</b>  <b>GP - 56</b>	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Disorderly or offensive conduct	2.1.1(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Endangering oneself	2.1.1(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Harassing or endangering others	2.1.1(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Interfering or obstructing with use and enjoyment of park or school ground	2.1.1(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Interfering or obstructing with duties	2.1.1(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Polluting, obstructing or causing to run to waste any body of water, watercourse or waterworks	2.2.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Driving, operating or parking a vehicle, conveyance or animal in unauthorized area	2.3.1(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Parking or leaving a vehicle, conveyance or animal in a park or school ground for an unauthorized purpose or overnight	2.3.1(b)	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a



Driving, operating or parking a vehicle, conveyance or animal on an artificial turf field or Minoru Park running track	2.3.1(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Climbing, harvesting, injuring, damaging, defacing, removing, misusing or interfering with any plant life or vegetation without authorization	2.4.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Planting or depositing invasive plant life or vegetation	2.4.2	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Planting or depositing plant life or vegetation without authorization	2.4.3	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Harassing, disturbing, frightening or injuring an animal without a valid licence	2.5.1(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Feeding an animal without a valid licence	2.5.1(b)	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Hooking, trapping or snaring an animal without a valid licence	2.5.1(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Animal off leash in unauthorized area	2.5.2(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to ensure an animal does not kill or injure a person or animal	2.5.2(b)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Failure to ensure an animal does not harass, disturb or frighten a person or animal	2.5.2(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Failure to ensure an animal does not enter or remain in a body of water, watercourse or waterworks	2.5.2(d)	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
Failure to ensure an animal does not damage property	2.5.2(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Animal in unauthorized area	2.5.3	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a

Depositing or disposing an animal or animal remains	2.5.4	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Misusing, damaging or interfering with athletic or recreational facility or equipment	2.6.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Littering or disposing of waste other than in an authorized receptacle	2.7.1(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Disposing of lighted match, cigar, cigarette or other burning substance other than in an authorized receptacle	2.7.1(b)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Unauthorized deposit or disposal of household, commercial or yard waste	2.7.2	No	\$ 250.00	\$ 225.00	\$ 275.00	n/a
Unauthorized barbeque or fire during a fire ban or in a bog, wetland or environmentally sensitive area	2.7.3	No	\$ 250.00	\$ 225.00	\$ 275.00	n/a
Open flame or wood stove, camp stove or barbeque	2.7.4(a)	No	\$ 200.00	\$ 150.00	\$ 250.00	n/a
Charcoal stove, camp stove or barbeque	2.7.4(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Natural gas or propane stove or barbeque in unauthorized area	2.7.4(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Launching a model or power rocket	2.8.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Depositing or disposing of cremated remains	2.8.2	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Prohibited athletic or recreation activity in unauthorized area	3.1.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Carrying or discharging a firearm in unauthorized area	3.2.1	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Throwing a hammer, shot-put, discus or javelin in unauthorized area	3.2.2	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a

Injuring, damaging, defacing, removing, misusing or interfering with any building, structure, sign, equipment, ornament, or object without authorization	4.1.1(a)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Installing, erecting or constructing a tent, shelter, building, structure, sign, ornament, or object without authorization	4.1.1(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Depositing or removing topsoil, wood, rock or other materials without authorization	4.1.1(c)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Selling or exposing an item for sale without authorization	4.2.1(a)	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a
Offering a service for a fee or compensation without authorization	4.2.1(b)	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a
Soliciting funds, goods or services without authorization	4.2.1(c)	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a
Posting advertising or promotional material of a commercial nature without authorization	4.2.1(d)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Distributing or delivering advertising or promotional material of a commercial nature without authorization	4.2.1(e)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Installing or building a display for advertising or promotional purposes without authorization	4.2.1(f)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Driving, operating or parking a vehicle, conveyance or animal for the purpose of displaying or broadcasting advertising or promotional messages of a commercial nature without authorization	4.2.1(g)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Failure to conduct commercial, advertising or promotional activities in accordance with requirements	4.2.2	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Unauthorized athletic or recreational activity	4.3.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a

Unauthorized combustible or other explosive material	4.4.1(a)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
Unauthorized amplifying system	4.4.1(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Unauthorized tournament or competition	4.4.1(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
Unauthorized parade, performance or gathering	4.4.1(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
In park or school ground during unauthorized hours	4.5.1	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
In facility, pool or adjacent area during unauthorized hours	4.5.2	No	\$150.00	\$ 125.00	\$ 175.00	n/a

<b>Schedule – Sign Regulation Bylaw No. 9700</b> <b>Designated Bylaw Contraventions and Corresponding Penalties</b>							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Sign Regulation Bylaw No. 9700</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 61</b>	Erect or allow to be erected a sign other than permitted in the bylaw	1.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Obstructing or interfering with entry on to land	1.6	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Obstructing or interfering with entry into premises	1.6	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Signs not maintained in a serviceable condition, including not repainting or replacement of copy area to present a legible message	1.16	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Installing a sign, regulated by Part Two, but not complying with the standards, limitation and requirements specified	2.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Installing a sign without a permit	3.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Allowing or placing signs prohibited by the bylaw	4.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a

<b>Schedule – Soil Removal and Fill Deposit Regulation No. 8094</b> <b>Designated Bylaw Contraventions and Corresponding Penalties</b>							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Soil Removal and Fill Deposit Regulation Bylaw 8094</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 62</b>	Soil deposit or removal without valid permit	3.1.2	No	\$ 500.00	\$ 475.00	\$ 525.00	n/a
	Not complying with term or condition of permit	3.1.2	No	\$500.00	\$475.00	\$525.00	n/a
	Deposit or remove soil or fill between the hours of 8:00 p.m. and 7:00 a.m.	5.1.1(a)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Deposit or remove soil or fill on a Sunday or any statutory holiday	5.1.1(b)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failing to properly license and insure vehicle used for hauling soil or fill	5.1.1(c)	No	\$200.00	\$175.00	\$225.00	n/a
	Failing to cover soil or fill to prevent blowing or falling from vehicle	5.1.1(d)	No	\$300.00	\$275.00	\$325.00	n/a
	Failing to repair damage to drainage, watercourse, highway or other property	5.1.1(e)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failing to keep drainage or watercourse free of soil or fill	5.1.1(f)	No	\$500.00	\$ 475.00	\$ 525.00	n/a

GP - 63	Removal or deposit greater than 0.5 metre within 2.5 metre of utility pole, pipeline, structure or highway without approval	5.1.1(g)	No	\$500.00	\$475.00	\$525.00	n/a
	Removal or deposit soil or fill on highway, statutory right-of-way or easement without permission	5.1.1 (h)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to remove temporary structures	5.1.1 (i)	No	\$200.00	\$175.00	\$225.00	n/a
	Failure to adequately fence or protect hazards	5.1.1 (j)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to protect from erosion, collapse, or run-off water or mud	5.1.1 (k)	No	\$300.00	\$275.00	\$325.00	n/a
	Stockpiling soil or fill other than location in permit or causing damage or nuisance	5.1.1 (l)	No	\$300.00	\$275.00	\$325.00	n/a
	Allow soil to encroach, undermine, damage or endanger adjacent property or setback area	5.1.1 (m)	No	\$400.00	\$375.00	\$425.00	n/a
	Driver fail to provide required information	5.2.1(a)	No	\$200.00	\$175.00	\$225.00	n/a
	Person fail to provide name, address or photo identification	5.2.1(b)	No	\$200.00	\$175.00	\$225.00	n/a
	Prevent or obstruct entry by Manager	6.1.2	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to comply with notice of non-compliance	6.2.1	No	\$500.00	\$ 475.00	\$ 525.00	n/a

### Schedule – Traffic Bylaw No. 5870 (1992)

#### Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Traffic Bylaw No. 5870 (1992)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 64</b>	Failure to clear snow from sidewalk (commercial, industrial and residential)	6.1	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Container / POD on a roadway or boulevard more than permitted time	9A.2	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
	Container / POD on a roadway or boulevard without permit displayed	9A.3	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
	Stopping on a sidewalk, boulevard or median	12.3 (a)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping in an intersection	12.3 (b)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping within 6 metres of a property line at an intersection	12.3 (c)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping within 1.5 metres of a sidewalk crossing, private road or lane	12.3 (d)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping within 6 metres of a stop sign or control signal	12.3 (e)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping so as to obstruct traffic	12.3 (f)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
	Stopping on the roadway with no curb	12.3 (g)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a



No stopping zone	12.3 (h)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping on a crosswalk	12.3 (j)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping within 6 metres of a crosswalk	12.3 (k)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping within a bus stop at an intersection	12.3 (l)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping within 16 metres of a bus stop sign in mid block	12.3 (m)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping on a bridge	12.3 (n)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping within 5 metres of a fire hydrant	12.3 (o)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping so as to obstruct a traffic sign	12.3 (r)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping within 15 metres of a railway crossing	12.3 (s)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping in a construction zone	12.3 (t)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping beside a yellow curb	12.3 (u)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking in a lane	12.4 (a)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking on a roadway where it is practicable to park off the roadway	12.4 (b)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
No parking zone	12.4 (c)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking over 72 hours	12.4 (d)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking abutting a centre median	12.4 (e)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking on the roadway side of a vehicle already stopped or parked	12.4 (g)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking vehicle to display for sale	12.4 (h)(i)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking vehicle for repairs on street	12.4 (h)(ii)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a

Parking vehicle to sell from vehicle	12.4 (h)(iii)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking opposite or adjacent to excavation so as to obstruct traffic	12.4 (i)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking over 3 hours between 8 am and 6 pm	12.4 (l)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking abutting elementary school between 8 am and 5 pm	12.4 (m)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking in loading zone over 5 minutes for passenger	12.4 (o)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking in loading zone over 30 minutes for materials	12.4 (p)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking so as to obstruct a traffic sign	12.4 (q)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Overtime parking	12.4 (r)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking on school grounds or in City parks between 3 am and 6 am	12.4 (s)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking with expired plates or no plates	12.4 (t)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking in a construction zone	12.4 (u)	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking in a taxi zone except a taxi	12.4 (v)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking of recreational vehicle on a roadway between 8:00 pm to 6:00 am	12.4 (w)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking in a tour bus zone, except a tour bus	12.4 (x)	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Moving a vehicle within a block to avoid time limits	12.4A	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping or parking other than on the right side of the roadway in the direction of traffic	12.5	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Stopping other than parallel to the curb or edge of the roadway	12.5	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a

Parking beyond 30 cm from front of vehicle to adjacent curb	12.5	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking not in a marked stall	12.6	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking with vehicle or the load thereon extending into traffic	12.7	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking at an angle other than 45 degrees or as indicated by lines or signs	12.7	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking beyond 30 cm from front of vehicle to adjacent curb	12.7	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Parking a commercial vehicle during prohibited hours	12.8	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
Parking a commercial vehicle over 3 hours from 7 am to 7 pm	12.9	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
Parking a commercial vehicle abutting property used for residence, church, school or public park	12.10	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
Parking an unattached trailer	12.11	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
Stopping in a parking space designated for persons with disabilities without displaying an accessible parking permit	12.13	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
Permitting a vehicle to idle for over 3 minutes	12.15(a)	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Permitting a vehicle to idle while unattended and unlocked	12.15(b)	No	\$ 75.00	\$ 60.00	\$ 100.00	n/a
Park without valid proof of payment	12A.2	n/a	\$ 50.00	\$ 35.00	\$ 75.00	n/a
Parking without displaying a valid parking permit	12B.6	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a

Parking without displaying a valid shared vehicle decal	12C.2	No	\$70.00	\$45.00	\$95.00	n/a
Overweight vehicle on a weight limited roadway	15.2	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a
Remove, obliterate or otherwise interfere with any markings made by a Bylaw Enforcement Officer	35.B.1	No	\$ 70.00	\$ 45.00	\$ 95.00	n/a

## Schedule – Vehicle For Hire Regulation Bylaw No. 6900 (1998)

### Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Vehicle For Hire Regulation Bylaw No. 6900 (1998)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 69</b>	Towing from parking lot without proper authorization	6.3.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Towing from no parking area without proper authorization	6.3.2	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to erect or maintain prescribed towing company signs	6.3.4	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to erect or maintain prescribed tow-away warning signs	6.3.5	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to obtain a valid towing permit for a private parking lot	6.3.7	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a
	Failure to complete Part B of the tow-away notice	6.3.10	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to retain Tow-away Notice for period of 90 days	6.3.10(a)(ii)	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Failure to provide a full written accounting of fees, charges and taxes	6.3.10(b)(ii)	No	\$ 300.00	\$ 275.00	\$ 325.00	n/a

<b>Schedule – Water Use Restriction Bylaw No. 7784 (2004)</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Water Use Restriction Bylaw No. 7784 (2004)</b>	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>GP - 70</b>	Watering contrary to Stage 1 Restrictions	2.1.1	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
	Watering contrary to Stage 2 Restrictions	2.2.1	No	\$ 200.00	\$ 175.00	\$ 225.00	n/a
	Watering contrary to Stage 3 Restrictions	2.3.1	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Watering contrary to the terms of a permit	3.1.4	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a
	Failure to display a permit	3.1.6	No	\$ 100.00	\$ 75.00	\$ 125.00	n/a

<b>Schedule – Watercourse Protection and Crossing Bylaw No. 8441</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
<b>Watercourse Protection and Crossing Bylaw No. 8441</b>  <b>GP - 71</b>	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to obtain permit	2.1(d)	No	\$ 500.00	\$ 450.00	\$525.00	n/a
	Failure to maintain watercourse crossing						
	First Offence	6.1	No	\$ 500.00	\$ 450.00	\$525.00	n/a
	Second Offence and Subsequent Offences	6.1	No	\$ 1,000.00	\$ 900.00	\$ 1,025.00	n/a
	Failure to construct as approved	4.1	No	\$ 500.00	\$ 450.00	\$525.00	n/a
	Failure to restore City land	4.2	No	\$ 500.00	\$ 450.00	\$525.00	n/a



**Municipal Ticket Information Authorization Bylaw No. 7321,  
Amendment Bylaw No. 9767**

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B2, by deleting “\$100” from Schedule B2 where it appears and replacing it with “\$1000”.
2. This Bylaw is cited as “**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9767**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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







### Bylaw Enforcement Officer Bylaw No. 9742

**WHEREAS** the *Community Charter* empowers Council to, by bylaw, establish officer positions and may assign certain powers, duties, and functions to such positions.

**NOW THEREFORE**, the Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1.1 The City of Richmond (the “**City**”) hereby establishes the position of Bylaw Enforcement Officer.
- 1.2 Bylaw Enforcement Officers may exercise the following powers and duties on behalf of the City:
  - (a) enforcement of the **City**’s bylaws within the boundaries of the **City**;
  - (b) entry onto or into private premises to verify compliance with the Council’s regulations, prohibitions or requirements, including **City** bylaws, pursuant to Section 16 of the *Community Charter*;
  - (c) assist in the prosecution of bylaw contraventions, including appearances in court to provide evidence;
  - (d) for certainty, issuance of tickets pursuant to Section 264(1)(b) of the *Community Charter* and subject to the City’s *Municipal Ticket Information Authorization Bylaw No. 7321*; and
  - (e) for certainty, issuance of bylaw offence notices, subject to the City’s *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*
- 1.3 The **City** appoints all persons employed by the **City** and holding the following job positions as Bylaw Enforcement Officers:
  - (a) Bylaw Enforcement Officer;
  - (b) Bylaw Liaison Officer;
  - (c) Manager, Community Bylaws;
  - (d) Building Officer;
  - (e) Licence Inspector;

- (f) Sign Inspector;
- (g) Tree Preservation Officer; and
- (h) Soil Bylaw Officer.

1.4 The City designates all persons employed by the City and holding the following job positions as Building Inspectors pursuant to the *Community Charter* and the City's *Building Regulation Bylaw No. 7230*:

- (a) Building Inspector; and
- (b) Plumbing Inspector,

and such persons as appointed to exercise the powers and duties set out in Section 1.2 (a), (b) and (c) above only for the purposes of enforcing:

- (c) the City's *Building Regulation Bylaw No. 7230*;
- (d) the City's *Demolition Waste and Recyclable Materials Bylaw No. 9516*; and
- (e) the British Columbia Building Code, established by regulation under the *Local Government Act*.

all as may be amended or replaced from time to time

**1.5** References in this Bylaw to enactments, bylaws of the City, include those enactments, bylaws, and plans as they may be amended or replaced from time to time.

**1.6** If any section, subsection, paragraph, clause or phrase 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.

**1.7** This Bylaw is cited as “**Bylaw Enforcement Officer Bylaw No. 9742**”.

FIRST READING

## SECOND READING

### THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF  
RICHMOND

APPROVED  
for content by  
originating  
dept.

APPROVED  
for legality  
by Solicitor



**Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw  
No. 9766**

The Council of the City of Richmond enacts as follows:

1. Unsightly Premises Regulation Bylaw No. 71627360, as amended, is further amended by deleting the words “signed by the **Manager of Community Bylaws**” from the definition of “**Order to Comply**” in Section 3.1.
2. This Bylaw is cited as “**Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw No. 9766**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety,  
Policy & Programs and Licencing  
**Date:** September 14, 2017  
**File:** 12-8275-30-001/2017-  
Vol 01  
**Re:** **One-year Review of Council Policy related to Liquor Licence Applications**

### Staff Recommendation

That the staff report titled, "One-year Review of Council Policy related to Liquor Licence Applications", dated September 14, 2017, from the Acting Senior Manager, Community Safety, Policy & Programs and Licencing be received for information.

Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety, Policy & Programs and Licencing  
(604-276-4136)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law Development Applications Policy Planning	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  CS	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On July 25, 2016 Council approved a new consolidated policy titled “Applications for Liquor Licences – New or Amended” (Attachment 1) as well as amendments to Richmond Zoning Bylaw 8500 to amend the definition of **Retail, general** and to add a new definition for **Wine store**. At that time, Council also recommended:

*That staff review the policies and bylaws and report back to Council after 12 months.*

### Findings of Fact

The consolidated policy titled “Applications for Liquor Licences – New or Amended” replaced and consolidated seven previous policies related to the City of Richmond’s role in liquor licencing. The new policy harmonizes with recent changes to Provincial regulation related to liquor licencing, in particular the changes add wine and liquor sales to grocery stores.

Changes to the Liquor Control and Licencing Act that that occurred in 2015, approved new licencing models for wine or liquor sales in grocery stores. However, the locations for these uses were left to local governments to determine based on municipal zoning and licencing regulations. Prior to July 2016, any location of liquor retail sales (wine or all liquor) had to be approved as part of a site specific zoning application and all locations were required to be no closer than 1km. As a result of the policy and bylaw amendments, wine stores were defined separate from other liquor retail and the requirement for wine stores to be located 1km from other wine or liquor retail was rescinded. Also, as part of the bylaw changes, wine sales were added as a permitted use in grocery stores larger than 2,322 m<sup>2</sup> (25,000 ft<sup>2</sup>) such that adding wine sales in grocery stores would not be required to undergo site specific rezoning.

By July 2016, the Province had implemented most, but not all, of the proposed changes to the licencing process. The new Liquor Control and Licencing Regulation (complementary to the Liquor Control and Licencing Act) was approved in January of 2017 and introduced several changes to the liquor licencing process, including one change that impacts the approval roles of local governments. According to previous regulations, any application requiring local government approval was required to be given as part of a Council recommendation. Under the new regulations, Council can delegate decisions to staff as part of a bylaw. These changes do not alter the responsibility of a local government to consult with the public on liquor licences, this is required in all cases.

### Analysis

#### Wine Stores

The Save-On Foods at 3000 - 11666 Steveston Hwy (Ironwood) has received a provincial licence and has added wine sales to their store. This is the only grocery store, located within the City of Richmond, to add wine sales since Council passed the new policy and amendments to Richmond Zoning Bylaw 8500. Previous this, there was a stand-alone wine store (“Sips Wine”) located in

the same area (Ironwood Mall). City staff are not aware of any complaints or concerns regarding the new licence at Save-On Foods.

### Liquor Retail Stores

There have been no applications or inquiries to add liquor sales to a grocery store, which would require a rezoning application, and no applications to add a liquor store in the year since the previous report. However, the Lulu Island Liquor Store was relocated (from 8088 Park Road) to 9291 Alderbridge Way as approved by Council through Zoning Bylaw amendment ZT 14-677144 adopted on October 24, 2016. A list of the locations of this and all licenced retail stores is shown in Attachment 2.

### Operating Hours for Neighbourhood Public Houses

At the General Purposes meeting on September 5, 2017, Council requested additional information about the hours of liquor service at Neighbourhood Public Houses and how the permitted hours compare to other licenced establishments. The current policy recommends that businesses approved as Neighbourhood Public Houses be permitted hours of operation to 12:00 a.m. Sunday to Thursday and 1:00 a.m. Friday and Saturday. The policy further supports that other types of businesses requiring liquor licences be considered for hours of liquor service extending to 2:00 a.m., all on a case by case basis. According to the policy, all applicants seeking approval to extend liquor service past 2:00 a.m. will not be supported by the City.

In all cases, Council has the authority to approve applications related to hours of service and may approve hours beyond what is recommended in the policy, so long as it fits within the LCLB regulations. Council has the discretion to direct staff to review the policy, should there be a desire to amend the language related to hours or other items.

### Other Policy Implications

The new Liquor Control and Licencing Regulation introduced several changes to the liquor licencing process, including one change that was not contemplated in the previous report to Council in July 2016. This change potentially impacts the local government licencing process as it allows Council to delegate licencing decisions to staff through bylaw.

The following types of applications for new or permanent changes to existing licences require local government approval according to the Provincial legislation. These decisions are currently forwarded to Council for approval:

- Liquor Primary licences (bars, clubs, neighbourhood pubs);
- Changes to existing Liquor Primary licences (extension of hours, addition of seats, addition of dancing, karaoke or live music);
- Food Primary Licences looking to extend the hours of liquor service beyond midnight or add patron participation (dancing, karaoke or live music); and
- Manufacturer Lounge or Special Event Area.

Local governments are required to consider public input in their consideration of the applications described above. The requirements for public notification and input in the City of Richmond are defined by regulations in Development Fees Bylaw 8951.

Temporary changes to licences, for an event, are also forwarded to local governments for approval but do not require Council approval. The new Council Policy delegates these decisions to the Chief Licence Inspector but limits this authority to those events that occur on no more than three consecutive days or no more than six times in a calendar year.

While the Provincial legislation allows Council to delegate decisions to staff on new or permanent changes to existing licences, staff do not recommend changing the current approach. Council oversight of decisions related to these types of liquor licences is a valued part of the public process and delegating to staff could be perceived as not transparent or fair to the public that submit input on the applications.

### **Financial Impact**

None.

### **Conclusion**

The Council Policy and bylaw amendments that were introduced in July 2016 related to liquor licence applications have resulted in the addition of one location where wine sales have been added to a grocery store in the City of Richmond. There have been no complaints about this location and there have been no other locations of any type of other liquor retail locations added in Richmond. Also since this time, there have been additional changes to provincial legislation related to liquor licencing but there are no further changes to policy or bylaws recommended at this time.



Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety, Policy & Programs and Licencing  
(604-276-4136)

- Att. 1: Council Policy, "Applications for Liquor Licences – New or Amended"  
2: List of all Liquor Retails Stores in Richmond



## Purpose

To provide direction to City staff, the public, potential applicants and Council when dealing with applications for liquor licences associated with provincially regulated and licensed liquor establishments within the City of Richmond.

## 1. Definitions

The following definitions are provided for the purposes of this policy:

**Act** means the British Columbia *Liquor Control and Licensing Act*;

**Liquor Primary Club Facility** means the facility of a club which is applying to be licenced as a liquor primary club under the Act;

**Liquor Primary Establishment** means the establishment to which a liquor primary licence may be issued and where liquor will be consumed on-site;

**Neighbourhood Public House** has the meaning ascribed to Neighbourhood Public House in the Richmond Zoning Bylaw 8500;

**Retail Liquor 1** means an establishment for the retail sale of beer, wine, spirits, cider and coolers to the public as a secondary use to a Neighbourhood Public House;

**Retail Liquor 2** means an establishment for the retail sale of beer, wine, spirits, cider and coolers to the public, having a total floor area not exceeding 510 square meters that is not accessory to a Neighbourhood Public House, is licensed under the Act and for the purposes of this policy does not include Wine Stores;

**Retail Liquor Establishment** means collectively Retail Liquor 1, Retail Liquor 2 and BC Government Liquor Stores; and

**Wine Store** means a facility for the retail sale of only wine or wine products, including, mead, sake and cider, licensed under the Act and operated as stand-alone business or as part of a grocery store.

## 2. Application Requiring Rezoning

- a) All rezoning applications for new or relocated uses and facilities/establishments defined in this policy should meet the guidelines given below:





Type of new or relocated facility/establishment	Distance Criteria		
	Should be at least 1km from Retail Liquor Establishment	Should be at least 500m from a school, park or community centre	Located in a commercial shopping centre with aggregate floor area of at least 2,800 sq. metres
Liquor Primary Club	No	No	No
Liquor Primary Establishment	No	Yes	No
Neighbourhood Public House	No	Yes	No
Retail Liquor 1	Yes	Yes	No
Retail Liquor 2	Yes	Yes	Yes
Wine Store	No	Yes	Yes

- b) All rezoning applications for new or relocated uses and facilities/establishments defined in this policy must be supported by a neighborhood survey intended to collect public opinion on the proposed liquor use. The survey shall be conducted by an independent research or consulting firm at the sole cost of the applicant. Prior to conducting the neighbourhood survey, the applicant will submit the following information to the City's Director of Development for comment and/or approval:

- i. the minimum catchment area for the neighbourhood survey;
- ii. the name of the independent research or marketing group who will conduct the survey;
- iii. the method that will be used to conduct and compile the results; and
- iv. the dates during which the neighborhood survey will be conducted.

Based on the comments, if any, and approval of the City's Director of Development, the applicant will complete the survey and submit the same to the City's Director of Development. The results of the neighbourhood survey, together with any comments the Director of Development feels are appropriate, shall be presented to Council



through the appropriate standing committee, with a staff report including a recommendation either to support or deny the rezoning application and reasons for the recommendation.

### **3. Permanent Changes to Liquor Licences**

- a. All applicants seeking approval to extend liquor hour service (new or amended) past 2:00 a.m. will not be supported by the City.
- b. Excepting a Neighborhood Public House, all applicants seeking approval for a permanent change to have service under their liquor licence (new or amended), extended up to and including 2:00 a.m. or seeking to modify the nature of service (i.e. patron participation), shall submit an application to the City's Chief Licence Inspector. Such applications will be processed in accordance with the procedure specified in the Development Application Fees Bylaw.
- c. Neighborhood Public House applicants seeking approval for an extension of hours to 12:00 a.m. Sunday to Thursday, or 1 a.m. Friday and Saturday shall submit an application to the City's Chief Licence Inspector. Such applications will be processed in accordance with the procedure specified in the Development Fees Bylaw.

### **4. Temporary Changes to Liquor Licenses**

- a. For the purposes of this policy, a "temporary change to a liquor licence includes those changes which:
  - i. are not for more than three consecutive days; and
  - ii. do not exceed six applications in a 12 month period.
- b. All applicants requesting approval for a temporary change to their liquor licence shall apply to the City in accordance with the Development Application Fees By-law.
- c. The City's Chief Licence Inspector will submit comments to the Liquor Control and Licensing Branch for temporary changes to liquor licenses.
- d. After submitting such comments, the City's Chief Licence Inspector will provide a memo to Council members advising of the City's Chief Licence Inspector comments.
- e. All applicants requesting approval of changes to their liquor licence which are not temporary changes should submit their application in accordance with 3. Permanent Changes to Hours of Liquor Service.



**5. All applications for New Liquor Licences or Permanent Changes to Liquor Licences**

In addition to the requirements in the Act, the Development Application Fees Bylaw, and this policy, all applications for new liquor licenses or permanent changes to liquor licenses that require City input must be supported by a neighbourhood survey to be conducted by City Staff. This survey will involve distributing notifications to surrounding property owners, residents and tenants for the purposes of gaining feedback on the proposed changes. Feedback received from this survey will be considered in accordance with the relevant procedure for new liquor licenses or permanent changes to the liquor licences.

## Attachment 2

### List of Licenced Liquor Retail Store in Richmond (as of September 11, 2017)

Establishment Name	Address	Licence Type
Bridgeport Liquor Store	180 - 3031 Beckman Place	Licensee Retail Store
Cambie Plaza Liquor Store	185- 11700 Cambie Rd	Licensee Retail Store
Executive Cold Beer & Wine Store	5931 Alderbridge Way	Licensee Retail Store
JAK's Beer Wine Spirits	135/140, 8555 Sea Island Way	Licensee Retail Store
Kingswood Pub Beer, Wine & Liquor Store	10 - 9371 No 5 Road	Licensee Retail Store
Legends Private Liquor Store	105/110-3671 Westminster Hwy	Licensee Retail Store
Lennox Liquor Store	400 - 9100 Blundell Road	Licensee Retail Store
Liquor Depot Lansdowne Centre	868-5300 No. 3 Road	Licensee Retail Store
Liquor Town	Unit 120 - 8180 Number 2 Road	Licensee Retail Store
Lulu Island Liquor Store	9291 Alderbridge Way	Licensee Retail Store
O'Hare's Liquor Store	5031 Steveston Highway	Licensee Retail Store
Pioneers Pub	200 - 10111 No.3 Road	Licensee Retail Store
Richmond Liquor Store Merchants	7551 Westminster Hwy	Licensee Retail Store
Shady Island Liquor Store	112 - 3800 BAYVIEW ST	Licensee Retail Store
Steveston Hotel	12111 3rd Ave	Licensee Retail Store
Tugboat Annie's Liquor Store	2175 - 21000 Westminster Hwy	Licensee Retail Store
West Coast Liquor Company YVR	1103 3211 Grant McConachie Way	Licensee Retail Store
Wines of British Columbia - Ironwood	3000 - 11666 Steveston Hwy	Wine Store



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 12, 2017

**From:** Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety,  
Policy & Programs and Licencing

**File:** 12-8060-02-01/2017-  
Vol 01

**Re:** Amendment to Remove Bylaw Reference to Number of Taxicabs

### Staff Recommendation

That Business Licence Bylaw 7360, Amendment Bylaw 9763, to remove reference to the number of taxicabs, be introduced and given first, second and third reading.

Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety, Policy & Programs and Licencing  
(604-276-4136)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law	<input type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

On June 12, 2017, Council endorsed a referral for staff to report back with criteria upon which taxicab licences may be issued by staff.

### **Findings of Fact**

Business Licence Bylaw No. 7360 establishes the maximum number of taxicabs permitted to be operated and licenced within the jurisdiction of the City. Further regulations dealing with taxicabs in Richmond are covered under Vehicle for Hire Regulation Bylaw No. 6900. Contained in these bylaws are requirements that:

- Vehicles obtain approval from the Passenger Transportation Board (referred to in the bylaw as Motor Carrier Commission);
- Vehicles are inspected by a Licence Inspector;
- Vehicles are kept clean;
- Vehicles must operate 24 hours per day, 7 days per week;
- Vehicles must be equipped with a “top light” which must be illuminated when the vehicle is available for hire;
- Vehicles must display permanent signage that displays the name of the company, a telephone number and prominently show the fleet number of the vehicle on the inside and outside of the vehicle;
- Drivers obtain a chauffeur’s permit (which includes a check of criminal and driving offences);
- Drivers must not refuse fares;
- Each vehicle is associated to a Vehicle for Hire Business Office and must pay the fee specified for such office.

From time to time, the Passenger Transportation Board (“PTB”) approves applications to increase the number of taxicabs licenced to operate in Richmond. In order to obtain a business licence to operate the new taxicabs, the taxicab company must make an application to the City to amend the bylaw where it states the maximum number of taxicabs. This amendment must be approved by Council and requires public notification.

### **Analysis**

The licencing requirements in the Business Licence Bylaw and the Vehicle for Hire Regulation Bylaw ensure that all taxicabs are approved by the PTB, in addition to an extensive list of other requirements set by the City of Richmond. Making an application to Council, and amending the Business Licence Bylaw each time additional licences are approved by the PTB, delays the introduction of the new taxicabs into service. The process is rarely opposed by the public. However, given that the taxi industry is changing and there is a potential for new service models, there is a benefit in maintaining Council oversight of some portion of the approval process.

The current bylaw requires that all taxicabs are associated with a vehicle for hire office. It is proposed that instead of using the bylaw to specify the number of cabs, the bylaw could be used to regulate the specific companies that operate taxicabs. This would ensure that public notification and Council approval is required for all new taxicab companies but that existing companies could continue to add taxicabs as part of the PTB approval process. Should the current companies consider changing their delivery models, and even if the PTB approves a change, the current bylaw requirements that regulate the industry in Richmond remain in force and the companies would continue to be obligated to meet the current requirements.

Amending the bylaw as proposed would also allow the PTB to issue temporary licences (to the existing companies) for busy periods such as Christmas/New Years and other special events. Currently, the City is unable to accommodate temporary licences as the time it takes to process a bylaw change exceeds the temporary use period.

As listed in the proposed bylaw amendment, the following three companies are currently licenced as vehicle for hire offices and have approved taxicab licences:

- Garden City Cabs of Richmond Ltd (36 taxicabs);
- Kimber Cabs Ltd (24 taxicabs); and
- Richmond Cabs Ltd (112 taxicabs).

Under the proposed bylaw amendment, these companies would be permitted to add to their taxicab service, subject to approval by the PTB, whether for permanent or temporary licences. Council would then be informed of the new licence, through a memorandum, once staff have reviewed the PTB approval, inspected the new vehicles and are prepared to issue the new licence(s). Should a new company enter the market, Council would be required to approve a bylaw amendment in order for the new company to receive a licence.

### **Financial Impact**

None.

### **Conclusion**

This report proposes changes to the Business Regulation Bylaw such that it no longer references the number of approved taxicabs but rather specifies the companies approved to operate taxicab businesses in Richmond. This will ensure a more timely approval process when the Passenger Transportation Board approves an increase in taxicabs while maintaining Council oversight of taxicab companies.



Carli Edwards, P.Eng.  
Acting Senior Manager, Community Safety, Policy & Programs and Licencing  
(604-276-4136)



**Business Licence Bylaw No. 7360, Amendment Bylaw No. 9763**

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended at Section 2.1.27:
  - a. by deleting subsection 2.1.27.3 and replacing it with the following:

“2.1.27.3 Every Class A and Class N taxicab licenced by the **City** under this bylaw, and regulated under the **Vehicle for Hire Regulation Bylaw**, must be operated by one of the following companies having a **vehicle for hire business office** in the **City**:

    - a) Garden City Cabs of Richmond Ltd.;
    - a) Kimber Cabs Ltd.; or
    - b) Richmond Cabs Ltd.”
2. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 9763**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

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

