

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: BUSINESS LICENCE BYLAW FEE SCHEDULE UPDATE

RECOMMENDATION:

1. THAT Council approve the revision of the 2017 Business Licence fees, as set out in this report.

REPORT

The Financial Management Committee, at its Closed meeting held on 2016 September 22, received and endorsed the attached report, and recommended consideration by Council of the proposed revisions to fees for Burnaby Business Licences.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Finance City Solicitor
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TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 September 13

FROM: DIRECTOR FINANCE

FILE: 46000-01

SUBJECT: BUSINESS LICENCE BYLAW FEE SCHEDULE UPDATE

PURPOSE: To set out the proposed revised fee schedule for Burnaby Business Licences.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommends Council approve the revision of the 2017 Business Licence fees as set out in this report.

REPORT

1.0 BACKGROUND

Schedule A of the Burnaby Business Licence Bylaw identifies businesses operating in Burnaby based on the nature of their business operation and sorts them into 139 business licencing categories with 46 sub-categories. Each category and sub-category is assigned a fee for purposes of licensing. To capture the non-recurring inspection and administrative costs that take place in the first year of a licenced business operation the bylaw establishes a first year fee and a renewal fee for each category and sub-category. These licensing fees were last updated in 1998. Between 1998 and 2015 the Consumer Price Index has increase by 40% over this time. City business licence rates are not recovering City costs, and an increase is recommended for the consideration of Council.

2.0 PROPOSED CHANGES

All rates for all categories have been reviewed. The renewal fee is based on approximately 70% of the first year fee. In some cases this is achieved immediately in 2017, but for other licence categories, this will be attained over planned increases over the next four years. All fees have been rounded up to the nearest \$10. Existing low value fees for some licences have been raised to \$100 for both the first year and renewal amounts.

2.1 *Proposed Changes*

For first year licences, a pro-ration percentage of 75% of the first year licence fee where applicable has been included for all new licence applications made on or after July 01 of each year. A non-refundable first year application fee of \$50 has been introduced. This fee contributes towards the basic application receipt and initial intake process.

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The following specific Licence Category change amendments are proposed:

- Not for Profit organisations currently exist within the fee schedule but at a zero fee. A new fee (\$75 for the first year and \$35 renewal) is proposed.
- Apartment and Hotel licence fees have been revised from a per room structure to \$36 per dwelling unit.
- All business that are subject to the Burnaby Adult Service Regulation Bylaw, 2001 will have a Renewal Fee equal to that of the first year fee in order to recapture the ongoing administrative and inspection cost these types of businesses require. In addition proration will not be available for business that fall within this category.
- Two new Business Licence categories for Special Event and Film Location Licences have been added to the fee schedule. Both licences categories are non-renewable.
- Coin Operated Machine Licence Categories have been consolidated into one category along with Newspaper Vending Machines.
- The following will be removed from the schedule and included if still required in another category that is more relevant.
 - Booming Ground and Log Sorting
 - Carnival, Concert and Circus
 - Discotheque (Teen)
 - Taxicab (Driving Instruction)
 - Christmas Tree Permit

3.0 IMPLEMENTATION

The Community Charter requires that proposed changes to a business regulation be published as a notification of intention prior to final adoption. Upon completion of first reading of the Burnaby Licence Fee Schedule bylaw amendment, notification will be published in two consecutive editions of the local newspaper to invite written comments for submission to Council prior to second reading.

4.0 RECOMMENDATION

That the Financial Management Committee recommends that Council approve revision of the Licence Fee Schedule as set out in this report.



Denise Jorgenson
DIRECTOR FINANCE

DJ:RR:DL/ew

Attachment: 1 – Proposed Licence Fee Schedule

Proposed Licence Fee Schedule (Rates effective 2017 January 01)

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
Adult Services			
Adult Telephone Services	4,200	N/A	4,200
Body Rub Salons	4,200	N/A	4,200
Escort Services	4,200	N/A	4,200
Pornographic Film Studios	4,200	N/A	4,200
Advertising Agent (Office)	600	450	180
Agent (Mobile)	340	N/A	120
Animal Services	600	450	180
Apartment (per room – \$3,000 max)			
Per Suite	36	N/A	36
Arcade	4,200	3,150	3,300
Auction House	600	450	180
Auto Body Repair & Painting	990	750	540
Auto Repair Shop	600	450	180
Auto Towing / Storage	600	450	180
Auto Tow Service	340	N/A	120
Bank	600	450	180
Beer & Wine Making	1,050	790	550
Beverage Container Return Centre	600	450	180
Bowling Alley	880	660	370
Cabaret – Class C Liquor Outlet	4,200	3,150	4,200
Car Dealer – New & Used (Motor Dealer #)	600	450	180
Car / Truck Rental	600	450	180
Car Wash / Detailing	600	450	180
Cart or Kiosk	100	N/A	100
Cemetery	600	450	180
Club	3,700	2,780	3,300
Computer Services – General	600	450	180
Construction or Equipment Dealer	600	450	180
Contractor's Shop and Yard	600	450	180
Contractor – Building	340	N/A	120
Contractor – Electrical (Cert.)	340	N/A	120
Contractor – Excavating	340	N/A	120
Contractor – Heating (Cert.)	340	N/A	120
Contractor – Misc.	340	N/A	120
Contractor – Moving	340	N/A	120
Contractor – Plumbing (Cert.)	340	N/A	120

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
Contractor – Road Building	340	N/A	120
Contractor – Sanitary	340	N/A	120
Contractor – Wrecking	340	N/A	120
Contractor – Landscaping (Pest. Cert.)	340	N/A	120
Curling Rink / Ice Rink	880	660	370
Credit Union	600	450	180
Customs Broker	600	450	180
Cyber Centres (6 or more Computers)	600	450	180
Exercise Studio / Gym	720	540	280
Financial Services – General	600	450	180
Fuel Dealer	770	580	320
Funeral Services	600	450	180
Gas Service Station	770	580	320
Home-Based Business – Contractor (Cert.)	380	290	130
Home-Based Business – Craft	380	290	80
Home-Based Business – General	380	290	130
Home Rental Business Licence	380	290	130
Hotel / Motel / Auto Court (\$3,000 Max)	36	N/A	36
House Trailer / RV Sales	600	450	180
IMBL (Inter-Municipal Business Licence)	250	N/A	250
Incinerator	4,200	3,150	4,200
Junk Dealer	1,050	790	370
Kennel	600	450	180
Laundry and/or Dry Cleaning Office	600	450	180
Laundry Plant / Laundromat	710	540	270
Liquor Establishment			
Class A Hotel	4,200	3,150	3,700
Class D Neighbourhood Pub	4,200	3,150	3,700
Beer and Wine Store	780	590	360
Lumber Broker – Office	600	450	180
Lumber Yard	600	450	180
Manufacturer – General			
1 - 50 Persons	840	630	390
51 - 150 Persons	880	660	430
151+ Persons	1,040	780	590
Manufacturer – Processing Food			
1 - 50 Persons	1,050	790	550
51 - 150 Persons	1,360	1,020	850
151+ Persons	1,730	1,300	1,200

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
Manufacturer – Processing (Chemicals or Flammables)			
1 - 50 Persons	1,200	900	720
51 - 150 Persons	1,640	1,230	1,100
151+ Persons	1,660	1,250	1,250
Miscellaneous Resident	600	450	180
Office – Architect	600	450	180
Office – Barrister and Solicitor	600	450	180
Office – Engineer	600	450	180
Office – Manufacturer's Agent	600	450	180
Office – Accountant	600	450	180
Office – Cartage / Express	600	450	180
Office – General	600	450	180
Mobile Business	340	N/A	120
Not For Profit	75	N/A	35
Nursery	600	450	180
Oil Refinery	4,200	3,150	4,200
Oil Storage Plant and Distribution	4,200	3,150	4,200
Parking Lot	600	450	180
Pawnbroker	600	450	180
Peddler – General (Mobile)	340	N/A	120
Peddler – Food	460	N/A	200
Personal Care Facility (Adult Nursing Home & Supportive Housing Facility)	880	660	390
Personal Care Facility (Day Care – Children)	410	310	180
Personal Service Establishment (incl Alternative Therapeutic Touch Treatments, ie. Shiatsu)	660	500	220
Photographer – Studio and Office	830	630	380
Photographer – Mobile	340	N/A	120
Pool Hall	4,200	3,150	3,300
Printer	600	450	180
Private Patrol and Guard Service (Mobile) (Cert.)	340	N/A	120
Private Patrol Agency Office (Cert.)	600	450	180
Private Hospital	2,300	1,730	1,800
Private School	880	660	430
Health Services – Dentist / Dental Services	600	450	180
Health Services – General	600	450	180
Health Services – Optometrist / Optician	600	450	180
Health Services – Physician and Surgeon	600	450	180

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
Health Services – Therapist (Reg'd)	600	450	180
Health Services – Acupuncture (Cert.)	600	450	180
Health Services – Chiropractor (Cert.)	600	450	180
Health Services – Laboratory	600	450	180
Public Hall	710	540	360
TV, Radio and/or Production Studio			
1 - 50 Persons	710	540	270
51 - 150 Persons	920	690	440
151+ Persons	1,360	1,020	720
Retail Sale, Rental and Repair	600	450	180
Real Estate or Insurance Office (Cert.)	600	450	180
Research / Development / Lab	600	450	180
Restaurant			
Take Out	830	630	300
1 - 10 Seats	1,110	840	520
11 - 50 Seats	1,110	840	520
51 - 150 Seats	1,110	840	520
151+ Seats	1,170	880	570
Retail Trader – General			
1 - 10 Persons	600	450	180
11 - 50 Persons	850	640	310
51+ Persons	1,380	1,040	1,270
Retail Trader – Food			
1 - 10 Persons	830	630	380
11 - 50 Persons	1,100	830	640
51+ Persons	1,530	1,150	1,270
Second Hand Dealer	600	450	180
Shoe Repairer	600	450	180
Tailor / Seamstress	600	450	180
Taxicab (Class A)	510	390	280
Taxicab (Misc)	600	450	180
Taxicab (Vehicle Transfer Inspection Fee)	0	0	110
Taxicab (Class E – Charter Cab / Limo)	600	450	180
Taxicab (Class H – Wheelchair Access)	510	390	280
Taxicab and Driving Instruction Office	600	450	180
Telephone Communication Facility			
1 - 50 Persons	710	540	270
51 - 150 Persons	920	690	440
151+ Persons	1,360	1,020	720
Theatre – Indoor	920	690	440

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
Trailer Camp / Court	770	580	370
Travel Agent	600	450	180
Truck Freight Company	600	450	180
Upholsterer	600	450	180
Coin and/or Note Operated Machines	35	N/A	35
Amusement or Recreation Vending Machine	100	N/A	100
Any Vending Machine Using a Credit Card	100	N/A	100
Veterinarian	600	450	180
Warehouse – General			
1 - 50 Persons	710	540	270
51 - 150 Persons	710	540	310
151+ Persons	770	580	370
Warehouse – Chemicals, Flammables and Food			
1 - 50 Persons	980	740	530
51 - 150 Persons	1,150	870	640
151+ Persons	1,410	1,060	910
Wholesaler – General			
1 - 50 Persons	710	540	270
51 - 150 Persons	770	580	320
151+ Persons	820	620	370
Wholesaler – Chemicals, Flammables and Food			
1 - 50 Persons	850	640	440
51 - 150 Persons	1,150	870	640
151+ Persons	1,640	1,230	960

Occupation	First Year (\$)	First Year Proration (\$)	Renewal (\$)
New Categories			
Special Event	150	N/A	N/A
Film Location	75	N/A	N/A
Licence Application Fee (Non Refundable)	50	N/A	N/A