

CITY OF BURNABY

BYLAW NO. 10394

A BYLAW for regulating the businesses of post box
rental agencies and mail drop services

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as BURNABY POST BOX RENTAL AGENCY AND MAIL DROP SERVICE REGULATION BYLAW.
2. In this Bylaw, unless the context otherwise requires:
 - (a) "Chief Licence Inspector" means the Chief Licence Inspector for the City of Burnaby and includes his or her assistants;
 - (b) "mail drop service" means a business that collects mail at premises owned, occupied or used by it, for or on behalf of a person or persons who are not normally occupants of those premises;
 - (c) "post box" means a box or other receptacle used or intended to be used for the collection or storage of mail;
 - (d) "post box rental agency" means a business that makes available for rent, lease, purchase, possession or use one or more post boxes to a person or to persons who are not normally occupants of the premises where the post box or post boxes are located, but does not include Canada Post.
3. Every operator of a post box rental agency shall:
 - (a) maintain a complete and accurate written record of the name and address of every person who rents, leases, owns, has possession of or has the use of a post box into which that operator deposits mail;



- (b) obtain from every person referred to in subsection (a) a statement of whether or not that person intends to use the post box for business purposes and include that statement as part of the record referred to in paragraph (a);
 - (c) where the person referred to in paragraph (a) is a corporation, firm or business proprietorship, maintain, as part of the record and in addition to the information referred to in paragraph (a), an accurate written record of the name and address of at least one natural person authorized to represent that corporation, firm or business proprietorship;
 - (d) maintain the record for each post box at the premises where that post box is located; and
 - (e) make the record available for inspection immediately upon the request of the Chief Licence Inspector or a peace officer.
4. Every operator of a mail drop service shall:
- (a) maintain a complete and accurate written record of the name and address of every person for or on behalf of whom that operator collects mail;
 - (b) obtain from every person referred to in paragraph (a) a statement of whether or not that person intends to use the mail drop service for business purposes and include that statement as part of the record referred to in paragraph (a);
 - (c) where the person referred to in paragraph (a) is a corporation, firm or business proprietorship, maintain, as part of the record and in addition to the information referred to in paragraph (a), an accurate written record of the name and address of at least one natural person authorized to represent that corporation, firm or business proprietorship;

- (d) maintain the record on the premises where mail is collected for that person; and
- (e) make the record available for inspection immediately upon the request of the Chief Licence Inspector or a peace officer.

5. The address of every natural person whose name and address is required to be recorded under section 3 or 4 shall be that person's current residential address, and the operator of the post box rental agency or the mail drop service shall require that person to prove his or her identity by the production of a valid British Columbia driver's licence or, if that person does not hold a British Columbia driver's licence, by the production of other reliable photographic identification of that person.

6. Every person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw commits an offence, and shall be liable upon summary conviction to a fine or penalty of not less than \$150 and not more than \$2,000.

Read a first time this	27 th	day of	MAY	1996
Read a second time this	27 th	day of	MAY	1996
Read a third time this	27 th	day of	MAY	1996
Reconsidered and adopted this	10 th	day of	JUNE	1996


MAYOR

CLERK