

ITEM 8  
MANAGER'S REPORT NO. 68  
COUNCIL MEETING 84/10/29

RE: BUSINESS LICENCE FEES

MUNICIPAL MANAGER'S RECOMMENDATION:

1. *THAT the recommendation of the Director Finance be adopted.*

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TO: MUNICIPAL MANAGER  
FROM: DIRECTOR FINANCE  
RE: BUSINESS LICENCE FEES

1984 October 15  
File: L34

RECOMMENDATIONS

1. THAT an average increase of 4% rounded, to the licence fees as set out in:
- a) Burnaby Trades Licence By-law No. 3089 (Schedule 1 attached)
  - b) Burnaby Cab & Commercial Vehicle By-law No. 3102 (Schedule 2 attached)
  - c) Burnaby Cabaret Regulation By-law No. 1481 (Schedule 3 attached)
  - d) Burnaby Club Regulation By-law No. 3065 (Schedule 4 attached)
  - e) Burnaby Automatic Vending Machine By-law No. 1914 (Schedule 5 attached)

be adopted for application on 1985 January 01; and

2. THAT licence fees pursuant to the Burnaby Automatic Vending Machine By-law, No. 1914, be for the period January 01 to December 31.

SUMMARY

This is a report on the annual review of business licence fees. A 4% average increase for all categories, with a minimum increase of \$5.00, is proposed for 1985. The \$5.00 minimum increase does not apply to vending machines or apartment licences because it would be inequitable to do so. The proposed fee structures would increase business licence fee revenue by approximately \$40,700 in 1985. Additionally, an amendment to the vending machine by-law is proposed to bring the fee schedule into conformity with the municipality's other licencing by-laws.

REPORT

1. FEE STRUCTURE

Our licence fees are calculated to recover administration and inspectional costs of licencing businesses. This takes into account inspectional costs of wages, supplies and transportation, clerical, administration and overhead costs of the various Municipal departments involved in processing licences. Annually these are reviewed and adjusted to meet changes in inspectional requirements, and to meet

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changing operational costs. This method of establishing licence fees has been in effect since 1978 January 01. The current basic resident licence fees are:

First licence	\$205.00
Renewal licence	100.00

This basic fee was established to recover the cost of minimal inspectional requirements to determine that operators of businesses are in compliance with applicable by-law or statutory requirements. The fee difference between a first licence and a renewal is because there are costs of processing a first or new licence which are non-recurring in issuing a renewal licence. Those businesses requiring more than the basic inspections have been categorized and fees based on additional inspectional requirements have been established. In categories where it was determined that inspectional requirements are less than those provided for in the basic fee, a lesser fee has been established, e.g. non-resident businesses such as contractors, peddlars, etc., for which the current fees are:

New licence	\$100.00
Renewal licence	50.00

2. PROPOSED 1985 FEES

Fees set out in the attachments have been increased by an average 4%, with a minimum \$5.00 increase, and rounded to the nearest \$5.00. The proposed 4% is intended to cover increased labour costs and to offset inflationary cost increases in material supplies. The 1985 increase compares with an average 3% increase in 1984.

Based on an average 4%, the minimum licence fee increase for a renewal licence, except apartments and vending machines, is \$5.00 and the maximum is \$55.00. The 1985 basic licence fee would be:

Resident business:	
First licence	\$215.00
Renewal licence	105.00
Non-resident business:	
First licence	\$105.00
Renewal licence	55.00

An apartment licence will increase by 25¢ per room, equalling \$1.00 on a four-room suite. Vending machines will increase by a minimum of 25¢ and a maximum of \$2.00 per machine. Application of the proposed fees is expected to increase revenue by an estimated \$40,700. This amount will be included in the 1985 provisional budget.

The schedule of categories contained in the by-law is also reviewed annually to determine if revision is required to meet changing circumstances. No new categories are being added and no categories are being deleted for 1985. However, the Burnaby Automatic Vending Machine By-law requires an amendment to delete a section which provides for a half-licence fee after July 01 each year. The pro-rating of the licence fees in all other licencing by-laws was repealed several years ago. There is no apparent rationale to apply pro-rating to vending machine licences; it was probably an oversight when other by-laws were amended. Consistency of licencing regulations requires that By-law No. 1914 be amended to provide an annual licence fee only.

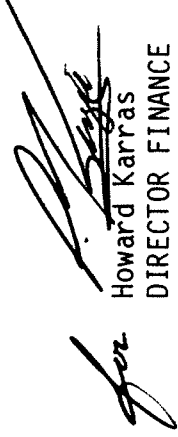
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The system of licencing businesses in Burnaby is equitable for the licensee because it is structured to recover our costs and is therefore administratively cost effective for the Corporation.

It is recommended that the licence fees set out on the attached schedules be adopted for application in 1985; and

That licence fees pursuant to the Burnaby Automatic Vending Machine By-law, No. 1914, be for the period January 01 to December 31.

  
Howard Karras  
DIRECTOR FINANCE

Attach.  
cc: Municipal Solicitor

TRADES LICENCE BY-LAW NO. 3089

<u>CLASSIFICATION</u>	<u>First Licence</u>	<u>Proposed</u>	<u>Renewal</u>	<u>Proposed</u>
	1984	1985	1984	1985
	\$	\$	\$	\$
Advertising Agency	205.00	215.00	100.00	105.00
Advertising Distributor	100.00	105.00	50.00	55.00
Agent	100.00	105.00	50.00	55.00
Apartment (Licences calculated per room)	6.25	6.50	6.25	6.50
Arcade	440.00	460.00	235.00	245.00
Auction House	205.00	215.00	100.00	105.00
Auctioneer	100.00	105.00	50.00	55.00
Auto Court (Licences calculated per room)	6.25	6.50	6.25	6.50
Auto Towing Yard	205.00	215.00	100.00	105.00
Book Agent - Office	205.00	215.00	100.00	105.00
Book Agent	100.00	105.00	50.00	55.00
Bowling Alley	440.00	460.00	210.00	220.00
Canvasser	100.00	105.00	50.00	55.00
Contractor - Yard, Shop, Office	205.00	215.00	100.00	105.00
Contractor	100.00	105.00	50.00	55.00
Curling Rink or Ice Rink	440.00	460.00	210.00	220.00
Discotheque	605.00	630.00	335.00	350.00
Home Occupation	50.00	55.00	40.00	45.00
Hotel (Class "A" Liquor Outlet)	675.00	700.00	410.00	425.00
Hotel Rooms (Licences calculated per room)	6.25	6.50	6.25	6.50
Junk Dealer	480.00	500.00	210.00	220.00
Manufacturer - General				
1 to 50 persons	275.00	285.00	100.00	105.00
51 to 150 persons	395.00	410.00	175.00	180.00
151 persons and over	440.00	460.00	210.00	220.00
Manufacturer - Processing Chemicals or Flammables				
1 to 50 persons	630.00	655.00	410.00	425.00
51 to 150 persons	860.00	895.00	635.00	660.00
151 persons and over	1,015.00	1,055.00	715.00	745.00

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SCHEDULE 1 (cont'd)

<u>CLASSIFICATION</u>	<u>First Licence 1984</u>	<u>Proposed 1985</u>	<u>Renewal 1984</u>	<u>Proposed 1985</u>
Manufacturer - Processing Food				
1 to 50 persons	395.00	410.00	210.00	220.00
51 to 150 persons	480.00	500.00	250.00	260.00
151 persons and over	605.00	630.00	290.00	300.00
Neighbourhood Pub	670.00	695.00	335.00	350.00
Oil Refinery	1,400.00	1,455.00	935.00	970.00
Oil Storage and Distribution	1,400.00	1,455.00	935.00	970.00
Peddler - Food	205.00	215.00	100.00	105.00
Peddler - General	100.00	105.00	50.00	55.00
Personal Care Facility (Adult Nursing Home)	440.00	460.00	210.00	220.00
Photographer - Mobile	100.00	105.00	50.00	55.00
Photographic Studio	205.00	215.00	100.00	105.00
Pool Hall	440.00	460.00	210.00	220.00
Private Hospital	630.00	655.00	290.00	300.00
Private Patrol and Guard Service - Office	205.00	215.00	100.00	105.00
Private Patrol and Guard Service	100.00	105.00	50.00	55.00
Private School	360.00	375.00	140.00	145.00
Public Hall	360.00	375.00	175.00	185.00
Radio and T.V. Repair - Shop	205.00	215.00	100.00	105.00
Radio and T.V. Repair - Mobile	100.00	105.00	50.00	55.00
Restaurant				
40 seats or take-out	245.00	255.00	115.00	120.00
41 seats to 150 seats	350.00	365.00	210.00	220.00
151 seats and over	510.00	530.00	335.00	350.00
Retail Trader - General				
1 to 10 persons	205.00	215.00	100.00	105.00
11 to 50 persons	440.00	460.00	175.00	180.00
51 persons and over	725.00	755.00	725.00	755.00
Retail Trader - Food				
1 to 10 persons	245.00	255.00	140.00	145.00
11 to 50 persons	480.00	500.00	290.00	300.00
51 persons and over	725.00	755.00	725.00	755.00
Scavenger	100.00	105.00	50.00	55.00
Sign Painter	100.00	105.00	50.00	55.00
Telephone Communications Facility				
1 to 50 persons	325.00	340.00	100.00	105.00
51 to 150 persons	480.00	500.00	250.00	260.00
151 persons and over	710.00	740.00	410.00	425.00

CLASSIFICATION	First Licence	Proposed	Renewal	Proposed
	1984	1985	1984	1985
Theatre - Indoor	480.00	500.00	250.00	260.00
Towing Service	100.00	105.00	50.00	55.00
Trailer Camp or Court	395.00	410.00	210.00	220.00
Warehouse - General	275.00	285.00	100.00	105.00
1 to 50 persons	360.00	375.00	175.00	180.00
51 to 150 persons	395.00	410.00	210.00	220.00
151 persons and over				
Warehouse - Chemicals or Flammables	440.00	460.00	250.00	260.00
1 to 50 persons	605.00	630.00	370.00	385.00
51 to 150 persons	740.00	770.00	525.00	545.00
151 persons and over				
Wholesaler - General	275.00	285.00	100.00	105.00
1 to 50 persons	360.00	375.00	175.00	180.00
51 to 150 persons	395.00	410.00	210.00	220.00
151 persons and over				
Wholesaler - Food, Chemicals or Flammables	440.00	460.00	250.00	260.00
1 to 50 persons	605.00	630.00	370.00	385.00
51 to 150 persons	860.00	895.00	550.00	570.00
151 persons and over				
Christmas Tree Permit	40.00	45.00	N/A	N/A
Carnival or Circus	245.00	255.00	N/A	N/A
First day (whichever greater)				
Second and following days (whichever greater)	85.00	90.00	N/A	N/A

All businesses not hereinbefore classified shall pay the following fees

	205.00	215.00	100.00	105.00
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SCHEDULE 2

CAB & COMMERCIAL VEHICLE BY-LAW NO. 3102

	First Licence 1984	Proposed 1985	Renewal 1984	Proposed 1985
1. For each Class "A" Taxi-Cab	155.00	160.00	<del>155.00</del> 160.00	160.00 <del>105.00</del>
2. For each Cab Premises	205.00	215.00	100.00	105.00
3. For operating each of the following businesses:				
a) Class "C" Funeral Cab	205.00	215.00	100.00	105.00
b) Class "D" School Cab	205.00	215.00	100.00	105.00
c) Class "E" Charter Cab	205.00	215.00	100.00	105.00
d) Class "F" Drive-Self Cab	205.00	215.00	100.00	105.00
e) Driving Instruction Cab	205.00	215.00	100.00	105.00
f) Vehicles for hire not hereinbefore enumerated	205.00	215.00	100.00	105.00
g) Taxi Service Broker	205.00	215.00	100.00	105.00

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SCHEDULE 3

CABARET REGULATION BY-LAW NO. 1481

	<u>First Licence 1984</u>	<u>Proposed 1985</u>	<u>Renewal 1984</u>	<u>Proposed 1985</u>
Cabaret	520.00	540.00	290.00	300.00



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SCHEDULE 4

CLUB REGULATION BY-LAW NO. 3065

	<u>First Licence 1984</u>	<u>Proposed 1985</u>	<u>Renewal 1984</u>	<u>Proposed 1985</u>
Club	440.00	460.00	250.00	260.00
Club Manager	125.00	130.00	75.00	80.00

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SCHEDULE 5

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AUTOMATIC VENDING MACHINE BY-LAW NO. 1914

	<u>1984</u>	<u>Proposed</u>
	<u>Fee</u>	<u>1985 Fee</u>
(a) for a newspaper vending machine	21.00	22.00
• (b) for a coin-operated washer, dryer or dry cleaning machine located in residential premises containing more than 2 dwelling units	10.50	11.00
(c) for a machine that sells goods or services for 25 cents or less	6.25	6.50
for more than 25 cents and less than 76 cents	21.00	22.00
for more than 75 cents	26.00	27.00
(d) for an amusement or recreation vending machine	46.50	48.50