

ITEM 3  
MANAGER'S REPORT NO. 73  
COUNCIL MEETING 88/11/14

RE: 1989 BUSINESS LICENCE FEES

MUNICIPAL MANAGER'S RECOMMENDATION:

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

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TO: MUNICIPAL MANAGER 1988 November 08  
FROM: DIRECTOR FINANCE File: L34  
SUBJECT: 1989 BUSINESS LICENCE FEES  
PURPOSE: To obtain Council's approval of 1989 business licence fees.

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RECOMMENDATION

1. THAT the following by-laws be amended to provide for the fees outlined in the attached Schedules 1 to 5, effective 1989 January 01:
  - a) Burnaby Trades Licence By-law No. 3089
  - b) Burnaby Cab & Commercial Vehicle By-law No.3102
  - c) Burnaby Cabaret Regulation By-law No. 1481
  - d) Burnaby Club Regulation By-law No. 3065
  - e) Burnaby Automatic Vending Machine By-law No. 1914

SUMMARY

This is the annual business licence fee report. A 4% average increase for all categories is proposed for 1989. The minimum increases do not apply to vending machines and apartment licences, which are calculated on an individual unit basis. The proposed fees would increase business licence revenue by an estimated \$40,000 in 1989. The increase has been included in the 1989 Provisional Operating Budget.

REPORT

1. FEES

Licence fees are reviewed and adjusted annually to reflect changes in the community, in inspectional requirements, and to ensure that all administrative and inspectional costs are recovered. These costs include inspectional and clerical staff salaries, supplies, transportation and administrative overhead of the various municipal departments involved in processing licences. The current (1988) basic resident licence fees are \$237 for a first (new) licence and \$118 for a renewal.

The basic first licence includes the cost of an on-site inspection to determine whether operators of businesses are in compliance with applicable by-laws and statutory requirements. The fee difference between a first licence and a renewal licence represents the costs incurred in processing a first licence which are not incurred in issuing a renewal licence. Businesses requiring more than the basic inspections (e.g. restaurants, arcades and chemical processing) have been categorized in the by-law and their fees reflect the additional costs. In categories where inspectional requirements are less (e.g. non-resident contractors and peddlers) a lower fee has been established. The current (1988) fee for non-resident businesses is \$118 for a first licence and \$62 for a renewal.

2. PROPOSED 1989 FEES

The proposed 1989 fees outlined in the attached Schedules 1 to 5 have been increased by an average 4%. Licence fees have been rounded to the nearest \$1.00. This is compared to an average 3% increase in 1988. The proposed 1989 basic licence fees compared to 1988 are:

	Current 1988	Proposed 1989
	\$	\$
Resident business:		
First licence	237.00	246.00
Renewal licence	118.00	123.00
Non-resident business:		
First licence	118.00	123.00
Renewal licence	62.00	62.00

The minimum increases do not apply to vending machines and apartment licences, which are calculated on an individual unit basis. Vending machines would increase by a minimum \$.25 and a maximum \$2.00 per machine. Apartment licences would increase by \$.25 per room, resulting in a \$1.00 increase on a four-room suite.

While it is proposed that 1989 licence fees increase an average of 4%, there are a few categories for which a fee adjustment initiated in 1988 will be continued. These include primarily renewal fees for non-resident contractors, home occupations, peddlers, mobile photographers, and other categories with lower fees. These categories have experienced larger percentage fee increases over the past several years due to the minimum increase each year being \$5.00 and the rounding being to the nearest \$5.00. This adjustment, valued at about \$5,000, will affect approximately 2,000 or 25% of the 1989 licence renewals. The proposed fees, including the adjustment, would increase business licence revenue by an estimated \$40,000 in 1989. This revenue is included in the 1989 Provisional Operating Budget.

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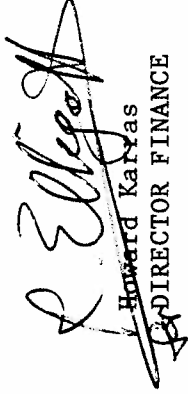
3. REVIEW OF LICENCING FEES

The present system of licencing businesses in Burnaby was introduced in 1980. Licence fees have been adjusted annually. While we believe the system continues to be equitable for licencees because it is structured to recover only inspectional and administrative costs incurred by Burnaby, we feel it is time to review the licence classifications and the fee structures which have remained unchanged since 1980.

While it was our intent to complete this review during 1988, other work priorities have resulted in the work being delayed. We will present our conclusions for Council's consideration during 1989. The review will include consideration of pro-rating for new business licences.

It is recommended that the following by-laws be amended to provide for the fees outlined in the attached Schedules 1 to 5, effective 1989 January 01:

- a) Burnaby Trades Licence By-law No. 3089
- b) Burnaby Cab & Commercial Vehicle By-law No. 3102
- c) Burnaby Cabaret Regulation By-law 1481
- d) Burnaby Club Regulation By-law No. 3065
- e) Burnaby Automatic Vending Machine By-law 1914

  
Howard Kallas  
DIRECTOR FINANCE

TJ:RE:gw  
Attach.

cc: Municipal Solicitor

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TRADES LICENCE BY-LAW NO. 3089

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Classification	First (New) Licence		Renewal Licence	
	Existing 1988	Proposed 1989	Existing 1988	Proposed 1989
	\$	\$	\$	\$
Advertising Agency	237.00	246.00	118.00	123.00
Advertising Distributor	118.00	123.00	62.00	62.00
Agent	118.00	123.00	62.00	62.00
Apartment (Licences calculated per room)	7.25	7.50	7.25	7.50
Arcade	510.00	530.00	273.00	284.00
Auction House	237.00	246.00	118.00	123.00
Auctioneer	118.00	123.00	62.00	62.00
Auto Court (Licences calculated per room)	7.25	7.50	7.25	7.50
Auto Towing Yard	237.00	246.00	118.00	123.00
Book Agent - Office	237.00	246.00	118.00	123.00
Book Agent	118.00	123.00	62.00	62.00
Bowling Alley	510.00	530.00	242.00	252.00
Canvasser	118.00	123.00	62.00	62.00
Contractor - Yard, Shop, Office	237.00	246.00	118.00	123.00
Contractor	118.00	123.00	62.00	62.00
Curling Rink or Ice Rink	510.00	530.00	242.00	252.00
Discotheque	695.00	723.00	386.00	401.00
Home Occupation	62.00	62.00	52.00	52.00
Hotel (Class "A" Liquor Outlet)	773.00	804.00	474.00	493.00
Hotel Rooms (Licences calculated per room)	7.25	7.50	7.25	7.50
Junk Dealer	551.00	573.00	242.00	252.00
Manufacturer - General 1 to 50 persons	314.00	327.00	118.00	123.00
51 to 150 persons	458.00	476.00	200.00	208.00
151 persons and over	510.00	530.00	242.00	252.00
Manufacturer - Processing Chemicals or Flammables 1 to 50 persons	721.00	750.00	474.00	493.00
51 to 150 persons	989.00	1,029.00	726.00	755.00
151 persons and over	1,164.00	1,211.00	824.00	857.00

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SCHEDULE 1 (cont'd)

Classification	First (New) Licence		Renewal Licence	
	Existing 1988	Proposed 1989	Existing 1988	Proposed 1989
	\$	\$	\$	\$
Manufacturer - Processing Food				
1 to 50 persons	458.00	476.00	242.00	252.00
51 to 150 persons	551.00	573.00	288.00	300.00
151 persons and over	695.00	723.00	330.00	343.00
Neighbourhood Pub	767.00	798.00	386.00	401.00
Oil Refinery	1,607.00	1,671.00	1,071.00	1,114.00
Oil Storage and Distribution	1,607.00	1,671.00	1,071.00	1,114.00
Peddler - Food	237.00	246.00	118.00	123.00
Peddler - General	118.00	123.00	62.00	62.00
Personal Care Facility (Adult Nursing Home)	510.00	530.00	242.00	252.00
Photographer - Mobile	118.00	123.00	62.00	62.00
Photographic Studio	237.00	246.00	118.00	123.00
Pool Hall	510.00	530.00	242.00	252.00
Private Hospital	721.00	750.00	330.00	343.00
Private Patrol and Guard Service - Office	237.00	246.00	118.00	123.00
Private Patrol and Guard Service	118.00	123.00	62.00	62.00
Private School	412.00	428.00	160.00	166.00
Public Hall	412.00	428.00	206.00	214.00
Radio and T.V. Repair - Shop	237.00	246.00	118.00	123.00
Radio and T.V. Repair - Mobile	118.00	123.00	62.00	62.00
Restaurant				
40 seats or take-out	283.00	294.00	134.00	139.00
41 seats to 150 seats	402.00	418.00	242.00	252.00
151 seats and over	582.00	605.00	386.00	401.00
Retail Trader - General				
1 to 10 persons	237.00	246.00	118.00	123.00
11 to 50 persons	510.00	530.00	201.00	209.00
51 persons and over	834.00	867.00	834.00	867.00
Retail Trader - Food				
1 to 10 persons	283.00	294.00	160.00	166.00
11 to 50 persons	551.00	573.00	330.00	343.00
51 persons and over	834.00	867.00	834.00	867.00
Scavenger	118.00	123.00	62.00	62.00
Sign Painter	118.00	123.00	62.00	62.00
Telephone Communications Facility				
1 to 50 persons	376.00	391.00	118.00	123.00
51 to 150 persons	551.00	573.00	288.00	300.00
151 persons and over	819.00	852.00	474.00	493.00



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SCHEDULE 1 (cont'd)

Classification	First (New) Licence		Renewal Licence	
	Existing 1988	Proposed 1989	Existing 1988	Proposed 1989
	\$	\$	\$	\$

Theatre - Indoor	551.00	573.00	288.00	300.00
Towing Service	118.00	123.00	62.00	62.00
Trailer Camp or Court	453.00	471.00	242.00	252.00
Warehouse - General				
1 to 50 persons	314.00	327.00	118.00	123.00
51 to 150 persons	412.00	428.00	201.00	209.00
151 persons and over	453.00	471.00	242.00	252.00
Warehouse - Chemicals or Flammables				
1 to 50 persons	510.00	530.00	288.00	300.00
51 to 150 persons	695.00	723.00	422.00	439.00
151 persons and over	850.00	884.00	597.00	621.00
Wholesaler - General				
1 to 50 persons	314.00	327.00	118.00	123.00
51 to 150 persons	412.00	428.00	201.00	209.00
151 persons and over	453.00	471.00	242.00	252.00
Wholesaler - Food, Chemicals or Flammables				
1 to 50 persons	510.00	530.00	288.00	300.00
51 to 150 persons	695.00	723.00	422.00	439.00
151 persons and over	989.00	1,029.00	628.00	653.00
Christmas Tree Permit	54.00	54.00	N/A	
Carnival or Circus				
First day (whichever greater)	283.00	294.00	N/A	
Second and following days	101.00	101.00	N/A	

All businesses not hereinbefore classified shall pay the following fees

	237.00	246.00	118.00	123.00
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SCHEDULE 2

CAB & COMMERCIAL VEHICLE BY-LAW NO. 3102

<u>Classification</u>	First (New) Licence		Renewal Licence	
	Existing 1988	Proposed 1989	Existing 1988	Proposed 1989
	\$	\$	\$	\$
1. For each Class "A" Taxi Cab	175.00	182.00	175.00	182.00
2. For each Cab Premises	237.00	246.00	118.00	123.00
3. For operating each of the following business:				
a) Class "C" Funeral Cab	237.00	246.00	118.00	123.00
b) Class "D" School Cab	237.00	246.00	118.00	123.00
c) Class "E" Charter Cab	237.00	246.00	118.00	123.00
d) Class "F" Self-Drive Cab	237.00	246.00	118.00	123.00
e) Driving Instruction Cab	237.00	246.00	118.00	123.00
f) Vehicles for hire not hereinbefore enumerated	237.00	246.00	118.00	123.00
g) Taxi Service Broker	237.00	246.00	118.00	123.00



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SCHEDULE 3

CABARET REGULATION BY-LAW NO. 1481

120

<u>Classification</u>	<u>First (New) Licence</u>		<u>Renewal Licence</u>	
	<u>Existing</u> 1988	<u>Proposed</u> 1989	<u>Existing</u> 1988	<u>Proposed</u> 1989
Cabaret	\$ 592.00	\$ 616.00	\$ 330.00	\$ 343.00



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SCHEDULE 4

CLUB REGULATION BY-LAW NO. 3065

<u>Classification</u>	<u>First (New) Licence</u>		<u>Renewal Licence</u>	
	<u>Existing</u> 1988	<u>Proposed</u> 1989	<u>Existing</u> 1988	<u>Proposed</u> 1989
Club	\$ 510.00	\$ 530.00	\$ 288.00	\$ 300.00
Club Manager	144.00	150.00	88.00	88.00

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SCHEDULE 5

**122**

AUTOMATIC VENDING MACHINE BY-LAW 1914

	<u>Existing 1988</u> \$	<u>Proposed 1989</u> \$
a) For a newspaper vending machine	24.50	25.50
b) For a coin-operated washer, dryer or dry cleaning machine located in residential premises containing more than 2 dwelling units	13.00	13.50
c) For a machine that sells goods or services for 25 cents or less	7.50	7.75
for more than 25 cents and less than 76 cents	24.50	25.50
for more than 75 cents	29.50	
d) For an amusement or recreation vending machine	53.50	55.50
e) For any machine offering goods or services using a credit card	53.00	55.00