

TO: CITY MANAGER

1995 OCTOBER 31

FROM: DIRECTOR FINANCE

File: L34

SUBJECT: 1996 BUSINESS LICENCE FEES

PURPOSE: To obtain approval for the 1996 Business Licence Fees.

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**RECOMMENDATION:**

1. THAT the following bylaws be amended to provide for the fees outlined in the *attached* Schedules A and B, effective 1996 January 01:
  - (a) Burnaby Business Licence Bylaw No. 3089;
  - (b) Burnaby Cab and Commercial Vehicle Bylaw No. 3012.

**SUMMARY**

This is the annual business licence fee report. A 3.1% increase is proposed for all new licence categories. Fees for renewal licences are unchanged. Arcade and pool hall licence fees will continue the phased increase. A new classification system for restaurants is proposed to coordinate the licence classification with Planning and Building Department requirements for different sizes of restaurants.

**REPORT**

**BACKGROUND**

Licence fees are reviewed and if necessary, adjusted annually to reflect changes in the business community and 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 costs of the City departments involved in the licencing process.

The current (1995) basic licence fee for a typical Burnaby based business is \$413 for a new licence and \$125 for a renewal. The current fee for a mobile business operating in Burnaby is \$230 for a new licence and \$63 for a renewal.

The difference between the fee for a new and a renewal licence represents the non-recurring inspectional costs incurred by City departments prior to issuing a business licence. These inspections are required to determine if business operators are in compliance with applicable bylaw and statutory requirements which ensure public health and safety. Businesses requiring more than the basic inspections (e.g. arcades, restaurants, chemical processing, auto paint facilities) have higher fees to reflect the additional costs. Conversely, where inspectional requirements are minimal, the licence fee is lower.

### **PROPOSED 1996 FEES**

#### **A) General Fee Adjustments**

An increase of 3.1% is proposed for all first year licence fees. This increase is consistent with inflationary projections for 1996 and would ensure that fees for new licences continue to generally reflect costs. Renewal licence fees would remain unchanged in 1996. The proposed general fee adjustments will provide a fee structure which more accurately reflects cost recovery.

The proposed fees are attached in Schedules A and B. The proposed basic 1996 licence fees compared to 1995 are:

	<u>CURRENT FEES</u> 1995	<u>PROPOSED FEES</u> 1996
RESIDENT BUSINESS		
- First Licence	\$413	\$426
- Renewal Licence	\$125	\$125
NON-RESIDENT BUSINESS		
- First Licence	\$230	\$237
- Renewal Licence	\$63	\$63

#### **B) Specific Fee Adjustments**

##### **Arcades and Pool Halls**

The phased increase of licence fees for arcades and pool halls was approved by Council and initiated in 1993. This process has first year fees increasing to the \$3,000 maximum this year. The renewal fee for arcades and pool halls would increase by 16%, which is equal to the increase in the first year fee. The proposed increase would help offset the costs associated with the involvement the City has with these business. The proposed 1996 fees compared to current 1995 fees are:

	<u>CURRENT FEES</u> 1995	<u>PROPOSED FEES</u> 1996
ARCADE/POOL HALL		
- First Licence	\$2,581	\$3,000
- Renewal Licence	\$2,020	\$2,343

The proposed fees are included in Schedule A.

Restaurants

An adjustment to the restaurant classification is proposed as part of this business licence review. Two new classifications would be created from the previous 1-150 seat classification. This is done to be consistent with Planning and Building Department requirements for different sizes of restaurants.

	<u>CURRENT FEES</u> 1995	<u>PROPOSED FEES</u> 1996
Takeout		
First	\$569	\$587
Renewal	\$211	\$211
1 to 10 seats		
First	\$766	\$790
Renewal	\$365	\$365
11 to 50 seats		
First	\$766	\$790
Renewal	\$365	\$365
51 to 150 seats		
First	\$766	\$790
Renewal	\$365	\$365
151 seats and more		
First	\$804	\$829
Renewal	\$402	\$402

The proposed changes are included in Schedule A.

**IMPACT ON LICENCE RENEWAL**

The adjustment of restaurant classification will have no impact on licence renewal revenue. The increase in arcade/pool hall fees and the proposal to keep renewal fees for other classifications unchanged will ensure that cost recovery revenues are maintained for 1996.

  
per Rick Earle  
DIRECTOR FINANCE

DE:vm  
Attach.

cc: Director Planning & Building  
City Solicitor

SCHEDULE A - Page 1

BUSINESS LICENCE BYLAW NO. 3089

	<u>NEW LICENCE</u>		<u>RENEWAL LICENCE</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<u>1995</u>	<u>1996</u>	<u>1995</u>	<u>1996</u>
	\$	\$	\$	\$
Agent	230	237	63	63
Arcade	2,581	3,000	2,020	2,343
Auto Body Repair & Painting	681	702	380	380
Bowling Alley	608	627	262	262
Cart	63	65	63	63
Contractor	230	237	63	63
Contractor - Yard, Shop, Office	413	426	125	125
Curling/Ice Rink	608	627	262	262
Discotheque (Teen)	797	721	431	431
Dry Cleaning/Laundry Plant	489	504	189	189
Exercise Studio/Gym	499	514	198	198
Home Based Business	262	270	92	92
Home Craft	262	270	53	53
Incinerator	3,000	3,000	3,000	3,000
Junk Dealer	725	748	262	262
Liquor Establishment				
- Hotel	3,000	3,000	2,577	2,577
- Neighbourhood Pub	3,000	3,000	2,577	2,577
- Beer and Wine Store	541	557	252	252
Manufacturer - General				
- 1 to 50 persons	575	593	273	273
- 51 to 150 persons	607	626	306	306
- 151 persons and over	719	741	416	416

SCHEDULE A - Page 2

BUSINESS LICENCE BYLAW NO. 3089

	<u>NEW LICENCE</u>		<u>RENEWAL LICENCE</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<u>1995</u>	<u>1996</u>	<u>1995</u>	<u>1996</u>
	\$	\$	\$	\$
Manufacturer - Processing Chemical or Flammables				
- 1 to 50 persons	827	853	513	513
- 51 to 150 persons	1,135	1,170	785	785
- 151 persons and over	1,146	1,182	891	891
Manufacturer - Processing Food				
- 1 to 50 persons	725	748	388	388
- 51 to 150 persons	939	969	603	603
- 151 persons and over	1,193	1,230	855	855
Multiple Unit Accomodation				
- Per room	8.80	9.07	8.80	8.80
Oil Refinery	3,000	3,000	3,000	3,000
Oil Storage & Distribution	3,000	3,000	3,000	3,000
Peddler - Food	313	323	140	140
Peddler - General	230	237	63	63
Personal Care Facility (Adult Nursing Home)	608	627	272	272
Personal Care Facility (Child Care)	282	290	125	125
Personal Service Establishment	454	468	152	152
Photographic Studio	569	587	267	267
Pool Hall	2,581	3,000	2,020	2,343
Private Hospital	1,588	1,637	1,286	1,286
Private School	605	624	307	307
Public Hall	491	506	256	256
Restaurant				
Take Out	569	587	211	211
1 to 10 seats	766	790	365	365
11 to 50 seats	766	790	365	365
51 to 150 seats	766	790	365	365
151 seats and over	804	829	402	402

**SCHEDULE A - Page 3**

**BUSINESS LICENCE BYLAW NO. 3089**

	<u>NEW LICENCE</u>		<u>RENEWAL LICENCE</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<u>1995</u>	<u>1996</u>	<u>1995</u>	<u>1996</u>
	\$	\$	\$	\$
Retail Trader - General				
- 1 to 10 persons	413	426	125	125
- 11 to 50 persons	584	603	217	217
- 51 persons and over	956	985	902	902
Retail Trader - Food				
- 1 to 10 persons	569	587	266	266
- 11 to 50 persons	756	779	456	456
- 51 persons and over	1,055	1,087	902	902
Security Service (non-resident)	230	237	63	63
Service Station	528	545	225	225
Telephone Communications Facility				
- 1 to 50 persons	489	504	189	189
- 51 to 150 persons	631	651	312	312
- 151 persons and over	939	969	513	513
Trailer Camp or Court	528	545	262	262
Theatre - Indoor	631	651	312	312
Warehouse - General				
- 1 to 50 persons	489	504	189	189
- 51 to 150 persons	489	504	217	217
- 151 persons and over	527	544	262	262
Warehouse - Chemicals or Flammables				
- 1 to 50 persons	679	700	378	378
- 51 to 150 persons	797	821	457	457
- 151 persons and over	975	1,005	646	646
Wholesaler - General				
- 1 to 50 persons	489	504	189	189
- 51 to 150 persons	527	544	221	221
- 151 persons and over	556	567	264	264

SCHEDULE A - Page 4

BUSINESS LICENCE BYLAW NO. 3089

	<u>NEW LICENCE</u>		<u>RENEWAL LICENCE</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<u>1995</u>	<u>1996</u>	<u>1995</u>	<u>1996</u>
	\$	\$	\$	\$
Wholesaler - Food, Chemicals or Flammables				
- 1 to 50 persons	584	603	312	312
- 51 to 150 persons	797	821	457	457
- 151 persons and over	1,135	1,170	679	679
Christmas Tree Permit	198	204	198	198
Carnival or Circus				
- First Day	567	585	n/a	n/a
- Second and following days	190	196	n/a	n/a
All businesses not hereinbefore classified shall pay the following fees:				
Businesses occupying 10 sq. ft. and over	413	426	125	125
Businesses occupying less than 10 sq. ft. or having no premises in Burnaby	230	237	63	63
Transfer of Licence	n/a	n/a	25	26

Finance Department  
File: L34  
1995 October 31



**SCHEDULE B**

**CAB AND COMMERCIAL VEHICLE BYLAW NO. 3102**

	<u>NEW LICENCE</u>		<u>RENEWAL LICENCE</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<u>1995</u>	<u>1996</u>	<u>1995</u>	<u>1996</u>
	\$	\$	\$	\$
For each Class "A" Taxi Cab	343	354	198	198
For each Class "H" Wheelchair Accessible Cab	343	354	198	198
For each Cab Premises	413	426	128	128
For operating each of the following business:				
Class "C" Funeral Cab	413	426	128	128
Class "D" School Cab	413	426	128	128
Class "E" Charter Cab	413	426	128	128
Class "F" Self-Drive Cab	413	426	128	128
Driving Instruction Cab	413	426	128	128
Vehicles for hire not hereinbefore enumerated	413	426	128	128
Taxi Service Broker	413	426	128	128
Taxi Cab/Vehicle Transfer	n/a	n/a	102	105

