



STAFF REPORT
Municipal Enforcement Services

Title: Comprehensive Business Licensing Program Fees and Charges
Report Number: COM2018-017
Author: Shayne Turner, Director Municipal Enforcement Services
Meeting Type: Finance & Strategic Planning Committee Meeting
Council/Committee Date: June 18, 2018
File: N/A
Attachments: Appendix A - 2019 Schedule of Fees
Ward No.: City-Wide

Recommendation:

1. That Council approves COM2018-017.
2. That Council approves the Comprehensive Business Licensing Program Fees and Charges By-law updates, attached as Appendix A to COM2018-017, effective as of the dates noted, and that the Fees and Charges Bylaw is updated accordingly.

A. Executive Summary

The Municipal Enforcement Services Division has undertaken a review of the City's Comprehensive Business Licensing program, as well as developed an action plan of continuous improvement initiatives. The results of the review and action plan were presented to Council on April 9, 2018. At that time, Council was advised that it was staff's intent to not introduce any adjustments to the 2019 business licensing fees. Appendix A, reflects the status quo fee adjustment for the Comprehensive Business Licensing Program. Any future fee adjustments would be made only after further review of the potential impacts of the program changes.

B. Financial Implications

As a result of staff's proposal, the overall budgeted revenue target for the business licensing program will remain at \$366,478.

C. Technology Implications

N/A

D. Legal Considerations

N/A

E. Link to Strategic Plan



(Strategic Priorities: Multi-modal Transportation, Infrastructure Renewal, Strong Community, Environmental Leadership, Corporate Excellence, Economic Development)

This proposal links to the priority of Strong Community and Corporate Excellence, as contained in the City's Strategic Plan.

F. Previous Reports on this Topic

COMM2018-014, Comprehensive Business Licensing Program Fees and Charges

G. Approvals

Name	Signature	Date
Author: Shayne Turner		June 7, 2018
Director: Shayne Turner		June 7, 2018
Commissioner: Mark Dykstra		
Finance: Keshwer Patel		

CAO



**Comprehensive Business Licensing Program Fees and Charges
COM2018-017**

On April 9, 2018, staff within the Municipal Enforcement Services Division presented a report to Council that provided an update of the review of the Comprehensive Business Licensing program.

Staff's report to Council indicated that, as a result of the review process currently underway, MES staff have continued to move forward with the licensing program, but did not fully implement the compliance component. Compliance initiatives (i.e. enforcement protocols) are underway, however not to the fullest extent possible. As a result of the partial implementation approach currently underway, there are certain limitations to the data in terms of showing the full potential of the program, including the full impact of fee revenue as compared to program expenses.

Staff believes that further implementation measures should move forward and be put in place for a period of time in order to fully assess the effectiveness and impact of program improvements identified by staff.

As a result, it was, and continues to be, staff's recommendation that the business licensing fees not be adjusted for 2019.

APPENDIX A to COMM2018-017

Business Registration & Licences	2018 Fee	Effective Date of Fee	2019 Fee	Effective Date of Fee
General Business licence (life time)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Animals for Entertainment (per event)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Auctioneer	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Barber Shop	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Beauty Salon	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Bed & Breakfast (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Bed & Breakfast (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Building Renovator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Donation Box Operator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Donation Box (per location/ per box)	\$ 84.00	1-Jan-2018	\$ 84.00	1-Jan-2019
Drain Laying Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Driveway Paving Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Dry Cleaner & Launderette (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Dry Cleaner & Launderette (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Fair (per event)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Fence Installation Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Flyer Distributor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Flea Market (Public Property)	\$ 100.00	1-Jan-2018	\$ 100.00	1-Jan-2019
Flea Market (Private Property)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Food Shop (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Food Shop (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Food Truck	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Food Truck (One Day)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Food Trailer	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Food Trailer (One Day)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Recognized Food Trailer (Hot Dog Cart) within BIA boundary	\$ 2,283.00	1-Jan-2018	\$ 2,283.00	1-Jan-2019
Recognized Food Trailer (Hot Dog Cart) outside of BIA boundary	\$ 884.00	1-Jan-2018	\$ 884.00	1-Jan-2019
Group Home (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Group Home (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Home Occupation	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
HVAC Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Motor Vehicle Facility (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Motor Vehicle Facility (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Newspaper Vending Box Operator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Newspaper Vending Box (per location)	\$ 13.00	1-Jan-2018	\$ 13.00	1-Jan-2019
Nightclub (Class A)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Nightclub (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Business Registration & Licences - Renewal	2017 Fee	1-Jan-2018	2017 Fee	1-Jan-2019
Old Gold Shops	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Pet Shop	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Plumbing Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Pool Installation Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019

Business Registration & Licences	2018 Fee	Effective Date of Fee	2018 Fee	Effective Date of Fee
Portable Sign Lessor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Private Property Parking Enforcement Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Private Property Parking Enforcement Officer	\$ 29.00	1-Jan-2018	\$ 29.00	1-Jan-2019
Public Hall (Class B)	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Refreshment Vehicle Class A	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Refreshment Vehicle Class B	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Special Sale (per event)	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Temporary Vendor Private Property (up to 30 consecutive days)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Temporary Vendor Private Property (up to 60 consecutive days)	\$ 82.00	1-Jan-2018	\$ 82.00	1-Jan-2019
Temporary Vendor Private Property (up to 90 consecutive days)	\$ 121.00	1-Jan-2018	\$ 121.00	1-Jan-2019
Temporary Vendor Public Property (up to 3 consecutive days)	\$ 35.00	1-Jan-2018	\$ 35.00	1-Jan-2019
Temporary Vendor Public Property (up to 30 consecutive days)	\$ 82.00	1-Jan-2018	\$ 82.00	1-Jan-2019
Temporary Vendor Public Property (up to 6 consecutive months)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Tobacconist	\$ 172.00	1-Jan-2018	\$ 172.00	1-Jan-2019
Business Registration & Licences - Renewal	2018 Fee	Effective Date of Fee	2018 Fee	Effective Date of Fee
Auctioneer	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Barber Shop	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Beauty Salon	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Bed & Breakfast (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Bed & Breakfast (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Building Renovator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Donation Box Operator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Donation Box (per location/ per box)	\$ 60.00	1-Jan-2018	\$ 60.00	1-Jan-2019
Drain Laying Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Driveway Paving Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Dry Cleaner & Launderette (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Dry Cleaner & Launderette (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Fair (per event)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Fence Installation Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Flyer Distributor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Flea Market (Public Property)	\$ 100.00	1-Jan-2018	\$ 100.00	1-Jan-2019
Flea Market (Private Property)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Food Shop (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Business Registration & Licences - Renewal	2017 Fee	1-Jan-2018	2017 Fee	1-Jan-2019
Food Shop (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Food Truck	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Food Truck (One Day)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Food Trailer	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Food Trailer (One Day)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Recognized Food Trailer (Hot Dog Cart) within BIA boundary	\$ 2,283.00	1-Jan-2018	\$ 2,283.00	1-Jan-2019
Recognized Food Trailer (Hot Dog Cart) outside of BIA boundary	\$ 884.00	1-Jan-2018	\$ 884.00	1-Jan-2019
Group Home (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Group Home (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019

Business Registration & Licences - Renewal	2018 Fee	Effective Date of Fee	2018 Fee	Effective Date of Fee
Home Occupation	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
HVAC Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Motor Vehicle Facility (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Motor Vehicle Facility (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Newspaper Vending Box Operator	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Newspaper Vending Box (per location)	\$ 13.00	1-Jan-2018	\$ 13.00	1-Jan-2019
Nightclub (Class A)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Nightclub (Class B)	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Old Gold Shops	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Pet Shop	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Plumbing Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Pool Installation Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Portable Sign Lessor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Private Property Parking Enforcement Contractor	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Private Property Parking Enforcement Officer	\$ 29.00	1-Jan-2018	\$ 29.00	1-Jan-2019
Public Hall (Class B)	\$ 148.00	1-Jan-2018	\$ 148.00	1-Jan-2019
Refreshment Vehicle Class A	\$ 313.00	1-Jan-2018	\$ 313.00	1-Jan-2019
Refreshment Vehicle Class B	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Special Sale (per event)	N/A	1-Jan-2018	N/A	1-Jan-2019
Temporary Vendor Private Property (up to 30 consecutive days)	\$ 69.00	1-Jan-2018	\$ 69.00	1-Jan-2019
Temporary Vendor Private Property (up to 60 consecutive days)	\$ 82.00	1-Jan-2018	\$ 82.00	1-Jan-2019
Temporary Vendor Private Property (up to 90 consecutive days)	\$ 121.00	1-Jan-2018	\$ 121.00	1-Jan-2019
Temporary Vendor Public Property (up to 3 consecutive days)	\$ 35.00	1-Jan-2018	\$ 35.00	1-Jan-2019
Temporary Vendor Public Property (up to 30 consecutive days)	\$ 82.00	1-Jan-2018	\$ 82.00	1-Jan-2019
Temporary Vendor Public Property (up to 6 consecutive months)	\$ 140.00	1-Jan-2018	\$ 140.00	1-Jan-2019
Tobacconist	\$ 149.00	1-Jan-2018	\$ 149.00	1-Jan-2019
Business Licensing Appeal Fee - See Note 1	\$ 100.00	1-Jan-2018	\$ 100.00	1-Jan-2019

Note 1: This fee administered by Legislative Services