Minutes of the SPECIAL MEETING of the DISTRICT OF MISSION COUNCIL held in the Training Room of Fire Station No. 1, 33330 – 7th Avenue, Mission, British Columbia on Monday, March 26, 2018 commencing at 1:00 p.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
*Brandy Cowell, Administrative Clerk
Stacey Crawford, Economic Development Officer
Rob Publow, Manager of Planning
Jennifer Russell, Deputy Corporate Officer
Steve Simmonds, Manager of Inspection Services
Christine Brough, Executive Assistant

Guests Present: Christine Boehringer, Consultant
*Rob Wheeler, Mission RCMP Detachment

*Present for a portion of the meeting

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Alexis, seconded by Councillor Hinds, and
RESOLVED: That the March 26, 2018 Special Council Agenda be adopted.
CARRIED

3. NEW BUSINESS

Business Licence Fee Review

Presentation by Staff and Consultant

The Manager of Inspection Services and Ms. Boehringer provided an overview of the Business Licence Fee Review to-date, noting that staff were tasked with developing a
program that could operate on a cost recovery basis for Council's consideration. The consultant explained that some businesses require annual or semi-annual fire inspections (e.g. daycares), result in greater numbers of bylaw complaints (e.g. realtors, rental properties), and have higher associated policing costs (e.g. pawn shops, shoplifting related investigations at big box stores), etcetera and that the preliminary Business Licence Categories and Fee Levels document contained in the agenda reflects some of these costs. Staff recognized, however, that cost recovery is just one of the many criteria on which a program can be based and noted that Council direction is required before staff can proceed further.

**Discussion, Comments, Questions**

Based on initial feedback from the public, staff stated that they are proposing the following changes to the preliminary Business Licence Categories and Fee Levels document as contained in the agenda:

- Daycares with 8 or fewer children to be moved to Level 1;
- Realtors to be moved to Level 2 with Brokerage to remain at Level 3;
- Residential rentals (secondary dwellings) to be moved to Level 2;
- Theatre, Collection Agency/Bailiff, Courier, Home and Auto Glass, Landscaper, Gardener, Event Planner, Entertainer to be added to Level 2;
- Midwife to be moved from Technical to Professional Practitioner in Level 2; and
- Staff to be directed to come forward with options for phasing in the new rates.

In response to questions from Council, the consultant confirmed that employees of a business will not be required to obtain a business license but independent contractors who work under the umbrella of another company will be required to do so. This applies to a variety of occupations, including realtors, hairdressers, doctors, lawyers, taxi drivers, truckers, and others.

Council considered the issues identified by staff and provided the following direction:

- Affordable daycare is essential to the community and, regardless of the added costs to the municipality associated with their operation, all daycares should be assessed at the lowest rate (Level 1);
- Realtors should be in Level 2 with other professionals but Brokerages should remain in Level 3;
- Affordable housing is an issue in the community and there is concern about requiring a business licence for residential rental properties (on secondary dwellings). Some Council members made a distinction between those who have one or two rental properties and those who have multiple rental properties and function, in effect, like a business. Staff were directed to obtain public feedback and provide options on this issue.
- Staff were directed to reconsider the fee level for Event Planners, Entertainers and Gardeners as Council questioned the rationale for placing them in Level 2.
- There was no objection to moving Midwife from the Technical to Professional Practitioner category in Level 2 as this addresses a classification rather than a fee related issue.
- Staff were directed to obtain public feedback on whether or not to phase in the new rates and then provide alternatives to Council on this matter.

A general discussion ensued on the proposed categories, the businesses assigned to each category, the fees associated with the various levels, and the possibility of phasing in any increases to minimize the impact of a new business licence fee structure on existing businesses.

Council provided the following additional comments/directions:

**Under Level 1 - $250 per year:**
- Replace the list of businesses under the Consulting, Personal, Technical or Contracting Services - Home Based Only category, which is not and cannot possibly be exhaustive, with an improved definition.

**Under Level 2 - $360 per year:**
- Replace the list of businesses under the Consulting, Personal, Technical or Contracting Services – Not Home Based category, which is not and cannot possibly be exhaustive, with an improved definition.
- Move Food Trucks to Level 1
- Staff to review the classification of restaurants (Level 2 or Level 3 depending on whether or not they serve liquor / have a drive through window). Council expressed concern about imposing additional costs on restaurants.
- There were concerns about placing Truckers in Level 2, in recognition of the fact that many of them own their own trucks but work for one employer. Staff were directed to clarify the definition going forward.

**Under Level 3 – $1490 per year:**
- Staff were directed to review the Manufacturer, Distributor, Processor, Recycler, and Potable Water Processing/Delivery category as some restaurants / coffee shops roast their own coffee, etcetera and there were questions around whether or not multiple business licences would be required.
- The Pharmacy category was moved to Level 2.
- Staff were directed to consider, and obtain public input on, whether or not vape shops would be more appropriately placed in the retail category (Level 2) or the Tobacconist, Smoke/Vape Shop category (Level 3).
- Council agreed that it was appropriate to exclude certain types of sales and services, as specified, in the Service Station with Convenience/Convenience store category. The sale of ammunition at a service station, for example, would necessitate the purchase of a separate business licence.
- In recognition of ongoing changes in the market, staff will need to ensure that the Vacation Rental Property category is defined in a manner that is consistent with other municipalities.

The Manager of Inspection Services informed Council that he had received a call from a local gravel company expressing concern about the proposed business licence fee associated with this activity.
Under Level 4 – $5800 per year:
- No direction was provided.

The Manager of Inspection Services informed Council that he had received a request from Value Village (Level 4) for an exception in recognition of their contributions to the community.

Under Level 5 – $10,000 per year:
- Staff were directed to add the phrase Gaming Centre to the Casino category.
- In recognition of the fact that there are some reputable jewelers who purchase gold / gold jewelry in the community, staff were directed to revisit the Gold Trader classification and explore options.

Per Unit or Event Licences:
- Staff were directed to reconsider the Per Table or Booth – Vendor category as there were questions about how enforcement would take place and the impact it might have on hobbyists and small business vendors.

Overall Fee Levels:
After reviewing the rates associated with a cost recovery program, Council expressed concern about the financial impact of such a program on businesses within the community.

Next Steps, Community Engagement and Communications
Discussion ensued on how best to implement the changes requested by Council and elicit comments/feedback from the community. It was agreed that staff should review the proposed fee structure, based on Council feedback and with less of a focus on cost recovery, and bring forward a revised proposal for public input.

4. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Alexis, and
RESOLVED: That the Special Council meeting be adjourned.
CARRIED
The meeting was adjourned at 4:52 p.m.

Randy Hawes
Mayor

Jennifer Russell
Deputy Corporate Officer