



# City of New Westminster

## Report to Council

**To:** New Westminster City Council  
in Regular Council

**Meeting Date:** October 20, 2025

**From:** Blair Fryer, Director, Community  
Services

**Report No.:** 2025-291

**Re: Bylaw Amendments to Reflect Community Services Fees and Charges  
Bylaw No. 8529, 2025**

---

### Staff Recommendation

1. *THAT Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004, Amendment Bylaw No. 8536, 2025 be introduced and given first, second and third readings;*
  2. *THAT Business Licence Bylaw No. 8473, 2024, Amendment Bylaw No. 8537, 2025 be introduced and given first, second and third readings; and*
  3. *THAT Mobile Food Vending Licence Bylaw No. 7850, 2016, Amendment Bylaw No. 8538, 2025 be introduced and given first, second and third readings.*
- 

### Purpose

To present housekeeping amendments in three bylaws to align with the new Community Services Fees and Charges Bylaw No. 8529, 2025.

### Background

In 2024, Community Services was formed as a new department made up of several divisions from existing departments. As part of the continuing process of setting up the new department, a new bylaw was drafted to consolidate the various related Community Services related-fees and charges under one bylaw. The new bylaw, Community Services Fees and Charges Bylaw No. 8529, 2025, was adopted by Council on September 29, 2025.

### Analysis

The new Community Services Fees and Charges Bylaw No. 8529, 2025 includes fees for the following divisions:

- Business Licensing

- Bylaw Services/Integrated Services
- Conference Services
- Community Partnerships – Filming & Special Events
- Cultural Services – Museums and Heritage Services, Community Arts and Theatre and Art & Technology

As part of the process, amendments to the following bylaws are required as they include language of past fee and charges bylaws (e.g. Planning and Development Fee and Charges Bylaw),

- Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004, Amendment Bylaw No. 8536, 2025 (*Attachment 1*)
- Business Licence Bylaw No. 8473, 2024, Amendment Bylaw No. 8537, 2025 (*Attachment 2*)
- Mobile Food Vending Licence Bylaw No. 7850, 2016, Amendment Bylaw No. 8538, 2025 (*Attachment 3*)

These amendments will ensure that the bylaws reflect the current location of fees within the new Community Services Fees and Charges Bylaw.

### **Financial Implications**

There are no financial implications related to this work.

### **Next Steps**

If Council gives the bylaws three readings, the bylaws will be brought forward for adoption at the next available Council meeting.

### **Interdepartmental Liaison**

This report was prepared by staff in Community Services with support from Legislative Services.

### **Attachments**

- Attachment 1 – Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004, Amendment Bylaw No. 8536, 2025
- Attachment 2 – Business Licence Bylaw No. 8473, 2024, Amendment Bylaw No. 8537, 2025
- Attachment 3 – Mobile Food Vending Licence Bylaw No. 7850, 2016, Amendment Bylaw No. 8538, 2025

**Report Approval**

Submitted By

Carolyn Armanini, Manager, Economic Development

Agreed By

Jennifer Miller, Deputy Director, Community Services

Approved By

Blair Fryer, Director, Community Services

Lisa Spitale, Chief Administrative Officer