



**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**

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### 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.*
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### 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

**Attachment #1**

*Business Regulations and Licensing  
(Rental Units) Bylaw No. 6926, 2004,  
Amendment Bylaw No. 8536, 2025*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8536, 2025**

A Bylaw to Amend the Business Regulations and Licensing (Rental Units) Bylaw No.  
6926, 2004

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACT AS FOLLOWS:

**Citation**

1. This Bylaw may be cited for all purposes as “Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004, Amendment Bylaw No. 8536, 2025”.

**Amendments**

2. Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 is amended by:
  - a) Deleting Appendix “A”.
  - b) Deleting the reference to “Appendix “A” – Excessive Nuisance Abatement Fees” from the Index.
  - c) Replacing the words “Appendix “A” of the bylaw” with “Community Services Fees and Charges Bylaw No. 8529, 2025” in Section 44 (a).
  - d) Deleting Schedule A;
  - e) Deleting the reference to Schedule A from the Index
  - f) Deleting Section 9 (c) and (d) and any subsections.

**Effective Date**

3. These amendments shall come into effect January 1, 2026.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor Patrick Johnstone

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Hanieh Berg, Corporate Officer

Attachment #2

*Business Licence Bylaw No. 8473, 2024,*

*Amendment Bylaw No. 8537, 2025*

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**BYLAW NO. 8537, 2025**

A Bylaw to amend Business Licence Bylaw No. 8473, 2024

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

**Citation**

1. This Bylaw may be cited for all purposes as “Business Licence Bylaw No. 8473, 2024, Amendment Bylaw No. 8537, 2025”.

**Amendments**

2. Bylaw No. 8473, 2024 is amended by:
  - a. Section 2.5 is deleted and replaced with the following Section 2.5:

“Where a business does not clearly fit into a type of business listed in Community Services Fees and Charges Bylaw No. 8529, 2025, the Licence Inspector shall process the licence application on the basis of the type of business that is most similar to the applicant’s business.”
  - b. Section 2.7 is deleted and replaced with the following Section 2.7:

“A person who operates a business for a period of no more than three consecutive months may apply for a temporary business licence for the business on the form provided by the Licence Inspector for that purpose and pay the fee specified in Community Services Fees and Charges Bylaw No. 8529, 2025.”
  - c. Section 2.10 is deleted and replaced with the following Section 2.10:

“Before a temporary business licence expires, the Licence Inspector may convert a temporary business licence into a business licence in accordance with the provisions of this Bylaw when the licence holder pays the pro-rated annual fee for the business specified in Community Services Fees and Charges Bylaw No. 8529, 2025.”
  - d. Sections 2.11 (2) and (3) are deleted and replaced with the following Section 2.11 (2) and (3):

“(2) pay to the City the non-refundable application fee specified in Community Services Fees and Charges Bylaw of this Bylaw No. 8529, 2025; and

(3) pay the pro-rated annual fee for that business specified in Appendix B of Community Services Fees and Charges Bylaw No. 8529, 2025.”
  - e. Section 2.33 (1) is deleted and replaced with the following Section 2.33 (1):

“(1) pay to the City the annual fee specified for that business in Community Services Fees and Charges Bylaw No. 8529, 2025 on or before December 31 of each calendar year; and

- f. Section 2.38 (12) is deleted and replaced with the following Section 2.5:

“(12) a change that would affect the annual fee payable by the licence holder under Community Services Fees and Charges Bylaw No. 8529, 2025; or”

- g. Section 3.12 is deleted and replaced with the following Section 3.12:

“No person shall promote, advertise, organize, sell tickets or hold an event without having first obtained an Event Promotion Services licence and paid the prescribed fee set out in Community Services Fees and Charges Bylaw No. 8529, 2025.”

- h. Section 3.39 (1) is deleted and replaced with the following Section 3.39 (1):

“(1) pay a fee specified in Community Services Fees and Charges Bylaw No. 8529, 2025 for each such vending machine; and”

- i. Appendix B “Business Licence Fee Schedule” is deleted.

**Effective Date**

- 3. These amendments shall come into effect on January 1, 2026.

GIVEN FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

GIVEN SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

GIVEN THIRD READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

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Mayor Patrick Johnstone

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Hanieh Berg, Corporate Office

Attachment #3

*Mobile Food Vending Licence Bylaw*

*No. 7850, 2016, Amendment Bylaw*

*No. 8538, 2025*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8538, 2025**

A Bylaw to amend Mobile Food Vending Licence Bylaw No. 7850, 2016

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

**Citation**

1. This Bylaw may be cited for all purposes as “Mobile Food Vending Licence Bylaw No. 7850, 2016, Amendment Bylaw No. 8538, 2025.”

**Amendments**

2. Bylaw No.7850, 2016 is amended by:
  - a. The definition “Development Services Fees Bylaw” in Section 2 is deleted and replaced with the following definition, and the new definition inserted in alphabetical order:

““Community Services Fees and Charges Bylaw” means Community Services Fees and Charges Bylaw No. 8529, 2025, as amended or replaced from time to time;”
  - b. Section 7 is deleted and replaced with the following Section 7:

“An applicant for a Mobile Food Vending Licence shall pay the application fee and the applicable licence fee set out in the Community Services Fees and Charges Bylaw and no Mobile Food Vending Licence shall be issued until those fees are paid.”
  - c. Section 11 is deleted and replaced with the following Section 11:

“It shall be incumbent upon the holder of a Mobile Food Vending Licence to renew the Mobile Food Vending Licence and pay the licence fee set out in the Community Services Fees and Charges Bylaw prior to the beginning of each calendar year.”
  - d. Section 12 is deleted and replaced with the following Section 12:

“The completion and submission of an application form and payment of the application fee set out in the Community Services Fees and Charges Bylaw are not required for the renewal of a Mobile Food Vending Licence provided that the Mobile Food Vending Licence is renewed before it has expired and there have been no changes in the nature of the business or the persons operating the business, and no changes to the Food Truck for which the licence was issued.”
  - e. Section 15 is deleted and replaced with the following Section 15:

“The Licence Inspector may issue a single-event Mobile Food Vending Licence, allowing an applicant to carry on Mobile Food Vending during an event at a single location for up to 3 consecutive days. An applicant for a single-event Mobile Food Vending Licence shall pay the applicable licence fee set out in the Community Services Fees and Charges Bylaw, but shall not be required to pay the application fee.”

**Effective Date**

4. These amendments shall come into effect on January 1, 2026.

GIVEN FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

GIVEN SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

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Mayor Patrick Johnstone

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Hanieh Berg, Corporate Office