

TO:	His Worship Mayor Dan Ruimy and Members of Council	MEETING DATE:	October 17, 2023
FROM:	Chief Administrative Officer	FILE NO:	09-4560-20
SUBJECT:	Intermunicipal Business Licence Bylaw No. 7915-2023 and Intermunicipal Business Licence Agreement Bylaw No. 7971-2023		

EXECUTIVE SUMMARY:

Created in partnership with local governments, UBCM, and the Province of British Columbia, the Intermunicipal Business Licence (IMBL) program has simplified and streamlined the licencing process for trade contractors and construction industry professionals. A business licence can be purchased in the home community which is valid for all municipalities that belong to the Fraser Valley Intermunicipal Business Licence Program. Currently there are thirteen (13) municipalities within the Fraser Valley that participate in this program.

In 2019 the Village of Harrison Hot Springs and the City of Merritt requested to join the IMBL partnership which was approved by nine (9) out of the eleven (11) Fraser Valley municipalities. The two partners who did not agree to include the Village of Harrison Hot Springs and the City of Merritt have not amended their Bylaws. In order to align the Fraser Valley IMBL Bylaw it was decided by all eleven (11) original Fraser Valley IMBL Bylaw members to include the Village of Harrison Hot Springs but not the City of Merritt due to their geographical location. The nine (9) participants that have the City of Merritt in their bylaw have agreed to remove the City of Merritt from the Fraser Valley IMBL, the City of Merritt have no objection to this exclusion. In order to do this, the City of Maple Ridge IMBL Bylaw will need to be amended. The remaining two (2) municipalities will be bringing a report forward to their City Council to include the Village of Harrison Hot Springs in their IMBL bylaw. Staff do not anticipate any negative budget impacts from removing this municipality.

RECOMMENDATION(S):

That the following recommendations be forwarded to the next available Council meeting.

1. That Intermunicipal Business Licence Scheme Bylaw No. 6957-2012 be repealed in its entirety;
2. That Intermunicipal Business Licence Agreement Bylaw No. 7971-2023 be given first, second and third reading; and
3. That Intermunicipal Business Licence Scheme Bylaw No. 7915-2023 be given first, second and third reading.

DISCUSSION:

a) Background Context:

On January 1, 2013, nine (9) Fraser Valley municipalities implemented a one year Intermunicipal Business Licence (IMBL) Pilot Project. The participating municipalities included the Township of Langley, City of Langley, City of Abbotsford, City of Surrey, City of Maple Ridge, City of Pitt Meadows, District of Mission, City of Chilliwack and the District of Hope. Maple Ridge took a leadership role in implementing the IMBL project.

Prior to the implementation of the Intermunicipal Business Licence Pilot Program, non-resident (mobile) trade contractor businesses were required to obtain a business licence from their home municipality in which they were based, as well as purchase a non-resident business licence from each municipality in which they operated.

Under the Intermunicipal Business Licence Program, the participating municipalities have agreed to allow non-resident (mobile) trade contractor businesses from within the participating municipalities to operate in their municipality on the basis of one Intermunicipal Business Licence purchased from their home municipality. The cost of the IMBL is \$250 annually, and each mobile trade business is still required to purchase a resident business licence from their home municipality. The revenue generated from sales of Inter Municipal Business Licences is shared among the participating municipalities.

During the two year pilot program, the IMBL Committee worked closely with the Province's Small Business and Red Tape Reduction Branch to ensure the successful development of an Intermunicipal Business Licence Program taking into consideration the addition of other municipalities to the program, developing a more sustainable revenue sharing formula, and expanding the eligible business types. The success of this pilot program led to it being adopted as a permanent entity in 2016.

Currently the Fraser Valley IMBL partnership includes, the City of Langley, Township of Langley, City of Abbotsford, City of Chilliwack, City of Delta, District of Hope, District of Kent, City of Maple Ridge, City of Mission, City of Pitt Meadows, City of Surrey, City of Merritt and Village of Harrison Hot Springs. The revenue generated from IMBLs is shared on the basis that the principal municipality (i.e. where the contractor is located) retains 90 percent of the business license fee revenue and the remaining 10 percent is evenly distributed amongst the other participating municipalities.

At a meeting earlier in 2022 staff from the eleven (11) original participating IMBL municipalities agreed to the removal of the City of Merritt from the IMBL due to geographical location and it being beneficial in aligning participants bylaws, but in order to do this all participating municipalities need to amend their IMBL Bylaws to remove the City of Merritt prior to January 1, 2024.


b) Financial Analysis:

The cost of an IMBL is \$250 annually, and businesses are still required to purchase a resident business licence from their home municipality. The revenue generated from the IMBL sales is distributed among the participating municipalities using a revenue sharing formula. Currently we are in a business licence renewal cycle so IMBL numbers

are not known at this point in time, however, in 2022 the City of Maple Ridge had a total of 388 intermunicipal business licences with a revenue of \$97,000 before the profit share distribution.

CONCLUSIONS:

The IMBL Committee will continue working closely with the Province's Ministry of Jobs, Economic Recovery and Innovation Branch to ensure the ongoing delivery of a successful Intermunicipal Business Licence Program. Consideration will continue to be given to the addition of other municipalities into the program and possibly expanding the eligible business types.



Prepared by: Michelle Adams
Director of Bylaw, Licensing & Community Safety



Concurrence: Scott Hartman
Chief Administrative Officer

Attachments:

Appendix I: Intermunicipal Business Licence Scheme Bylaw No. 7915-2023
Appendix II: Intermunicipal Business Licence Agreement Bylaw 7971-2023

APPENDIX I



City of Maple Ridge

Maple Ridge Intermunicipal Business Licence Scheme Bylaw No. 7915-2023

Effective Date:

City of Maple Ridge

Intermunicipal Business Licence Scheme Bylaw No. 7915-2023

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DISTRICT OF MAPLE RIDGE

BYLAW NO. 7915-2023

A bylaw to enter into an Intermunicipal Business Licence Scheme

WHEREAS Fraser Valley municipalities wish to enter into an agreement with one another to permit certain categories of Businesses to operate across municipal jurisdictions within the Fraser Valley region while minimizing the need to obtain a separate Municipal Business Licence in each jurisdiction;

AND WHEREAS each of the undersigned local governments (herein called singularly the Participating Municipality or as a group the "Participating Municipalities") has adopted this Bylaw;

NOW THEREFORE, the Council of the City of Maple Ridge enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited for all purposes as "Maple Ridge Intermunicipal Business Licence Bylaw No. 7915-2023"

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent paragraph, subparagraph, clause or phrase.

Part 3 Previous Bylaw Repeal

- 3.1 Maple Ridge Intermunicipal Business Licence Scheme Bylaw No. 6957-2012

Part 4 General Provisions

- 4.1 There is hereby established an **Intermunicipal Business Licence** scheme, pursuant to section 14 of the **Community Charter** and according to the terms and conditions of this Bylaw.

Part 5 Definitions

- 5.1 In this bylaw, unless the context otherwise requires, the following words have the following meanings:

Business has the meaning as defined by the **Community Charter**.

Community Charter means the *Community Charter*, S.B.C. 2003, c.26.

Mobile Business means a trades contractor or other professional (related to the construction industry) or contractor who performs maintenance and/or repair of land & buildings from other than their **Premises**.

Intermunicipal Business Licence means a business licence which authorizes a **Mobile Business** to be carried on within the jurisdictional boundaries of any or all of the **Participating Municipalities** in accordance with this Bylaw and shall be in addition to a **Municipal Business Licence**.

Municipal Business Licence means a licence or permit, other than an **Intermunicipal Business Licence**, issued by a **Participating Municipality** that authorizes a **Business** to be carried on within the jurisdictional boundaries of that **Participating Municipality**.

Participating Municipality means those of the following municipalities that have adopted this Bylaw:

City of Abbotsford	Township of Langley
City of Chilliwack	City of Maple Ridge
Corporation of Delta	City of Mission
District of Hope	City of Pitt Meadows
District of Kent	City of Surrey
City of Langley	Village of Harrison Hot Springs

Person has the meaning as defined by the *Interpretation Act*, S.B.C. 1996, c. 238.

Premises means a fixed or permanent location where the **Person** ordinarily carries on **Business**.

Principal Municipality means the Participating Municipality where a **Business** is located or has a **Premise**.

Part 6 Specific Regulations

- 6.1 Subject to sections 6.2 and 6.4, the provision of the **Intermunicipal Business Licence** Bylaw, the **Participating Municipalities** will permit a **Person** who has obtained an **Intermunicipal Business Licence** to carry on **Business** within any **Participating Municipality** for the term authorized by the **Intermunicipal Business Licence** without obtaining a **Municipal Business Licence** in the other **Participating Municipalities**.
- 6.2 A **Principal Municipality** may issue an **Intermunicipal Business Licence** to an applicant for an **Intermunicipal Business Licence** provided the applicant is a **Mobile Business** and meets the requirements of this Bylaw in addition to the requirements of the **Municipal Business Licence** bylaw of the **Principal Municipality**.
- 6.3 Notwithstanding that a **Person** may hold an **Intermunicipal Business Licence** that would make it unnecessary to obtain a **Municipal Business Licence** in other **Participating Municipalities**, the **Person** must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the **Person** carries on **Business**.

- 6.4 A **Person** that operates a **Mobile Business** may only apply for an **Intermunicipal Business Licence** from the **Participating Municipality** in which they maintain a **Premise**.
- 6.5 Neither this Bylaw nor the issuance of an **Intermunicipal Business Licence** eliminates a requirement of a holder of an **Intermunicipal Business Licence** to obtain a **Municipal Business Licence** for each **Premises** that is maintained within the jurisdiction of the **Participating Municipality**.
- 6.6 The **Intermunicipal Business Licence** fee is \$250 and is payable to the **Principal Municipality**. The **Intermunicipal Business Licence** fee is separate and additional to any **Municipal Business Licence** fee that may be required.
- 6.7 Notwithstanding that some **Participating Municipalities** pro-rate their **Municipal Business Licence** fee, the **Intermunicipal Business Licence** fee must not be pro-rated.
- 6.8 The revenue generated from **Intermunicipal Business Licence** fees is shared amongst all **Participating Municipalities** using the revenue sharing formula referred to in Part 7, subsection 7.1 of this Bylaw.
- 6.9 The **Participating Municipalities** agree that the revenue sharing formula will be reviewed from time to time and will be altered as necessary upon agreement of all **Participating Municipalities**.
- 6.10 The revenue generated from **Intermunicipal Business Licence** fees collected by the **Participating Municipalities** will be distributed by each **Participating Municipality** to the other **Participating Municipalities** as follows:
- (a) The revenue generated from **Intermunicipal Business Licence** fees collected from January 1 to December 31 inclusive will be distributed by February 28 of the year following the year in which the fees were collected.
- 6.11 The term of the **Intermunicipal Business Licence** is the same as the term for the **Municipal Business Licence** issued by the **Principal Municipality** for that **Business** category.
- 6.12 An **Intermunicipal Business Licence** issued within the twelve (12) month term of the **Intermunicipal Business Licence** scheme established by this Bylaw shall, until its term expires, remain valid within the jurisdictional boundaries of any or all of the **Participating Municipalities**.
- 6.13 Each **Participating Municipality** shall provide the other **Participating Municipalities** with information regarding the **Intermunicipal Business Licences** that it issues by way of regular updates on a shared database that is available to all **Participating Municipalities**.
- 6.14 A **Participating Municipality** may exercise the authority of the **Principal Municipality** and suspend an **Intermunicipal Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to suspend a business licence under the **Community Charter** or the **Municipal Business Licence** bylaw or regulation of the **Participating Municipality**. The suspension shall be in effect throughout all of the **Participating Municipalities** and it shall be unlawful for the holder

to carry on the **Business** authorized by the **Intermunicipal Business Licence** in any **Participating Municipality** for the period of the suspension.

- 6.15 If the Council of a **Participating Municipality** is of the opinion that reasonable cause exists to cancel an **Intermunicipal Business Licence** issued by another of the **Participating Municipalities**, then it may by resolution reciting the details of such reasonable cause request the **Principal Municipality** that issued the licence to consider whether or not the licence should be cancelled pursuant to section 15 or section 60(2) of the **Community Charter**.
- 6.16 Any resolution made under section 6.15 of this Bylaw shall be communicated in writing to the **Principal Municipality** that issued the **Intermunicipal Business Licence**, together with such documentary evidence of the reasonable cause as may be available, and such **Principal Municipality** shall as soon thereafter as reasonably possible consider whether the **Intermunicipal Business Licence** should be cancelled.
- 6.17 In making any decision as to whether to cancel an **Intermunicipal Business Licence** under section 6.15 of this Bylaw or section 15 or section 60(2) of the **Community Charter**, the **Principal Municipality** shall approach the matter as if the conduct complained of had occurred within its own jurisdictional boundaries.
- 6.18 The **Principal Municipality** will retain the authority to hear related reconsiderations or appeals of suspensions and cancellations of **Intermunicipal Business Licences**.
- 6.19 Nothing in this Bylaw affects the authority of a **Participating Municipality** to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of **Business** under section 15 of the **Community Charter**.
- 6.20 In the event of an inconsistency between this Bylaw and any other bylaw relating to business licensing of a **Participating Municipality**, the provisions of this Bylaw shall take precedence.
- 6.21 This Bylaw shall come into force and take effect upon on the first day of January 2024.

Part 7 Intermunicipal Business Licence Fee Sharing Formula

- 7.1 The revenue generated from Intermunicipal Business Licence fees is shared on the following formula:

- (a) The **Principal Municipality** is to retain 90% of the fee collected and the remaining 10% is to be distributed to the remainder of the **Participating Municipalities**.

READ A FIRST TIME this day of, 20 .

READ A SECOND TIME this day of, 20 .

READ A THIRD TIME this day of, 20 .

ADOPTED BY COUNCIL this day of, 20 .

PRESIDING MEMBER

CORPORATE OFFICER

APPENDIX II



City of Maple Ridge

Intermunicipal Business Licence Agreement Bylaw No. 7971 - 2023

Effective Date:

City of Maple Ridge

Intermunicipal Business Licence Agreement
Bylaw No. 7971 - 2023

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City of Maple Ridge

Intermunicipal Business Licence Agreement Bylaw No. 7971-2023

A bylaw to enter into an agreement among the Participating Municipalities
regarding an Intermunicipal Business Licence

WHEREAS the Council of the City of Maple Ridge deems it expedient to provide for a bylaw to enter into an agreement among the Participating Municipalities regarding an Intermunicipal Business Licence;

NOW THEREFORE, the Council of the City of Maple Ridge enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as "Intermunicipal Business Licence Agreement Bylaw No. 7971-2023.

Part 2 Bylaw Agreement

- 2.1 Council hereby authorizes the City to enter into an Agreement with the Participating Municipalities in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Corporate Officer to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Corporate Officer deems fit.
- 2.2 This Bylaw is to come into force and take effect on the date of its enactment.

Schedules

Schedule A – Intermunicipal Business Licence Agreement

Schedule 1 – Intermunicipal Business Licence Fee Sharing

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

PRESIDING MEMBER

CORPORATE OFFICER

Schedule A Intermunicipal Business Licence Agreement

WHEREAS the City of Abbotsford, the City of Chilliwack, the City of Delta, the Village of Harrison Hot Springs, the District of Hope, the District of Kent, the City of Langley, the Township of Langley, the City of Maple Ridge, the City of Mission, the City of Pitt Meadows, and the City of Surrey (hereinafter the “*Participating Municipalities*”) wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the **Participating Municipalities** agree as follows:

1. The **Participating Municipalities** agree to establish an **Intermunicipal Business Licence** scheme among the **Participating Municipalities**,
2. The term this Agreement and the Intermunicipal Business Licence scheme will be permanent, unless terminated as provided for in this Agreement.
3. In this Agreement:

Business has the meaning in the Community Charter;

Community Charter means the Community Charter, S.B.C. 2003, c. 26;

Intermunicipal Business means a trades contractor or other professional related to the construction industry or a contractor that performs maintenance and/or repair of land and buildings from outside of the **Participating Municipalities** in which the **Premises** are located;

Intermunicipal Business Licence means a business licence which authorizes an **Intermunicipal Business** to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

Intermunicipal Business Licence Bylaw means the bylaw previously adopted by the Council of each **Participating Municipality** to implement the intermunicipal business licence scheme contemplated by this Agreement;

Municipal Business Licence means a licence or permit, other than an **Intermunicipal Business Licence**, issued by a **Participating Municipality** that authorizes a Business to be carried on within the jurisdictional boundaries of that **Participating Municipality**;

Participating Municipality means any one of the “Participating Municipalities”;

Person has the meaning in the Interpretation Act, R.S.B.C. 1996, c. 238;

Premises means one or more fixed or permanent locations where the **Person** ordinarily carries on **Business**;

Principal Municipality means the **Participating Municipality** where a **Business** is located or has **Premises**;

Singular vs. Plural means Reference to the singular includes a reference to the plural and vice versa, unless otherwise specified or the context requires; and

4. Subject to the provisions of the **Intermunicipal Business Licence Bylaw**, the **Participating Municipalities** will permit a **Person** who has obtained an **Intermunicipal Business Licence** to carry on **Business** within any **Participating Municipality** for the term authorized by the **Intermunicipal Business Licence** without obtaining a **Municipal Business Licence** in other **Participating Municipalities**.
5. A **Principal Municipality** may issue an **Intermunicipal Business Licence** to an applicant if the applicant is an **Intermunicipal Business** and meets the requirements of the **Intermunicipal Business Licence Bylaw**, in addition to the requirements of the **Principal Municipality's** bylaw that applies to a **Municipal Business Licence**.
6. Notwithstanding that a **Person** may hold an **Intermunicipal Business Licence** that would make it unnecessary to obtain a **Municipal Business Licence** in other **Participating Municipalities**, the **Person** must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other Bylaws, that may apply within any jurisdiction in which the **Person** carries on **Business**.
7. An **Intermunicipal Business Licence** must be issued by the **Participating Municipality** in which the applicant maintains **Premises**.
8. The **Participating Municipalities** will require that the holder of an **Intermunicipal Business Licence** also obtain a **Municipal Business Licence** for **Premises** that are maintained by the licence holder within the jurisdiction of the **Participating Municipality**.
9. The **Intermunicipal Business Licence** fee is \$250 and is payable to the **Principal Municipality**.
10. The **Intermunicipal Business Licence** fee is separate from and in addition to any **Municipal Business Licence** fee that may be required by a **Participating Municipality**.
11. Despite paragraph 10, the **Intermunicipal Business Licence** fee will not be pro-rated.
12. The **Participating Municipalities** will distribute revenue generated from **Intermunicipal Business Licence fees** amongst all **Participating Municipalities** based on the revenue sharing formula referred to in Schedule 1 to this Agreement.
13. The **Participating Municipalities** will review the **Intermunicipal Business Licence** scheme and the revenue sharing formula established by this Agreement from time to time and may alter the formula in Schedule 1 by written agreement of all **Participating Municipalities**.
14. The revenue generated from **Intermunicipal Business Licence** fees collected by the **Participating Municipalities** will be distributed by each **Participating Municipality** to the other **Participating Municipalities** as follows:
 - a) The revenue generated from **Intermunicipal Business Licence** fees collected from January 1 to December 31 inclusive will be distributed by February 28 of year following the year in which the fees were collected.

15. The **Intermunicipal Business Licence** is set as a permanent bylaw.
16. An **Intermunicipal Business Licence** will be valid within the jurisdictional boundaries of all of the **Participating Municipalities**, unless the **Intermunicipal Business Licence** is suspended or cancelled in accordance with the **Intermunicipal Business Licence** Bylaw or a **Participating Municipality** withdraws from the **Intermunicipal Business Licence** scheme among the **Participating Municipalities** in accordance with **Intermunicipal Business Licence** Bylaw.
17. Each **Participating Municipality** will share a database of **Intermunicipal Business Licences**, which will be available for the use of all **Participating Municipalities**.
18. Each **Participating Municipality** which issues **Intermunicipal Business Licence** will promptly update the shared database after the issuance of that licence.
19. A **Participating Municipality** may exercise the authority of the **Principal Municipality** and suspend an **Intermunicipal Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to suspend a business licence under the **Community Charter** or under the business licence bylaw of the **Participating Municipality**. The suspension will be in effect throughout all of the **Participating Municipalities** and it will be unlawful for the holder to carry on the Business authorized by the **Intermunicipal Business Licence** in any **Participating Municipality** for the period of the suspension.
20. A **Participating Municipality** may exercise the authority of the **Principal Municipality** and cancel an **Intermunicipal Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to cancel a business licence under the **Community Charter** or the business licence bylaw of the **Participating Municipality**. The cancellation will be in effect throughout all of the **Participating Municipalities**.
21. The suspension and cancellation of an **Intermunicipal Business Licence** under section 19 and 20 will not affect the authority of a **Participating Municipality** to issue a business licence, other than an **Intermunicipal Business Licence**, to the holder of the cancelled **Intermunicipal Business Licence**.
22. Nothing in this Agreement affects the authority of a **Participating Municipality** to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the **Community Charter** except as provided for in this Agreement.
23. A **Participating Municipality** may, by notice in writing to each of the other **Participating Municipalities**, withdraw from the **Intermunicipal Business Licence** scheme among the **Participating Municipalities**, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of **Intermunicipal Business Licences**, which date must be at least six months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the **Intermunicipal Business Licence** scheme.

24. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Council of the **Participating Municipalities**. Further, nothing contained or implied in this Agreement shall prejudice or affect the **Participating Municipalities'** rights, powers, duties or obligation in the exercise of its functions pursuant to the **Community Charter** or the Local Government Act, as amended or replaced from time to time, or act to fetter or otherwise affect the **Participating Municipalities'** discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each **Participating Municipality** so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the **Participating Municipalities**.
25. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the **Participating Municipalities** are not signatories to the original or the same counterpart.

Signed and delivered on behalf of the **Participating Municipalities**, the Councils of each of which have, by Bylaw, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils.

The City of Abbotsford	
Name / Title	
Signature	
Date	
City of Chilliwack	
Name / Title	
Signature	
Date	
City of Delta	
Name / Title	
Signature	
Date	
Village of Harrison Hot Springs	
Name / Title	
Signature	
Date	

The District of Hope	
Name / Title	
Signature	
Date	
The District of Kent	
Name / Title	
Signature	
Date	
The Corporation of the City of Langley	
Name / Title	
Signature	
Date	
The Corporation of the Township of Langley	
Name / Title	
Signature	
Date	
City of Maple Ridge	
Name / Title	
Signature	
Date	
The City of Mission	
Name / Title	
Signature	
Date	
The City of Pitt Meadows	
Name / Title	
Signature	
Date	

City of Surrey	
Name / Title	
Signature	
Date	

Schedule 1
Intermunicipal Business Licence Fee Sharing

The revenue generated from **Intermunicipal Business Licence** fees is shared on the following formula:

- (a) The **Principal Municipality** is to retain 90% of the fee collected and the remaining 10% is to be distributed to the remainder of the **Participating Municipalities**.