



City of Maple Ridge

## **Intermunicipal Business Licence Agreement**

### **Bylaw No. 7971 - 2023**

Effective Date:  
November 14, 2023

**THE FOLLOWING DOCUMENT HAS BEEN PRODUCED FOR CONVENIENCE ONLY** and is a consolidation of the below bylaws. Copies of the original bylaw and individual amending bylaws can be obtained by contacting the Legislative Services Department.

<b>Bylaw Title</b>	<b>Adoption Date</b>	<b>Summary</b>
Maple Ridge Intermunicipal Business Licence Agreement Bylaw No. 7971-2023	November 14, 2023	Original Bylaw
Maple Ridge Intermunicipal Business Licence Agreement Amending Bylaw No. 8076-2025	October 28, 2025	Amended language in Schedule A, Section 3

**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

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**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 this 24<sup>th</sup> day of October, 2023.

READ A SECOND TIME on this 24<sup>th</sup> day of October, 2023.

READ A THIRD TIME on this 24<sup>th</sup> day of October, 2023.

ADOPTED by the Council on this 14<sup>th</sup> day of November, 2023.

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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 contactor that performs maintenance and/or repair of land and buildings, or a health care professional or a health care service provider who only provides services by visiting clients in their homes 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.

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

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

Date	
<b>City of Surrey</b>	
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**.