

NO: **R147**

COUNCIL DATE: **July 22, 2013**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 15, 2013**

FROM: **City Solicitor**

FILE: **3900-20-18018**

SUBJECT: **Proposed Metro West Inter-Municipal Business Licence Pilot Program**

RECOMMENDATION

The Legal Services Division recommends that Council:

1. Receive this report as information;
2. Approve the City's participation as a partner in a two-year pilot of an Inter-Municipal Business Licence ("IMBL") program with the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, and the City of Vancouver, all as generally described in this report; and
3. Authorize the City Clerk to bring forward the related by-law amendments as described in this report for the required readings and adoption.

BACKGROUND

The City of Surrey is participating in an IMBL pilot program with several municipalities in the Fraser Valley (City of Abbotsford, City of Chilliwack, District of Hope, District of Mission and the City of Pitt Meadows). The Fraser Valley pilot program is proving to be successful and is on track to be revenue neutral in accordance with the objectives of a revenue sharing arrangement that was developed as part of that program. The program is focused on contractors who undertake business in more than one of the partner municipalities. These contractors have expressed their support for the program.

An IMBL program provides benefits to various sectors as follows:

- Businesses – Savings in time and money due to a streamlined process.
- Citizens/Consumers – Greater choice in service providers.
- Municipalities – Increased licencing compliance and improved efficiency in the administration of business licences.

Currently there are five IMBL programs operating in British Columbia including the Capital Region, the Okanagan-Similkameen, the North Shore municipalities of Metro Vancouver, the Fraser Valley and the Tri-Cities.

DISCUSSION

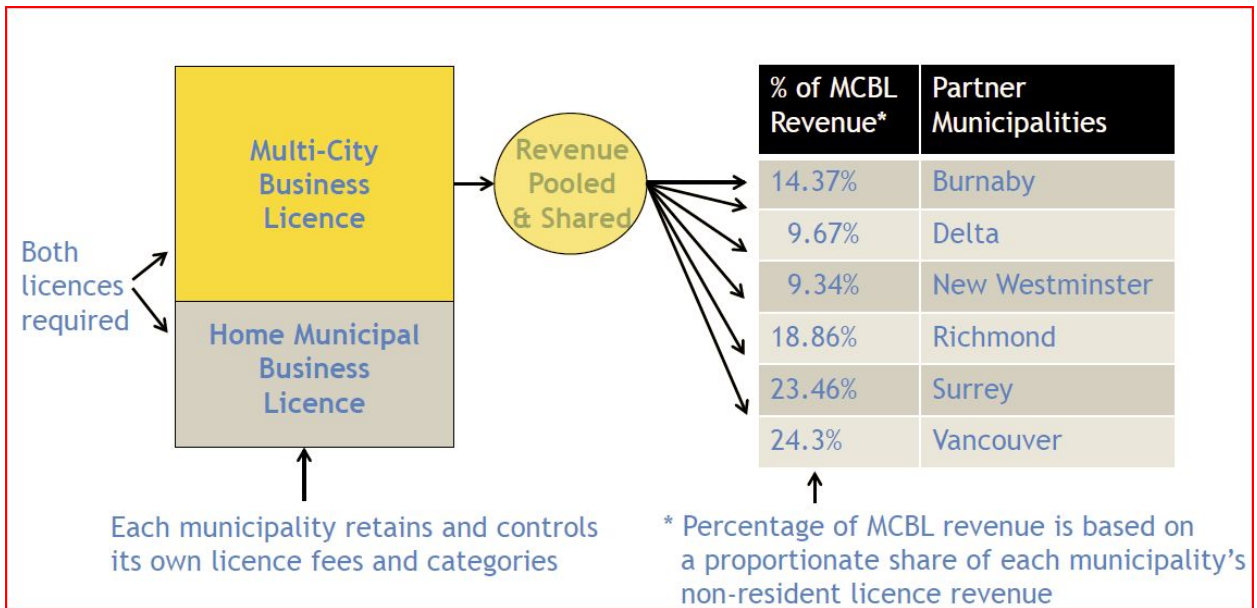
Staff representatives from the group of municipalities representing the Metro West IMBL program have agreed to a two-year pilot Metro West IMBL program commencing on October 1st, 2013. The Metro West IMBL program is similar to the Fraser Valley IMBL in which Surrey is currently participating.

Businesses licenced under the Metro West IMBL program must adhere to the by-laws of each municipality in which they undertake business regardless of the location in which their business licence is issued. Individual participating municipalities will retain authority over business licencing.

The proposed terms for the Metro West IMBL pilot program are documented below:

	Proposed Terms
Participating Municipalities:	<ul style="list-style-type: none"> • Burnaby, Delta, New Westminster, Richmond, Surrey and Vancouver
Pilot Term:	<ul style="list-style-type: none"> • October 1, 2013 to December 31, 2015 (27 months)
Eligible Businesses:	<ul style="list-style-type: none"> • Trades contractors or other professionals related to the construction industry
Licence Structure:	<ul style="list-style-type: none"> • Businesses obtain business licences in their home municipality (no change) where the headquarters for the business is physically located • IMBL fee \$250 • IMBL entitles contractor to work in any participating municipality • Municipalities retain control over their licence categories and fees • Contractors with IMBL must comply with all local by-law requirements of the municipality within which they are conducting their business
Revenue Sharing:	<ul style="list-style-type: none"> • IMBL revenues are shared on the basis of the current proportionate share of each City's non-resident business licence revenue
Enforcement:	<ul style="list-style-type: none"> • Any participating municipality may suspend or revoke a contractor's IMBL based on that municipality's by-laws. • Any licence appeals will be heard by the Council of the municipality that has suspended or revoked the IMBL
Database:	<ul style="list-style-type: none"> • A database of IMBL licence holders will be shared, supported and funded by the Province

The proposed fee for the Metro West IMBL is \$250.00; this fee is based on analysis conducted by the Provincial Ministry of Jobs which provides revenue neutrality for the program to the participating municipalities.



The proposed by-law to establish the Metro West IMBL program is attached as Appendix "A" to this report. The form of agreement to be entered into between the participating municipalities must be approved by by-laws enacted by all participants to meet the requirements of the *Vancouver Charter*. The City of Surrey by-law that will act to authorize the agreement is attached to this report as Appendix "B". Consequential amendments to the by-law establishing the Fraser Valley IMBL program are attached to this report as Appendix "C".

As referenced previously, the proposed start date for the Metro West IMBL program is October 1st, 2013.

SUSTAINABILITY CONSIDERATIONS

The proposed IMBL program will assist in achieving the objectives of the City's Sustainability Charter; more particularly, the following Charter scope actions:

- SC18: Community Economic Development; and
- EC6: Sustainable Practices through Business Licensing Operational Requirements.

CONCLUSION

Based on the above discussion, the Legal Services Division recommends that Council:

- Approve the City's participation as a partner in a two-year pilot of an Inter-Municipal Business Licence ("IMBL") program with the City of Burnaby, the Corporation of Delta, the City of New Westminister, the City of Richmond, and the City of Vancouver, all as generally described in this report; and

- Authorize the City Clerk to bring forward the related by-law amendments as described in this report for the required readings and adoption.

CRAIG MacFARLANE
City Solicitor

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LJD 7/18/13 11:57 AM

cc: Manager, By-law and Licensing Services

- Appendix "A" – Metro West Inter-Municipal Business Licence By-law, 2013, No. 18018
Appendix "B" – Metro West Inter-Municipal Business Licence Agreement By-law, 2013,
No. 18019
Appendix "C" – Proposed Amendments to Fraser Valley Inter-Municipal Business Licence By-
law, 2012, No. 17809

APPENDIX "A"

CITY OF SURREY

BY-LAW NO. 18018

A by-law to permit certain categories of businesses to operate across the jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction.

.....

- A. WHEREAS the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (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;
- B. AND WHEREAS each of the Participating Municipalities has or will adopt a similar By-law and has or will enter into an agreement with the other Participating Municipalities to implement the inter-municipal business licence scheme;

NOW THEREFORE the Council of the City of Surrey ENACTS AS FOLLOWS:

- 1. This By-law may be cited for all purposes as "Metro West Inter-Municipal Business Licence By-law, 2013, No. 18018."
- 2. There is hereby established an Inter-Municipal Business Licence scheme among the Participating Municipalities, pursuant to Section 14 of the *Community Charter* and Section 192.1 of the *Vancouver Charter*.
- 3. The Inter-Municipal Business Licence scheme established by this By-law will operate for a 27-month period, from October 1, 2013 to December 31, 2015.
- 4. In this By-law:
 - "Business" has the meaning in the *Community Charter*;
 - "Community Charter" means the *Community Charter*, S.B.C. 2003, c. 26;
 - "Inter-Municipal Business" means a trades contractor or other professional related to the construction industry that provides a service or product other than from their Premises;
 - "Inter-Municipal Business Licence" means a business licence which authorizes an Inter-Municipal Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;
 - "Municipal Business Licence" means a licence or permit, other than an Inter-Municipal 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 a Premises; and

"Vancouver Charter" means the *Vancouver Charter*, S.B.C. 1953 c. 55.

5. Subject to the provisions of this By-law, the Participating Municipalities will permit a Person who has obtained an Inter-Municipal Business Licence to carry on Business within any Participating Municipality for the term authorized by the Inter-Municipal Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
6. A Principal Municipality may issue an Inter-Municipal Business Licence to an applicant if the applicant is an Inter-Municipal Business and meets the requirements of this By-law, in addition to the requirements of the Principal Municipality's by-law that applies to a Municipal Business Licence.
7. Notwithstanding that a Person may hold an Inter-Municipal 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 by-law or regulation in addition to any other by-laws that may apply within any jurisdiction in which the Person carries on Business.
8. An Inter-Municipal Business Licence must be issued by the Participating Municipality in which the applicant maintains Premises.
9. The Participating Municipalities will require that the holder of an Inter-Municipal Business Licence also obtain a Municipal Business Licence for Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
10. The Inter-Municipal Business Licence fee is \$250 and is payable to the Principal Municipality.
11. The Inter-Municipal Business Licence fee is separate from and in addition to any Municipal Business Licence fee that may be required by a Participating Municipality.
12. Despite Sections 13(a) and (b), the Inter-Municipal Business Licence fee will not be pro-rated.
13. The length of term of an Inter-Municipal Business Licence is twelve (12) months, except that:
 - (a) at the option of a Participating Municipality, the length of term of the initial Inter-Municipal Business Licence issued to an Inter-Municipal Business in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the

Inter-Municipal Business Licence with the expiry date of the Municipal Business Licence; and

- (b) any Inter-Municipal Business Licence issued on or after January 1, 2015 will expire on December 31, 2015.
14. An Inter-Municipal Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-Municipal Business Licence is suspended or cancelled or a Participating Municipality withdraws from the Inter-Municipal Business Licence scheme among the Participating Municipalities in accordance with this By-law.
 15. A Participating Municipality may exercise the authority of the Principal Municipality and suspend an Inter-Municipal 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 *Vancouver Charter* or under the business licence by-law 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 Inter-Municipal Business Licence in any Participating Municipality for the period of the suspension.
 16. A Participating Municipality may exercise the authority of the Principal Municipality and cancel an Inter-Municipal 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 *Vancouver Charter* or the business licence by-law of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
 17. The cancellation of an Inter-Municipal Business Licence under Section 16 will not affect the authority of a Participating Municipality to issue a business licence, other than an Inter-Municipal Business Licence, to the holder of the cancelled Inter-Municipal Business Licence.
 18. Nothing in this By-law 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* or Sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
 19. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Municipal 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 Inter-Municipal 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 by-law authorizing the municipality's withdrawal from the Inter-Municipal Business Licence scheme.

20. The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of any other provisions of this By-law and any such invalid or unenforceable provision shall be deemed to be severable.
21. Despite any other provision of this By-law, an Inter-Municipal Business Licence granted in accordance with this By-law does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this By-law even if a Participating Municipality is a participating member of the other inter-municipal business licence scheme.
22. This By-law shall come into force and take effect on the 1st day of October, 2013.

PASSED FIRST READING on the ____ day of _____, 2013.

PASSED SECOND READING on the ____ day of _____, 2013.

PASSED THIRD READING on the ____ day of _____, 2013.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the ____ day of _____, 2013.

_____MAYOR

_____CLERK

APPENDIX "B"

CITY OF SURREY

BY-LAW NO. 18019

A By-law to enter into an agreement among the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the "Participating Municipalities") regarding an Inter-Municipal Business Licence Scheme
.....

The Council of the City of Surrey, in open meeting assembled, ENACT AS FOLLOWS:

1. The City is authorized to enter into an Agreement with the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver, in substantially the form and substance of the Agreement attached to this By-law as Schedule "A".
2. The Mayor and the City Clerk are authorized on behalf of the Council to sign the Agreement.
3. Schedule "A" forms a part of this By-law.
4. This By-law may be cited for all purposes as "Metro West Inter-Municipal Business Licence Agreement By-law, 2013, No. 18019."

This By-law comes into force and takes effect on _____ day of _____ 2013.

PASSED FIRST READING on the ____ day of _____, 2013.

PASSED SECOND READING on the ____ day of _____, 2013.

PASSED THIRD READING on the ____ day of _____, 2013.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the ____ day of _____, 2013.

_____MAYOR

_____CLERK

Schedule "A"

Inter-Municipal Business Licence Agreement

This Agreement made the _____ day of _____, 2013

WHEREAS the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (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 City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver agree as follows:

1. The Participating Municipalities agree to establish an Inter-Municipal business licence scheme among the Participating Municipalities, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The Participating Municipalities will request their respective municipal councils to each ratify this Agreement and enact a bylaw to implement the Inter-Municipal business licence scheme effective October 1, 2013.
3. The term of this Agreement and the Inter-Municipal business licence scheme will be October 1, 2013 to December 31, 2015.
4. In this Agreement:

"Business" has the meaning in the *Community Charter*;

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

"Inter-Municipal Business" means a trades contractor or other professional related to the construction industry that provides a service or product other than from their Premises;

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

"Inter-Municipal Business Licence Bylaw" means the bylaw adopted by the council of each Participating Municipality to implement the Inter-Municipal Business Licence scheme contemplated by this Agreement;

"Municipal Business Licence" means a licence or permit, other than an Inter-Municipal 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; and

"Vancouver Charter" means the *Vancouver Charter*, S.B.C. 1953 c. 55.

5. Subject to the provisions of the Inter-Municipal Business Licence Bylaw, the Participating Municipalities will permit a Person who has obtained an Inter-Municipal Business Licence to carry on Business within any Participating Municipality for the term authorized by the Inter-Municipal Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
6. A Principal Municipality may issue an Inter-Municipal Business Licence to an applicant if the applicant is an Inter-Municipal Business and meets the requirements of the Inter-Municipal Business Licence Bylaw, in addition to the requirements of the Principal Municipality's bylaw that applies to a Municipal Business Licence.
7. Notwithstanding that a Person may hold an Inter-Municipal 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 By-law or regulation in addition to any other bylaws that may apply within any jurisdiction in which the Person carries on Business.
8. An Inter-Municipal Business Licence must be issued by the Participating Municipality in which the applicant maintains Premises.
9. The Participating Municipalities will require that the holder of an Inter-Municipal Business Licence also obtain a Municipal Business Licence for Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
10. The Inter-Municipal Business Licence fee is \$250 and is payable to the Principal Municipality.
11. The Inter-Municipal Business Licence fee is separate from and in addition to any Municipal Business Licence fee that may be required by a Participating Municipality.
12. Despite paragraphs 17(a) and (b), the Inter-Municipal Business Licence fee will not be pro-rated.
13. The Participating Municipalities will distribute revenue generated from Inter-Municipal Business Licence fees amongst all Participating Municipalities based on the revenue sharing formula referred to in Schedule 1 to this Agreement.
14. The Participating Municipalities will review the inter-municipal 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.

15. The first distribution of revenue generated from Inter-Municipal Business Licence fees will take place following the nine month period of October 1, 2013 to June 30, 2014.
16. After June 30, 2014, each subsequent distribution of revenue generated from Inter-Municipal Business Licence fees will take place following each subsequent six month period.
17. The length of term of an Inter-Municipal Business Licence is twelve (12) months, except that:
 - (a) at the option of a Participating Municipality, the length of term of the initial Inter-Municipal Business Licence issued to an Inter-Municipal Business in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the Inter-Municipal Business Licence with the expiry date of the Municipal Business Licence; and
 - (b) any Inter-Municipal Business Licence issued on or after January 1, 2015 will expire on December 31, 2015.
18. An Inter-Municipal Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-Municipal Business Licence is suspended or cancelled or a Participating Municipality withdraws from the inter-municipal business Licence scheme among the Participating Municipalities in accordance with the Inter-Municipal Business Licence Bylaw.
19. Each Participating Municipality will share a database of Inter-Municipal Business Licences, which will be available for the use of all Participating Municipalities.
20. Each Participating Municipality which issues an Inter-Municipal Business Licence will promptly update the shared database after the issuance of that licence.
21. A Participating Municipality may exercise the authority of the Principal Municipality and suspend an Inter-Municipal 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 *Vancouver 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 Inter-Municipal Business Licence in any Participating Municipality for the period of the suspension.
22. A Participating Municipality may exercise the authority of the Principal Municipality and cancel an Inter-Municipal 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 *Vancouver Charter* or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.

23. The cancellation of an Inter-Municipal Business Licence under section 22 will not affect the authority of a Participating Municipality to issue a business licence, other than an Inter-Municipal Business Licence, to the holder of the cancelled Inter-Municipal Business Licence.
24. 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* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
25. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Municipal 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 Inter-Municipal 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 Inter-Municipal Business Licence scheme.
26. Prior to the effective date of a withdrawal under section 25 of this Agreement, the remaining Participating Municipalities will review and enter into an agreement to amend the revenue distribution formula set-out in Schedule 1 of this Agreement.
27. 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*, *Vancouver 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.

SIGNED AND DELIVERED on behalf of the Participating Municipalities, the Councils of each of which has, by bylaw, ratified this Agreement and authorized their signatures to sign on behalf of the respective Councils, on the dates indicated below.

CITY OF BURNABY

Mayor _____

Clerk _____

Date _____

CORPORATION OF DELTA

Mayor _____

Clerk _____

Date _____

CITY OF NEW WESTMINSTER

Mayor _____

Clerk _____

Date _____

CITY OF RICHMOND

Chief
Administrative
Officer _____

General Manager,
Corporate and
Financial Services _____

Date _____

CITY OF SURREY

Mayor _____

Clerk _____

Date _____

CITY OF VANCOUVER

Director of Legal
Services _____

Date _____

Schedule 1
of
Inter-Municipal Business Licence Agreement

The revenue generated from Inter-Municipal Business Licence fees will be distributed based on the following revenue sharing formula:

Participating Municipality	% share of revenue generated from Inter-Municipal Business Licence fees
City of Burnaby	14.37%
Corporation of Delta	9.67%
City of New Westminster	9.34%
City of Richmond	18.86%
City of Surrey	23.46%
City of Vancouver	24.30%
Total	100%

APPENDIX "C"

CITY OF SURREY

BY-LAW NO. 18021

**A by-law to amend the provisions of Inter-Municipal
Business Licence By-law, 2012, No. 17809**

.....

The Council of the City of Surrey, in open meeting assembled, ENACT AS FOLLOWS:

1. Inter-Municipal Business Licence By-law, 2012, No. 17809 is amended as follows by:
 - (a) Adding the words "Fraser Valley" to Section 3 after the first quotation mark immediately before the words "Inter-Municipal"; and
 - (b) Adding the following new Section 26:

Despite any other provision of this By-law, an Inter-Municipal Business Licence granted in accordance with this By-law does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this By-law even if a Participating Municipality is a participating member of the other inter-municipal business licence scheme.

2. This By-law may be cited for all purposes as "Fraser Valley Inter-Municipal Business Licence By-law, 2012, No. 17809, Amendment By-law, 2013, No. 18021".

This By-law comes into force and takes effect on _____ day of _____ 2013.

PASSED FIRST READING on the ____ day of _____, 2013.

PASSED SECOND READING on the ____ day of _____, 2013.

PASSED THIRD READING on the ____ day of _____, 2013.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the ____ day of _____, 2013.

_____MAYOR

_____CLERK