

**FINANCIAL MANAGEMENT COMMITTEE**

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**SUBJECT: 2018 FEE REVISION – BURNABY FINANCIAL ADMINISTRATION  
FEES AND CHARGES BYLAW 2013**

**RECOMMENDATION:**

1. THAT Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A, as outlined in this report, effective 2018 January 01.

**REPORT**

The Financial Management Committee, at its meeting held on 2017 October 25, received and adopted the *attached* report seeking Council approval for amendments to the Burnaby Financial Administration Fees and Charges Bylaw 2013.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Copied to:	City Manager Director Finance City Solicitor
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Meeting 2017 Oct 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2017 October 18

**FROM:** DIRECTOR FINANCE

**FILE:** 7000-04

**SUBJECT:** 2018 FEE REVISION – BURNABY FINANCIAL ADMINISTRATION FEES AND CHARGES BYLAW 2013

**PURPOSE:** To request Council's approval for amendments to the Burnaby Financial Administration Fees and Charges Bylaw 2013.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A as outlined in this report, effective 2018 January 01.

**REPORT****1.0 BACKGROUND**

The Burnaby Financial Administration Fees and Charges Bylaw 2013 was adopted on 2012 December 03. The bylaw was intended to bring together a number of different financial fees and charges for administrative processes relating to property taxation, return payment processing, and access to financial information. As part of the adoption process Bylaw 12749, Burnaby Tax Information Certificate Fees Bylaw 2009, was repealed.

The rates contained within the Burnaby Financial Administration Fees and Charges Bylaw are intended to contribute towards the financial administration costs incurred by the City, rather than providing a 100% recovery. Rates were last updated with adoption of the original bylaw in 2012. A revision is being requested to reflect cost increases over the last four years and ensure alignment of Burnaby rates with those of other neighbouring municipalities. In the future, rates will be updated on an annual basis.

To: Financial Management Committee  
 From: Director Finance  
 Re: 2018 Fee Revision – Burnaby Financial Administration Fees and Charges Bylaw 2013  
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## 2.0 RATE STRUCTURE

Staff have completed a survey of applicable rates amongst neighbouring municipalities and propose the respective rates to be adjusted as per Schedule A.

Schedule A		
Fees and Charges	Current as per 2013 (\$)	Proposed 2018 Jan 01 (\$)
Tax Certificates – through BC Online (per parcel)	40	45
Tax Certificates – prepared manually (per parcel)	45	50
Mortgage Information Reports (per parcel)	15	20
Refunds (All)	25	25
NSF Fee (Dishonoured payments) (per item)	30	35
Apportionments (per parcel)	35	35
Historical Tax Information (if research time is under 15 minutes)	10	Repealed
Historical Tax Information (per hour if research time is 15 minutes or more) – (per hour or part thereof)	35	Repealed
Historical Tax Information (per hour or part thereof)	New for 2018	35*
Real Estate Board Tax Information file (per parcel)	0.01375	0.02000

*\*For Historical Tax Information requests it was deemed appropriate to remove the lower rate in favour for a flat hourly charge, given that the administration involved in billing the lower amount outweighed the fee recovered.*

## 3.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A as outlined in this report, effective 2018 January 01.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:RR/ mlm

Copied to: City Manager

