

**CITY OF BURNABY**

**BYLAW NO. 13157**

A BYLAW to set fees and charges for  
financial administration services

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY FINANCIAL ADMINISTRATION FEES AND CHARGES BYLAW 2013**.
2. In this Bylaw, unless to context otherwise requires:
  - (a) “tax information certificates” means a statement regarding the tax status of a property;
  - (b) “mortgage information report” means a statement of taxes owing on one or more properties issued to and at the request of a financial institution or other mortgage lender;
  - (c) “refund” means the refund of any overpayment of taxes;
  - (d) “NSF fee” means a fee charged to cover the administrative costs resulting from dishonoured cheques or payments;
  - (e) “apportionment” means the allocation and apportionment of taxes following the subdivision of a parcel of land to the new parcels created by the subdivision, including strata title subdivision;
  - (f) “historical tax information” means the provision of historical tax or assessment information on a property;

- (g) "Real Estate Board tax information file" means the provision of tax and assessment information on properties made available to the Greater Vancouver Real Estate Board at its request and available for upload to its MLS system; and
- (h) "taxes" includes fees and charges for utility services provided by the City.

3. The City of Burnaby imposes fees and charges as specified in Schedule "A".
4. Bylaw 12749, being Burnaby Tax Information Certificate Fees Bylaw 2009, is repealed.
5. This Bylaw comes into force on the first day of January, 2013.

Read a first time this 19<sup>th</sup> day of November 2012

Read a second time this 19<sup>th</sup> day of November 2012

Read a third time this 19<sup>th</sup> day of November 2012

Reconsidered and adopted this 3<sup>rd</sup> day of December 2012

  
MAYOR

  
A/CLERK

**SCHEDULE "A"**

<b>Fees and Charges</b>	
Tax Certificates – through BC Online	\$40 per parcel
Tax Certificates – prepared manually	\$45 per parcel
Mortgage Information Reports	\$15 per parcel
Refunds (All)	\$25
NSF Fee (Dishonoured payments)	\$30 per item
Apportionments	\$35 per new parcel
Historical Tax Information (if research time is under 15 minutes)	\$10
Historical Tax Information (per hour if research time is 15 minutes or more)	\$35 per hour or part thereof
Real Estate Board Tax Information file	\$0.01375 per parcel