

Re: Rental Agreement between The Corporation of the District of Burnaby and
The British Columbia Assessment Authority
(Item 13, Report No. 84, December 16, 1974)

The Municipal Manager reported on December 16, 1974, in Item 13, Manager's Report No. 84, that a rental Agreement had been negotiated with the British Columbia Assessment Authority for the space that the Assessment Authority occupies in the Municipal Hall. The Municipal Council approved of the terms of the rental Agreement and authorized execution of same. It was a simple, monthly rental Agreement.

Clause 2 of the Agreement reads as follows:

"It is mutually understood and agreed between the parties that this Agreement may be terminated by either party upon thirty (30) days' written notice of termination, said notice to be delivered or mailed under prepaid registered post to the respective addresses set forth above, or such other address as either party may in writing advise."

Since the proposal by the Province that the Assessment Authority would take over the assessment function was first announced, the Municipal Manager has been attempting to persuade the Assessment Authority that there was considerable mutual benefit to have the Authority take a long term lease and remain in the Municipal Hall. The Municipal Manager has just been orally advised that the Assessment Authority intends to seek accommodation elsewhere in order that they can be completely divorced from the Municipality. No time limit was mentioned, but presumably it would take the Authority some time to find suitable accommodation elsewhere. Since this advice has come at a critical time in our Municipal Hall renovating program, immediate removal of the Authority will be the most suitable action for the Corporation of Burnaby.

Initially, Burnaby was advised that we would be a region unto ourselves and there appeared to be no problem with the Assessment Authority occupying the Municipal Hall. It has now been determined that New Westminster and Burnaby will be combined in one region and that we would have to accept six employees from the New Westminster jurisdiction in this Building. This we were prepared to do provided we could make the space arrangements as we saw fit. The square foot requirements per employee established by the Assessment Authority, which incidentally greatly exceed those established for our Municipal Departments, and when considering we must accept six employees from the New Westminster area, make it such that we will not have sufficient space available for the Assessment Authority. The Assessment Authority seems to be determined to be completely independent, even to the extent of its own xeroxing and mailing facilities, although the Area Assessor has told the Municipal Manager one thing in this respect and the Assessment Commissioner has told him another. In short, with the standards set by the Assessment Authority for the accommodation it appears to require, we do not have sufficient space for it.

The Municipal Manager has made extensive representations to the Assessment Authority over time to consider the mutual benefit to both of us by the Authority occupying space in this Building. All of the reasons given by the Area Assessor or the Assessment Commissioner to the Municipal Manager for not wishing to remain in this Building are not really totally acceptable in his opinion. If we had known the space requirements earlier, there is a strong possibility that we could have fitted the Authority into this Building and saved the problems of communication that will have to be resolved when they vacate the Building. In all of the other municipalities in the Province, with the exception of Burnaby and Vancouver, there was insufficient space within the Municipal Hall to accommodate the expanded regions which developed as the result of combining municipal jurisdictions. The City of Vancouver is not prepared to offer the Assessment Authority a long term lease, but we were prepared to negotiate one. As noted above, however, it appears rather obvious at this point that we cannot meet the space standards per employee that the Assessment Authority has established. It appears entirely futile to consider any further discussions with the Assessment Authority to have it remain within the Municipal Hall. We are not aware as to how the Assessment Authority intends to communicate with the municipalities once it vacates the municipal halls, and we have great concern as many departments rely on information from the Assessment Authority and, of course, the Assessment Authority relies on information from many civic departments. For the information of Council, attached you will find a copy of a letter dated January 9, 1975, from the Deputy Assessor addressed to the Municipal Manager, outlining the relationships between the Assessment Authority and other civic departments.

ITEM 7

MANAGER'S REPORT NO. 27

COUNCIL MEETING April 14/75

Re: Rental Agreement between The Corporation of the District of Burnaby and
The British Columbia Assessment Authority - Cont'd.

The frustration experienced by the Municipal Manager in attempting to resolve this problem has been great, due to the inability to get answers from the Assessment Commissioner before this date. The Assessment Authority, for reasons of its own, has every intention of moving from the Municipal Hall as soon as it can obtain accommodation elsewhere. Knowing this, and recognizing that we had intended to move the Assessment Authority into the Fabco units while we renovated the space on the fourth floor, all at the expense of the Municipality, there appears to be little to gain by allowing the Authority to continue to remain in this Building now that we know its intentions. We can make use of the space on the fourth floor, either to temporarily relocate departments or as a working area during the construction period. If we had known earlier, we might even have arranged the layout of departments within this Building differently. By serving notice on the Assessment Authority to vacate the Municipal Hall, we can shorten the rental period on the Fabco units and economize on our project budget. Further, it would be our intention to not renovate the space occupied by the Assessment Authority because of the fact that partitions may have to be moved which, of course, would destroy any suspended ceiling or carpeting placed during our alterations. We will propose to complete the mechanical contract in the area, but we would not install the suspended ceiling, the new lighting or the carpeting. We are presently in the process of reviewing the needs of the Building Department and for the Committee Room, as we can perhaps make changes to those two areas to improve our present alteration plans.

We have recently awarded contracts for the mechanical and electrical work in this Building and we must act immediately to realize any savings, as we would not want to renovate the space occupied by the Authority only to have it move shortly after it returns to this Building from its turn in the temporary accommodation in the Fabco units, or even to move ahead of that.

In summary, we now recommend that the Assessment Authority be given notice to vacate the Municipal Hall, effective May 31, 1975. The Assessment Authority has paid its monthly rental for April. As for the files, records, maps, furnishings and data processing programmes, we take the view that these belong to the Municipality and that copies of maps, etc. can be obtained by the Authority from time to time as required, although there indeed will be some cost involved to the Authority. This will have to be resolved through discussion. We have quite an investment in our data processing programme about which we will be talking to the Authority.

Just at the conclusion of the writing of this report, the Manager was advised by the Burnaby Assessor that the New Westminster Assessment staff have been asked to vacate the New Westminster offices effective April 11, and the Manager has authorized the staff to be moved temporarily into the area occupied by the Assessment Authority in this Municipal Hall.

RECOMMENDATIONS:

1. THAT the Assessment Authority be served with Notice to Vacate the space occupied by it on the fourth floor effective May 31, 1975, and to leave with the Municipality the Municipality's files, records, maps, furnishings and data processing programmes; and
2. THAT the Municipal Manager be authorized to negotiate a suitable agreement with respect to the transfer of documents, maps and data processing programmes etc.

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COUNCIL MEETING April 14/75

TO: MUNICIPAL MANAGER

DEPARTMENT:

DATE: JAN. 9/75

FROM: DEPUTY ASSESSOR

DEPARTMENT:

OUR FILE #

SUBJECT: RELATIONSHIP OF ASSESSMENT DEPARTMENT TO OTHER
CIVIC DEPARTMENTS

YOUR FILE #

Further to our conversation re. the above and as per your instructions, I have revised the format of my December 24th report to assist you in evaluating the relationship of the Assessment Department to other Civic Departments. I have used two columns - Column A being records and information received by the Assessment Department, and Column B being records and information supplied by the Assessment Department.

COLUMN A

COLUMN B

BUILDING DEPARTMENT

Copies of building and demolition permits.

Legal descriptions, addresses and owners' names.

Monthly report of permits issued.

New addresses for new construction and subdivisions.

Referral to old plans and permits and construction records.

The Building Department supplies copies of their building and demolition permits to the Assessment Department. We do not supply any actual records. However, there is daily contact whereby we give verbal information on legal descriptions etc. as noted above.

CLERKS DEPARTMENT

Copies of Council Minutes and Agendas are received from the Clerks Office.

We supply a list of owners' names, addresses and legal descriptions for the Board of Variance and rezoning applications.

Copies of completed Bylaws re. zoning, local improvements and exemptions are received.

Exemption bylaws and resolutions are prepared in this office and forwarded to the Clerks Office.

A list of properties and their front footages within proposed local improvement areas are prepared for the Clerks Office.

Our relationship with the Clerks Office is primarily through the submitting of lists compiled from our Assessment records, comprising of legal descriptions, owners' names and addresses, which are required for the Board of Variance hearings and rezoning applications. Local improvement programs require the same information plus property front footages.

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ENGINEERING

Their xerox machine is used most frequently by the Assessment Department.

Subdivision costs are received by the Assessment Department.

Contact with the Engineering Department is on a daily basis, particularly with reference to subdivision plans and maps.

Subdivision plans received from the Land Registry Office are processed in the Assessment Department. Upon completion, they are forwarded to the Engineering Department for map update and filing.

FIRE DEPARTMENT

Monthly fire reports are received from the Chief's Office.

Our Assessment records are used by the Fire Department for compiling statistical reports re. numbers and types of building and total assessed values.

Assessed values are used as a guide for value of fire damaged buildings.

We do not supply the Fire Department with any records. However, they refer to our records for information to assist them in compiling reports and for statistical purposes.

Our relationship is on an intermittent basis with the exception of the monthly fire reports.

LANDS DEPARTMENT

Copies of L.R.Os are referred to by Lands Department.

Multiple Listings supplied from this office (cost sharing basis).

Assessment records referred to in preparation for property negotiations.

Lands Department refer to our L.R.Os and assessment records quite frequently. No records are transmitted by the Lands Department to the Assessment Department.

LEGAL

Memos re. registration of sales of municipal lands, purchase of private land for municipal purposes, rights of way and easements are received.

Exemption bylaws and resolutions checked by the Legal Department prior to submission to Council are received.

The Legal Department greatly assists the Assessment Department by supplying legal interpretations of acts and judgements.

LICENCE DEPARTMENT

We receive memos re. occupancy and name change only from Licencing.

Business Tax memos re. change of occupancy - value and operators' names - sent to Licence Department.

Memos re. occupancy and name change only forwarded to Licencing.

Our relationship with the Licencing Department is on a daily basis.

PERSONNEL

Our relationship with Personell is minimal since November 1st at which time the Assessment Department's payroll, health and insurance, vacation, etc. came under the direct supervision of the Assessment Authority.

PLANNING DEPARTMENT

Zoning and present land use is supplied to Land Valuation Section.

Opinions of market values are supplied on request.

Land Appraisal Section receives information on subdivision potential of vacant lands.

Addresses and coordinate numbers are allocated from our records for preliminary subdivision plans.

Field inspection records are made available re. age, size, types of building and construction.

Our assessment roll and field records are used frequently by the Planning Department. The Assessment Department receives valuable verbal information in return.

PURCHASING

The relationship with Purchasing is one of supply re. use of two fleet automobiles, maintenance of equipment and office supplies. No assessment records are referred to by the Purchasing Department.

TREASURY

A substantial number of E.D.P. program printouts are received by the Assessment Department (refer to schedule attached). The costs of these services are included in the annual budget.

Appraisal values of municipal buildings and machinery for insurance purposes are supplied.

Assessment values re. Federal, Provincial, Harbours Board supplied for grants in lieu of taxes.

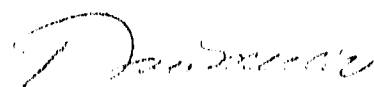
Breakdown of assessed values for tax apportionment.

Property change forms sent to E.D.P. for update purposes.

There is constant contact between Treasury and Assessment, and an interchange of information.

The availability of other civic departments' records coupled with the information supplied to this department is of great benefit to the assessment function. I am sure this would be the case relative to the information and records available to the other departments.

In summation, it is my opinion that the use made by other civic departments of assessment records outweighs the use made by the Assessment Department of their records.



Roy Mercer