

ITEM 5
MANAGER'S REPORT NO. 74
COUNCIL MEETING 92/11/30

TO: CITY MANAGER
FROM: DIRECTOR FINANCE
1992 NOVEMBER 26
File: T5-4

SUBJECT: TAX INFORMATION FEES

PURPOSE: To obtain Council approval for an increase in the fee for tax information.

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RECOMMENDATION:

1. THAT Council, by bylaw, establish a \$5.00 fee for written tax information, and a \$10.00 fee for tax information sent by facsimile machine.

REPORT

The Tax Office currently charges a \$1.00 fee to provide written tax information, and a \$0.50 fee to provide copies of annual tax notices. Owners are not charged for information on their own properties. These fee amounts were fixed in the Municipal Act.

Recent changes to the Act give Council the authority, by bylaw, to establish fees for tax information requests. The changes allow the City to recover the cost of providing information.

Staff propose to increase the fee for written tax information to \$5.00. In addition, we propose a fee of \$10.00 to provide tax information by facsimile machine.

These fee amounts reflect the real cost of providing tax information. They are also more consistent with the fees charged in other G.V.R.D. municipalities.

A. COST OF PROVIDING TAX INFORMATION

The Tax Office estimates that the cost of providing written tax information is approximately \$5.00. Costs include materials and staff time for processing, assembling, printing, and mailing requested information.

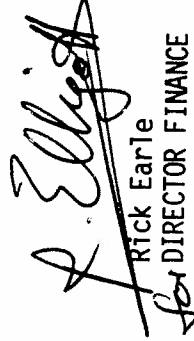
Providing tax information by facsimile machine is considerably more time consuming than sending information by mail. This is due to the time that must be spent re-transmitting information if the receiving machine is occupied or off-line. Staff estimate that a \$10.00 fee would cover the cost of providing facsimile service.

Fees will not apply to the annual tax notice sent to each property owner in May, or to owners requesting information about their own property. No charge will apply to tax information given verbally.

B. FEES IN OTHER G.V.R.D. MUNICIPALITIES

A survey of fees for tax information in other G.V.R.D. municipalities is attached in Schedule 1. The survey indicates that 11 of 16 municipalities charge more than Burnaby's existing fee.

Staff recommend that the proposed changes be implemented from 1993 January 01.


Rick Earle
for DIRECTOR FINANCE

TAX INFORMATION FEE SURVEY

Municipality	tax information by telephone (1)	Charge for tax information by mail \$	Charge for tax information by facsimile \$
Burnaby	•	1.00	-
Coquitlam		1.00	5.00
Delta	•	5.00	10.00
Langley City	•	5.00	5.00
Langley District		10.00	10.00
Maple Ridge	•	5.00	10.00
New Westminster		2.00	2.00
North Vancouver City	•	5.00	5.00
North Vancouver District	•	5.00	5.00
Pitt Meadows		10.00	10.00
Port Coquitlam		1.00	3.00
Port Moody	•	2.00	-
Richmond	•	1.00	5.00
Surrey		10.00	10.00
Vancouver	•	10.00	10.00
West Vancouver	•	0.00	10.00
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Burnaby's proposed fee		5.00	10.00

Note: (1) No charge is levied for tax information given over the telephone. Municipalities without dots do not give tax information over the telephone.