

ITEM 9  
MANAGER'S REPORT NO. 14  
COUNCIL MEETING 93/03/01

TO: CITY MANAGER 1993 FEBRUARY 24  
FROM: ACTING DIRECTOR PLANNING AND BUILDING  
SUBJECT: PERSONAL PREFERENCE ADDRESS CHANGE  
PURPOSE: To obtain Council approval to charge a fee for property address changes when Burnaby assumes this function from the B.C. Assessment Authority.

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**RECOMMENDATION:**

1. THAT Council authorize a fee of \$250.00 to be charged for personal preference change of address requests, as described in this report.

**R E P O R T**

Until 1990, the B.C. Assessment Authority (B.C.A.A.) had total responsibility for assigning new addresses resulting from subdivision and changing addresses on existing lots when requested by property owners.

Since then, part of this responsibility, namely addressing required for new subdivisions, has been assumed by the Planning and Building Department at the request of B.C.A.A. At that time, it was agreed that staff from the Planning and Building Department would have better access to the information necessary for determining new addresses as related to site, neighbourhood, and area planning.

At this time, B.C.A.A. has requested that the Planning and Building Department also assume responsibility for processing personal preference address changes, for which no fee is currently being charged by B.C.A.A. Approximately two hundred (200) such requests per year are processed by B.C.A.A.

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A review of this request has included a survey of eleven (11) Lower Mainland municipalities to determine their procedures for personal preference address changes, and their fee structure. It should be noted that Burnaby is the only municipality for which B.C.A.A. has to date been performing this service. Three of the municipalities do not allow this type of address change, and two municipalities who do allow it do not currently charge a fee, but are contemplating a fee. The fee for processing personal preference address changes for the remaining six municipalities ranges from \$40.00 to \$1,000.00, averaging out at \$345.00. A more realistic average of \$250.00 is derived by eliminating the low figure of \$40.00 and the high fee of \$1,000.00.

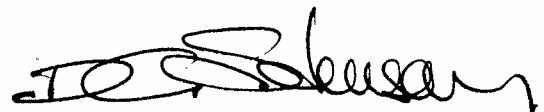
The following general principles have been used in the formulation of the recommended fee to be charged in the assumption of this service by Burnaby:

- (a) to provide a reasonable offset against the average cost of processing,
- (b) to not exceed the average cost of processing,
- (c) to be simple to calculate and administer, and
- (d) to be considered as a "fee for service".

It has been determined that the time spent on tasks of processing and administration, including intergovernmental notification, is considerable by all City departments involved, including Planning and Building, Engineering/Mapping/Works Yard, Finance/Tax, and Fire, and it has been concluded that a fee based on a realistic average of what other municipalities are charging is appropriate and is consistent with the above general principles.

In conclusion, it is recommended that a fee of \$250.00 be implemented immediately upon the establishment of departmental procedures and the assumption of this service by the Planning and Building Department from B.C.A.A..

A review of this fee structure should be conducted by staff on an annual basis and any recommended adjustments put forward to Council for consideration at that time.



D. G. Stenson  
Acting Director  
Planning & Building

AD:CMM:lf

- cc: Director Engineering  
Director Finance  
Fire Chief  
Chief Building Inspector  
B.C. Assessment Authority