

Item	21
Manager's Report No.	07
Council Meeting	97/03/03

TO: CITY MANAGER

1997 FEBRUARY 25

FROM: DIRECTOR FINANCE

File: T5-4

SUBJECT: TAX INFORMATION FEES

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

RECOMMENDATION:

1. **THAT** Council, by bylaw, establish a \$20.00 fee for written tax information.

REPORT

The Tax Office currently charges \$5.00 to provide written tax information by mail or at the counter and \$10.00 for written tax information sent by facsimile machine. Owners are not charged for information on their own properties. These rates were set by Council on 1992 December 14.

Section 447(2) of the Municipal Act gives Council the authority, by bylaw, to establish fees for tax information requests.

Staff propose to increase the fee for providing written tax information by mail, at the counter or by facsimile machine to \$20.00. With the use of fax back technology the cost of faxing is no longer greater than mailing or issuing at the counter.

A. COST OF PROVIDING TAX INFORMATION

The Tax Office estimates that the cost of providing written tax information is approximately \$10.00. Costs include materials, staff time for researching, processing, assembling, printing, mailing or faxing, maintaining prepaid accounts and processing payments.

Fees will not apply to the annual utility statement sent in February or to the annual tax statement sent to each property owner in May, or to owners requesting written information on their own property. No charge will apply to tax information given orally.

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 out of 16, eight charge more than Burnaby's existing rate, four charge \$10 or more (several are currently reviewing their rates), and the balance charge \$10.

Staff recommend that the proposed changes be implemented from 1997 April 01.

Maurice Baldwin
for Rick Earle
DIRECTOR FINANCE

MB:vm

cc: City Solicitor
City Clerk

TAX INFORMATION SURVEY

<u>MUNICIPALITY</u>	<u>CHARGE FOR TAX INFORMATION BY TELEPHONE (1)</u> \$	<u>CHARGE FOR TAX INFORMATION BY MAIL</u> \$	<u>CHARGE FOR TAX INFORMATION BY FACSIMILE</u> \$
Burnaby	.	5.00	10.00
Coquitlam	.	10.00	10.00
Long Distance		15.00	15.00
Delta	.	5.00	10.00
Langley City	.	15.00	15.00
Langley District		10.00	10.00
Maple Ridge	.	25.00	25.00
New Westminster (under review)	.	10.00	10.00
North Vancouver City	.	10.00	10.00
North Vancouver District	.	20.00	20.00
Pitt Meadows	.	25.00	25.00
Port Coquitlam (under review)		10.00	10.00
Port Moody	.	10.00	10.00
Richmond	.	20.00	20.00
Surrey	.	25.00	25.00
Vancouver	.	25.00	25.00
West Vancouver (under review)	.	0.00	10.00
White Rock (under review)	.	10.00	10.00
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Burnaby's proposed fee	.	20.00	20.00
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Note: (1) No charge is levied for tax information given over the telephone. Municipalities without dots do not give tax information over the telephone.

