
TO: CITY MANAGER **DATE:** 2006 November 20
FROM: DIRECTOR FINANCE **FILE:** T5-4
SUBJECT: PROPERTY TAX INFORMATION FEES
PURPOSE: To obtain Council approval for an increase in the fee for written property tax information.

RECOMMENDATION:

1. **THAT** Council, by bylaw, establish a \$30.00 fee for providing written property tax information.

REPORT

The Tax Office currently charges \$20.00 to provide written tax information by mail, at the counter, facsimile or phone. Owners are not charged for information on their own properties. These rates were set by Council on 1997 March 03.

Staff proposes an increase to the fee for providing written property tax information by mail, at the counter, facsimile or phone to \$30.00.

We are recommending this change in rates as we have not had an increase in almost 10 years.

A. COST OF PROVIDING TAX INFORMATION

Costs include materials, staff time for researching, processing, assembling, printing, mailing or faxing, maintaining prepaid accounts, processing payments, daily balancing and programming changes.

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 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 out of twenty (20), thirteen (13) charge more than Burnaby's existing

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rate, four (4) charge the same rate as Burnaby and two (2) currently charge lower rates (some are currently reviewing their rates).

Staff recommend that the proposed changes be implemented from 2007 January 01.



for

Rick Earle
DIRECTOR FINANCE

DF:sk
Attachment

Copied to: City Solicitor
City Clerk

TAX INFORMATION SURVEY

<u>MUNICIPALITY</u>	<u>CHARGE FOR TAX INFORMATION BY MAIL/FAX</u> \$	<u>CHARGE FOR TAX INFORMATION ONLINE</u> \$
Abbotsford	25.00	20.00
Burnaby	20.00	20.00
Chilliwack	15.00	15.00
City of North Vancouver	20.00	20.00
Coquitlam	20.00	20.00
Delta	15.00	15.00
District of North Vancouver	20.00	20.00
Langley City	25.00	20.00
Langley District	25.00	25.00
Maple Ridge	35.00	35.00
New Westminster	25.00	20.00
Pitt Meadows	25.00	25.00
Port Coquitlam	35.00	35.00
Port Moody	30.00	30.00
Richmond	35.00	30.00
Surrey	35.00	35.00
Vancouver	50.00	50.00
West Vancouver	25.00	20.00
West Vancouver District	25.00	25.00
White Rock	20.00	20.00
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Burnaby's proposed fee	30.00	30.00
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