

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2021 September 01

**FROM:** DIRECTOR FINANCE

**FILE:** 7000-04

**SUBJECT:** **AMENDMENTS TO BURNABY FINANCIAL ADMINISTRATION FEES  
AND CHARGES BYLAW**

**PURPOSE:** To seek Council approval for proposed amendments to the Burnaby Financial Administration Fees and Charges Bylaw.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 to implement proposed fee increases and a new fee for bonding replacement, as outlined in this report, effective 2022 January 01.

**REPORT**

**1.0 INTRODUCTION**

The Burnaby Financial Administration Fees and Charges Bylaw 2013 was first adopted on 2012 December 03. The bylaw provides a structure for the collection of fees and charges which help offset the costs of certain financial transactions. This report proposes increases to the fees and charges within the current bylaw, as well as a new fee to address the resources required to replace bonding for development projects.

**2.0 POLICY SECTION**

**Goal**

- A Thriving Organization
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

### 3.0 BACKGROUND

The fees and charges contained within the Burnaby Financial Administration Fees and Charges Bylaw 2013 were last updated for 2018 January 01. Fees and charges contained in the bylaw are intended to provide a contribution towards the financial cost of municipal transactions. Similar fees and charges in neighbouring municipalities are reviewed as part of each bylaw update.

### 4.0 PROPOSED INCREASES AND NEW FEES

#### 4.1 Current Fees and Charges - Schedule A

The proposed update to the fees and charges within Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013 take into account the Consumer Price Index (CPI) adjustments while maintaining alignment with neighbouring municipalities.

The table below outlines the current rate and proposed rates effective 2022 January 01, for existing fees and charges under Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013:

Existing Fees and Charges – Schedule A	Current	Proposed (2022 Jan 01)
Tax Certificates – through BC Online (per parcel)	\$45	\$49
Tax Certificates – prepared manually (per parcel)	\$50	\$54
Mortgage Information Reports (per folio)	\$20	\$22
Tax Refunds (initiated by customer)	\$25	\$27
NSF Fee (Dishonoured payments) (per item)	\$35	\$38
Apportionments (per child parcel)	\$35	\$38
Historical Tax Information (per hour or part thereof)	\$35	\$38
Real Estate Board Tax Information file (per parcel)	\$0.02	\$0.022

## 4.2 New Bonding Replacement Fee

The City requires bonding for various works that developers agree to provide as part of proposed developments and related projects. Bonding is provided in one (1) of two (2) forms, either a letter of credit or cash. The developer determines what they will provide for the bonding based on their finances, cost of borrowing, etc. The City will hold this bonding to ensure the agreed upon works are completed. Bonding can be released during completion of the works when milestones are reached and supporting documentation such as inspections has been provided.

Developers have, at times, requested a replacement of the required bonding that is currently on file at the City. The replacement or swap out is typically due to one of the following scenarios:

- Replacement of a Letter of Credit from one (1) financial institution with a Letter of Credit for the same amount from another financial institution;
- Replacement of a Letter of Credit with cash for the same amount; and,
- Replacement of cash bonding with a Letter of Credit for the same amount.

The swapping out of active and required bonding creates more workflow steps, increases costs and requires additional staffing resources. For a standard release or reduction during the lifecycle of a project, the City does not charge a fee as we are reducing the bonding requirement when milestones are achieved. Introducing this fee will not be new for developers as the City of Surrey introduced a similar fee in 2021 April.

In order to account for the City's costs and resources to address replacement of bonding, a fee of \$100 is proposed to be added to the table in Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013, as follows:

Fees and Charges - to be included in Schedule A	Current	Proposed
Bonding Replacement Fee	-	\$100

As part of the transition and once the bylaw is approved, the Finance department will communicate these changes by:

- Mailing letters to each development that currently has bonding on file;
- Working with the relevant City departments to update their invoice wording; and,
- Assisting communications team with updates on the City's website.

Introducing a fee for replacement of bonding during the lifecycle of a development will allow the City to recover associated administrative costs.

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From: Director Finance  
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## 5.0 RECOMMENDATION

It is proposed that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013, as outlined in this report, effective 2022 January 01.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RR/md

Copied to: Chief Administrative Officer  
Acting City Manager  
Director Planning and Building  
City Solicitor