



Finance Department

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## ACCEPTABLE STANDBY LETTERS OF CREDIT

Where a Standby Letter of Credit is required by the City of Burnaby, such Letter of Credit **must** comply with the following requirements:

1. Letters of Credit may only be accepted from any of the following banks:

- Bank of Montreal;
- Bank of Nova Scotia;
- Canadian Imperial Bank of Commerce;
- Royal Bank of Canada;
- TD Bank;
- Canadian Western Bank;
- HSBC Bank Canada;
- National Bank;
- Laurentian Bank of Canada; and
- Desjardins

Or, any of the following member Credit Unions of Central 1 Credit Union:

- Vancouver City Savings Credit Union;
- Coast Capital Savings Credit Union;
- Beem Credit Union; and
- Prospera Credit Union

2. The Letter of Credit must make reference to:

- the case reference number and security description (in the absence of a case reference number, include the rezoning and/or subdivision or any other City of Burnaby assigned reference number); and
- the development/project location address (if applicable)

3. The Letter of Credit must be made payable to the City of Burnaby;

4. The Letter of Credit must also include the name and address of the applicant;

5. That the credit is available to the City by sight drafts drawn on the bank;

6. That the bank shall honour the demand without enquiring whether or not the City has a right, as between the City and the individual for whom the credit has been established;

7. That full and partial drawings are permitted;
8. That the Letter of Credit is irrevocable up to the expiry date;
9. Letters of Credit shall be drawn to be in effect for a minimum of one year and contain an “Automatic Renewal Clause” with **no final expiry date**;
10. The bank agrees with drawers, endorsers and holders that in due course a sight draft drawn under the Letter of Credit will be duly honoured;
11. That the Letter of Credit must be signed by at least two signing officers of the bank;
12. The Letter of Credit must not contain a statement to the effect that any special certificates and/or requirements should accompany any draw on the Letter of Credit;
13. The Letter of Credit, whenever possible, should be delivered directly from the Financial Institution to the City of Burnaby (attention: Treasury Services); and
14. New Letters of Credit must be received no later than ten (10) calendar days before the scheduled Council meeting seeking Reconsideration and Final Adoption of the Rezoning Bylaw and/or Final Approval of the subdivision.
15. All Letter of Credit substitutions will be subject to a security replacement fee per security item replaced. For more information on the Security Replacement Fee, please go to Consolidated Fees and Charges Bylaw.

Courier Delivery Address: Treasury Services  
2<sup>nd</sup> Floor, 6161 Deer Lake Avenue  
Burnaby, BC V5G 4A3

Contact e-mail Address: [treasuryservices@burnaby.ca](mailto:treasuryservices@burnaby.ca)