



## PARCEL TAX ROLL REVIEW PANEL

Thursday, February 22, 2018  
SCRD Boardroom, 1975 Field Road

### AGENDA

---

**CALL TO ORDER:** 9:00 a.m.

#### **AGENDA**

1. Adoption of Agenda

#### **OVERVIEW (Verbal)**

2. Manager, Financial Services

#### **REPORTS**

3. Manager, Financial Services – Parcel Tax Authentication

Annex A  
Page 1-2

#### **NEW BUSINESS**

#### **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Parcel Tax Review Panel – February 22, 2018  
**AUTHOR:** Sara Zacharias, Manager, Financial Services  
**SUBJECT:** PARCEL TAX AUTHENTICATION

---

### RECOMMENDATION(S)

**THAT the report titled Parcel Tax Authentication be received;**

**AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the Parcel Tax Roll by certificate, signed by its members.**

---

### BACKGROUND

The purpose of the Parcel Tax Roll review is to ensure that the information is correct for billing parcel tax for 2018.

The *Community Charter* requires that a Parcel Tax Roll Review Panel (PTRRP) process be held to hear any matters referred to in *Community Charter Section 205 (1) [complaints to the parcel tax roll review panel]* and to authenticate the parcel tax roll.

Complaints to the review panel are to be in writing and are to make corrections with respect to the following only:

- Ø there is an error or omission respecting a name or address on the assessment roll;
- Ø there is an error or omission respecting the inclusion of a parcel;
- Ø there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- Ø an exemption has been improperly allowed or disallowed.

### DISCUSSION

The review process includes parcel taxes for the Pender Harbour Pool, Community Recreation Facilities and Water Rates and Regulations (Regional Water including North Pender Water, and South Pender Water) Bylaws.

Advertisements were placed in the Coast Reporter on February 2 and February 9, 2018, advising the public of the availability of the rolls for review and the process to file notices of correction.

The deadline to receive a written notice was Monday, February 19, 2018 no later than 4:30 pm.

No notices of correction to the assessment roll were received.

**STRATEGIC PLAN AND RELATED POLICIES**

The Parcel Tax Roll Review aligns with the Board's Strategic Value of "Transparency" and is also a statutory requirement.

**CONCLUSION**

The assessment rolls are considered completed for the purpose of levying parcel taxes as authorized under the Pender Harbour Pool Parcel Tax Roll Bylaw No. 612, Community Recreation Facilities Parcel Tax Roll Bylaw No. 577, and the Water Rates and Regulations Bylaw No. 422.

Reviewed by:			
Manager	X-S. Zacharias	Finance	X-T. Perreault
GM		Legislative	
CAO	X-J.Loveys	Other	