



PARCEL TAX ROLL REVIEW PANEL

Thursday, February 21, 2019
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:00 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Manager, Financial Services
Regarding: Parcel Tax Roll Review Overview

REPORTS

3. Manager, Financial Services
Parcel Tax Authentication

Annex A
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NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Parcel Tax Review Panel – February 21, 2019
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 2019.

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 1 and February 8, 2019, 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 18, 2019 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 is in accordance with the *Community Charter* legislation as 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		Finance	X – T. Perreault
GM		Legislative	
CAO	X – J. Loveys	Other	

Attached: Copy of the Certificate of Authentication 2019 Parcel Tax Roll



Sunshine Coast Regional District

1975 Field Rd.
Sechelt, BC
V0N 3A1

Tel: 604.885.6800
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Certificate of Authentication 2019 Parcel Tax Roll Jurisdiction 746

As authorized under the Community Recreation Facilities Parcel Tax Roll Bylaw No. 577, the Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422 and the Pender Harbour Pool Parcel Tax Roll Bylaw No. 612, parcel taxes will be assessed on all eligible parcels listed on the 2019 Parcel Tax Roll.

The Parcel Tax Roll and bylaws were made available for public inspection at the administration office of the Sunshine Coast Regional District, 1975 Field Road, Sechelt, BC during regular office hours from February 4th through February 18th, 2019.

The Sunshine Coast Regional District received a total of zero (0) written notices to amend the Parcel Tax Roll at the SCR D offices prior to close of business February 18, 2019.

The Collector has determined that no additions or deletions are required to the Parcel Tax Rolls as a result of these notices respecting any matter referred to in the *Community Charter Section 205 (1) [complaints to the parcel tax roll review panel]*.

The Parcel Tax Roll Review Panel met on Thursday, February 21, 2019 – 9:00 am at:

Sunshine Coast Regional District

Board Room

1975 Field Rd.

Sechelt, B.C.V0N 3A1

The Parcel Tax Roll Review Panel has authenticated the 2019 Parcel Tax Roll by signing of the certificate below:

_____ Mark Hiltz, Director Area F

_____ Leonard Lee, Director Area A

_____ Lori Pratt, Director Area B