



## PARCEL TAX ROLL REVIEW PANEL

Thursday, February 22, 2024  
TO BE HELD  
IN THE BOARDROOM OF THE  
SUNSHINE COAST REGIONAL DISTRICT OFFICES  
AT 1975 FIELD ROAD, SECHELT, B.C.

### AGENDA

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

#### AGENDA

1. Adoption of Agenda

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#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

2. 2024 Parcel Tax Roll Authentication  
*Manager, Financial Services*

Annex A  
pp. 2-4

#### NEW BUSINESS

#### IN CAMERA

#### ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Parcel Tax Review Panel – February 22, 2024  
**AUTHOR:** Brad Wing, Manager, Financial Services  
**SUBJECT:** 2024 PARCEL TAX ROLL AUTHENTICATION

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### RECOMMENDATION(S)

- (1) THAT the report titled 2024 Parcel Tax Roll Authentication be received for information;**
  - (2) AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the 2024 Parcel Tax Roll by certificate, signed by its members.**
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### BACKGROUND

The purpose of the Parcel Tax Roll review is to ensure that the information is correct for billing parcel tax for 2024.

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:

- there is an error or omission respecting a name or address on the assessment roll;
- there is an error or omission respecting the inclusion of a parcel;
- there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- 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, 2024, advising the public of the availability of the rolls for review and the process to file notices of complaint.

The deadline to receive a written notice was Tuesday, February 20, 2024, no later than 4:30 pm.

Complaints

n/a

**STRATEGIC PLAN AND RELATED POLICIES**

The Parcel Tax Roll Review is in accordance with the *Community Charter* legislation as a statutory requirement.

**CONCLUSION**

The parcel tax 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		CFO/Finance	X – T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

Attachment A: Copy of the draft Certificate of Authentication 2024 Parcel Tax Roll



# Sunshine Coast Regional District

1975 Field Rd.  
Sechelt, BC  
V7Z 0A8

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## Certificate of Authentication 2024 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 2024 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 5 through February 20, 2024.

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 20, 2024.

The Collector has determined that no additions, deletions or corrections 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 22, 2024 at 9:00am, in the Boardroom at:

Sunshine Coast Regional District  
1975 Field Road  
Sechelt, B.C.V7Z 0A8

The Parcel Tax Roll Review Panel has authenticated the 2024 Parcel Tax Roll by signing of the certificate below:

\_\_\_\_\_ Leonard Lee, Director Area A

\_\_\_\_\_ Justine Gabias, Director Area B

\_\_\_\_\_ Alton Toth, Director District of Sechelt