

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



## PARCEL TAX ROLL REVIEW PANEL

April 16, 2015

A meeting of the **PARCEL TAX ROLL REVIEW PANEL** will be held in the **CITY HALL COUNCIL CHAMBERS, 15322 Buena Vista Avenue, White Rock**, on **TUESDAY, APRIL 21, 2015 at 10:00 a.m.** for the transaction of business as listed below.

T. Arthur, City Clerk

## A G E N D A

---

*Councillor Meyer, Chairperson*

**1. AGENDA APPROVAL**

**RECOMMENDATION**

THAT the Parcel Tax Roll Review Panel adopt the agenda for the meeting scheduled for April 21, 2015 as circulated.

**2. PREVIOUS MINUTES**

a) Parcel Tax Roll Review Panel - April 24, 2014

**Page 2**

**RECOMMENDATION**

THAT the Parcel Tax Roll Review Panel adopt the minutes for the meeting held April 24, 2014 as circulated.

**3. 2015 PARCEL TAX ROLL**

Report dated April 21, 2015 from the Director of Financial Services titled "2015 Parcel Tax Roll."

**Page 4**

**RECOMMENDATIONS**

THAT the Parcel Tax Roll Review Panel:

1. Receive for information the corporate report dated April 21, 2015 from the Director of Financial Services titled "2015 Parcel Tax Roll;" and
2. Authenticate the 2015 Parcel Tax Roll, which includes a total actual frontage of 76,420.0077 meters, and total taxable frontage of 75,331.1992 meters, for the City of White Rock.

**4. CONCLUSION OF THE APRIL 21, 2015 MEETING OF THE PARCEL TAX ROLL REVIEW PANEL**

**PRESENT:** Councillor Campbell, Chairperson  
Councillor Lawrence  
Councillor Meyer

**STAFF:** S. Kurylo, Director of Financial Services  
M. Connelly, Deputy City Clerk

Public: 0  
Press: 0

---

The meeting was called to order at 4:08 p.m.

**1. AGENDA APPROVAL**

2014-ParcelTax-001

**It was MOVED and SECONDED**

THAT the Parcel Tax Roll Review Panel adopts the agenda for the meeting scheduled for April 24, 2014 as circulated.

**CARRIED**

**2. PREVIOUS MINUTES**

2014-ParcelTax-002

**It was MOVED and SECONDED**

THAT the Parcel Tax Roll Review Panel adopts the minutes for their meeting held April 25, 2013 as circulated.

**CARRIED**

**3. 2014 PARCEL TAX ROLL**

Report dated April 24, 2014 from the Director of Financial Services titled "2014 Parcel Tax Roll."

S. Kurylo, Director of Financial Services outlined the process for establishing the 2014 Parcel Tax Roll, total actual frontage, and total taxable frontage in accordance with the *Community Charter* and noted that 231 notification letters were mailed to every parcel of land that is to be taxed with the frontage tax. It was further noted that one (1) item of correspondence was received from the property owner of 919 Kent Street advising that the frontage recorded for his property was incorrect.

2014-ParcelTax-003

**It was MOVED and SECONDED**

THAT the Parcel Tax Roll Review Panel:

- 1) Receives for information the corporate report dated April 24, 2014 from the Director of Financial Services titled "2014 Parcel Tax Roll;" and
- 2) Authenticates the 2014 Parcel Tax Roll, which includes a total actual frontage of 76,821.2826 meters, and total taxable frontage of 75,686.1461 meters, for the City of White Rock.

**CARRIED**

**4. CONCLUSION OF THE APRIL 24, 2014 MEETING OF THE  
PARCEL TAX ROLL REVIEW PANEL**

The meeting was declared concluded at 4:16 p.m.

\_\_\_\_\_  
Councillor Campbell, Chair

  
\_\_\_\_\_  
M. Connelly, Deputy City Clerk

UNAPPROVED

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE**            April 21, 2015

**TO:**              Parcel Tax Roll Review Panel

**FROM:**          Sandra Kurylo, Director of Financial Services

**SUBJECT:**      2015 Parcel Tax Roll

---

**RECOMMENDATIONS**

THAT the Parcel Tax Roll Review Panel:

1. Receive for information the corporate report dated April 21, 2015 from the Director of Financial Services titled “2015 Parcel Tax Roll;” and
  2. Authenticate the 2015 Parcel Tax Roll, which includes a total actual frontage of 76,420.0077 meters, and total taxable frontage of 75,331.1992 meters, for the City of White Rock.
- 

**INTRODUCTION**

The *Community Charter* requires that a certain pre-notification process take place for those properties being assessed the City’s parcel tax for the first time, that the Parcel Tax Roll Review Panel consider any complaints resulting from this process, and that it authenticate the Parcel Tax Roll annually. The purpose of this report is to advise the Parcel Tax Roll Review Panel of the 2015 process and present a recommendation on the 2015 Parcel Tax Roll.

**PAST PRACTICE/POLICY/LEGISLATION**

Sections 200 to 209 of the *Community Charter* set the requirements for determining and authenticating the City’s annual parcel tax rolls. Among other provisions, this legislation requires a pre-notification process for properties being assessed the City’s parcel tax for the first time. It also requires the Parcel Tax Roll Review Panel to consider complaints and direct corrections be made to the Roll as applicable. Further, the Panel is required to authenticate the Roll prior to parcel charges being assessed.

**ANALYSIS**

The City has one parcel tax that requires the annual authentication of a Parcel Tax Roll. It is a sanitary sewer tax of \$2.05 per meter of frontage.

A total of 39 pre-notification letters were sent to the owners of 34 properties being assessed the parcel tax for the first time this year.

As of the time of the writing of this report, there has been no correspondence received back from the property owners, and no notifications of possible errors.

The 2015 Parcel Tax Roll represents a total actual frontage of 76,420.0077 meters and a total taxable frontage of 75,331.1992 meters.

**CONCLUSION**

It is recommended that the 2015 Parcel Tax Roll be authenticated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Kurylo', with a large, sweeping flourish at the end.

Sandra Kurylo  
Director of Financial Services