
TO: CITY MANAGER **DATE:** 2018 January 17

FROM: DIRECTOR FINANCE **FILE:** 7800-02

SUBJECT: 2018 PARCEL TAX ROLL REVIEW PANEL

PURPOSE: To obtain Council authority to convene a Parcel Tax Roll Review Panel on Wednesday, 2018 March 07 at 6:00 pm.

RECOMMENDATION:

1. **THAT** Council appoint at least three Council members as the members of the Parcel Tax Roll Review Panel and approve a Parcel Tax Roll Review Panel be established in the Council Chambers on Wednesday, 2018 March 07 at 6:00 pm to hear appeals against the Local Area Service and Sewer Parcel Assessment Rolls.

REPORT

The City imposes Local Area Service and Sewer Parcel Tax by the provisions of the Community Charter.

A Parcel Tax Roll Review Panel is scheduled each year to provide an opportunity for property owners to appeal Local Area Service, and Sewer Parcel Taxes, that are being charged in that year for the first time. The assessments confirmed by this Panel will form the basis for the Local Area Services and Sewer Parcel Assessment Tax Rolls. In Burnaby, members of City Council have constituted the Parcel Tax Roll Review Panel to hear such appeals.

Local Area Service charges are applied for the first time in May of each year and billed with Property Taxes. Sewer Parcel Tax charges are collected with utilities and are billed annually in late January. An adjustment will be made to the Tax Levy in May should the panel find that 2018 Sewer Parcel Tax assessments are disallowed.

The Director Finance performs the assessment function for Local Area Services and Sewer Parcel Tax, with representatives from the Engineering Department providing technical support at each Parcel Tax Roll Review Panel. For 2018 both Finance and Engineering staff will be in attendance at the review panel.

To: City Manager
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Re: 2018 Parcel Tax Roll Review Panel
2018 January 22 Page 2

It is recommended that Council appoint at least three Council members as the members of the Parcel Tax Roll Review Panel and approve a Parcel Tax Roll Review Panel be established in the Council Chambers to hear appeals against the Local Area Service and Sewer Parcel Assessment Rolls on Wednesday, 2018 March 07 at 6:00 pm.



Noreen Kassam
DIRECTOR FINANCE

NK:RR /ml

Copied to: Director Engineering
City Solicitor
City Clerk