



Parcel Tax Review Panel Meeting

Wednesday, February 26, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
12:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/26-2-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_-74GHB_KT4uXO9jPS42I_g#/registration

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1. **CALL TO ORDER & APPOINTMENT OF CHAIRPERSON**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions - Board Members and Staff present in the Boardroom and Zoom.

THAT Director _____ be appointed Chairperson of the Alberni-Clayoquot Regional District Parcel Tax Review Panel for 2025.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **REQUEST FOR DECISION**

a. **REQUEST FOR DECISION**

Parcel Tax Roll Authentication 2025

3-5

THAT the Parcel Tax Roll Review Panel hereby certify that the following Alberni-Clayoquot Regional District Parcel Tax Rolls have been authenticated for 2025 as per Section 206 of the Community Charter:

- *Bamfield Water System Local Service Area*
- *Bamfield Water System Treatment Plant Debt Local Service Area*
- *Beaver Creek Water System Local Service Area*

- *Salmon Beach Power Local Service Area*
- *Salmon Beach Sewage / Security / Garbage / Recreation / Transportation / Water Local Service Area*
- *South Long Beach Multi-Purpose Path Local Service Area*
- *Sproat Lake Community Association Local Service Area*

4. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

5. **ADJOURN**



To: Parcel Tax Roll Review Panel
From: Teri Fong, CPA, CGA, Collector
Meeting Date: February 26, 2025
Subject: Parcel Tax Roll Authentication 2025

Recommendation:

That the Parcel Tax Roll Review Panel hereby certify that the following Alberni-Clayoquot Regional District Parcel Tax Rolls have been authenticated for 2025 as per Section 206 of the Community Charter:

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Desired Outcome:

To fulfill the legislative requirements for certifying the parcel tax rolls for 2025.

Summary:

The following steps were carried out as part of the parcel tax roll review for 2025:

1. BC Assessment updated the folio listing during 2025 to reflect subdivisions, consolidations and any other property changes that resulted in the addition or deletion of folios.
2. The Surveyor of Taxes loaded the database from BC Assessment into etaxBC for the Alberni-Clayoquot Regional District (ACRD) to review. All new folios are flagged by the Surveyor of Taxes as requiring investigation by the ACRD.
3. Advertisements were placed in the Alberni Valley News and the Westerly to advise of the parcel tax review process. As part of this advertisement, contact information was provided so that a member of public could make an appointment to come in to view the roll. No appointments have been requested.
4. The Chief Financial Officer provides the new folio listing to the Planning Assistant to review and confirm the nature of the new folios. All foreshore leases and crown properties are removed as they are considered exempt.

5. The ACRD mailed all owners of the newly identified folios a letter advising that their property will be added to the applicable 2025 parcel tax roll and information on how to request an amendment. There were 11 new parcels identified which will be potentially added in 2025:

Folio	Parcel Tax
770 002801.001	Bamfield Water System
770 001472.003	Sproat Lake Community Association
770 003489.114	Sproat Lake Community Association
770 000529.002	Beaver Creek Water System
770 000529.003	Beaver Creek Water System
770 000582.002	Beaver Creek Water System
770 000598.015	Beaver Creek Water System
770 000766.002	Beaver Creek Water System
770 001087.001	Beaver Creek Water System
770 001248.012	Beaver Creek Water System
770 001256.032	Beaver Creek Water System

6. No requests for amendments to the roll have been received for the 2025 tax roll.
7. Since no amendments have been requested, the 2025 Parcel Tax Rolls are simply to be authenticated by the Roll Review Panel. A copy of the '2025 Parcel Tax Rolls Certificate of Authentication' is attached.

Policy or Legislation:

Part 7, Division 4 of the Community Charter governs the parcel tax process.

Submitted by: Teri Fong
Teri Fong, CPA, CGA, Collector

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



**2025 Parcel Tax Rolls
Certificate of Authentication**

We, the 2025 Parcel Tax Review Panel hereby certify that the following Alberni-Clayoquot Regional District Parcel Tax Rolls have been authenticated for 2025 as per Section 206 of the *Community Charter*:

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- Sproat Lake Community Association Local Service Area

Dated the ___ day of February, _____.

Debbie Haggard, Vice-Chair
City of Port Alberni

Susan Roth, Director
Area 'E' Beaver Creek

Mike Sparrow, Director
Area 'F' Cherry Creek