

Attachment 4

DRAFT Letter to Property Owners

April 9, 2024

«Registered Owner»

«Address»

Folio No. «Folio number»

Re: Imposition of a Parcel Tax – Uptown Business Improvement Area (BIA)

On December 11, 2023 City Council adopted the Uptown BIA Bylaw 8424, 2023 that provides the authority to levy a parcel tax for calendar years 2024 to 2028 against properties within the affected areas of the bylaws.

In accordance with Section 204(1) of the Community Charter, before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll and must authenticate the roll.

The Parcel Tax Review Panel will convene at 6:00p.m., Monday April 22, 2024 in Council Chambers at City Hall, 511 Royal Avenue, New Westminster, B.C to identify, confirm and authenticate the parcel tax roll.

The tax is being levied to promote business improvement and promotion initiatives within the Uptown BIA which includes Street Beautification, Street Activation, Promotion and Marketing, and Outreach.

The taxable frontage that will be utilized to apply the tax will be «X» meters.

Under Section 205(1) of the Community Charter, a property owner may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d) an exemption has been improperly allowed or disallowed.

Deadline for written complaints is 4:30p.m., Friday April 19, 2024.

Under Section 205(2) of the Community Charter, a complaint may not be heard by the Parcel Tax Review Panel unless written notice of the complaint was made to the municipality at least forty-eight (48) hours before the time set for the first sitting of the parcel tax review panel.

A notice of complaint must include the following information:

- Clear identification of the subject property;
- The full name, phone number, email and regular business hours of the complainant;
- Indication of whether or not the complainant is the owner of the property;
- The full contact information of the agent acting on the complainant(s) behalf, in regard;
- The address for the delivery of any notices in respect to the complaint; and
- A statement of grounds upon which the complaint is based in accordance with Section 205(1) of the Community Charter.

The parcel tax roll is available for inspection at City Hall during regular office hours, 8:30a.m. to 4:30p.m., Monday through Friday, excluding holidays.

The parcel tax payment will be an annual amount, estimated to be \$90.00 per meter of frontage in 2024, which is to be adjusted and levied each year over a five (5) year period in accordance with Uptown BIA Bylaw No. 8424, 2023.

Indeep Johal, CPA, BBA
Manager, Financial Services
604-527-4646
ijohal@newwestcity.ca