

# City of Coquitlam

## NOTICE OF PARCEL TAX ROLL AUTHENTICATION

In accordance with Part 7 Division 4 of the *Community Charter*, the City of Coquitlam is undertaking an annual authentication of the Parcel Tax Rolls. Parcel taxes are often used instead of, or in conjunction with, user fees to recover the costs of providing local government services. A parcel tax can only be applied to properties that may receive a particular service.

The Local Improvement Frontage Roll and the Parcel Tax Roll will be available for inspection at City Hall, 3000 Guildford Way, Coquitlam, B.C., V3B 7N2 from **Thursday, March 4, 2021 to Friday, March 26, 2021** during regular office hours (8:00 a.m. to 5:00 p.m.) excluding statutory holidays.

During this authentication process, a person may request amendments to a Parcel Tax Roll. A person who owns a parcel included on a Parcel Tax Roll may request that the roll be amended, but only in relation to the person's own property, for one or more of the following reasons: an exemption has been improperly allowed or disallowed; there is an error or omission respecting: a name or address on the parcel tax roll, the inclusion of a parcel, the taxable area or the taxable frontage of a parcel.

The City of Coquitlam will receive written amendment requests up to **Monday, March 26, 2021**. Written submissions may be provided in one of the following ways:

- By email to: [clerks@coquitlam.ca](mailto:clerks@coquitlam.ca);
- Fax: 604-927-3015.
- Mail: City Clerk's Office, 2nd Floor, 3000 Guildford Way, Coquitlam, BC, V3B 7N2;
- In person at City Hall, 3000 Guildford Way at the City Clerk's Office during the hours of 8:00 a.m. to 5:00 p.m. from **Thursday, March 4, 2021 to Friday, March 26, 2021** excluding statutory holidays.

If no amendment requests are received, the Parcel Tax Rolls will be considered to be authenticated. Amendment requests that cannot be accommodated by City staff will be heard by the Parcel Tax Roll Review Panel. A meeting of the Parcel Tax Roll Review Panel is scheduled for **Thursday, April 29, 2021 at 2:00 p.m.** in Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.

Parcel tax for sanitary sewer is fixed for all properties and will appear on the yearly tax notice.

**For further information on the Parcel Tax Roll Authentication Process please call 604-927-3050.**