

July 27, 2011

**Information Bulletin: BC Assessment Service Area Coding
 Guidelines for Processing Bylaws**

BC Assessment is introducing changes to streamline and improve the processing of bylaws for regional districts. BC Assessment head office is responsible for assigning codes to service areas that cover portions of an electoral area. The BC Assessment field office applies the code to relevant folios. Regional districts are required to send their service area information directly to BC Assessment head office. Service areas also include former bylaws for local service areas, defined areas and specified areas. Following is a list of documents BC Assessment requires to code folios for services:

<ul style="list-style-type: none"> • Adopted service area bylaw • Service area code sheet • List of impacted properties (i.e. .xls) 	<ul style="list-style-type: none"> • Copy of a map outlining the service area <ul style="list-style-type: none"> ○ .pdf preferred ○ if original larger than 11 x 17, please send 2 hard copies • GIS boundary of the service area (i.e. shape file), if available.
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Effective immediately, BC Assessment requests all bylaws and supporting documentation be sent electronically to the BC Assessment Customer Services mailbox: bcacustomer.services@bcassessment.ca. BC Assessment can receive attachments up to 17 mgs in size per email. Sending documents over more than one email may be required. Large format maps or documents that cannot be sent electronically can be mailed to:

BC Assessment
 c/o Customer Services
 400 – 3450 Uptown Blvd
 Victoria, BC V8Z 0B9

Assessment Roll Deadlines

The primary product of BC Assessment is the Assessment Roll which is produced and delivered to tax authorities. Bylaws will be processed for the roll year in which they have been adopted and come into effect.

To ensure bylaw coding changes are reflected on the Assessment Roll, please provide the bylaw to BC Assessment *as they come into effect* and no later than:

- **October 1** to be included on the Completed Roll
- **February 1** to be included on the Revised Roll.

Bylaws received after these dates will be processed for the next roll year.

Note: Bylaws recovering for Parcel Tax are required for the Completed Roll.

Example:

Date bylaw in effect	Received by BCA	Coding reflected on Roll
August 15, 2010	September 15, 2010	2011 Completed Roll
November 15, 2010	December, 15, 2010	2011 Revised Roll
December 31, 2010	February 01, 2011	2011 Revised Roll
January 01, 2011	February 01, 2011	2012 Completed Roll

Service area code sheet

The service area code sheet (previously called the jurisdiction code sheet) is to provide BC Assessment with sufficient information about the bylaw.

The summary information required by BC Assessment head office to process coding requests is as follows:

- Regional district name
- Bylaw number
- Service area name
- Type of service provided
- Date bylaw in effect
- Bylaw purpose
- Areas that form the service area boundary
- Services co-terminus with other service areas
- Method of cost recovery

Mapping Guidelines

BC Assessment has specific guidelines for what must be included in the service area map. If these requirements are not met, coding may be delayed.

The service area map must:

- Outline the entire portion of the electoral area (s) that defines the service area
- Include legible legal descriptions
- Include bylaw number, service area name and date of adoption.

It is necessary for the map to outline the **new boundary** of the service area even if only a few properties are added or removed from the service area.

Contact Information

For further information regarding BC Assessment requirements and services, please visit the BC Assessment website or contact a Customer Services representative.

BC Assessment
c/o Customer Services
400 - 3450 Uptown Blvd
Victoria BC V8Z 0B9
1-800-668-0086

bcacustomer.services@bcassessment.ca
www.bcassessment.ca

For questions about adopting service area bylaws, please contact the Ministry of Community, Sport and Cultural Development Advisory Officer <http://www.cd.gov.bc.ca/lqd/> responsible for your regional district.