



# Basics of Assessments & Property Taxation

## *A Workshop for Tax Collection Staff*

Various Locations

Spring 2011



Learn about assessments, taxation process, basic tax rate calculation, collections, home owner grants and deferment rules.

### **WORKSHOP OBJECTIVES:**

To give the staff who work on the front counter, especially during tax time, the information they need in order to be confident and effective in dealing with taxpayers.

### **WHO SHOULD ATTEND:**

- Front counter staff
- Supervisors of tax staff
- Staff who need to answer questions from taxpayers

### **BENEFITS OF ATTENDING:**

You will learn (or refresh your memory):

- Assessment basics
- Taxation cycle and calculation
- Collections
- Home Owner Grants and deferment rules

### **ABOUT THE WORKSHOP LEADER:**

**Doug Stein** has worked in municipal finance for over 25 years. He recently retired from his position as Manager of Revenue Services for the District of Saanich. Prior to that, he was the Deputy Treasurer/Deputy Clerk for the District of Esquimalt. Doug has been very involved with the Collectors' Forum, is a GFOABC Life Member and a CMA (Certified Management Accountant).

BC Assessment will be providing skilled trainers from each local area to provide their section of the workshop.

### **Workshop Locations & Dates**

April 19, 2011  
Marriott Inner Harbour  
Victoria, BC  
8:30 to 4:30 p.m.

April 20, 2011  
Crown Isle Resort  
Courtenay, BC  
8:30 to 4:30 p.m.

April 26, 2011  
District of Maple Ridge  
Maple Ridge, BC  
8:30 to 4:30 p.m.

April 27, 2011  
Kamloops Towne Lodge  
Kamloops, BC  
8:30 to 4:30 p.m.

April 29, 2011  
St. Eugene Golf Resort  
Cranbrook, BC  
8:30 to 4:30 p.m.

### **Accommodations**

Marriott Inner Harbour  
728 Humboldt Street  
Victoria, BC  
Call 1-866-306-5451 and ask for Gov't rate of \$90/nt

Crown Isle Resort  
3999 Clubhouse Drive  
Courtenay, BC  
Call 1-888-338-8439 and ask for Gov't rate of \$90/nt

Quality Inn  
21735 Lougheed Highway  
Maple Ridge, BC  
Call 1-800-567-2889 and ask for Gov't rate of \$83/nt

Kamloops Towne Lodge  
1250 Rogers Way  
Kamloops, BC  
Call 1-800-665-6674 and ask for Gov't rate of \$92/nt

St. Eugene Golf Resort  
7777 Mission Road  
Cranbrook, BC  
Call 1-866-292-2020 and ask for Gov't rate of \$90/night

### **Registration Fees**

**\$240 + GST** or 6 PD points

*Registration includes coffee, muffins & lunch.*

A maximum of 20 people will be allowed in the course; a minimum of 14 people are required to proceed with the course.

*This course provides 7 verifiable hours of training.  
Check with your professional association to confirm that this qualifies for your personal CPD record.*