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## MINUTES of the Local Parcel Tax Roll Review Panel

March 9, 2011

Held at the Capital Regional District, Room 651, 625 Fisgard Street, Victoria BC

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Present: Directors G. Hendren, K. Hancock, M. Hicks and G. Young  
Staff: DJ Bridgewood, D. Costin, S. Santarossa and G. Andrews (Recorder)

### 1. Call to Order

The Local Parcel Tax Roll Review Panel was called to order at **12:03 p.m.**

### 2. Swearing-in of Members

The members of the Local Parcel Tax Roll Review Panel were sworn in by S. Santarossa and then signed the required declaration pursuant to Section 204 of the *Community Charter*.

### 3. Nominations/Election of Chair

Director Hendren was **NOMINATED** as Chair by Director Hancock, **SECONDED** by Director Hicks. There being no further nominations, Director Hendren was declared as Chair of the Local Parcel Tax Roll Review Panel.

### 4. Adoption of Agenda

**MOVED** by Director Hicks, **SECONDED** by Director Hancock, that the agenda of the Local Parcel Tax Roll Review Panel sitting of March 9, 2011 be adopted.

**CARRIED**

### 5. Adoption of 2010 Minutes

**MOVED** by Director Hancock, **SECONDED** by Director Hicks, that the minutes of the Local Parcel Tax Roll Review Panel sitting of March 10, 2010 be adopted.

**CARRIED**

S. Santarossa left the meeting at 12:07 p.m.

### 6. Jurisdiction of Court

Donna Costin, Manager, Revenue Services introduced DJ Bridgewood, Business Analyst - Revenue, the staff member responsible for compilation of the rolls, making these available for the constituents' review, and preparing the Directors' packages. Mr. Bridgewood then outlined the jurisdiction and purpose of the Parcel Tax Roll Review Panel as detailed in the *Community Charter* and *Local Government Act*, to consider and deal with the 24 parcel tax rolls for 2011, as follows:

Port Renfrew Sewer Service, Port Renfrew Street Lighting Service, Port Renfrew Water Service, Wilderness Mountain Water Service, Durrance Road Fire Protection Service, Salt Spring Island Liquid Waste Disposal Service, Small Craft Harbour Facilities (Southern Gulf Islands), North Galiano Island Fire Protection & Emergency Response Service, Magic Lake Estates Sewer Service (Pender Island), Ganges Sewerage Service (Salt Spring Island), Magic Lake Estates Water Service (Pender Island), North Pender Island Fire Protection & Emergency Response Service, Fernwood Water Service (Salt Spring Island), Maliview Estates Sewerage Service (Salt Spring Island), Highland Water Service (Salt Spring Island), Cedar Lane Water Service (Salt

Spring Island), Sticks Allison Water Service (Galiano Island), Magic Lake Estates Water Second Service (Pender Island), Gossip Island Electric Power Supply Service, Lyall Harbour/Boot Cove Water Service (Saturna Island), Skana Water Service (Mayne Island), Surfside Park Estates Water Service (Mayne Island), Beddis Water Service (Salt Spring Island) and Fulford Water Service (Salt Spring Island).

Mr. Bridgewood explained the activities prior to the Local Parcel Tax Roll Review carried out in accordance with the *Community Charter* and *Local Government Act*, and also the process of notifying the public of the review by sending letters to property owners, local newspaper advertising and in having the rolls available for public viewing.

During discussion a question was raised regarding the amalgamation of two water systems on Salt Spring Island and the resultant effect on parcel taxes. A second question was raised on taxing properties in the Snuggery Cove Water district in addition to those same properties being taxed for Port Renfrew Water. Staff took the queries under advisement and indicated they would report back to the Directors.

**7. Presentation of Appeals**

Mr. Bridgewood outlined the grounds on which appeals may be made in accordance with the *Community Charter*. No appeals were received for 2011.

**8. Adoption of 2011 Certificates of Authentication**

**MOVED** by Director Hancock, **SECONDED** by Director Hicks, that the twenty-four 2011 parcel tax rolls of the Capital Regional District be certified as correct.

**CARRIED**

The 2011 Certificates of Authentication were then endorsed by the members of the Panel.

**9. Other Business**

Ms. Costin noted the considerable time and effort of DJ Bridgewood in compiling the tax rolls and in undertaking all the necessary procedures prior to this meeting. Mr. Bridgewood was commended for his work by the panel.

**10. Adjournment**

*On motion, the Panel adjourned at 12:16 p.m.*