



Making a difference...together

MINUTES of the Parcel Tax Roll Review Panel

March 13, 2013

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

Present: Directors M. Hicks, D. Howe, W. McIntyre and A. Bryson
Staff: DJ Bridgewood, D. Costin, S. Norton and G. Andrews (Recorder)

1. Call to Order

The 2013 Parcel Tax Roll Review Panel was called to order at **12:00 p.m.**

2. Swearing-in of Members

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

3. Nominations/Election of Chair

Director Hicks was nominated as Chair by CRD Board Chair Bryson. Three calls were made for further nominations, hearing none Director Hicks was declared as Chair of the 2013 Parcel Tax Roll Review Panel.

4. Adoption of Agenda

MOVED by Director Howe, **SECONDED** by Board Chair Bryson, that the agenda of the March 13, 2013 Parcel Tax Roll Review Panel sitting be adopted.

CARRIED

5. Adoption of 2012 Minutes

MOVED by Director McIntyre, **SECONDED** by Director Howe, that the minutes of the Local Parcel Tax Roll Review Panel sitting of March 21, 2012 be adopted.

CARRIED

S. Norton left the meeting at 12:05 p.m.

6. Jurisdiction of Parcel Tax Roll Review Panel

Mr. DJ Bridgewood, Business Analyst, Revenue, reported that the complete 2013 parcel roll is comprised of the same 25 service areas as in 2012, as follows:

Port Renfrew Water Service; Port Renfrew Sewer Service; Port Renfrew Street Lighting Service; Wilderness Mountain Water Service; Durrance Road Fire Protection Service; Salt Spring Island Liquid Waste Disposal Service; Small Craft Harbour Facilities (Salt Spring Island, Fernwood Dock); Ganges Sewerage Service (Salt Spring Island); Fernwood Water Service (Salt Spring Island); Highland Water Service (Salt Spring Island); Maliview Estates Sewerage Service (Salt Spring Island); Beddis Water Service (Salt Spring Island); Fulford Water Service (Salt Spring Island); Cedar Lane Water Service (Salt Spring Island); Small Craft Harbour Facilities (Southern Gulf Islands); North Pender Island Fire Protection & Emergency Response Service; Magic Lake Estates Water Service (Pender Island); Magic Lake Estates Water Second Service (Pender Island); Magic Lake Estates Sewer Service (Pender Island); Lyall Harbour/Boot Cove Water Service (Saturna Island); North Galiano Fire Protection & Emergency Response Service; Sticks Allison Water Service (Galiano Island); Gossip Island Electric Power Supply Service; Surfside Park Estates Water Service (Mayne Island); and Skana Water Service (Mayne Island).

Mr. Bridgewood explained the processes for compiling the rolls and of notifying the public of the review by sending notices to property owners with changes to the roll, local newspaper advertising, and in having the rolls available for public viewing.

7. Presentation of Appeals

Mr. Bridgewood noted that appeals could be made in writing and received at least 48 hours in advance of the Parcel Tax Roll Review Panel, in accordance with *Community Charter*, Section 205, which outlines the Panel's authorization for hearing and reviewing complaints and for correcting the roll.

No appeals were received for 2013.

During discussion, CRD staff members provided the following clarification:

- Cedars of Tuam Water System is maintained by a user charge as opposed to a parcel tax.
- Details of the nine exempt properties within the Port Renfrew service area will be provided to Director Hicks following the meeting.

8. Adoption of 2013 Certificate of Authentication

MOVED by Director Howe, **SECONDED** by Director McIntyre, that the 2013 parcel tax roll comprised of 25 service areas of the Capital Regional District be certified as correct.

CARRIED

The 2013 Certificate of Authentication was endorsed by the members of the Panel.

9. Other Business

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

10. Adjournment

MOVED by Director Howe, **SECONDED** by Director McIntyre, that the meeting be adjourned at 12:15 p.m.

CARRIED

Chair