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MINUTES of the Parcel Tax Roll Review Panel

March 12, 2014

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 S. Bligh (Recorder)

1. Call to Order

The 2014 Parcel Tax Roll Review Panel was called to order at **12:02 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 Howe was nominated as Chair by CRD Board Chair Bryson. Three calls were made for further nominations, hearing none Director Howe was declared as Chair of the 2014 Parcel Tax Roll Review Panel.

4. Adoption of Agenda

MOVED by Director Howe, **SECONDED** by Board Chair Bryson, that the agenda of the March 12, 2014 Parcel Tax Roll Review Panel sitting be adopted.

CARRIED

5. Adoption of 2013 Minutes

MOVED by Director McIntyre, **SECONDED** by Director Howe, that the minutes of the Local Parcel Tax Roll Review Panel sitting of March 13, 2013 be adopted.

CARRIED

6. Jurisdiction of Parcel Tax Roll Review Panel

Mr. DJ Bridgewood, Business Analyst, Revenue, reported that the complete 2014 parcel roll is comprised of 26 service areas throughout the Juan de Fuca, Salt Spring Island and Southern Gulf Island electoral areas.

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 2014.

8. Adoption of 2014 Certificate of Authentication

MOVED by Director Howe, **SECONDED** by Director McIntyre, that the 2014 parcel tax roll comprised of 26 service areas of the Capital Regional District be certified as correct.

CARRIED

The 2014 Certificate of Authentication was endorsed by the members of the Panel.

9. Adjournment

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

CARRIED

Chair