



Making a difference...together

Capital Regional District

625 Fisgard Street
Victoria, BC V8W 1R7

Meeting Minutes Parcel Tax Roll Review Panel

Wednesday, March 9, 2016

12:00 p.m.

Room 651

PRESENT: **Directors:** M. Hicks, P. LeBlond (for D. Howe), W. McIntyre
 Absent: B. Desjardins
 Staff: DJ Bridgewood, Senior Financial Officer; R. Lachance, Manager, Financial
 Planning & Analysis; S. Norton, Deputy Corporate Officer; A. Boyd, Senior
 Administrative Secretary (recorder)

1. Call to Order

The 2015 Tax Roll Review Panel was called to order at 12:02 p.m.

2. Oath of Office

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

3. Nomination/Election of Chair

Director McIntyre was nominated by Director Hicks, as Chair. Three calls were made for further nominations, hearing none, Director McIntyre was declared Chair of the 2016 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Hicks, SECONDED by Alternate Director LeBlond,
That the agenda of March 9, 2016 be approved.
CARRIED

5. Adoption of the Minutes of March 11, 2015

MOVED by Director Hicks, SECONDED by Alternate Director LeBlond
That the minutes of March 11, 2015 be adopted.
CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

Mr. DJ Bridgewood reported that the 2016 parcel roll is comprised of 25 service areas throughout the Juan de Fuca, Salt Spring Island and Southern Gulf Island electoral areas.

Mr. Bridgewood explained the process for compiling the rolls and notifying the public of the review, by sending notices to property owners with changes to the roll, local newspaper advertising and having the rolls available for public viewing. He noted that he received three phone calls from the public with inquiries and questions.

7. Presentation of Complaints or 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 the *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 2016.

8. Certification of the 2016 Parcel Tax Roll

MOVED by Director Hicks, SECONDED by Alternate Director LeBlond,
That the Capital Regional District 2016 Parcel Tax Assessment Roll be confirmed
and authenticated pursuant to *Community Charter, Section 206 (2)*.
CARRIED

The 2016 Certificate of Authentication was endorsed by the members of the panel.

In response to a question, it was noted that Snuggery Cove is included in the Port Renfrew Water Service.

9. Other Business

It was requested to have the 2017 Parcel Tax Roll Review Panel meeting held at 12:30 p.m.

10. Adjournment

MOVED by Director Hicks, SECONDED by Alternate Director LeBlond,
That the meeting adjourn at 12:12 p.m.
CARRIED

CHAIR

RECORDER