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Meeting Minutes Parcel Tax Roll Review Panel

Wednesday, March 8, 2017

12:30 p.m.

Room 651
6th Floor, 625 Fisgard Street
Victoria, BC V8W 1R7

PRESENT: **Directors:** M. Hicks, D. Howe, W. McIntyre, B. Desjardins (Board Chair)
Staff: DJ Bridgewood, Senior Financial Officer; N. Chan, Chief Financial Officer,
A. Donaldson, Acting Senior Manager, Financial Services; E. Gorman, Deputy
Corporate Officer; P. Perna, Committee Clerk (recorder)

1. Call to Order

The 2017 Parcel Tax Roll Review Panel was called to order at 12:30 p.m.

2. Oath of Office

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

3. Nomination/Election of Chair

Director Howe was nominated by Director Hicks, as Chair. Three calls were made for further nominations, hearing none, Director Howe was declared Chair of the 2017 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Hicks, **SECONDED** by Director McIntyre,
That the agenda for the March 8, 2017 Parcel Tax Review Panel be approved as
circulated.
CARRIED

5. Adoption of the Minutes of March 9, 2016

MOVED by Director Hicks, **SECONDED** by Director McIntyre
That the minutes of March 9, 2016 be adopted as circulated.
CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

Mr. DJ Bridgewood reported that the 2017 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 advised that this panel does not approve or do anything to the budget, and the purpose of the panel is only to approve the roll for the properties that are participating in the roll.

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. He advised of only one call from a resident from Salt Spring Island advising of an error on the Parcel Tax Roll, which has since been corrected. There were no other calls from the public with inquiries and questions and no appeals were received for 2017.

8. Certification of the 2017 Parcel Tax Roll

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That the Capital Regional District 2017 Parcel Tax Assessment Roll be confirmed and
authenticated pursuant to *Community Charter, Section 206 (2)*.
CARRIED**

The 2017 Certificate of Authentication was endorsed by the members of the panel.

9. Other Business – None.**10. Adjournment**

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That the March 8, 2017 Parcel Tax Roll Review Panel meeting be adjourned at
12:41 p.m.
CARRIED**

CHAIR

RECORDER