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**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 14, 2018, in Room 651, 625 Fisgard St., Victoria, BC**

PRESENT: **Directors:** M. Hicks, B. Maberley (for D. Howe), W. McIntyre, S. Price (Board Chair)
 Staff: N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Financial Services; DJ Bridgewood, Senior Financial Officer, Financial Services; E. Gorman, Deputy Corporate Officer; N. More, Senior Administrative Secretary (recorder)

1. Call to Order

The 2018 Parcel Tax Roll Review Panel was called to order at 12:30 p.m. by E. Gorman.

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 McIntyre was nominated as Chair by Director Price. Three calls were made for further nominations. Hearing none, Director McIntyre was declared Chair of the 2018 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Price, **SECONDED** by Alternate Director Maberley,
That the agenda for the March 14, 2018, Parcel Tax Roll Review Panel be approved as circulated.

CARRIED

5. Adoption of the Minutes of March 8, 2017

MOVED by Director Hicks, **SECONDED** by Alternate Director Maberley,
That the minutes of March 8, 2017, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

DJ Bridgewood reported that the 2018 parcel roll is comprised of 24 service areas throughout the CRD's three electoral areas. In 2018, the requisition for these services will comprise approximately \$2.4 million dollars. This will be the last year that the Magic Lake Water Two (second service) will be on the parcel tax roll, as the encumbrance that this service was paying has been fully amortized, with a small surplus to be refunded by negative requisition to 890 parcels of approximately \$34 each.

He explained the process for compiling the rolls and notifying the public of the review. He advised that the 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.

The Panel reviewed the list of service areas and the Parcel Tax Folio Summary–Multi-Year Analysis, handed out at the meeting and now on file at Corporate Services.

7. Presentation of Complaints or Appeals

Referring to the list of “ Activities Prior to Parcel Tax Roll Review Panel ” circulated at the meeting and now on file at Corporate Services, DJ 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 authorization of the Panel for hearing and reviewing complaints and for correcting the roll. He advised that no appeals were received for 2018.

8. Certification of the 2018 Parcel Tax Roll

MOVED by Director Hicks, **SECONDED** by Alternate Director Maberley,
That the Capital Regional District 2018 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter, Section 206 (2)*.

CARRIED

The 2018 Certificate of Authentication was endorsed by the members of the panel.

9. Other Business: None.

10. Adjournment

MOVED by Director Hicks, **SECONDED** by Alternate Director Maberley,
That the March 14, 2018, Parcel Tax Roll Review Panel meeting be adjourned at 12:38 p.m.

CARRIED

CHAIR

RECORDER