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**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 13, 2019, in Room 651, 625 Fisgard St., Victoria, BC**

PRESENT: **Directors:** M. Hicks, G. Holman, D. Howe, C. Plant (Board Chair)
 Staff: N. Chan, Chief Financial Officer; A. Hoge, Manager, Corporate Finance & Treasury; DJ Bridgewood, Senior Financial Officer, Financial Services; K. Morley, General Manager, Corporate Services; D. Vanmoerkerke, Recording Secretary

1. Call to Order

The 2019 Parcel Tax Roll Review Panel was called to order at 12:32 p.m. by Director Hicks.

2. Oath of Office

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

3. Nomination/Election of Chair

Director Hicks was nominated as Chair by Director Howe. Three calls were made for further nominations. Hearing none, Director Hicks was declared Chair of the 2019 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the agenda for the March 13, 2019, Parcel Tax Roll Review Panel be approved as circulated.

CARRIED

5. Adoption of the Minutes of March 14, 2018

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the minutes of March 14, 2018, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

DJ Bridgewood reported that the 2019 parcel roll is comprised of 24 service areas located throughout the CRD's three electoral areas. In 2019, the requisition for these services will comprise approximately \$2.5 million dollars although not all budgets have been finalized.

The Panel reviewed the list of service areas and the Parcel Tax Folio Summary–Multi-year Analysis distributed with the agenda and on file at the CRD. DJ Bridgewood reviewed two changes to the listing of service areas requisitioning Parcel Tax.

7. Presentation of Complaints or Appeals

DJ Bridgewood referred to the Activities Prior to Parcel Tax Roll Review Panel list circulated with the agenda and on file at the CRD. One complaint regarding an address on the parcel tax roll was received and reviewed, as outlined on the 2019 Parcel Tax Assessment Roll – Appeals/Amendments/Corrections Summary that was distributed with the agenda. A service ticket with the CRD IT Department has been initiated to correct the address.

In response to a question, DJ Bridgewood explained the difference between the taxable number of folios and exempt number of folios (e.g, water lots are counted as parcels but would be exempt).

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.

8. Certification of the 2019 Parcel Tax Roll

MOVED by Director Howe, **SECONDED** by Director Holman,
That the Capital Regional District 2019 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter, Section 206 (2)*.

CARRIED

The 2019 Certificate of Authentication was endorsed by the members of the panel.

9. Other Business: None.

10. Adjournment

MOVED by Director Holman, **SECONDED** by Director Howe,
That the March 13, 2019, Parcel Tax Roll Review Panel meeting be adjourned at 12:43 p.m.

CARRIED

CHAIR

RECORDER