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Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 11, 2020, in Room 652, 625 Fisgard St., Victoria, BC

PRESENT: **Directors:** M. Hicks, G. Holman, B. Mabberley (for D. Howe), C. Plant (Board Chair)
Staff: N. Chan, Chief Financial Officer; A. Hoge, Manager, Corporate Finance; DJ Bridgewood, Senior Financial Officer, Financial Services; E. Gorman, Deputy Corporate Officer, Corporate Services; N. More, Recording Secretary

The meeting originally scheduled for Room 651 was moved to the Room 652 in order to accommodate members of the public in the gallery.

1. Call to Order

The 2020 Parcel Tax Roll Review Panel was called to order at 12:18 p.m. by E. Gorman.

2. Oath of Office

Members of the Parcel Tax Roll Review Panel were sworn in by E. Gorman prior to the opening of the meeting and signed the required declaration pursuant to the *Community Charter, Section 204*. Director Hicks read aloud and signed the declaration.

3. Nomination/Election of Chair

Director Hicks was nominated as Chair by Director Holman. Three calls were made for further nominations. Hearing none, Director Hicks was declared Chair of the 2020 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Plant, **SECONDED** by Director Mabberley,
That the agenda for the March 11, 2020, Parcel Tax Roll Review Panel be approved as circulated.

CARRIED

5. Adoption of the Minutes of March 13, 2019

MOVED by Director Plant, **SECONDED** by Director Mabberley,
That the minutes of March 13, 2019, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

DJ Bridgewood reported that the 2020 parcel roll is comprised of 24 service areas located throughout the CRD's three electoral areas. In 2020, the requisition for these services will comprise approximately \$2.7 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.

Director Plant left the meeting at 12:22 p.m.

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. He highlighted the new folios.

DJ Bridgewood summarized 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, and that no complaints or appeals had been received.

By consensus, the panel directed staff to consult the *Community Charter Section 94* for guidance on advertising and review whether to change the advertising for the 2021 parcel tax roll review from the *Victoria Times-Colonist* to the local newspapers published by Black Press.

8. Certification of the 2020 Parcel Tax Roll

MOVED by Director Holman, **SECONDED** by Director Mabblerley,
That the Capital Regional District 2020 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter, Section 206 (2)*.

On the motion, staff provided clarification that one member of the public had been in contact to find out more about their assessment notice, but no complaint or appeal request had been made.

MOVED by Director Holman, **SECONDED** by Director Mabblerley,
That the Capital Regional District 2020 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter, Section 206 (2)*.

CARRIED

The 2020 Certificate of Authentication was endorsed by the members of the panel.

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

MOVED by Director Mabblerley, **SECONDED** by Director Holman,
That the March 11, 2020, Parcel Tax Roll Review Panel meeting be adjourned at 12:26 p.m.

CARRIED

CHAIR

RECORDER