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**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 10, 2021, in Room 652, 625 Fisgard St., Victoria, BC**

PRESENT: **Directors:** M. Hicks, G. Holman, D. Howe (EP, 12:20 p.m.), C. Plant (Board Chair)
Staff: A. Hoge, Manager, Corporate Finance; DJ Bridgewood, Senior Financial Officer, Financial Services; M. Lagoa, Deputy Corporate Officer, Corporate Services; N. More, Recording Secretary

1. Call to Order

The 2021 Parcel Tax Roll Review Panel was called to order at 12:17 p.m. by M. Lagoa.

2. Oath of Office

Members of the Parcel Tax Roll Review Panel were sworn in by M. Lagoa. Members Hicks, Holman and Plant read aloud and signed the required declaration pursuant to the *Community Charter, Section 204*.

3. Nomination/Election of Chair

M. Lagoa directed the Election of the 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 2021 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Holman, **SECONDED** by Director Plant,
That the agenda for the March 10, 2021, Parcel Tax Roll Review Panel be approved as circulated.

CARRIED

5. Adoption of the Minutes of March 11, 2020

MOVED by Director Plant, **SECONDED** by Director Holman,
That the minutes of March 11, 2020, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

Director Howe entered the meeting by EP at 12:20 pm.

Director Howe read out the Oath of Office and signed the declaration. Those present in the room were able to see Director Howe's signature on the declaration in the view of the camera over Electronic Participation.

6. Jurisdiction of the Parcel Tax Roll Review Panel

DJ Bridgewood summarized the jurisdiction of the Panel and staff activities prior to the Parcel Tax Roll Review Panel meeting. He reported that the 2021 parcel roll is comprised of 26 service areas located throughout the CRD's three electoral areas.

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.

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.

8. Certification of the 2021 Parcel Tax Roll

Staff provided clarification on the following points:

- A change in folios regarding a trailer park in the Juan de Fuca Electoral Area and its relation to parcel taxes for services. The folio covers the entire property as one folio, not the individual trailer sites as separate or additional folios.
- In the Summary table, the number of new parcels added is greater than the increase in the number of parcels because parcels that are removed from the roll (due to subdivision) are not reported.
- A change in folio regarding a 50 unit complex on Salt Spring Island. The folio covers the entire property as one folio, not the individual rental units as separate or additional folios. The case would be different if they were strata units.
- No requests to address the panel had been made by members of the public.

The Chair called the question on the motion:

MOVED by Director Plant, **SECONDED** by Director Holman,
That the Capital Regional District 2021 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter, Section 206 (2)*.

CARRIED

The 2021 Certificate of Authentication was endorsed by the members of the panel present.

9. Other Business: None.

10. Adjournment

MOVED by Director Plant, **SECONDED** by Director Homan,
That the March 10, 2021, Parcel Tax Roll Review Panel meeting be adjourned at 12:32 p.m.

CARRIED

CHAIR

RECORDER