

**Wednesday, February 20, 2019**

**Minutes of the meeting of the Comox Valley Regional District Parcel Tax Roll Review Panel held on February 20, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 9:30 am.**

## **MINUTES**

### **Present:**

<b>Chair:</b>	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
<b>Members:</b>	B. Leigh	Oyster Bay – Buttle Lake (Area 'D')
	A. Hamir	Lazo North (Area 'B')
<b>Staff:</b>	M. Rutten	General Manager of Engineering Services
	B. Dunlop	Corporate Financial Officer
	E. Hibberd	Financial Accounting Technician
	L. Dennis	Legislative Services Assistant

### **Absent:**

<b>Members:</b>	E. Grieve	Puntledge/Black Creek (Area 'C')
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### **ELECTION OF THE PANEL CHAIR:**

Beth Dunlop, Corporate Financial Officer, called the meeting to order and pursuant to the procedure bylaw, opened the floor to nominations for the position of Chair of the Parcel Tax Roll Review Panel. At the close of nominations, Director Arbour was the only nomination and as such was declared chair by acclamation.

Director Arbour assumed the role of presiding member at 9:31 am.

### **REPORTS:**

#### **OVERVIEW OF THE PARCEL TAX ROLL REVIEW PROCESS**

B. Dunlop, Corporate Financial Officer and Parcel Tax Collector, provided an overview of the parcel tax roll review process.

#### **2019 PARCEL TAX ROLL**

B. Leigh/A. Hamir: THAT the parcel tax roll for the following service areas be received:

- a) Black Creek/Oyster Bay Water Local Service Area - 771
- b) Black Creek/Oyster Bay Water Local Service Area - 772
- c) Comox Valley Water Local Service Area
- d) Courtenay Flats Drainage Service
- e) England Road Water Local Service Area
- f) England Road Water Service Parcel Tax
- g) Greaves Crescent Water Service
- h) Jackson Drive Sewer Service
- i) King Coho Wastewater Service Parcel Tax
- j) Royston Water Service
- k) Baynes Sound, Electoral Areas B and C Parks and Greenways Service
- l) Sandwich Water Service

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Carried

### **CORRECTION OF THE ROLL BY THE COLLECTOR, IF REQUIRED**

Beth Dunlop, Corporate Financial Officer and Parcel Tax Collector, advised that there were no corrections of the roll required.

### **LETTERS OF COMPLAINT IF RECEIVED AT LEAST 48 HOURS PRIOR TO THE SITTING OF THE ROLL REVIEW PANEL**

Beth Dunlop, Corporate Financial Officer and Parcel Tax Collector, advised that there were no letters of complaint received.

### **AUTHENTICATION OF THE PARCEL TAX ROLL**

B. Leigh/A. Hamir: THAT the 2019 parcel tax roll for:

- a) Black Creek/Oyster Bay Water Local Service Area - 771
- b) Black Creek/Oyster Bay Water Local Service Area - 772
- c) Comox Valley Water Local Service Area
- d) Courtenay Flats Drainage Service
- e) England Road Water Local Service Area
- f) England Road Water Service Parcel Tax
- g) Greaves Crescent Water Service
- h) Jackson Drive Sewer Service
- i) King Coho Wastewater Service Parcel Tax

- j) Royston Water Service
- k) Baynes Sound, Electoral Areas B and C Parks and Greenways Service
- l) Sandwich Water Service

be declared authenticated pursuant to section 206 of the Community Charter.

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Carried

**TERMINATION:**

A. Hamir/B. Leigh: THAT the meeting be terminated.

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Carried

Time: 9:42 am.

Confirmed by:

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Daniel Arbour  
Chair

Certified Correct:

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Jake Martens  
Manager of Legislative Services

Recorded By:

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Lisa Dennis  
Recording Secretary

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.