

PARCEL TAX ROLL REVIEW PANEL
Notice of Meeting on **Wednesday, March 12, 2025, at 11:00 am**
Boardroom, 6th floor, 625 Fisgard Street, Victoria, BC

Cliff McNeil-Smith

Paul Brent

Gary Holman

Al Wickheim

AGENDA

1. Call to Order Marlene Lagoa
2. Oath of Office of members Marlene Lagoa
 - a) Signatures of declarations by Directors
3. Nomination/Election of Chair Marlene Lagoa
 - a) Motion for nomination and appointment of Chair of the Parcel Tax Roll Review Panel
4. Approval of Agenda Chair
5. Adoption of Minutes of March 13, 2024 Chair
6. Jurisdiction of the Parcel Tax Roll Review Panel Derek Zakordonski
 - a) Parcel Tax folio summary, number of folios by service area
7. Presentation of complaints or appeals Derek Zakordonski

*Note: Each year, the parcel tax roll is compiled and the public is notified of the review by sending notices to property owners with changes to the roll, local newspaper advertising (attached herein), and in having the roll available for public viewing. The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with Nelson Chan, Chief Financial Officer, Capital Regional District, at least 48 hours in advance of its sitting, in accordance with the *Community Charter*, Section 205, which outlines the Panel's authorization for hearing and reviewing complaints and for correcting the roll.*
8. Certification of the 2025 Parcel Tax Roll Chair
 - a) Motion
That the Capital Regional District 2025 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter* Section 206 (2)
 - b) Signature of Certificate of Authentication by Directors
9. Other Business
10. Adjournment

Jurisdiction of the Parcel Tax Roll Review Panel

This Parcel Tax Roll Review Panel has been appointed under *Community Charter* Section 204 to consider any complaints respecting the parcel tax roll and authenticate the roll in accordance with legislation. The 27 service areas in the CRD 2025 parcel tax roll are:

- Port Renfrew Water Service
- Port Renfrew Sewer Service
- Port Renfrew Street Lighting Service
- Seagirt Water Service
- Wilderness Mountain Water Service
- Durrance Road Fire Protection Service

- Salt Spring Island Liquid Waste Disposal Service
- Small Craft Harbour Facilities (Salt Spring Island, Fernwood Dock)
- Ganges Sewerage Service (Salt Spring Island)
- Highland and Fernwood Water Service (Salt Spring Island)
- Fernwood Water Service (Salt Spring Island)
- Highland Water Service (Salt Spring Island)
- Maliview Sewer Service (Salt Spring Island)
- Beddis Water Service (Salt Spring Island)
- Fulford Water Service (Salt Spring Island)
- Cedar Lane Water Service (Salt Spring Island)

- Small Craft Harbour Facilities (Southern Gulf Islands)
- Magic Lake Estates Water Service (Pender Island)
- Magic Lake Estates Sewer Service (Pender Island)
- Magic Lake Estates Sewer Debt Service
- Lyall Harbour/Boot Cove Water Service (Saturna Island)
- North Galiano Fire Protection & Emergency Response Service
- South Galiano Fire Protection & Emergency Response Service
- Sticks Allison Water Service (Galiano Island)
- Gossip Island Electric Power Supply Service
- Surfside Park Estates Water Service (Mayne Island)
- Skana Water Service (Mayne Island)

Pursuant to *Community Charter* Section 205, the Parcel Tax Roll Review Panel is authorized to hear complaints, review and correct the roll insofar as these corrections involve:

- a) an error or omission respecting a name or address on the parcel tax roll;
- b) an error or omission respecting the inclusion of a parcel;
- c) an error or omission respecting the taxable area or the taxable frontage of a parcel;
(not applicable, no frontage or area taxes are levied by the CRD)
- d) an exemption that has been improperly allowed or disallowed.

Only those appeals that have been made in writing and received at least 48 hours in advance of the first sitting of the Parcel Tax Roll Review Panel may be considered

Activities Prior to Parcel Tax Roll Review Panel

In accordance with *Community Charter* Section 204, an assessment notice has been sent to the owners of each taxable parcel that has been appended to the roll since the 2024 Parcel Tax Roll Review Panel. Advertisements have been placed in local newspapers advising of the sitting of the Parcel Tax Roll Review Panel for the twenty-seven (27) local services subject to parcel tax. Both the notice and the advertisements provided background information on the services and informed the taxpayers of the procedures to follow in the event that they wished to make a complaint or appeal to the Parcel Tax Roll Review Panel.

Summarized by Electoral Area and Service, 53 parcel tax assessment notices were issued for taxable new folios added to the 2025 roll.

Due to lot consolidations, boundary changes, subdivisions and tax status changes, some folios are removed from the roll and the number of assessment notices issued will differ from the change in taxable folios between one year and the next.

Juan de Fuca – 5 new folios added

Juan de Fuca Electoral Area	Port Renfrew Water
Added to Roll	5
Removed from Roll	(1)
Net Change	4

Salt Spring Island – 18 new folios added

Salt Spring Island Electoral Area	SSI Liquid Waste	SCH Fernwood Dock	Ganges Sewer
Added to Roll	18	18	1
Removed from Roll	(15)	(15)	(1)
Net Change	3	3	-

Southern Gulf Islands – 7 new folios added

Southern Gulf Islands Electoral Area	Small Craft Harbours (763 & 764)	Lyll Harbour Boot Cove Water	North Galiano Fire	South Galiano Fire
Added to Roll	7	1	-	3
Removed from Roll	(15)	(2)	(2)	(4)
Net Change	(8)	(1)	(2)	(1)

Item #7 Presentation of any complaints or appeals

No complaints or appeals were received for consideration by this panel.

Certification of the roll by the Parcel Tax Roll Review Panel is recommended.

Capital Regional District



Notice of Review

2025 Parcel Tax Roll Review Panel

Notice is hereby given that the annual sitting of the Parcel Tax Roll Review Panel, pursuant to Sections 204 and 205 of the Community Charter will be held.

Date: Wednesday, March 12, 2025

Time: 11:00 am

Place: CRD Headquarters, Room 652
625 Fisgard Street, Victoria, BC

The panel will consider any complaints respecting the parcel tax roll and authenticate the roll in accordance with legislation for the following services:

- ▶ Durrance Road Fire Protection Service
- ▶ Port Renfrew Water Service
- ▶ Port Renfrew Sewer Service
- ▶ Port Renfrew Street Lighting Service
- ▶ Seagirt Water Service
- ▶ Wilderness Mountain Water Service
- ▶ South Galiano Island Fire Protection & Emergency Response Service
- ▶ North Galiano Island Fire Protection & Emergency Response Service
- ▶ Sticks Allison Water Service (Galiano Island)
- ▶ Small Craft Harbour Facilities (Southern Gulf Islands)
- ▶ Fernwood Dock Small Craft Harbour Facilities (Salt Spring Island)
- ▶ Fernwood Water Service (Salt Spring Island)
- ▶ Ganges Sewerage Service (Salt Spring Island)
- ▶ Highland Water Service (Salt Spring Island)
- ▶ Highland and Fernwood Water Service
- ▶ Beddis Water Service (Salt Spring Island)
- ▶ Fulford Water Service (Salt Spring Island)
- ▶ Salt Spring Island Liquid Waste Disposal Service
- ▶ Cedar Lane Water Service (Salt Spring Island)
- ▶ Magic Lake Estates Water Service (Pender Island)
- ▶ Magic Lake Estates Sewer Service (Pender Island)
- ▶ Magic Lake Estates Sewer Debt Service (Pender Island)
- ▶ Malview Sewer Service (Salt Spring Island)
- ▶ Lyall Harbour/Boot Cove Water Service (Saturna Island)
- ▶ Surfside Park Estates Water Service (Mayne Island)
- ▶ Skana Water Service (Mayne Island)
- ▶ Gossip Island Electric Power Supply Service

The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with the undersigned at least 48 hours in advance of its sitting.

Commencing February 26, 2025, a copy of the complete roll will be available for inspection at:

- ▶ the Capital Regional District, 625 Fisgard Street, Victoria BC, from 8:30 am to 4:30 pm Monday to Friday
- ▶ the Salt Spring Island Electoral Area Office, #108-121 McPhillips Avenue, Ganges BC, from 9 am to 4 pm Monday to Thursday
- ▶ the Port Renfrew Post Office, 6638 Deering Road, Port Renfrew BC from 9 am to noon and 1:45 to 6 pm Monday, Wednesday & Friday

Dated at Victoria, British Columbia, this 26th day of February 2025.

Nelson Chan, Chief Financial Officer
Capital Regional District