



**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**PARCEL TAX ROLL REVIEW PANEL AGENDA**  
**THURSDAY, MARCH 22, 2018**  
**9 A.M. IN THE MAIN FLOOR CONFERENCE ROOM SOUTH RM 161**  
**MUNICIPAL HALL**

**CALL TO ORDER**

1. Call to order.

**APPOINTMENT OF CHAIR**

2. Appointment of Chair for the Parcel Tax Roll Review Panel

RECOMMENDATION:

THAT Councillor \_\_\_\_\_ be appointed as Chair of the Parcel Tax Roll Review Panel.

**APPROVAL OF AGENDA**

3. Approval of Agenda

RECOMMENDATION:

THAT the agenda for the March 22, 2018 Parcel Tax Roll Review Panel meeting be approved.

**ADOPTION OF MINUTES**

4. Adoption of Minutes of the March 30, 2016 Parcel Tax Roll Review Panel meeting

RECOMMENDATION:

THAT the minutes of the March 30, 2016 Parcel Tax Roll Review Panel be adopted.

**INTRODUCTION**

5. Staff will provide information regarding the statutory requirements for the Parcel Tax Roll Review Panel meeting:
- The Panel is convened pursuant to sections 204 and 205 of the *Community Charter*; before a parcel tax is imposed for the first time, the Panel must consider complaints respecting the parcel tax roll and authenticate the roll, with respect to any local area services that have been completed;
  - Public notice of the Parcel Tax Roll Review Panel and the Local Area Service to which the parcel tax roll applies was published in the North Shore News on March 7 and March 14, 2018 pursuant to sections 94 and 204 of the *Community Charter*;
  - Notices were mailed to the owners of every parcel of land that is to be taxed with the parcel tax, pursuant to section 204(3) of the *Community Charter*.

**2018 PARCEL TAX ROLL REVIEW**

6. Staff will describe the Local Area Service that is the subject of the 2018 Parcel Tax Roll Review:
- Lane paving at 1458-1494 Kings Avenue and 1457-1493 Jefferson Avenue, authorized by Local Area Service Lane Paving Construction Bylaw No. 4936, 2017 (adopted by Council May 1, 2017).
- 6.1 Staff will describe the Parcel Tax Roll Review Panel requirements pursuant to the *Community Charter* section 205:
- A person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:
    - a) there is an error or omission respecting a name or address on the parcel tax roll;
    - b) there is an error or omission respecting the inclusion of a parcel;
    - c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
    - d) an exemption has been improperly allowed or disallowed.
  - A complaint must not be heard by the Parcel Tax Roll Review Panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel.
- 6.2 The Chair will request that any notices of complaint or correction be submitted to the Panel.

If there are no notices of complaint or correction, the Chair will review the Parcel Tax Roll.

**CONFIRMATION AND AUTHENTICATION OF PARCEL TAX ROLL**

7. Confirmation and Authentication of the 2018 Parcel Tax Roll

Pursuant to section 206 of the *Community Charter*:

- 1) the Chair of the Parcel Tax Roll Review Panel will review the Parcel Tax Roll to confirm that any directed corrections have been made and will report this to the Panel;
- 2) after receiving the report the Panel will confirm and authenticate the Parcel Tax Roll by certificate signed by a majority of its members.

RECOMMENDATION:

THAT

1. the Parcel Tax Roll before this Parcel Tax Roll Review Panel be confirmed as the 2018 Parcel Tax Roll; and
2. the Parcel Tax Roll Review Panel authenticates the 2018 Parcel Tax Roll, representing a total actual frontage of 181.05 metres and a total taxable frontage of 181.05 metres.

The certificate to confirm and authenticate the Parcel Tax Roll will then be signed by the Parcel Tax Roll Review Panel members.

**ADJOURNMENT**

8. RECOMMENDATION:

THAT the March 22, 2018 Parcel Tax Roll Review Panel meeting be adjourned.