

**VILLAGE OF PEMBERTON  
PARCEL TAX ROLL REVIEW PANEL  
Meeting Minutes**

---

**Agenda** for the **Parcel Tax Roll Review Panel** of Council of the Village of Pemberton to be held Thursday, March 8, 2018, at 8:30 a.m. at the **Council Chambers, 7400 Prospect Street**. This Parcel Tax Review Panel is held in accordance with Division 4 of the *Community Charter*.

As per Section 205 (1) of the *Community Charter*, subject to subsection (2), 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.
- 

**PANEL MEMBERS:** Councillor Ted Craddock  
Councillor Karen Ross

**BY PHONE:** Councillor James Linklater

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Lena Martin, Manager of Finance & Administration/Tax Collector  
Sheena Fraser, Manager of Corporate & Legislative Services

**PUBLIC:** None

---

**1. CALL TO ORDER**

Lena Martin, Manager of Finance, called the meeting to order at 8:34 a.m. and advised that the first order of business is to appoint a Chair for the meeting.

**2. APPOINTMENT OF THE CHAIR**

Moved/Seconded

**THAT** the Councillor Ross be appointed Chair of the Parcel Tax Roll Review Panel.

**CARRIED**

Councillor Ross assumed the Chair's seat.

**3. APPROVAL OF THE AGENDA**

Moved/Seconded

**THAT** the agenda for the Parcel Tax Roll Review Panel Meeting be approved.

**CARRIED**

#### 4. PARCEL TAX ROLL REPORTS

Lena Martin, Manager of Finance/ Tax Collector, provided an overview of the four complaints received to the Panel, an amendment to the frontage for Lot 5, Plan EEP21848, PID – 028-961-102, 560-01585.600 has been received as the distance for Total Frontage was undervalued.

Moved/Seconded

**THAT** the report be received.

**CARRIED**

#### 5. COMPLAINTS RECIEVED

The Panel reviewed the four complaints received.

Moved/Seconded

**THAT** the following parcels not be provided an parcel tax exemption.

Lot 4, Plan EEP64969, PID – 030-163-552, 560-00393.020

Lot 12, Plan EEP712120, PID – 030-193-494, 560-00393.060

Lot 13, Plan EEP72120, PID – 030-193-508, 560-00393.065

Lot 5, Plan EEP21848, PID – 028-961-102, 560-01585.600

**CARRIED**

#### 6. AUTHENTICATION

Moved/Seconded

**THAT** the Parcel Tax Roll Review Panel confirm and authenticate the parcel tax assessment roll as amended by the Collector.

**CARRIED**

#### 7. ADJOURNMENT

Moved/Seconded

**THAT** the Parcel Tax Roll Review Panel Meeting be adjourned at 9:42 a.m.

**CARRIED**

---

Councillor Karen Ross, Chair  
Parcel Tax Roll Review Panel