

MINUTES
PARCEL TAX ROLL REVIEW PANEL MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WENDESDAY, 2023-APR-19, AT 2:00 P.M.

Present: Councillor I. Thorpe Chair
Councillor E. Hemmens
Councillor J. Perrino

Staff: L. Mercer, Director, Finance
A. Francisco, Assistant Manager, Revenue Services
K. Robertson, Deputy City Clerk
J. Vanderhoef, Recording Secretary

1. CALL THE PARCEL TAX ROLL REVIEW PANEL MEETING TO ORDER:

Karen Robertson, Deputy City Clerk called the Parcel Tax Roll Review Panel Meeting to order at 2:00 p.m.

2. APPOINTMENT OF CHAIR:

It was moved and seconded that Councillor Thorpe be appointed as Chair of the 2023 Parcel Tax Roll Review Panel. The motion carried unanimously.
Councillor Thorpe assumed the Chair from Karen Robertson, Deputy City Clerk.

3. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 5(e) Complaints Received by the 2023-APR-06 Deadline Re: Morningside Drive Sanitary Sewer Local Area Service Parcel Tax Roll - correct deadline date to 2023-APR-14.

4. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

5. REVIEW OF "MORNINGSIDE DRIVE LOCAL AREA SERVICE PARCEL TAX BYLAW 2019 NO. 7288" AND CONFIRMATION OF AFFECTED PROPERTIES ON THE CITY OF NANAIMO TAX ROLL

(a) Morningside Drive Sanitary Sewer Local Area Service Parcel Tax Roll

Introduced by Laura Mercer, Director, Finance.

Ms. Mercer noted the following:

- In 2019, five properties on Morningside Drive petitioned the City under Section 212 of the *Community Charter* to connect to the City's sewer system;

- The petition was certified as correct by the Corporate Officer;
- Council adopted the Morningside Drive Local Area Service Parcel Tax Bylaw No. 7288 on 2019-JUN-17 so that a parcel tax could be imposed to recover the capital costs associated with construction of the sanitary sewer line;
- The sewer line to all five properties was completed in 2022;
- In January, 2023, property owners were provided with an option to pay their equal portion of the connection cost in-full or through a 10-year parcel tax;
- Three property owners paid the costs in full. Two chose to pay through a parcel tax;
- Under Section 205, of the *Community Charter*, a Parcel Tax Roll must be established prior to sending out the first bill, and those property owners who will be paying the yearly parcel tax must be provided an opportunity to correct any errors or omissions.
- No correspondence or complaints were received by the 2023-APR-14 deadline so staff are seeking authentication of the Morningside Drive Sewer Local Area Service Parcel Tax Roll.

It was moved and seconded that the Morningside Drive Sanitary Sewer Local Area Service Parcel Tax Roll be authenticated as presented. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 2:05 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CITY CLERK