



## **PARCEL TAX ROLL REVIEW PANEL MINUTES**

**Tuesday, 2017 March 21**

A meeting of the Parcel Tax Roll Review Panel was held in the Council Chamber, Main Floor, City Hall, 4949 Canada Way, Burnaby, B.C. on Tuesday, 2017 March 21 at 6:00 p.m.

### **1. CALL TO ORDER**

PRESENT: His Worship, Mayor Derek R. Corrigan  
Councillor Sav Dhaliwal  
Councillor Dan Johnston  
Councillor Colleen Jordan  
Councillor Paul McDonell

ABSENT: Councillor Pietro Calendino  
Councillor Anne Kang  
Councillor Nick Volkow (*due to illness*)  
Councillor James Wang

STAFF: Mr. Jonathan Helmus, Assistant Director Engineering  
Ms. Denise Letkeman, Manager, Revenue & Taxation Services  
Ms. Rosa Govorcin, Tax Clerk 3  
Mr. Dennis Back, City Clerk  
Ms. Nikolina Vracar, Administrative Officer

The Parcel Tax Roll Review Panel was called to order at 6:00 p.m.

### **2. REPORTS**

#### **A) Report from Director Finance** **Re: 2017 Parcel Taxes**

The Director Finance submitted a report providing the Parcel Tax Roll Review Panel with an overview of the parcel tax process.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**B) Report from Director Finance**  
**Re: Local Area Service Foot Frontage Rules**

The Director Finance submitted a report providing an overview of the foot frontage rules used to charge the Local Area Service Taxes that form part of the Parcel Tax Roll.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**C) Appeals:**

**i) Report from Director Engineering**  
**Foot Frontage Assessment – 7693 Dow Avenue**

The Director Engineering submitted a report reviewing the Local Area Services foot frontage assessment for Local Area Service Project No. 16-602.

The Director Engineering recommended:

1. THAT the taxable frontage assessment of property at 7693 Dow Avenue be reaffirmed at 20.06 meters (65.81 feet).

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

There were no further appeals received.

**D) Report from Director Finance**  
**Re: Confirmation and Authentication of the 2017 Parcel Tax Rolls**

The Director Finance submitted a report requesting confirmation and authentication of the 2017 Sewer Parcel Tax Roll and the 2017 Local Area Service Tax Roll.

The Director Finance recommended:

1. THAT the 2017 Sewer Parcel Tax Roll as received by the Parcel Tax Roll Review Panel be confirmed and authenticated.
2. THAT the 2017 Local Area Service Tax Roll as received by the Parcel Tax Roll Review Panel be confirmed and authenticated.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**3. ADJOURNMENT**

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR MCDONELL

THAT this Parcel Tax Roll Review Panel do now adjourn.

CARRIED UNANIMOUSLY

The Parcel Tax Roll Review Panel adjourned at 6:03 p.m.

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Derek R. Corrigan  
MAYOR

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Dennis Back  
CITY CLERK