

VILLAGE OF PEMBERTON  
PARCEL TAX ROLL REVIEW PANEL  
Meeting Minutes

---

Minutes for the Parcel Tax Roll Review Panel of Council of the Village of Pemberton held Tuesday, April 3, 2024, at 9:00am via ZOOM Webinar. This Parcel Tax Review Panel is held in accordance with Division 4 of the *Community Charter*.

---

PANEL MEMBERS:           Councillor Ted Craddock  
                                  Councillor Laura Ramsden  
                                  Councillor Jennie Helmer

STAFF:                     Jeanette Einarson, Accountant/Supervisor, Tax Collector  
                                  Arlene Mendoza, Accountant  
                                  Gwendolyn Kennedy, Manager, Corporate & Legislative  
                                  Services

PUBLIC:                     0

---

**1. CALL TO ORDER**

Jeanette Einarson, Collector, called the meeting to order at 9:00am 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 Helmer be appointed chair of the Parcel Tax Roll Review Panel.

**CARRIED**

Councillor Helmer assumed the chair's seat.

**3. APPROVAL OF THE AGENDA**

Moved/Seconded

**THAT** Parcel Tax Roll Review Panel approves the agenda as circulated. pproved.

**CARRIED**

**4. COMPLAINTS RECIEVED**

**Parcel Tax Roll Review Panel**

Wednesday, April 3, 2024

Page 2 of 2

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.

Jeanette Einarson, Collector, advised that no written complaints were received by the deadline of 4:30pmm on Thursday, March 28, 2024.

**5. AUTHENTICATION**

Moved/Seconded

**THAT** the Parcel Tax Roll Review Panel confirms and authenticates the parcel tax assessment roll as amended by the Collector by certificate signed by a majority of its members.

**CARRIED**

**6. TERMINATION**

Moved/Seconded

**THAT** the Parcel Tax Roll Review Panel adjourns the meeting at 9:02am.

**CARRIED**

---

Councillor Helmer, Chair  
Parcel Tax Roll Review Panel