



Making a difference...together

PARCEL TAX ROLL REVIEW PANEL

Notice of Meeting on **Wednesday, March 8, 2023, at 12:00 pm**
Boardroom, 6th floor, 625 Fisgard Street, Victoria, BC

Gary Holman

Al Wickheim

Paul Brent

Colin Plant

AGENDA

1. Call to Order Marlene Lagoa
2. Oath of Office of members Marlene Lagoa
 - a) Signatures of declarations by Directors
3. Nomination/Election of Chair Marlene Lagoa
 - a) Motion for nomination & appointment of Chair of the Parcel Tax Roll Review Panel
4. Approval of Agenda Chair
5. Adoption of Minutes of March 9, 2022 Chair
6. Jurisdiction of the Parcel Tax Roll Review Panel DJ Bridgewood
 - a) Parcel Tax folio summary, number of folios by service area
7. Presentation of complaints or appeals DJ Bridgewood

Note: Each year, the parcel tax roll is compiled and the public is notified of the review by sending notices to property owners with changes to the roll, local newspaper advertising (attached herein), and in having the roll available for public viewing. The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with Nelson Chan, Chief Financial Officer, Capital Regional District, at least 48 hours in advance of its sitting, in accordance with the *Community Charter*, Section 205, which outlines the Panel's authorization for hearing and reviewing complaints and for correcting the roll.
8. Certification of the 2023 Parcel Tax Roll Chair
 - a) Motion
That the Capital Regional District 2023 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter* Section 206 (2)
 - b) Signature of Certificate of Authentication by Directors
9. Other Business
10. Adjournment

To ensure quorum, advise Marlene Lagoa, 250.360.3127 if you or your alternate cannot attend.

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