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**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 08, 2023, in Room 652, 625 Fisgard St., Victoria, BC**

PRESENT: **Directors:** G. Holman, C. Plant, A. Wickheim, P Brent (Board Chair)
 Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer;
 M. Lagoa, Deputy Corporate Officer; A. Hoge, Manager, Corporate Finance;
 DJ Bridgewood, Senior Administrative Coordinator, Financial Services; T.
 Normandeau, Recording Secretary
Absent:

1. Call to Order

The 2023 Parcel Tax Roll Review Panel was called to order at 12:10 p.m. by M. Lagoa.

2. Oath of Office

Members of the Parcel Tax Roll Review Panel were sworn in by M. Lagoa. The members signed the required declaration pursuant to the *Community Charter, Section 204*.

3. Nomination/Election of Chair

M. Lagoa directed the Election of the Chair. Director Brent was nominated as Chair by Director Holman. Three calls were made for further nominations. Hearing none, Director Brent was declared Chair of the 2023 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Brent, **SECONDED** by Director Plant,
That the agenda for the March 8, 2023, Parcel Tax Roll Review Panel be approved as circulated.

CARRIED

5. Adoption of the Minutes of March 9, 2022

MOVED by Director Brent, **SECONDED** by Director Plant,
That the minutes of March 9, 2022, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

DJ Bridgewood summarized the jurisdiction of the Panel and staff activities prior to the Parcel Tax Roll Review Panel meeting. He reported on new folios added to the 2023 parcel roll within the 27 service areas located throughout the CRD's three electoral areas, referring to the list circulated at the meeting and now on file at the CRD.

7. Presentation of Complaints or Appeals

No complaints or appeals had been received leading up to the Panel meeting. No requests to address the Panel had been made by members of the public.

8. Certification of the 2023 Parcel Tax Roll

The Panel sought clarification on the numbers in the exempt properties column and on the Totals column.

MOVED by Director Plant, **SECONDED** by Director Brent,
That the Capital Regional District 2023 Parcel Tax Assessment Roll be confirmed and
authenticated pursuant to *Community Charter*, Section 206 (2).

CARRIED

The 2023 Certificate of Authentication was endorsed by the members of the panel present.

9. **Other Business:** None.

10. **Adjournment**

MOVED by Director Holman, **SECONDED** by Director Plant,
That the March 8, 2023, Parcel Tax Roll Review Panel meeting be adjourned at 12:26 p.m.

CARRIED

CHAIR

RECORDER