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**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL
Held Wednesday, March 12, 2025, in Room 652, 625 Fisgard St., Victoria, BC**

PRESENT: **Directors:** P. Brent, G. Holman, C. McNeil-Smith (Board Chair), A. Wickheim,
Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer;
M. Lagoa, Deputy Corporate Officer; A. Linwood, Controller, Financial Services; L.
Westinghouse, Manager, Revenue; D. Zakordonski, Revenue Analyst, Financial
Services; A. Hoge, Manager, Corporate Finance; and T. Normandeau, Recording
Secretary
Absent: K. Morley, General Manager, Corporate Services

1. Call to Order

The 2025 Parcel Tax Roll Review Panel was called to order at 11:00 am 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 2025 Parcel Tax Roll Review Panel.

4. Approval of the Agenda

MOVED by Director Brent, **SECONDED** by Director Wickham,
That the agenda for the March 12, 2025, Parcel Tax Roll Review Panel be approved as
circulated.

CARRIED

5. Adoption of the Minutes of March 13, 2024

MOVED by Director Brent, **SECONDED** by Director Wickham,
That the minutes of March 13, 2024, Parcel Tax Roll Review Panel be adopted as circulated.

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

D. Zakordonski 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 2025 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. Recognizing that there were no complaints or appeals, Director Brent inquired if the removed portfolios were normally presented. D. Zakordonski clarified that this is the first year that the removed folios were highlighted within the agenda package.

8. Certification of the 2025 Parcel Tax Roll

The panel did not express any concerns regarding the reported numbers of exempt and total properties in the report.

MOVED by Director Brent, **SECONDED** by Director McNeil-Smith,
That the Capital Regional District 2025 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter*, Section 206 (2).

CARRIED

The 2025 Certificate of Authentication was endorsed by the members of the panel present.

9. Other Business: None.

10. Adjournment

MOVED by Director Wickham, **SECONDED** by Director Holman,
That the March 12, 2025, Parcel Tax Roll Review Panel meeting be adjourned at 11:10 am.

CARRIED

CHAIR

RECORDER