

**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL**  
**Held Wednesday, March 13, 2024, in Room 652, 625 Fisgard St., Victoria, BC**

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

**1. Call to Order**

The 2024 Parcel Tax Roll Review Panel was called to order at 12:00 pm 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 2024 Parcel Tax Roll Review Panel.

**4. Approval of the Agenda**

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
That the agenda for the March 13, 2024, Parcel Tax Roll Review Panel be approved as circulated.

**CARRIED**

**5. Adoption of the Minutes of March 8, 2023**

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
That the minutes of March 8, 2023, 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 2024 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 Plant inquired if any members of the public asked questions prior to the Panel meeting. DJ Bridgewood identified that one question was brought forward and addressed prior to the Panel meeting.

**8. Certification of the 2024 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 Holman,  
That the Capital Regional District 2024 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter*, Section 206 (2).

**CARRIED**

The 2024 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 13, 2024, Parcel Tax Roll Review Panel meeting be adjourned at 12:10 p.m.

**CARRIED**

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CHAIR

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RECORDER