**CITY OF PRINCE ALBERT**
**BOARD OF REVISION**
**ORGANIZATIONAL MEETING**

# AGENDA

**THURSDAY, MAY 25, 2023, 8:30 AM**
**MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1     January 26, 2022 Board of Revision Organizational Meeting Minutes for Approval (MIN 23-27)

**4. REPORTS**

4.1     Board of Revision Chair and Vice-Chair Appointments (RPT 23-146)

4.2     Discussion - Assessment Appeal Committee Decisions

**5. ADJOURNMENT**

**MOTION:**

That the Minutes for the Board of Revision Organizational Meeting held January 26, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Organizational Minutes

**CITY OF PRINCE ALBERT
BOARD OF REVISION
ORGANIZATIONAL MEETING**

# MINUTES

**WEDNESDAY, JANUARY 26, 2022, 12:32 P.M.
2ND FLOOR, MAIN BOARDROOM, CITY HALL**

PRESENT:      Cherise Arneson
                      Ralph Boychuk
                      Jackie Packet
                      Dan Christakos

                      Terri Mercier, Secretary

## 1.      CALL TO ORDER

The Secretary called the meeting to order.

## 2.      APPROVAL OF AGENDA

0001. **Moved by:**  Arneson

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

**CARRIED**

## 3.      APPROVAL OF MINUTES

0002. **Moved by:**  Packet

That the Minutes for the Board of Revision Organizational Meeting held June 22, 2021, be taken as read and adopted.

**CARRIED**

## 4. REPORTS FROM SECRETARY

4.1    Board of Revision Chair and Vice-Chair Appointments (RPT 22-40)

0003. **Moved by:**  Boychuk

That Jackie Packet be appointed as Chair and Ralph Boychuk be appointed as Vice-Chair for the 2022 Board of Revision appeal process.

**CARRIED**

4.2    Court Reporting Services for Board of Revision (RPT 22-41)

0004. **Moved by:**  Christakos

That RPT 22-41 be received as information and filed.

**CARRIED**

4.3    Board of Revision Designation - Local Authority Freedom of Information and Protection of Privacy Act (RPT 22-43)

0005. **Moved by:**  Christakos

That the Secretary of the Board of Revision be designated by the Chair, as the Head of the Local Authority, and be accountable to ensure that the delegation of roles and responsibilities in relation to the Local Authority Freedom of Information and Protection of Privacy Act are legislatively and regulatory compliant.

**CARRIED**

4.4    Board of Revision Policy & Procedures Manual (RPT 22-42)

0006. **Moved by:**  Boychuk

That the Board of Revision Policy and Procedures Manual be approved, as attached to RPT 22-42, with the following amendments:

1.    Add Board of Revision Designation for LAFOIP; and,

2.    Add Board of Revision Court Reporting Services.

**CARRIED**

## 5.   ADJOURNMENT – 12:43 P.M.

0007.  **Moved by:**  Arneson

That this Board do now adjourn.

**CARRIED**

CHAIRPERSON                          SECRETARY

MINUTES ADOPTED THIS 25TH DAY OF MAY, 2023.

*RPT 23-146*

**TITLE:**    Board of Revision Chair and Vice-Chair Appointments

**DATE:**    **March 31, 2023**

**TO:**    Board of Revision Organizational Meeting

**PUBLIC:   X**                **INCAMERA:**

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**RECOMMENDATION:**

That the Board appoint a Chair and Vice-Chair for the 2023 Board of Revision appeal process.

**BACKGROUND:**

At the January 26, 2022 Board of Revision Organizational meeting, a motion was approved to appoint Jackie Packet as Chair and Ralph Boychuk as Vice-Chair for the 2022 Board of Revision.  This appointment was only for the 2022 year.  Therefore at this time, the Board is required to appoint a Chair and Vice-Chair for the 2023 year.

Section 192(5) of *The Cities Act* outlines that the members of the board of revision shall choose a chairperson from among themselves.

The Act also outlines that a chairperson of the Board of Revision may appoint panels of not less than three members and appoint a chairperson for each panel.  Since the Prince Albert Board of Revision is only made up of 4 members, the panel is 3 board members, with an alternate board member to assist if any conflicts arise.

The responsibilities of the Chair are outlined in The City of Prince Albert Board of Revision Policy and Procedures Manual.  In the absence of the Chair, the Vice-Chair will take on the Chair's duties and responsibilities.

Written by: Terri Mercier, Secretary, Board of Revision