

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

**AGENDA**

**WEDNESDAY, MAY 22, 2024, 8:15 AM  
MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 May 25, 2023 Board of Revision Organizational Meeting Minutes for Approval

**4. REPORTS**

4.1 Board of Revision Chair and Vice-Chair Appointments

4.2 Discussion – 2024 Appeal Process

**5. ADJOURNMENT**

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

**MINUTES**

**THURSDAY, MAY 25, 2023, 8:41 A.M.  
2<sup>ND</sup> FLOOR, MAIN BOARDROOM, CITY HALL**

PRESENT:       Ralph Boychuk  
                  Dan Christakos  
                  Jackie Packet

Terri Mercier, Secretary  
Stacey Slater, Recording Secretary

**1. CALL TO ORDER**

The Secretary called the meeting to order.

**2. APPROVAL OF AGENDA**

0001. **Moved by:** D. Christakos

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**

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

0002. **Moved by:** J. Packet

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

**CARRIED**

## 4. REPORTS

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

0003. **Moved by:** D. Christakos

That Jackie Packet be appointed as Chair and Ralph Boychuk be appointed as Vice-Chair for the 2023 Board of Revision appeal process.

**CARRIED**

### 4.2 Discussion - Assessment Appeal Committee Decisions

## 5. ADJOURNMENT – 8:45 A.M.

0004. **Moved by:** J. Packet

That this Board do now adjourn.

**CARRIED**

CHAIRPERSON

SECRETARY

MINUTES ADOPTED THIS 22<sup>ND</sup> DAY OF MAY, 2024.



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

**DATE:** **May 16, 2024**

**TO:** Board of Revision - Organizational Meeting

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the appointment of Chair and Vice-Chair for the Board of Revision for the 2024 year be selected and that the appointments be in effect until a successor is appointed.

**BACKGROUND:**

At the May 25, 2023 Board of Revision Organizational meeting, a motion was approved to appoint Jackie Packet as Chair and Ralph Boychuk as Vice-Chair for the 2023 Board of Revision. At this time, the Board is required to appoint a Chair and Vice-Chair for the 2024 year. As the appointment as Chair and Vice-Chair is completed annually, there are instances when a Chair or Vice-Chair is required in advance of the Board's Organizational meeting. Therefore, it is recommended that the Chair and Vice-Chair be appointed until a successor is appointed at the next Organizational meeting of the Board.

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

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**CARRIED**

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SECRETARY

MINUTES ADOPTED THIS 22<sup>ND</sup> DAY OF MAY, 2024.



# City of Prince Albert

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

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Written by: Terri Mercier, Secretary, Board of Revision