

STAFF REPORT TO COUNCIL

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DATE: January 12, 2022

TO: MAYOR AND COUNCIL

NAME AND TITLE: WALTER BABICZ, CITY MANAGER

SUBJECT: Parcel Tax Roll Review Panel for Consideration of Dunbar Place Sanitary Sewer Extension Local Area Service Bylaw No. 8910, 2017

ATTACHMENTS: Appendix "A" - "Dunbar Place Sanitary Sewer Extension Local Area Service Bylaw No. 8910, 2017"

RECOMMENDATIONS:

That Council:

1. APPOINTS three (3) of its members to serve as the Parcel Tax Roll Review Panel for the subject Bylaw, "Dunbar Place Sanitary Sewer Extension Local Area Service Bylaw No. 8910, 2017";
2. ESTABLISHES March 4, 2022, at 12:00 p.m. in Council Chambers, City Hall, as the date, time and place for the sitting of the Parcel Tax Roll Review Panel; and
3. DIRECTS Administration to publish advance notice of the time and place of the Panel's sitting in accordance with section 94 of the *Community Charter*.

PURPOSE:

This report provides for Council decisions with respect to appointments to the Parcel Tax Roll Review Panel and the authorization to proceed with a notice of the Parcel's sitting for consideration of "Dunbar Place Sanitary Sewer Extension Local Area Service Bylaw No. 8810, 2017."

POLICY / REGULATORY ANALYSIS:

The *Community Charter* requires that after work is completed on a local area service project and before a parcel tax is imposed with respect to the project for the first time, a pre-notification process take place for those properties being assessed the City's parcel tax. As a result of this process, the Parcel Tax Roll Review Panel that has been established considers any complaints respecting the parcel tax roll and authenticates the roll in accordance with legislation.

Project work is now complete in relation to "Dunbar Place Sanitary Sewer Local Area Service Bylaw No. 8910, 2017". A copy of this Bylaw is attached for reference as Appendix "A" to this report. The parcel tax roll has been prepared by the Financial Services Division and accordingly, a Parcel Tax Roll Review Panel, comprised of three Members of Council must now be appointed by Council.

The *Community Charter* requires that after Council has established the Panel, advance public notice of the time and place of the sitting of the Panel must be published in a newspaper once each week for two (2) consecutive weeks. It is recommended that the meeting of the Panel be held on Friday, March 4, 2022. Parcel Tax Roll Review Panels have traditionally held sittings in the Council Chambers commencing at 12 noon.

CONCLUSION:

Arrangements have been put in place for the establishment of a Parcel Tax Roll Review Panel for consideration of "Dunbar Place Sanitary Sewer Local Area Service Bylaw No. 8910, 2017". It is recommended that Council appoint three (3) of its members to serve on the Panel and establish March 4, 2022, at 12:00 noon in City Hall Council Chambers as the time and place for the Panel's sitting.

RESPECTFULLY SUBMITTED:

Walter Babicz, City Manager

Meeting date: February 7, 2022