

DATE OF MEETING | MARCH 26, 2018 |

AUTHORED BY | SHEILA GURRIE, CITY CLERK |

SUBJECT | **COUNCIL APPOINTMENTS TO THE PARCEL TAX ROLL REVIEW PANEL** |

OVERVIEW

Purpose of Report

To request that Council appoint no less than three Council members to the Parcel Tax Roll Review Panel as required under the *Community Charter*.

Recommendation

That Council appoint at least three Council members and one alternate to the Parcel Tax Roll Review Panel for a term ending 2018-NOV-04.

BACKGROUND

At the March 19, 2018 Council Meeting, Council requested additional information relating to the length of term of panel members, a different meeting date and past membership of the panel. The appointment term has been updated to reflect the last day of the current Council's term of office, prior to the inaugural meeting of the 2018-2022 Council. At the March 20, 2017 Council Meeting, Councillors Bestwick, Hong and Mayor McKay were appointed as members and Councillor Fuller as an alternate to the Panel.

The Panel meets once a year, and the next meeting is scheduled to be held Wednesday, 2018-APR-11 at 2:00 p.m. in the Board Room, City of Nanaimo Service and Resource Centre, 411 Dunsmuir Street, Nanaimo.

Section 204 of the *Community Charter*, requires that a Parcel Tax Roll Review Panel must be established in order to hear any complaints respecting the Parcel Tax Roll and to authenticate the Roll. An excerpt from the *Charter* is included below:

- 204 (1) Before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with this Division.
- (2) For the purposes of this Division, the council must
- (a) appoint at least 3 persons as the members of the parcel tax roll review panel,
 - (b) establish the time and place for the sitting of the panel, and
 - (c) have advance notice of the time and place published in accordance with Section 94 [public notice]
- (3) At least 14 days before the date set for the sitting of the parcel tax roll review panel, the collector must mail to the owner of every parcel of land that is to be taxed a notice stating

- (a) the service in relation to which the parcel tax is to be imposed,
- (b) the taxable area of the taxable frontage, if applicable,
- (c) the time and place of the first sitting of the review panel, and
- (d) that the parcel tax roll is available for inspection at the municipal hall during its regular office hours. |

OPTIONS

1. | That Council appoint at least three Council members and one alternate to the Parcel Tax Roll Review Panel for a term ending 2018-NOV-04.
2. That Council appoint no more than three members to the Parcel Tax Roll Review Panel. |

SUMMARY POINTS

- | The *Community Charter* requires that a Parcel Tax Roll Review Panel must be established and that at least three Council members be appointed to the Panel.
- The next Parcel Tax Roll Review panel meeting is scheduled for Wednesday, 2018-APR-11 at 2:00 p.m. in the Board Room, City of Nanaimo Service and Resource Centre, 411 Dunsmuir Street, Nanaimo. |

Submitted by:

Sheila Gurrie
City Clerk