

Corporate Report

NO: __R022

COUNCIL DATE: _February 1, 2010_

REGULAR

TO: Mayor & Council DATE: January 19, 2010

FROM: City Clerk FILE: 1950-40

SUBJECT: Time and Place for the Sitting of the Parcel Tax Roll Review Panel

RECOMMENDATION

The Legislative Services Division recommends that Council:

- 1. set Monday, March 15, 2010 at 1:00 pm as the time and the Executive Boardroom at City Hall as the place for the sitting of the Parcel Tax Roll Review Panel for 2010; and
- 2. instruct staff to publish advance notice of the above in accordance with legislation.

BACKGROUND

Under section 204(2) of the *Community Charter*, Council must do the following:

- appoint at least 3 persons as the members of the parcel tax roll review panel,
- establish the time and place for the sitting of the panel, and
- have advance notice of the time and place published in accordance with section 94 (public notice).

A person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel; or
- (d) an exemption has been improperly allowed or disallowed.

Under section 206(1) of the *Community Charter*, the chair of the parcel tax roll review panel must review the parcel tax roll to confirm that the directed corrections have been made and must report this to the review panel, and after receiving the report, the review panel must confirm and authenticate the parcel tax roll by certificate signed by a majority of its members.

DISCUSSION

On December 14, 2009, Councillors Gill, Villeneuve and Bose were duly appointed to the Parcel Tax Roll Review Panel for 2010 with Councillor Gill appointed as Chair.

CONCLUSION

In accordance with Section 204 of the *Community Charter*, Council is required to establish the time and place for the sitting of the Parcel Tax Roll Review Panel. Based on legislative requirements including the required notification periods, it is recommended that the Panel be scheduled to sit at 1:00 pm on Monday, March 15, 2010 in the Executive Boardroom at City Hall.

Jane Sullivan, City Clerk

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