



## STAFF REPORT

**Title:** Appointment of Chairperson - Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB)

**Meeting Date:** November 23, 2021

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### **Executive Summary:**

As per Section 7.1 of attached Bylaw No. 615-BD-17, Local Assessment Review Board Bylaw (LARB) and Section 7.1 of attached Bylaw No. 616-BD-17, Composite Assessment Review Board Bylaw (CARB), Council shall designate one of the board members as Chairperson to LARB and CARB. The role of the Chairperson is to convene a panel of members (from the board members appointed by Council) to hear a complaint in accordance with Bylaw No. 615-BD-17 and Bylaw No. 616-BD-17, direct consultation with the Clerk, and other duties as per the *Municipal Government Act*.

Historically, Council has always appointed one of the Councillor members of the Board as the Chairperson annually following Council's organizational meeting, for a one year term.

### **Background:**

The City has a Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) of which:

- LARB hears complaints about assessment notices for residential property with three (3) or fewer dwellings and farmland, for example: detached homes (including acreages, farm residences), duplexes, triplexes, manufactured housing units, or individual condominium units (Section 460.1(1)(a) of the MGA). The LARB also hears complaints about specific matters shown on the tax notice, if applicable, for example business tax, local improvement tax, business revitalization zone tax (Section 460.1(1)(b) of the MGA).
- CARB hears complaints about residential properties with four (4) or more dwelling units and non-residential assessments, for example: four-plex housing, apartment buildings, townhouse projects, office buildings, retail stores, shopping centres, warehouses, vacant land, machinery/equipment (Section 460.1(2) of the MGA).

Each year in the summer/fall, the Chairperson convenes a panel(s) of board members to hear the complaints about assessment notices.



The current members of the LARB and CARB, who may be considered for appointment as Chairperson are:

	<b>Council Appointment Expiry</b>	<b>Mandatory Training Expiry</b>
<b>PUBLIC MEMBERS</b>		
<b>Patrick Hort</b>	October 2023	Spring 2024
<b>Barry Baumgardner</b>	October 2023	Spring 2024
<b>MEMBERS OF COUNCIL</b>		
<b>Councillor Vining*</b> (ARB member since 2013)	October 2022	Spring 2023
<b>Councillor Lefebvre*</b> (ARB member since 2010)	October 2022	Spring 2023
<b>Councillor Parker</b>	October 2022	TBD

Historically, the Council has always appointed one of the Councillor members of the Board as the Chairperson annually following Council's organizational meeting, for a one-year term. This has worked well in the past, and it is recommended by Administration to Council may wish to continue.

**Alternatives:**

- Appoint one member of the Local Assessment Review Board as Chairperson, from the following Board members:
  - Patrick Hort
  - Barry Baumgardner
  - Councillor Vining
  - Councillor Lefebvre
  - Councillor Parker
- Appoint one member of the Composite Assessment Review Board as Chairperson, from the following Board members:
  - Patrick Hort
  - Barry Baumgardner
  - Councillor Vining
  - Councillor Lefebvre
  - Councillor Parker

**Recommended Action:**



That Council appoint a member of Council (Lefebvre, Parker or Vining) as the Chairperson to the Local Assessment Review Board (LARB) for a one (1) year term to expire October 2022.

That Council appoint a member of Council (Lefebvre, Parker or Vining) as the Chairperson on the Composite Assessment Review Board (CARB) for a one (1) year term to expire October 2022.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer