

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 20, 2017
Subject: New Assessment Review Board (ARB) Rules of Practice & Procedure

BACKGROUND

As of April 1, 2017, the Assessment Review Board's new Rules of Practice and Procedure came into force with the goal to improve the timelines for resolving assessment complaints. In order to achieve a fair and equitable process an Appeals Management Advisory Committee (AMAC) has been established.

Municipalities are now responsible to review all properties under appeal for this assessment cycle as well as prior cycle outstanding appeals that have been scheduled for a hearing event. Municipalities are now required to prioritize their appeals based upon the sensitivity or risk associated with the appeal. The final determination regarding the scheduling remains with the Board. The Municipality will have four (4) levels of responses to appeals: 1) Not Participating, 2) Monitoring, 3) Disclosure/Monitoring/Not Disputing Value and 4) Full Formal Statement of Response to all issues. There will be further clarification and guidelines on the new rules of practice and procedures coming forth from the ARB as well as clarification as to the role and the working relationship that the municipality will have with MPAC for the appeal process.

In order to participate in mediation, the municipality must authorize its representative to make and accept settlement offers at the time of the hearing event. The municipality must submit their Appeal Representative and Complaint Representative names and contact information to the ARB by July 1, 2017. If this information is not provided by July 1, 2017, the Board will assume the Appeal Representative and the Complaint Representative is the Clerk of the municipality

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the Treasurer be appointed as the Municipal Appeal Representative and that the CAO be appointed the Municipal Complaint Representative for submission to the ARB before July 1, 2017.

<p>Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation that the Treasurer be appointed as the Municipal Appeal Representative and that the CAO be appointed the Municipal Complaint Representative for submission to the ARB before July 1, 2017.</p>
