



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** May 22, 2018

**Report Number:** SRCFS.18.018

**Department:** Corporate and Financial Services

**Division:** Financial Services

**Subject:** SRCFS.18.018 Final Levy By-law and Tax Rates

### **Purpose:**

The purpose of this report is to adopt tax rates for the 2018 tax levies and to authorize the billing and collection of taxes, special assessments and fees. This report also sets the tax installment due dates for both residential and non-residential properties.

### **Recommendation(s):**

- a) That By-law No. 51-18 be enacted in the form of the draft By-law attached to SRCFS.18.018 to establish and adopt tax rates for 2018 on the assessment in each property class, and
- b) That the billing and collection of taxes, special assessments and fees including the tax installment due dates for residential and non-residential properties be authorized.

### **Contact Person:**

Cedric Stone, Manager, Revenue Services, ext. 3627

### **Report Approval:**

**Submitted by:** Mary-Anne Dempster, Commissioner of Corporate and Financial Services

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

## **Page 2**

### **Background:**

Richmond Hill must establish its tax rates through a By-law, on an annual basis, to raise the requisite levy set out in the approved budget. The total levy, for Richmond Hill purposes, to be raised by the tax rates is \$109,709,591.

Council is only responsible for establishing the tax rates for Richmond Hill tax levies. These rates are set out in Schedule 1 of draft By-law 51-18 attached as Appendix A. The calculations for Richmond Hill tax rates are based on Richmond Hill's levy requirements. Tax ratios and percent reductions for prescribed classes are established by the Region of York and Ontario Regulations 387/98 and 392/98 as amended for Railway Rights of Way and Electrical Corridors. Tax rates have been established for all property tax classes and subclasses for which Richmond Hill currently has assessment.

### **Tax Due Dates**

The administration of Municipal Act, 2001, Section 329 has made it necessary to separate tax billings for residential and non-residential properties. The residential bills will be issued in early June in accordance with the usual practice. The bills for non-residential properties will be issued in August. The installment due dates for 2018 are proposed as follows:

Residential, Farmland, Managed Forest, Pipelines August 1, 2018 and October 1, 2018

Multi-residential, Commercial, and Industrial October 1, 2018 and November 1, 2018

### **Region and School Board Taxes**

The Region of York 2018 tax rate By-law provides for upper tier tax rates representing a 2.77% tax levy increase. The tax rate change from the prior year reflects the budget requirement and offsets the impact of phase-in reassessment.

Ontario Regulation 400/98 as amended under the Education Act prescribes the education tax rates representing a 0.21% tax levy increase. The tax rate change from the prior year reflects the budget requirement and offsets the impact of phase-in reassessment.

For your reference, a schedule including Town, Region and School Board rates has been included in Appendix B.

### **Special Assessment and Fees**

There are two new local improvement projects scheduled for billing in 2018. The reconstruction of Anzac Road from Axminster Drive to Taylor Mills Drive South and, Demaine Crescent, Alsace Road and Ashlar Road. The approval of the local improvement rolls and the annual special charge rates will be established by two separate by-laws.

## **Page 3**

The tax rate By-law No.51-18 provides the necessary authorization to add the local improvement special assessment annual charges for all local improvement projects, including those approved in past years, to the final property tax bills of the applicable properties.

The tax rate By-law No. 51-18 provides the necessary authorization to add the Capital Asset Sustainability Fee to the final property tax bill of each property.

### **BIA Levy**

The BIA Board of Management will present a 2018 operating budget to Council prior to the final non-residential billing. The tax rate By-law No. 51-18 will provide the necessary authorization to add the BIA annual charges to the final property tax bills of the applicable properties.

### **Annual Levy on Public Hospital**

The Municipal Act, 2001; Section 323 states that Richmond Hill must establish an annual amount through a By-law, on an annual basis, to be paid on or after July 1st by Mackenzie Health, as designated by the Minister of Health and Long-Term Care. This amount is not to exceed the prescribed amount for each provincially rated bed in the facility.

### **Financial/Staffing/Other Implications:**

The tax rate By-law must be established to set a tax rate and installment dates for Richmond Hill for each assessment class for the purpose of raising the local municipal levy as approved in the 2018 Operating Budget.

### **Relationship to the Strategic Plan:**

The report is required to meet the statutory obligations of Richmond Hill under the Municipal Act, 2001. The final billing of property tax accounts in a timely manner and with clear application of procedures meets the Strategic Plan goal of Wise Management of Resources through the commitment to maintain sound fiscal management.

### **Conclusion:**

This By-law No. 51-18 is required to set the 2018 tax rates for Richmond Hill and to authorize the issuance of the 2018 final bills. It is also required to set the due dates for the tax installments and to specify how penalties and interest will be applied to late payments.

## **Page 4**

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A – 2018 Tax Rate By-law No. 51-18
- Appendix B – Summary of 2018 Tax Rates

## Page 5

### Report Approval Details

Document Title:	SRCFS.18.018 2018 Final Levy By-law and Rates.docx
Attachments:	- 2018 Final Levy By-law 51- 18 and Tax Rates.docx - 2018 Summary of Tax Rates.pdf
Final Approval Date:	Apr 30, 2018

This report and all of its attachments were approved and signed as outlined below:

**David Dexter - Apr 27, 2018 - 3:28 PM**

**MaryAnne Dempster - Apr 30, 2018 - 10:07 AM**

**Neil Garbe - Apr 30, 2018 - 2:36 PM**