



## **Staff Report for Council Meeting**

**Date of Meeting:** May 25, 2022

**Report Number:** SRCFS.22.016

**Department:** Corporate and Financial Services

**Division:** Financial Services

**Subject:** SRCFS.22.016 Final Levy By-law and Tax Rates

### **Purpose:**

The purpose of this report is to adopt tax rates for the 2022 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. 73-22 be enacted in the form of the draft By-law attached to SRCFS.22.016 to establish and adopt tax rates for 2022 on the assessment in each property class, and
- b) That the billing and collection of taxes, special assessments, defaulted fines and fees including the tax installment due dates for residential and non-residential properties be authorized

### **Contact Person:**

Alice Liu, Manager, Revenue Services, ext. 5432

### **Report Approval:**

**Submitted by:** Sherry Adams, Commissioner of Corporate and Financial Services

**Approved by:** Darlene Joslin, Interim City Manager

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

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### **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 \$127,463,763. This total levy includes \$7,768,500 which will be used specifically for Capital Asset Sustainability.

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 73-22 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 June in accordance with the usual practice. The bills for non-residential properties will be issued in August. The installment due dates for 2022 are proposed as follows:

Residential, Farmland, Managed Forest, Pipelines August 2, 2022 and October 3, 2022.

Multi-residential, Commercial, and Industrial October 3, 2022 and November 1, 2022.

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

The Region of York 2022 Tax Rate By-law provides for upper tier tax rates representing a 2.96% tax levy increase. The tax rate change from the prior year reflects the budget requirement and offsets the impact of assessment growth and phase-in reassessment if applicable.

Ontario Regulation 400/98 as amended under the Education Act prescribes the education tax rates representing a 0% tax levy increase. The tax rate remain unchanged from the prior year reflects the budget requirement and offsets the impact of assessment growth and phase-in reassessment if applicable.

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

### **Special Assessment and Fees**

There are no new local improvement projects for billing in 2022. Tax Rate By-law No. 73-22 provides the necessary authorization to add the local improvement special

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assessment annual charges for all local improvement projects, including those approved in past years, to the final property tax bills of the applicable properties.

Tax Rate By-law No. 73-22 provides the necessary authorization to add the Capital Asset Sustainability Fee to the final property tax bill of each property, as a percentage of the City Levy.

Tax Rate By-law No. 73-22 provides the necessary authorization to add the Business Improvement Area (BIA) levy, to the final property tax bill of the applicable properties.

### **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 raising the local municipal levy and Capital Sustainability Special Levy as approved in the 2022 Operating Budget.

### **Relationship to the Strategic Plan 2020-2022:**

The report is required to meet the statutory obligations of Richmond Hill under the Municipal Act, 2001. The appropriate adjustment of property tax accounts in a timely manner and with clear application of procedures meets the Strategic Plan goal of Fiscal Responsibility.

### **Climate Change Considerations:**

Climate change considerations are not applicable to this staff report.

### **Conclusion:**

Tax Rate By-law No. 73-22 is required to set the 2022 tax rates for Richmond Hill and to authorize the issuance of the 2022 final bills. It is also required to set the due dates for tax installments.

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A – 2022 Tax Rate By-law No. 73-22
- Appendix B – Summary of 2022 Tax Rates

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### Report Approval Details

Document Title:	SRCFS.22.016 Final Levy By-law and Tax Rates_Final.docx
Attachments:	- SRCFS.22.016 Appendix A - 2022 Final Levy By-law 73-22 and Tax Rates_Final.docx - SRCFS.22.016 - Appendix B - 2022 Rate Calculator with CAS_73-22.pdf
Final Approval Date:	May 10, 2022

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

**Gigi Li - May 9, 2022 - 3:47 PM**

**Sherry Adams - May 9, 2022 - 4:22 PM**

**Darlene Joslin - May 10, 2022 - 10:57 AM**