



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

**Date of Meeting:** March 22, 2023

**Report Number:** SRCFS.23.014

**Department:** Corporate and Financial Services

**Division:** Office of the Clerk

**Subject:** **SRCFS.23.014 – Amendments to the Committee of Revision Terms of Reference**

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### **Purpose:**

The purpose of this report is to recommend revisions to the Terms of Reference of the Committee of Revision to: 1) clarify the appointment of the Committee based on the City's current practices; and 2) ensure that the mandate of the committee reflects the legislatively defined role.

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

- a) That Staff Report SRCFS.23.014 regarding Committee of Revision be received.
- b) That Council approve the Revised Committee of Revision Terms of Reference attached as "Attachment B" to staff report SRCFS.23.014.

### **Contact Person:**

Ryan Ban, Deputy City Clerk, extension 5547

Brian Inglis, Legislative and Special Projects Officer, extension 6526

### **Report Approval:**

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

**Approved by:** Darlene Joslin, 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:**

The Committee of Revision (“the Committee”) is a statutory committee pursuant to the *Local Improvement Charges – Priority Lien Status* regulation, O. Reg 586/06 (“the Regulation”) under the *Municipal Act, 2001*, S.O. 2001, c. 25. Local improvement is a statutory process for certain capital projects, such as modernizing curbs, sidewalks, and water infrastructure, which allows municipalities to recover some of the cost from the properties that will benefit from the work. Before Council approves a local improvement project, the City gives notice of our intention to undertake the project and residents have an opportunity to petition against it. If the project proceeds, charges are imposed on the affected properties after the project has been completed.

When charges related to local improvement projects are imposed on affected properties, the residents of the property may submit objections to the imposed levy. Where objections are received the Committee of Revision is required to hold a hearing to consider the objection. At these hearings, the Committee may correct the local improvement roll based on the criteria in the Regulation. The Committee’s current terms of reference are attached as Attachment A.

The Regulation requires that the members of the Committee of Revision be appointed by Council. Historically, the Committee of Adjustment members have also been appointed as members of the Committee of Revision. Staff recommend that Council approve the draft revisions to the Committee of Revision’s Terms of Reference (Attachment B) to clarify that the appointed members of the Committee of Adjustment are automatically appointed as the Committee of Revision for the term of Council. In addition to clarifying the appointment process for the Committee of Revision, the proposed Terms of Reference have been updated to more clearly reflect the role of the committee as set out in the Regulation, as well as other administrative details.

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

The Committee of Revision may incur expenses as part of the work undertaken within their mandate, provided that such funds have been included in the lead department’s budget. The administrative support associated with the Committee of Revision is also included within the lead department’s budget.

### **Relationship to Council’s Strategic Priorities 2020-2022:**

The local improvement projects that necessitate Committee of Revision hearings contribute to the strategic priority of Balancing Growth and Green by establishing more efficient and sustainable infrastructure. Additionally, the Committee’s specific role relates to Fiscal Responsibility, ensuring that the City charges residents accurately and responsibly and that residents have recourse for their concerns about charges imposed.

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### **Climate Change Considerations:**

Climate change considerations are not applicable to this staff report.

### **Conclusion:**

Staff recommend that Council approve the draft revisions to the Committee of Revision's Terms of Reference (Attachment B), which automatically appoints the members of the Committee of Adjustment to the Committee of Revision and includes minor updates to legislative references and other administrative details.

### **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.

- Attachment A – Current Committee of Revision Terms of Reference
- Attachment B – Draft Revised Committee of Revision Terms of Reference

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### Report Approval Details

Document Title:	SRCFS.23.014 Committee of Revision.docx
Attachments:	- SRCFS.23.014 Attachment A - Current Committee of Revision Terms of Reference FINAL.pdf - SRCFS.23.014 Attachment B - Draft Revised Committee of Revision Terms of Reference FINAL.pdf
Final Approval Date:	Mar 9, 2023

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

**Stephen Huycke - Mar 9, 2023 - 12:11 PM**

**Sherry Adams - Mar 9, 2023 - 1:02 PM**

**Darlene Joslin - Mar 9, 2023 - 1:18 PM**