

BYLAW 21506 - Amendment to the Assessment Review Boards Bylaw

Recommendation

1. That Bylaw 21506 receive the appropriate readings.
2. That the appointments to the Assessment Review Board, as set out in Attachment 3 of the April 28, 2026, Office of the City Clerk report OCC03527, be approved.
3. That Attachment 3 of the April 28, 2026, Office of the City Clerk report OCC03527 remain private pursuant to sections 20 (disclosure harmful to personal privacy) and 29 (advice from officials) of the *Access to Information Act*.

Purpose

To amend Bylaw 18308, Assessment Review Boards Bylaw, to increase the maximum membership of the Board from 24 to 30 members.

Readings

Bylaw 21506 is ready for three readings.

A majority vote of City Council on all three readings is required for passage.

If Council wishes to give three readings during a single meeting, then prior to moving to third reading, Council must unanimously agree “That Bylaw 21506 be considered for third reading.”

REPORT

The Assessment Review Board is responsible for hearing and deciding complaints related to property tax assessments.

In 2026, the volume of assessment complaints increased significantly over prior years. With the current membership of 24, schedule conflicts and membership availability are impacting the Assessment Review Board’s ability to schedule hearings as efficiently as possible.

Administration has identified additional individuals to be appointed to the Assessment Review Board. These recommended appointments are outlined in Attachment 3 and have been selected based on experience, training, and suitability for quasi-judicial board responsibilities.

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Increasing the membership from 24 to 30 members would provide greater flexibility when forming hearing panels, reduce scheduling constraints and potential hearing delays, support succession planning, and strengthen overall governance.

If Bylaw 21506 receives three readings, it is recommended that Council appoint the individuals listed in Attachment 3 to the Assessment Review Board for the 2026-2027 term.

Community Insight

As the proposed bylaw amendments relate to Council's governance model, no community engagement was conducted.

ATTACHMENTS

1. Bylaw 21506
2. Bylaw 18308 - Summary of Amendments
3. Appointments to the Assessment Review Board

Others Reviewing the Report

- M. Gunther, Acting City Solicitor