

To: Mayor and Members of Council

November 28, 2011

Re: District Board of Revision

### **Background**

The Municipalities Act requires every municipality to establish a board of revision to hear and vote on assessment appeals. Section 220(1) of *the Municipalities Act* specifies the establishment of a board of revision, and section 222 allows municipalities to establish a district board of revision with another municipality or municipalities.

The Town of White City currently has a local Board of Revision that Council appointed to hear assessment appeals for the Town. Council appoints 3 board members annually to sit on the board of Revision.

There is a District Board of Revision that consists of the Town of Pilot Butte, Town of Balgonie and the Village of Edenwold.

### **Discussion**

There has been discussion about the Town joining the District Board of Revision, therefore Administration is bringing the option to Council to join the District Board of Revision.

Attached is the draft agreement for Council to review.

### **Budget Implications**

None

### **Conclusion**

If Council is interested in joining the District Board of Revision, Council will have to pass the attached bylaw.

### **Recommendation**

Administration recommends Council pass a bylaw to provide for entering into an agreement for the creation of a district board of revision.

Respectfully submitted,



Shauna Bzdel,  
Town Manager

**TOWN OF WHITE CITY  
BYLAW NO.**

**A BYLAW FOR THE TOWN OF WHITE CITY TO PROVIDE FOR  
ENTERING INTO AN AGREEMENT FOR THE CREATION OF A  
DISTRICT BOARD OF REVISION**

The Council of the Town of White City in the Province of Saskatchewan enacts as follows:

1. The Town of White City is hereby authorized to enter into an agreement attached hereto, and forming part with the Municipalities of:
  - The Town of Balgonie
  - The Village of Edenwold
  - The Town of Pilot Butte
  - The R.M. of Edenwold No. 158for the purpose of establishing a District Board of Revision, the terms of which are attached hereto and marked **Appendix "A"**
2. The Mayor and Town Manager of the Town of White City are hereby authorized to sign and execute the agreement, the terms of which are set out in **Appendix "A"** hereinafter.
3. An assessment appeal fee of Seventy-five (\$75.00) dollars payable to the Town of White City shall accompany each notice of appeal.
4. Honorariums shall be as follows:  
  

<b>Members of the Board -</b>	<b>\$100.00/per sitting</b>
<b>Secretary -</b>	<b>\$ 30.00/per hour</b>
<b>Mileage -</b>	<b>\$ .40/per kilometer</b>

  
**Other expenses to be reimbursed upon receiving receipt, but not to exceed:**
  - Breakfast - \$10.00/per day
  - Lunch - \$15.00/per day
  - Dinner - \$20.00/per day
5. This bylaw shall come into force upon final reading of this bylaw

\_\_\_\_\_  
Mayor

(S E A L)

\_\_\_\_\_  
Town Manager

INTRODUCED AND READ A FIRST TIME THIS DAY OF  
READ A SECOND TIME THIS DAY OF  
READ A THIRD TIME AND ADOPTED THIS DAY OF

## APPENDIX "A"

### DISTRICT BOARD OF REVISION AGREEMENT AGREEMENT DATED FOR THE \_\_\_\_ DAY OF \_\_\_\_\_, 2011-11-25

#### BETWEEN

The Town of Balgonie  
The Village of Edenwold  
The Town of White City  
The R.M. of Edenwold No. 158  
The Town of Pilot Butte

THEREFORE, the Municipalities agree as follow:

In addition to the requirements prescribed in section 220 of the *Municipalities Act*, the Municipalities shall:

1. Appoint up to six members to the District Board of Revision.
2. Not have more than three members sit on the District Board of Revision at any one time.
3. Pass complimentary resolutions approving the appointments to the District Board of Revision.
4. Pass complimentary resolutions approving the appointment of a Secretary to the District Board of Revision.
5. Deliver all appeals to the Secretary of the District Board of Revision by the respective Municipalities.
6. Not have an elected or appointed official of the respective Municipalities sit on the District Board of Revision or act as Secretary to the District Board of Revision.
7. Have any dispute between the Municipalities regarding appointments or remuneration, determined by a majority of the respective municipalities through the passing of a resolution.
8. Reimburse the Town of White City for all expenses related to the operation of the District Board of Revision including the training of its members, in an amount proportional to the time spent by the District Board of Revision in hearing the appeals of the respective municipalities.
9. Not pay less than its share of the cost for the operation of the District Board of Revision. This recognizes the cost of training and recruiting members for the Board.
10. Provide written notice prior to January 15<sup>th</sup> of any year to withdraw from the agreement. Such notice of withdrawal shall be delivered to the Town Manager and/or Designated Officer of the Town of White City.

## DUTIES OF THE SECRETARY

In addition to the duties as prescribed in the *Municipalities Act*, the Secretary shall:

1. Maintain a record of attendance of the Board Members and Secretary.
2. Work in close cooperation with the Town Manager and/or Designated Officer of the respective Municipality.
3. Work in close cooperation with the respective municipalities regarding scheduling of hearings and for acquisition of materials and equipment for the conduct of the hearings.
4. Coordinate the activities of the District Board of Revision and information between the Councils of the Municipalities.
5. Attend all training sessions and to also include District Board of Revision Members.
6. Be familiar with all aspects of the *Municipalities Act* pertaining to the District Board of Revision and the required duties.
7. Reschedule a board hearing if unable to attend the scheduled board hearing.
8. Hold board hearings in the council chambers of the respective municipalities.

**THE TOWN OF BALGONIE**

\_\_\_\_\_  
MAYOR

(SEAL)

\_\_\_\_\_  
ADMINISTRATOR

**THE VILLAGE OF EDENWOLD**

\_\_\_\_\_  
MAYOR

(SEAL)

\_\_\_\_\_  
ADMINISTRATOR

**THE TOWN OF WHITE CITY**

\_\_\_\_\_  
MAYOR

(SEAL)

\_\_\_\_\_  
TOWN MANAGER

**THE R.M. OF EDENWOLD NO. 158**

\_\_\_\_\_  
MAYOR

(SEAL)

\_\_\_\_\_  
ADMINISTRATOR

**THE TOWN OF PILOT BUTTE**

\_\_\_\_\_  
MAYOR

(SEAL)

\_\_\_\_\_  
ADMINISTRATOR

