



Item .....	03
Meeting .....	2007 Sep 17

COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2007 September 12  
**FROM:** DIRECTOR FINANCE **FILE:** Finance  
*Reference: Property Taxes*  
**SUBJECT: MUNICIPAL COLLECTOR**  
**PURPOSE:** To appoint the Municipal Collector

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**RECOMMENDATION:**

1. **THAT** Darlene Foxgord, Revenue and Taxation Manager, be appointed Municipal Collector as defined in the Community Charter.

**REPORT**

In 1995 a reorganization of the Finance Department resulted in the elimination of the position of Tax and Licence Director, a position that held the statutory responsibilities for Municipal Collector. At that time the Director Finance was assigned the statutory duties on an interim basis. Further organizational reviews were not conducted and the appointment of the statutory position to the Revenue and Taxation Manager was never undertaken.

The Community Charter defines the collector as “*the municipal officer assigned responsibility as collector of taxes for the municipality*”; the position also includes the responsibility for:

- producing and correcting errors on the parcel tax roll.
- making adjustments to property taxes as a result of changes in assessments.
- apportioning property taxes from subdivision of properties.
- crediting the payment of taxes in a prescribed manner.
- assigning penalties for late tax payments and mailing notices to that effect.
- providing statements and information regarding property taxes to property owners
- providing certificates of outstanding taxes on particular taxes.
- must collect any special fees assigned under the Community Charter or Local Government Act for work or services provided to the property.
- conducting the annual tax sale and provide certificates of sale.

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Re: Municipal Collector  
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It is recommended that Darlene Foxgord, Revenue and Taxation Manager, be appointed Municipal Collector as defined in the Community Charter.



Rick Earle  
DIRECTOR FINANCE