



CITY OF VANCOUVER

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ADMINISTRATIVE REPORT

Report Date: August 17, 2006
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Meeting Date: September 12, 2006

TO: Vancouver City Council

FROM: General Manager of Corporate Services/ Director of Finance

SUBJECT: Appointment of Collector of Taxes and Deputy Collector of Taxes

RECOMMENDATION

THAT City Council appoint Bonnie Penny to the Collector of Taxes position and Esther Lee to the Deputy Collector of Taxes position, effective September 12, 2006.

CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS the foregoing.

COUNCIL POLICY

Section 400 of the Vancouver Charter provides Council with the authority to appoint a person to the position of Collector of Taxes, and this person shall have the duties and responsibilities as set out in the Charter or in other legislation, in addition to other duties as assigned by Council.

Section 4 of the Vancouver Charter provides Council with the authority to appoint one or more persons to act as deputy.

PURPOSE

The purpose of this report is to seek Council approval for the appointment of financial services staff to the Collector of Taxes and Deputy Collector of Taxes positions. These positions have the statutory duties and responsibilities related to the collection of taxes for the City as set out in the Vancouver Charter or other legislation.

BACKGROUND

On July 25 2000, Council approved the appointment of Terry Corrigan to the Collector of Taxes position and Wendy Magneison to the Deputy Collector of Taxes position.

Terry Corrigan resigned from the City on April 13, 2006 and the Collector of Taxes position has been vacant since that date.

DISCUSSION

The appointment of the Collector of Taxes position is a statutory requirement as set out in the Vancouver Charter and other legislation. The Collector of Taxes has responsibility under the Vancouver Charter, a number of City bylaws and other legislation related to the billing and collection of property taxes, utility fees and bylaw fines and local improvement taxes.

The role of the Collector should be filled by financial services staff who have the day to day responsibilities for the billing and collection of the City's property taxes, local improvement taxes, utility fees and bylaw fines. It is recommended that the Manager of Revenue Services, Bonnie Penny, be appointed as Collector of Taxes.

Currently, the Manager of Taxation and Utilities, Wendy Magneison, is the Deputy Collector of Taxes. To provide additional coverage and backup for vacation and other absences, it is recommended that the Acting Director of Financial Services, Esther Lee, be appointed also as a Deputy Collector of Taxes.

FINANCIAL IMPLICATIONS

There are no financial costs to the City.

CONCLUSION

The Vancouver Charter, City bylaws and other associated legislation that governs the conduct of the billing and collection of property taxes, local improvement taxes, utility fees and bylaw fines require the appointment of the Collector of Taxes, a statutory and regulatory position. It is appropriate for this position to be filled by finance staff within the Corporate Services Group and to ensure that the Collector of Taxes duties and responsibilities are assigned.

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