

File #: 4025-01 CSW

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Development Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	April 1, 2019
<b>RE:</b>	Cook Street Reconstruction – Local Improvement Charges

### **ISSUE**

To correct the Cook Street West local improvement charges bylaw before proceeding with the notification process

### **REFERENCE**

Bylaw 2019-09

### **HISTORY**

At the regular meeting on March 25<sup>th</sup> Council gave first reading to a local improvement charges (LIC) bylaw with respect to the reconstruction of Cook Street West.

In accordance with the *Municipal Act*, following first reading of a LIC Bylaw notice is sent out to all benefiting property owners advising that the local improvement process has started and providing information on all the details associated with the bylaw, including the deadline for filing an objection and the date scheduled for a public hearing on the issue.

In the process of preparing the documentation for property owners, an error in the calculations for Schedule A of the bylaw was discovered. The result of this error is that the portion of the costs of the reconstruction project that will be borne by some of the non-residential benefiting property owners is larger than initial projections.

### **ALTERNATIVES**

1. Direct administration to prepare the necessary documentation to advise benefiting property owners of proposed changes to the bylaw and prepare the required wording for amending the bylaw at second reading.
2. Refer the matter back to administration for further consideration.

### **ANALYSIS**

The 2019 capital budget contains funding for the detailed design for the reconstruction of Cook Street West. By bringing the LIC forward at this time Administration is seeking confirmation that Cook Street property owners are prepared to pay a portion of the costs of reconstruction by way of a local improvement charge. If the bylaw passes, Administration will proceed with the tendering process for detailed design and construction supervision services for the project. Council would then consider final confirmation with the approval of the project in the capital budget.

Since the current bylaw has already received first reading and second reading is not scheduled until after a public hearing has been held, amending the existing bylaw at this

stage is problematic. In order to allow the bylaw process to proceed, Council may direct administration to prepare the notification documents in a manner that will highlight the amendments that will be authorized when the bylaw comes forward for second reading. This will ensure that the information provided contains accurate details on project costs.

This will push the process back by a few weeks and still allow time for benefitting property owners to provide appropriate input into the project.

The revised schedule would be:

Review the matter and the options	April 1
Resolution directing correction	April 8
Mail information to benefitting property owners	April 11
Public Hearing	May 6
Deadline for the submission of objections	May 21
Report on Public Input	May 27
2 <sup>nd</sup> & 3 <sup>rd</sup> Reading of the bylaw	June 10

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct administration to prepare notification packages with respect to Local Improvement Charges Bylaw 2019-09 that include corrections to the errors discovered; and

THAT administration be directed to prepare proposed amendments to Bylaw 2019-09 for council's consideration when the bylaw comes forward for second reading.