435 - Appendix "A" referred to in Clause 1 of the Report of the Executive Policy Committee dated March 13, 1996

ASSESSMENT APPEALS INQUIRY
TERMS OF REFERENCE

MANDATE

1. *That an inquiry be undertaken by an individual, external to both the political and administrative structure of the City of Winnipeg, into The City of Winnipeg's management of the assessment process and corresponding assessment appeal refunds and, without limiting the generality of the foregoing, that the scope of the inquiry include consideration of the following;*

    a. *the strategic decisions underlying the implementation of the 1990 general assessment, including processes, procedures, and internal mechanisms*

    b. *the processes and procedures implemented by the Civic Administration pursuant to Provincial Legislation and relevant Court Decisions relating to municipal assessment*

    c. *an evaluation of the accuracy and relevancy of all information, reported to City Council, commencing in 1993, by the Civic Administration and Internal and External Auditors, in relation to the assessments in the City of Winnipeg*

    d. *an evaluation of the appropriateness of resources utilized by the Civic Administration, including financial models, and monitoring and tracking systems.*

2. *That the Inquiry Officer determine the manner in which the inquiry is to be conducted.*

3. *That the Inquiry Officer submit a report of findings and recommendations to Executive Policy Committee within 90 days of appointment, and that such report and recommendations address;*

    a. *all aspects of the policies, plans, procedures and operations and activities followed by City Council and Civic Administration in relation to property assessment*

    b. *interrelationships and communications between relevant Civic Departments and Council*

    c. *the mandate and operations of the Board of Revision*

    d. *current applicable legislation.*