

Bylaw No. 004-2019 ASSESSMENT REVIEW BOARD BYLAW

A BYLAW OF THE TOWN OF IRRICANA IN THE PROVINCE OF ALBERTA, TO ESTABLISH ASSESSMENT REVIEW BOARDS FOR THE TOWN OF IRRICANA.

Whereas, pursuant to section 454 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council must establish a local assessment review board to hear complaints referred to in section 460.1(1), and a composite assessment review board to hear complaints referred to in section 460.1(2);

And Whereas, pursuant to subsection 454.1(2) of the *Municipal Government Act*, Council may appoint a single member to the local assessment review board, prescribe the term of office of the member appointed, and prescribe the remuneration and expenses, if any, payable to the member appointed;

And Whereas, pursuant to subsection 454.1(2) of the *Municipal Government Act*, Council must designate one of the members appointed as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

And Whereas, pursuant to subsection 454.21(4) of the *Municipal Government Act*, Council may appoint a single member of the composite assessment review board, prescribe the term of office of the member appointed, and prescribe the remuneration and expenses, if any, payable to the member appointed;

And Whereas, pursuant to subsection 454.2(2) of the *Municipal Government Act*, Council must designate one of the members appointed as the chair of the composite assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

And Whereas, pursuant to subsection 456 of the *Municipal Government Act*, Council must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality;

And Whereas, pursuant to subsection 456 of the *Municipal Government Act*, Council may set fees payable by persons wishing to make complaints or to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents;

Irricana Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1 The purpose of this bylaw is to establish assessment review boards for the Town of Irricana.

DEFINITIONS

2 In this bylaw, unless the context otherwise requires:

- (a) "**CAO**" means the chief administrative officer of the municipal corporation of the Town of Irricana;
- (b) "**Composite Board**" means the Town of Irricana Composite Assessment Review Board, as required by the *Municipal Government Act* and established by this bylaw;
- (c) "**Council**" means the municipal council of the municipal corporation of the Town of Irricana; and
- (d) "**Local Board**" means the Town of Irricana Local Assessment Review Board, as required by the *Municipal Government Act* and established by this bylaw.

RULES FOR INTERPRETATION

3 The marginal notes and headings in this bylaw are for reference purposes only.

PART II – ESTABLISHMENT AND MEMBERSHIP

LOCAL BOARD

4 The Local Board is established.

COMPOSITE BOARD

5 The Composite Board is established.

NUMBER OF MEMBERS

6 Council will by resolution appoint:

- (a) one person to the Local Board; and

(b) one person to the Composite Board.

BOARD MEMBERS

7 Council will only appoint people to the Local Board or the Composite Board who are:

- (a) a member of Council;
- (b) not an assessor;
- (c) not a person employed by the Town of Irricana; and
- (d) not a person who has acted for an assessed person before an assessment review board of the Municipal Government Board.

TERM OF MEMBERSHIP

8 All members of the Local Board and the Composite Board will serve as members for a term of no more than three years.

MULTIPLE TERMS

9 A person may be a member of the Local Board or the Composite Board for more than one term, if so appointed by Council.

NO VACANCY

10 Even if a person's term of membership has expired, that person will remain a member of the Local Board or the Composite Board until they are replaced by Council.

LOCAL BOARD CHAIR

11 Council will appoint a member of the Local Board as chair of the Local Board.

COMPOSITE BOARD CHAIR

12 Council will appoint a member of the Composite Board as chair of the Composite Board.

PART III - ADMINISTRATION

CLERK

13 The Chief Administrative Officer is:

- (a) clerk of the Local Board; and
- (b) clerk of the Composite Board.

FEES

14 Fees for filing complaints to the Local Board and the Composite Board are set out in the *Fees Bylaw*.

MEMBER REMUNERATION

15 Members of the Local Board and the Composite Board will be paid:

- (a) \$100 if four hours or less are worked in a day;
- (b) \$150 if more than four hours and less than eight hours are worked in a day; or
- (c) \$200 if more than eight hours are worked in a day.

CHAIR REMUNERATION

16 The Chair of the Local Board and the Chair of the Composite Board will be paid:

- (a) \$100 if four hours or less are worked in a day;
- (b) \$150 if more than four hours and less than eight hours are worked in a day; or
- (c) \$200 if more than eight hours are worked in a day.

EXPENSES

17 All members of the Local Board and Composite Board will be paid their reasonable expenses in accordance with the policy established pursuant to this bylaw.

PART IV - GENERAL

CAO POWERS

18 The CAO may:

- (a) set policies, procedures, and directives for the Local Board governing the hearing process, the conduct of members, or any other matter related to the operation of the Local Board;
- (b) set policies, procedures, and directives for the Composite Board governing the hearing process, the conduct of members, or any other matter related to the operation of the Composite Board;
- (c) establish a policy for the expenses for which members of the Local Board and Composite Board may be compensated; and
- (d) delegate any powers, duties or functions under this bylaw to an employee of the Town.

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 4th DAY OF November, 2019.

READ A SECOND TIME IN COUNCIL THIS 18th DAY OF November 2019.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 18th DAY OF November, 2019.

Frank Friesen MAYOR

Ted Coffey CAO