

**BYLAW 003:2023  
of the TOWN OF IRRICANA  
in the PROVINCE OF ALBERTA**

**Being a bylaw of the Town of Irricana, in the Province of Alberta to establish the Assessment Review Board.**

**WHEREAS** the Section 454 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, requires that a Council must establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB);

**AND WHEREAS** Section 454 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, governs the appointment and composition of these Boards;

**AND WHEREAS** Section 456 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended requires that the municipality assign a Clerk for these Boards;

**NOW THEREFORE** the Council of the Town of Irricana, in the Province of Alberta, duly assembled, enacts as follows:

**TITLE:**

This Bylaw may be cited as the “**Assessment Review Board Bylaw**”.

**PART I – DEFINITIONS**

- 1) In this Bylaw, unless the context otherwise requires, the following definitions apply:
  - (a) “Assessment Review Boards” means the Local Assessment Review Board and the Composite Assessment Review Board collectively.
  - (b) “CAO” shall mean the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
  - (c) “Clerk” means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with Section 456 of the MGA.
  - (d) “Composite Assessment Review Board” means a board established to hear and make decisions on complaints about any matter referenced in Section 460.1(2) of the MGA. May also be referred to in this Bylaw as CARB or Composite Board.
  - (e) “Council” shall mean the duly elected Council of the Town of Irricana.
  - (f) “Councillor” means a duly elected member of Council;

- (g) “Local Assessment Review Board” means a board established to hear and make decisions on complaints about any matter referenced in Section 460.1(1) of the MGA. May also be referred to in this Bylaw as LARB or Local Board.
- (h) “Member” means a member, which cannot be a Councillor, of the Assessment Review Boards as appointed by Council.
- (i) “MGA” means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- (j) “Town” means the Town of Irricana.

## **PART II – ESTABLISHMENT OF BOARDS**

- 2) Council hereby establishes the following board:
  - (a) Local Assessment Review Board; and
  - (b) Composite Assessment Review Board.

## **PART III – COMPOSITION OF THE LOCAL ASSESSMENT REVIEW BOARD**

- 3) The LARB shall be comprised of no fewer than three people.
- 4) Council must designate one Member to serve as the Board Chair.

## **PART IV – COMPOSITION OF THE COMPOSITE ASSESSMENT REVIEW BOARD**

- 5) The CARB shall be comprised of no fewer than two people, of which no more than one may be a Councillor.
- 6) Council must designate one Member to serve as the Board Chair.

## **PART V – BOARD ELIGIBILITY AND LENGTH OF TERM**

- 7) Council shall only appoint people who are:
  - (a) Not an assessor;
  - (b) Not a person employed by the Town; and
  - (c) Not a person who has acted for an assessed person before an assessment review board of the Municipal Government Board.
- 8) Members of the LARB and CARB shall be appointed for a term of three years.

- 9) Members may be re-appointed when their term expires, however, they must re-apply for appointment by Council.
- 10) Notwithstanding any other provisions in this Bylaw, if a Member's term expires before a decision is issued on a complaint heard by the Member, the Member remains a duly appointed Member for the purpose of completing the complaint hearing and issuing a decision in that complaint.

#### **PART VI – REMUNERATION AND EXPENSES**

- 11) Board Chairs shall be compensated at a rate of:
  - (a) \$100 if four hours or less is worked in a day;
  - (b) \$150 if more than four hours but less than eight hours are worked in a day;
  - (c) \$200 if more than eight hours are worked in a day.
- 12) Board Members shall be compensated at a rate of:
  - (a) \$100 if four hours or less is worked in a day;
  - (b) \$150 if more than four hours but less than eight hours are worked in a day;
  - (c) \$200 if more than eight hours are worked in a day.
- 13) Reasonable expenses directly related to conducted Board business shall be reimbursed in accordance with Town policies related to travel and expenses.

#### **PART VII – CLERK OF THE ASSESSMENT REVIEW BOARD**

- 14) The Chief Administrative Officer is the designated Clerk of the Assessment Review Boards.

#### **PART VIII – REPEAL**

- 15) This Bylaw hereby repeals Bylaw 004:2019.

#### **PART IX – SEVERABILITY**

- 16) Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

**PART X – EFFECTIVE DATE**

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ for a First time this 21<sup>st</sup> day of February, 2023.

READ for a Second time this 21<sup>st</sup> day of February, 2023.

TO BE Given Unanimous Consent for a Third and Final Reading this 21<sup>st</sup> day of February, 2023.

READ for a Third and Final time this 21<sup>st</sup> day of February, 2023.

\_\_\_\_\_  
(Original Signed  
Jim Bryson  
Mayor

\_\_\_\_\_  
(Original Signed  
Doug Hafichuk  
Chief Administrative Officer