

CITY OF SPRUCE GROVE

BYLAW C-924-15

ASSESSMENT REVIEW BOARDS BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, M-26 and amendments thereto, a council may establish one or more local assessment review boards and one or more composite assessment review boards;

AND WHEREAS, pursuant to the *Municipal Government Act*, a council may establish a local assessment review board consisting of only one member;

AND WHEREAS, pursuant to the *Municipal Government Act*, a council may establish a composite assessment review board consisting of only a provincial member;

AND WHEREAS, pursuant to of the *Municipal Government Act*, a council must appoint a designated officer to act as the Clerk of the Assessment Review Boards.

NOW THEREFORE, The Municipal Council of the City of Spruce Grove duly assembled, hereby enacts as follows:

1. DEFINITIONS

- 1.1 All words, terms or phrases presented in the masculine gender shall be taken to mean either gender for the purposes of this bylaw.
- 1.2 Except as otherwise provided herein, the words of this Bylaw shall have the meanings prescribed in the Act and regulations passed under the Act.
- 1.3 “Act” shall mean the *Municipal Government Act*, RSA 2000, c.M-26, as amended from time to time.
- 1.4 “Assessment Review Board” or “Board” includes both Composite and Local Assessment Review Boards.
- 1.5 “Assessment Review Board Clerk” or “Clerk” shall mean the designated officer appointed to carry out the duties and functions of the clerk as required under the Act.
- 1.6 “Authorized Substitute” shall mean an individual who is appointed to fill a Vacancy.
- 1.7 “Capital Region Assessment Services Commission” shall mean the regional services commission established by AR 77/96, as amended from time to time.
- 1.8 “Composite Assessment Review Board” means a Board established to hear and make decisions on complaints about any matter referred to in the Act that is shown

on an assessment notice for a non-residential property and residential property with four or more dwelling units.

- 1.9 “Council” shall mean the Municipal Council of the City of Spruce Grove.
- 1.10 “Local Assessment Review Board” means a Board established to hear and make decisions on complaints about any matter referred to in the Act that is shown on an assessment notice for residential property with three or fewer dwelling units, or farmland, or shown on a tax notice other than a property tax notice.
- 1.11 “Manager” shall mean the individual appointed to the Manager position of the Capital Region Assessment Services Commission.
- 1.11 “Mayor” shall mean the chief elected official of the City of Spruce Grove.
- 1.12 “Member” shall mean an appointed member of a Board but does not include an Authorized Substitute unless the Authorized Substitute is filling a Vacancy.
- 1.13 “Vacancy” means an unoccupied Board seat.

2. CLERK APPOINTMENT AND DELEGATION

- 2.1 The position of Assessment Review Board Clerk is established.
- 2.2 Council hereby appoints the Manager of the Capital Region Assessment Services Commission to the position of Clerk.
- 2.3 The Clerk is authorized to further delegate, and to authorize further delegations of, powers, duties, and functions to another person.
- 2.4 Notwithstanding this Bylaw, the Clerk is accountable to Council for the exercise of all powers, duties, and functions delegated to the Clerk.

3. ESTABLISHMENT OF BOARDS

- 3.1 The City hereby establishes the following Assessment Review Boards:
 - a. One Person Local Assessment Review Board;
 - b. One Person Composite Assessment Review Board;
 - c. Three Person Local Assessment Review Board; and
 - d. Three Person Composite Assessment Review Board.
- 3.2 Council shall by resolution appoint Members from a list of individuals from the Capital Region Assessment Services Commission qualified to sit as Members, such list to be prepared by the Clerk.

- 3.3 Unless otherwise stated, all Members are appointed for a term of two years. Council may appoint a Member for more than one term.
- 3.4 An Assessment Review Board Member may resign from the Assessment Review Board at any time on written notice to the Clerk to that effect.

4. ROLES

- 4.1 The Clerk shall maintain a list of individuals from the Capital Region Assessment Services Commission qualified to sit as Assessment Review Board Members and provide such list to Council for its use in the appointment of Assessment Review Board Members.
- 4.2 The Clerk shall assist the Assessment Review Board in fulfilling its mandate and maintain a record of current Members of the Assessment Review Board.
- 4.3 The Clerk shall schedule Assessment Review Board Members to hear complaints as necessary.
- 4.4 The Clerk shall determine which matters may be heard by a One Person Board and which matters shall be heard by a Three Person Board in accordance with Part 3 of the *Matters Relating to Assessment Complaints Regulation*, AR 310/2009, as amended from time to time.
- 4.5 In the event of a Vacancy the Clerk shall select an Authorized Substitute, from the list of individuals adopted by Council resolution to fill the Vacancy.
- 4.6 If no Authorized Substitute is available to fill a Vacancy, the Mayor may appoint an individual as an acting member of the Board in accordance with the Act.

5. REMUNERATION

- 5.1 In accordance with its authority under the Act, to delegate power, Council hereby delegates its authority to prescribe the remuneration and expenses, if any, payable to each Member, to the Clerk.
- 5.2 The Clerk must set the level of remuneration and rate of reimbursement for expenses to be paid to Members.

6. REPEALS

- 6.1 Upon coming into force Bylaw C-754-10, Assessment Review Board shall be repealed.

This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 10 August 2015

Second Reading Carried 14 September 2015

Third Reading Carried 14 September 2015

Date Signed 17 September 2015

Mayor

City Clerk

UNCERTIFIED COPY