



# BYLAW

Bylaw Number: **914/21**

Bylaw Name: **Assessment Review Boards Bylaw**

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## A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH ASSESSMENT REVIEW BOARDS.

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**WHEREAS**, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 as amended, requires the establishment of Assessment Review Boards;

**AND WHEREAS**, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 as amended, authorizes two or more Councils to jointly establish the Assessment Review Boards to have jurisdiction in their municipalities;

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

### **1. TITLE**

1.1 This bylaw may be cited as the **“Assessment Review Boards Bylaw”**.

### **2. DEFINITIONS**

- 2.1 **“Chief Administrative Officer” or “CAO”** means the Chief Administrative Officer of the Town of Bassano regardless of any subsequent title that may be conferred on that officer by Council or statute, or his designate;
- 2.2 **“Council”** means the Municipal Council of the Town of Bassano;
- 2.3 **“Member”** means a member of an Assessment Review Board duly appointed by Council or the Province, in accordance with the *Municipal Government Act*, R.S.A. 2000, Chapter M – 26 as amended;
- 2.4 **“Regional Assessment Review Boards Agreement”** means the Agreement signed by municipalities within the County of Newell, No. 4 agreeing to participate in the establishment of Regional Assessment Review Boards.
- 2.5 **“Regional Pool”** means the group of Assessment Review Board members duly appointed by the Councils of municipalities participating in the Regional Assessment Review Boards Agreement.

### **3. ASSESSMENT REVIEW BOARDS**

- 3.1 The purpose of this Bylaw is to authorize the Town of Bassano to enter into the Regional Assessment Review Boards Agreement and to establish Assessment Review Boards;
- 3.2 Council hereby establishes the following Assessment Review Boards for the Town of Bassano:
  - 3.2.1 Local Assessment Review Board that shall consist of three (3) members;
  - 3.2.2 Composite Assessment Review Board that shall consist of two (2) members plus one (1) member appointed by the Province of Alberta.
- 3.2 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act, R.S.A. 2000, Chapter M – 26 as amended and the Matters Relating to Assessment Complaints Regulation.

### **4. MEMBERSHIP**

- 4.1 Members shall be appointed to the Regional Pool from time to time by resolution of Council. Each must complete the legislated training requirements prior to hearing an appeal;
- 4.2 If a vacancy shall occur at any time, Council shall by resolution, appoint a new person to fill the vacancy;
- 4.3 Members shall be appointed for three (3) years terms and may be reappointed at the expiration of their terms;
- 4.4 Council delegates authority to the Chief Administrative Officer to assign duly appointed members from the Regional Pool to the established Assessment Review Boards, as required;
- 4.5 Members shall be compensated as outlined in the Regional Assessment Review Boards Agreement.

### **5. ASSESSMENT REVIEW BOARD CLERK**

- 5.1 The Chief Administrative Officer or designate shall be the Clerk of the Assessment Review Boards.
- 5.2 The Clerk shall complete the legislated training requirements prior to hearing an appeal.
- 5.3 The duties of the Clerk include: receiving applications for hearings, ensuring the applicable complaint fee has been received, and the Clerk shall keep the following records:
  - 5.3.1 Notice of the hearing and persons to whom it was sent
  - 5.3.2 Minutes of the hearing

- 5.3.3 Names and addresses of those making representation at the hearing
  - 5.3.4 Copies of all written representation to the Regional Assessment Review Boards
  - 5.3.5 Decisions of the Regional Assessment Review Boards
  - 5.3.6 Reasons for the decisions of the Regional Assessment Review Boards
  - 5.3.7 Notice of the decisions and persons to whom it was sent
  - 5.3.8 Such other matters as the Regional Assessment Review Boards may direct
- 5.4 Each participating Municipality shall be responsible for compensating the Clerk for the performance of Clerk duties.

**6. COMPLAINT FEES**

- 6.1 Complaint fees shall be set in accordance with the Schedule "A" as attached to and forming part of this Bylaw.

**7. REPEAL**

- 7.1 Bylaw 906/20 is hereby repealed.

**8. EFFECTIVE DATE AND READINGS**

- 8.1 This Bylaw shall take effect on the date of 3<sup>rd</sup> and final reading.
- 8.2 Read a first time this 8<sup>th</sup> day of February 2021.
- 8.3 Read a second time this 8<sup>th</sup> day February 2021.
- 8.4 READ a third and final time this 8<sup>th</sup> day of February 2021.

**TOWN OF BASSANO**



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**MAYOR**



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**CHIEF ADMINISTRATIVE OFFICER**

**Schedule 'A'**

**Town of Bassano**

**Schedule of Assessment Review Board Complaint Fees**

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**Class 1** – Residential Property in respect of more than three dwelling units or fewer:

- \$50.00 per Residential Property

**Class 1** – Residential Property in respect of more than three dwellings or units:

- \$50.00 per Residential Property

**Class 2** – Non-Residential Property:

- \$50.00 per Assessment Roll Number

**Class 3** – Farmland:

- \$50.00 per Assessment Roll Number