

Bylaw No. 986-2018
ASSESSMENT REVIEW BOARD BYLAW

PAGE 1

**A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH
ASSESSMENT REVIEW BOARDS FOR THE CITY OF LEDUC.**

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(1) of the *Municipal Government Act*, Council must appoint at least three persons as members of the local assessment review board, prescribe the term of office of each member appointed, and prescribe the remuneration and expenses, if any, payable to each 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 454.2(1) of the *Municipal Government Act*, Council must appoint at least two persons as members of the composite assessment review board, prescribe the term of office of each member appointed, and prescribe the remuneration and expenses, if any, payable to each 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;

Leduc City Council enacts:

Bylaw No. 986-2018
ASSESSMENT REVIEW BOARD BYLAW

PAGE 2

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

- 1 The purpose of this bylaw is to establish assessment review boards for the City of Leduc.

DEFINITIONS

- 2 In this bylaw, unless the context otherwise requires:
- (a) "**City Manager**" means the chief administrative officer of the municipal corporation of the City of Leduc;
 - (b) "**Composite Board**" means the City of Leduc 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 City of Leduc; and
 - (d) "**Local Board**" means the City of Leduc 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 no less than:
- (a) three persons to the Local Board; and
 - (b) two persons to the Composite Board.

Bylaw No. 986-2018
ASSESSMENT REVIEW BOARD BYLAW

PAGE 3

BOARD MEMBERS

- 7 Council will only appoint people to the Local Board or the Composite Board who are:
- (a) selected through the City of Leduc *Board Selection Policy*;
 - (b) not a member of Council;
 - (c) not an assessor;
 - (c) not a person employed by the City of Leduc; 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 City Manager is:
- (a) clerk of the Local Board; and

Bylaw No. 986-2018
ASSESSMENT REVIEW BOARD BYLAW

PAGE 4

(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) \$164 if four hours or less are worked in a day;
- (b) \$290 if more than four hours and less than eight hours are worked in a day; or
- (c) \$427 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) \$219 if four hours or less are worked in a day;
- (b) \$383 if more than four hours and less than eight hours are worked in a day; or
- (c) \$601 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

CITY MANAGER POWERS

18 The City Manager 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;

Bylaw No. 986-2018
ASSESSMENT REVIEW BOARD BYLAW

PAGE 5

- (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 City.

REPEAL

19 Bylaw 751-2010 is repealed.

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

READ A FIRST TIME IN COUNCIL THIS 25TH DAY OF JUNE, 2018.

READ A SECOND TIME IN COUNCIL THIS 25TH DAY OF JUNE, 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 25TH DAY OF JUNE, 2018.

“Original Signed”

Bob Young
MAYOR

“Original Signed”

Macarena Hormazabal
DEPUTY CITY CLERK

June 25, 2018

Date Signed