

**BYLAW TITLE:**

ASSESSMENT REVIEW BOARDS BYLAW

**PURPOSE:**

Being a Bylaw of the Town of Rainbow Lake, in the Province of Alberta, to establish the Assessment Review Boards.

WHEREAS section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board;

**ENACTMENT:**

NOW THEREFORE, COUNCIL OF THE TOWN OF RAINBOW LAKE, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

**CITATION:**

This bylaw may be called the “**Assessment Review Boards Bylaw**”.

**DEFINITIONS:**

“**Assessment Review Boards**” means the Local Assessment Review Board and the Composite Assessment Review Board collectively;

“**Clerk**” means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 456 of the Municipal Government Act;

“**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 Municipal Government Act;

“**Council**” means the duly elected Council of the Town of Rainbow Lake;

**“Councillor”** means the duly elected member of Council;

**“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 Municipal Government Act;

**“Record Fees and Charges Bylaw”** means the Town of Rainbow Lake bylaw known as the “Record Fees and Charges Bylaw”;

**“Member”** means a member, which cannot be a Councillor, of the Assessment Review Boards as appointed by Council;

**“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26; and

**“Town of Rainbow Lake”** means the Town of Rainbow Lake as a municipal corporation established pursuant to the laws of the Province of Alberta and the area within the jurisdictional boundaries of the Town of Rainbow Lake, as the context of this Bylaw so requires.

**GENERAL RULES  
AND SPECIAL  
PROVISIONS:**

**Establishment of Boards**

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

**Appointment of Members**

- 2.1 At its Annual Organizational Meeting, Council appoints at least 3 Members. Members at large are appointed for three-year terms and in a manner that the expiry dates of their appointments are staggered. Council may make appointments outside of the Annual Organizational Meeting as deemed necessary.
- 2.2 Members may be appointed from the common pool of Assessment Review Board members established in partnership with the Town of High Level and Mackenzie County as defined in the SDAB and ARB Members and Clerk Memorandum of Understanding.



- 2.3 Members are not required to be residents of the Town of Rainbow Lake.
- 2.4 Notwithstanding section 2.1, a Member may be re-appointed when their term expires but the person must re-apply for appointment.
- 2.5 In the event a member is unable to finish their appointed term, Council may appoint a replacement whose term will end at the following Organizational Meeting, at which time the replacement Member may re-apply.
- 2.6 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.

#### **Appointment of Chair**

- 3.1 If the Chair or Vice-Chair of the Assessment Review Boards has not been appointed by Council, the Members must convene within sixty days of the annual Organizational meeting of Council to elect a Chair and Vice Chair for the ensuing year.
- 3.2 If Council has not appointed the Chair, the Chief Administrative Officer or their designate will preside over the election of the Chair of the Assessment Review Boards.
- 3.3 The Chair of the Assessment Review Boards is the Chair of both the Local Assessment Review Board and the Composite Assessment Review Board.
- 3.4 The Vice Chair will take over the duties of the Chair whenever the Chair is unable to perform the duties of the Chair.

#### **Remuneration**

- 4 Remuneration and traveling expenses for Members are the same as those established by the Council Remuneration Policy 11-00.

#### **Clerk of the Assessment Review Board**

- 5 The position of Designated Officer to carry out the duties of the Local Assessment Review Board and Composite Assessment Review Board Clerk is established and will be appointed by resolution of Council on an annual basis.



**Filing a Complaint**

- 6.1 The complainant and respondent must each submit to the Assessment Review Boards four copies of their disclosure documents in accordance with the Matters Relating to Assessment Complaints Regulation, Alta Reg 201/2017.
- 6.2 A complaint must be accompanied by the appropriate fee as established by Council in the Record Fees and Charges Bylaw or that referenced in accordance with the Matters Relating to Assessment Complaints Regulation, Alta Reg 201/2017.

**SEVERABILITY:**

Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**CONDITIONS:**

Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town Bylaw, or any requirement of any lawful permit, order or licence.



**EFFECTIVE DATE:**

This Bylaw shall come into force and effect when it has received third reading and has been duly signed and further bylaw 2008-03 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this 6 day of APRIL 2023.

READ A SECOND TIME IN OPEN COUNCIL this 6 day of APRIL 2023.

READ A THIRD TIME IN OPEN COUNCIL this 6 day of APRIL 2023.



Mayor



Chief Administrative Officer

**NEXT REVIEW DATE: APRIL 20, 2028**