

**BYLAW 18-015
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA IN RELATION TO THE ESTABLISHMENT OF ASSESSMENT REVIEW BOARDS.

WHEREAS under the authority and pursuant to Section 454 of the Municipal Government Act, Chapter M 26, R.S.A. 2000, and amendments thereto, Council must by bylaw establish a local assessment review board and a composite assessment review board;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Lac La Biche County, duly assembled, enacts as follows:

TITLE

1. This Bylaw may be cited as the Assessment Review Boards Bylaw.

DEFINITIONS

2. In this Bylaw:
 - a) "Act" means the Municipal Government Act (Alberta) and regulations thereunder.
 - b) "Authorized Substitute" means a Local Member who is authorized by appointment to fill a vacancy.
 - c) "Chief Administrative Officer" means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 456 of the Municipal Government Act
 - d) "Clerk" means the Designated Officer appointed by Council to act as the Clerk of the assessment review boards in accordance with section 456 of the Municipal Government Act.
 - e) "Composite Assessment Review Board" means the composite assessment review board established pursuant to section 454 of the Municipal Government Act.
 - f) "Council" means the Council of Lac La Biche County;
 - g) "Designated Officer" means a Designated Officer as defined by the Act.
 - h) "Local Assessment Review Board" means the local assessment review board established pursuant to section 454 of the Municipal Government Act.
 - i) "Local Member" means a Member of a Local Assessment Review Board or Composite Assessment Review Board duly appointed by Council, and may include members of Council

and persons who are not Councillors. Those Local Members who are not Councillors are not required to be residents of Lac La Biche County.

- j) "Pecuniary Interest" means a Pecuniary Interest as defined by the Act.
- k) "Provincial Member" means a member appointed by the Minister to sit on a Composite Assessment Review Board established by this bylaw;
- l) "Vacancy" means an absence from a hearing due to:
 - i. a pecuniary interest in the subject matter of the complaint;
 - ii. a direct or indirect interest in the complaint; or
 - iii. a Local Member's ill health, an emergency; or
 - iv. a Local Member's unavailability or any other circumstance.

LOCAL ASSESSMENT REVIEW BOARD

- 3. (1) Council hereby establishes the Local Assessment Review Board for Lac La Biche County pursuant to section 454 of the Municipal Government Act.
(2) Council will appoint persons as members of the Local Assessment Review Board by resolution.
(3) The Local Assessment Review Board shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.

COMPOSITE ASSESSMENT REVIEW BOARD

- 4. (1) Council hereby establishes the Composite Assessment Review Board for Lac La Biche County pursuant to section 454 of the Municipal Government Act.
(2) Council will appoint persons as members of the Composite Assessment Review Board by resolution; the Provincial Member shall be appointed by the Minister.
(3) The Composite Assessment Review Board shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.

BOARD CHAIR

- 5. (1) Council must designate by resolution one of the local members of the Assessment Review Board as the Chair of both the Local Assessment Review Board and the Composite Assessment Review Board as per the Act. Council will specify length of term.
(2) The Chair may establish procedures and policies for the administration of the Assessment Review Boards. All members shall report to the Chair concerning administrative matters.
(3) The chair may delegate any of the powers, duties and functions of the Chair to another member of the Board.

MEMBERSHIP AND VACANCIES

- 6. Local Members shall be appointed from time to time by resolution of Council; members must be eligible as outlined in the Matters Relating to Assessment Complaints Regulation and the Act.

7. Council must by resolution specify the dates of the beginning and end of the term of office of a Local Member.
8. A Local Member may resign from the Board at any time by submitting a letter to the Chair.
9. A three member local assessment review panel will have no more than one Councillor; Councillors are not eligible to sit on one-member panels.
10. A three member composite assessment review panel will have no more than one Councillor; Councillors are not eligible to sit on one-member panels.
11. At the first meeting of a panel acting as a Local Assessment Review Board, the members will select a presiding officer from amongst themselves.
12. The Provincial Member shall be the presiding officer for a panel acting as a Composite Assessment Review Board.
13. A Local Member must successfully complete training, as prescribed by the Minister, prior to participating in a Board hearing.

REMUNERATION

14. Remuneration and traveling expenses for Local Members shall be in accordance with remuneration as specified under the policy of Lac La Biche County.

CLERK

15. The Clerk of the Assessment Review Boards is the Chief Administrative Officer. The Chief Administrative Officer has authority to further delegate his or her duties.
16. The Clerk shall administer fees for assessments complaints as outlined in Lac La Biche County Policy CS-10-012: Schedule of Fees and Charges.
17. The duties of the Clerk shall be directed by the *Municipal Government Act* and the *Matters Pertaining to Assessment Complaints Regulations*.
18. A Clerk, or person delegated the Clerk duties, must successfully complete training, as prescribed by the Minister.

SEVERABILITY

19. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

REPEAL

20. Lac La Biche County Bylaw No 16-019 is hereby repealed.

EFFECTIVE DATE

21. This bylaw shall come into effect upon passing of the third reading.

MOTION BY COUNCILLOR STEDMAN THAT BYLAW 18-015 BE GIVEN FIRST READING THIS 5TH DAY OF JUNE, 2018.

MOTION BY COUNCILLOR JOHNSON THAT BYLAW 18-015 BE GIVEN SECOND READING THIS 5TH DAY OF JUNE, 2018.

MOTION BY COUNCILLOR BORGUN THAT BYLAW 18-015 BE SUBMITTED FOR THIRD AND FINAL READING THIS 5TH DAY OF JUNE, 2018.

MOTION BY COUNCILLOR MOORE THAT BYLAW 18-015 BE GIVEN THIRD READING THIS 5TH DAY OF JUNE, 2018.

"Original Signed"
Mayor

"Original Signed"
Chief Administrative Officer