

**BYLAW 05/19**  
**Flagstaff County**  
**PROVINCE OF ALBERTA**

**BEING A BYLAW OF FLAGSTAFF COUNTY OF THE PROVINCE OF ALBERTA TO ESTABLISH  
INTERMUNICIPAL ASSESSMENT REVIEW BOARDS**

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**WHEREAS**, pursuant to section 455 of the Municipal Government Act, RSA 2000, c M-26 and amendments thereto, two or more councils may agree to jointly establish the assessment review boards to have jurisdiction in their municipalities;

**WHEREAS**, Flagstaff County, the Town of Hardisty, the Village of Lougheed, the Town of Sedgewick, the Town of Killam, the Village of Forestburg, the Village of Alliance, the Town of Daysland and the Village of Heisler, wish to establish assessment review boards to have jurisdiction in these municipalities;

**WHEREAS**, pursuant to section 454 of the Municipal Government Act, a council must establish a local assessment review board and a composite assessment review board;

**WHEREAS**, pursuant to sections 454.1 and 454.2 of the Municipal Government Act, a council must appoint at least three persons as members of the local assessment review board and at least two persons as members of the composite assessment review board;

**WHEREAS**, pursuant to sections 454.1(1)(b) and 454.2(1)(b) of the Municipal Government Act, a council must prescribe the term of office of each member appointed to the local assessment review board or the composite assessment review board;

**WHEREAS**, pursuant to section 455(2) of the Municipal Government Act, where an assessment review board is jointly established, the councils must jointly designate one of the board members as chair and must jointly prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

**WHEREAS**, pursuant to section 456(2) of the Municipal Government Act, where an assessment review board is jointly established, the councils must jointly appoint a designated officer to act as the clerk of the assessment review boards and prescribe the clerk's remuneration and duties;

**WHEREAS**, pursuant to section 481(1) of the Municipal Government Act, a council may set fees payable by persons wishing to make complaints;

**NOW THEREFORE** the Council of Flagstaff County, in the Province of Alberta, duly assembled hereby enacts:

**Title**

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

**Definitions**

2. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the Municipal Government Act. In this Bylaw:
  - a) "Administrative Coordinator" means the Managing Partner of Flagstaff Intermunicipal Partnership;
  - b) "Agreement" means the contract entered into between the Municipalities to coordinate the assessment review boards;
  - c) "Council" means the Council of Flagstaff County;
  - d) "Member" means a resident of a Member Municipality who is not a councillor or otherwise ineligible pursuant to the Municipal Government Act and regulations passed thereto, appointed to the Local Assessment Review Board or Composite Assessment Review Board;
  - e) "Municipality" or "Municipalities" means those municipalities which enter into an Agreement to jointly establish assessment review boards and who enact a Bylaw in this format.

**Assessment Review Boards**

3. Council hereby establishes jointly and by agreement with the Municipalities a Local Assessment Review Board and a Composite Assessment Review Board to have jurisdiction in the Municipalities.

**Membership**

4. Pursuant to the terms of the Agreement, Council must appoint by resolution at least three (3) individuals as Members of the Local Assessment Review Board, and at least two (2) individuals as Members of the Composite Assessment Review Board. Provided the Members have the training necessary, the same individuals may be appointed to the Local Assessment Review Board and the Composite Assessment Review Board.

5. Unless otherwise specified in the Council resolution, all Members are appointed for three (3) year terms.
6. In the event a Member resigns prior to the end of their term, the Municipality may appoint a replacement for the resigning Member to fill the remainder of the resigning Member's term.
7. A Member may be re-appointed at the expiration of the Member's term.
8. A Member may resign at any time on written notice to the designated officer.
9. A Municipality may remove a Member appointed by the Municipality at any time, and upon doing so must notify the Member and the designated officer in writing.
10. A Member who fails to comply with the pecuniary interest provisions in section 480 of the Municipal Government Act, ceases to be a Member.

**Remuneration**

11. Remuneration and traveling expenses for Members shall be in accordance with remuneration as specified in the Agreement signed by the Municipalities.

**Designated Officer**

12. The designated officer pursuant to section 456 of the Municipal Government Act shall be the individual hired or appointed by the Administrative Coordinator.
13. The duties and remuneration of the designated officer pursuant to section 456 of the Municipal Government Act, shall be as directed by the Municipal Government Act, the Matters Relating to Assessment Complaints Regulations, as amended, and the Agreement signed by the Municipalities.

**Chair**

14. Council shall appoint a chair of the Local Assessment Review Board and a chair of the Composite Assessment Review Board in accordance with the Agreement and in accordance with section 455(2)(a) of the Municipal Government Act for a term of one year.
15. Remuneration and traveling expenses for the chair shall be in accordance with remuneration as specified in the Agreement signed by the Municipalities.

**Assessment Complaint Fees**

16. The fees payable pursuant to section 481(1) of the Municipal Government Act, shall be those established by the Matters Relating to Assessment Complaints Regulation, as amended.

**Severability**

17. 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**

18. Bylaw 04/16 is hereby repealed.

**READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.**

**READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.**

**READ FOR A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.**

**SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
**REEVE**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**