

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1249

A Bylaw To Establish Assessment Review Boards

(As Amended by Bylaw C-1249A)

WHEREAS:

- A.** The *Municipal Government Act* (Alberta) authorizes a council to establish by bylaw assessment review boards to deal with complaints made about assessments; and
- B.** Council wishes to establish a number of assessment review boards.

NOW THEREFORE, the Council of the City of Grande Prairie, in the Province of Alberta, enacts as follows:

1. This Bylaw shall be cited as the “Assessment Review Board Bylaw”.
2. In this Bylaw:
 - a) “**Act**” means the Municipal Government Act (Alberta) and regulations thereunder;
 - b) “**Authorized Substitute**” means a City Member who is authorized by appointment to fill a vacancy;
 - c) “**City**” means the municipal corporation of the City of Grande Prairie;
 - d) “**City Member**” means a member appointed by Council to a Board and may include members of Council and City residents;
 - e) “**Clerk**” means the Designated Officer appointed by Council to act as the Clerk of the Assessment Review Boards;
 - f) “**Composite Assessment Review Board**” means a board established to hear and make decisions on complaints about any matter referred to in Section 460(5) of the Act that is shown on an assessment notice for a non-residential property or residential property with four (4) or more dwelling units;
 - g) “**Council**” means the Municipal Council of the City of Grande Prairie;
 - h) “**Designated Officer**” means a Designated Officer as defined by the Act;
 - i) “**Local Assessment Review Board**” means a board established to hear and make decisions on complaints about any matter referred to in Section 460(5) of the Act that is shown on an assessment notice or tax notice other than a property tax notice for residential properties with three (3) or less dwelling units, or farmland;

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- j) **“Provincial Member”** means a member appointed by the Minister to sit on a Composite Assessment Review Board established by this Bylaw;
 - k) **“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 City Member’s ill health, an emergency, or other circumstance.
3. Council hereby establishes Assessment Review Boards.
 4. The Boards shall sit in panels to hear complaints as the nature of the complaint may permit or require, and panels shall be composed of:
 - a) three (3) City Members when the Board is acting as a Local Assessment Review Board;
 - b) one (1) Provincial Member and two (2) City Members when the Board is acting as a Composite Assessment Review Board;
 - c) one (1) City Member when the Board is acting as a One Member Local Assessment Review Board, subject to the conditions prescribed by the Act;
 - d) one (1) Provincial Member appointed by the Minister responsible for the administration of the Municipal Government Act, when the Board is acting as a One Member Composite Assessment Review Board, subject to the conditions prescribed by the Act.
 5. The quorum for a panel acting as a Local Assessment Review Board is two (2) City Members.
 6. The quorum for a panel acting as a Composite Assessment Review Board is two (2) members, one (1) of which must be a Provincial Member.
 7. At the first meeting of a panel acting as a Local Assessment Review Board, the members will select a presiding officer from among themselves.
 8. The Provincial Member shall be the presiding officer for a panel acting as a Composite Assessment Review Board.
 9. City Members shall be appointed from time to time by resolution of Council.
 10. A City Member is an Authorized Substitute for any other City Member due to a Vacancy at any Local or Composite Assessment Review Board hearing.
 11. A City Member may be re-appointed to the Board at the expiration of his/her term.

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12. A City Member may resign from the Board at any time by submitting a letter to the Clerk.
 13. A City Member may serve more than one (1) membership term but may not serve more than six (6) consecutive years unless Council passes a resolution accordingly.
 14. City Members must successfully complete training, as prescribed by the Minister, prior to participating in a Board hearing.
 15. The decisions of the Board and hearings conducted by the Board shall be in accordance with provisions of the Act.
 16. The duties and responsibilities of the Clerk shall be in accordance with the provisions of the Act.
 17. The Clerk may appoint an Acting Clerk to perform the duties and responsibilities of the Clerk in the absence of the Clerk.
 18. The Clerk and any Acting Clerk must successfully complete training, as prescribed by the Minister, prior to commencing the duties and responsibilities as the Clerk.
 19. The fee for filing complaints are in accordance with [Bylaw C-1395, Schedule "A"](#).
(Bylaw C-1249A - July 1, 2019)

The fee will be refunded if the Assessment Review Board makes a decision in favour of the complainant.

20. Remuneration for Assessment Review Board members participating in hearings shall be:
 - a) Chair
 - \$219 for up to four (4) hours;
 - \$383 for four (4) hours up to eight (8) hours;
 - \$601 for over eight (8) hours.
 - b) Member
 - \$164 for up to four (4) hours;
 - \$290 for four (4) hours up to eight (8) hours;
 - \$427 for over eight (8) hours.
21. Reimbursement for costs incurred to attend the mandatory Assessment Review Board training shall be at the rates in effect under Policy 308, Council and Employee Reimbursement.
22. The Board may make rules as are necessary for the conduct of its business and its hearings that are consistent with the City's Procedure Bylaw and the Act.

- 23. 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.
- 24. Bylaw C-956, and any amendments, is hereby repealed.
- 25. This Bylaw shall take effect on the date it is passed.

READ a first time this 28 day of June, 2010.

READ a second time this 28 day of June, 2010.

READ a third time and finally passed this 28 day of June, 2010.

“L. Radbourne” (signed)
Deputy Mayor

“J. Ferguson” (signed)
Intergovernmental Services Director