

**TOWN OF SLAVE LAKE
BYLAW #05-2018
ESTABLISHING ASSESSMENT REVIEW BOARD SERVICES**

A BYLAW OF THE Town of Slave Lake, in the Province of Alberta to rescind Bylaws #15-2010, #19-2015, and #11-2017 and to establish assessment review board services and the process to approve the list of panelists.

WHEREAS, Pursuant to Section 454 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council must pass a bylaw establishing one or more Assessment Review Boards;

AND WHEREAS, pursuant to Sections 454.1 and 454.2 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council must appoint members for the Assessment Review Board(s), prescribe remuneration and expenses payable to each appointed member, and prescribe the term of office of each appointed member and the manner in which vacancies are to be filled;

NOW THEREFORE the Council of the Town of Slave Lake, duly assembled, hereby adopts and enacts the following:

1. Definitions

In this bylaw:

- a) **“Complainant”** means a person who has served a written Notice of Complaint as set out in Part 11, Division 1, and Section 460 of the *Municipal Government Act*.
- b) **“CRASC”** means the Capital Region Assessment Services Commission.
- c) **“Member(s)”** means one or members of the Council approved panelists for CRASC.
- d) **“CAO”** means the CAO of the Town of Slave Lake.
- e) **“Clerk”** means the Clerk of the Assessment Review Board as set out in the Town of Slave Lake Bylaw 16-2010, Appointment of the Clerk for the Assessment Review Board.

2. Assessment Review Boards

Council hereby establishes that CRASC be appointed to provide the Assessment Review Board Services for the Town of Slave Lake.

3. Duties and Responsibilities

CRASC shall carry out the duties and responsibilities pertaining to Assessment Review Board Services as set out in the *Municipal Government Act* and the *Matters relating to Assessment Complaints Regulation (AR 210/2009)*

4. Members

- a) Members shall be appointed each year by resolution of council.
- b) A member may be re-appointed at the expiration of his or her term.
- c) A member may resign at any time on written notice to the CAO.

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- d) Council may remove a member at any time on the recommendation of the Mayor and CAO.
- e) Assessors, Municipal Employees and agents may not be members of an Assessment Review Board.

5. Meetings

- a) Meetings shall be held at such time and place as determined by CRASC and carried out as prescribed by the *Municipal Government Act* and the *Matters Relating to Assessment Complaints* regulation.
- b) Members must comply with conflict of interest rules prescribed by the *Municipal Government Act* and the *Matters Relating to Assessment Complaints* regulation.
- c) A Member may not participate in a hearing of the Assessment Review Board unless the Member is qualified to do so and has completed the training requirements in accordance with Sections 49 and 50 of the *Matters Relating to Assessment Complaints* regulation.

6. Conflict Of Interest

1. Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Assessment Review Board, the Member may absent himself or herself from proceedings while the matter is being discussed, provided that prior to leaving the meeting the Member:
 - a) Declares that he or she has a conflict of interest; and
 - b) Describes in general terms the nature of the conflict of interest.
2. The Recording Clerk shall record in the minutes the absence of the Member and the reasons for it.
3. A member has a conflict of interest in respect of a matter before the Assessment Review Board when he or she is in the opinion that:
 - a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - b) Substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer.

7. Remuneration

The level of remuneration and reimbursement level of expenses to be paid to the members of the Assessment Review Board will be designated and carried out by CRASC.

8. Minutes of Notices and Decisions

1. After the Assessment Review Board has made its decision in respect of a matter, the clerk shall:
 - a) Under the direction of the Chairperson, prepare minutes of the hearing including particulars of the appeal, the decision or order of the Assessment Review Board

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and the reasons for the decision (if applicable):

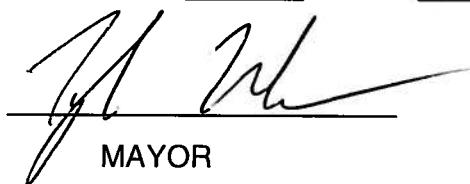
- b) Arrange for the order or decision of the Assessment Review Board to be signed by the Chairperson.
2. Within 15 days of the conclusion of the hearing, the designated officer (see Municipal Government Act s.469) shall mail a copy of the decision or order of the Assessment Review Board (with reasons for the decision, if applicable) to the municipality, the complainant and to the other affected parties as provided for in the Municipal Government Act.
3. The Clerk will maintain The Assessment Review Board minutes at the Town office for public inspection as all reasonable times.

9. Effective date

- 1) Bylaws #15-2010, #19-2015, and #11-2017 are hereby rescinded with the passing of this bylaw.
- 2) This bylaw comes into force upon the third and final reading.

This By-law shall come into force and have full effect upon Third Reading.

READ A FIRST TIME THIS 06 DAY OF February 2018.

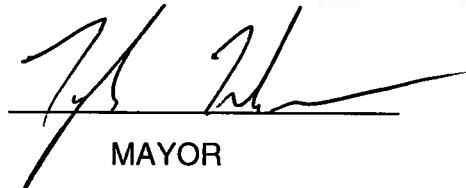


MAYOR



CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 06 DAY OF February 2018.

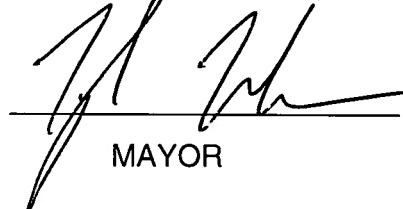


MAYOR

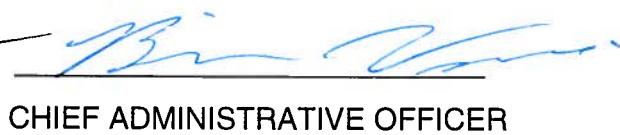


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 06 DAY OF February 2018.



MAYOR



CHIEF ADMINISTRATIVE OFFICER