



BYLAW C-7778-2018

OFFICE CONSOLIDATION

A Bylaw of Rocky View County, 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;

NOW THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

1 The short title of this bylaw is “*Assessment Review Boards Bylaw*.”

Definitions¹

2 In this Bylaw, unless the context otherwise requires, the following definitions apply:

- (a) “**Assessment Review Boards**” means the Local Assessment Review Board and the Composite Assessment Review Board collectively;
- (b) “**Clerk**” means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 456 of the *Municipal Government Act*;
- (c) “**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*;
- (d) “**Council**” means the duly elected Council of Rocky View County;
- (e) “**Councillor**” means the duly elected member of Council;
- (f) “**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*;
- (g) “**Master Rates Bylaw**” means the Rocky View County bylaw known as the “*Master Rates Bylaw*”;
- (h) “**Member**” means a member, which cannot be a Councillor, of the Assessment Review Boards as appointed by Council;²

¹ Various amendments were made to the Definitions section by Bylaw C-8062-2020

² Bylaw C-8273-2022



- (i) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26; and
- (j) **“Rocky View County”** means Rocky View County as a municipal corporation established pursuant to the laws of the Province of Alberta and the area within the jurisdictional boundaries of Rocky View County, as the context of this Bylaw so requires.

Establishment of Boards

3 Council hereby establishes the following boards:

- (a) Local Assessment Review Board; and
- (b) Composite Assessment Review Board.

Appointment of Members

- 4 At its Annual Organizational Meeting, Council appoints up to fifteen 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.³
- 4.1 Notwithstanding sections 20 and 21 of *Boards and Committees Bylaw C-7778-2018* and any other provisions in this bylaw or any other County bylaw, Members are not required to be residents of Rocky View County.⁴
- 5 Notwithstanding section 4, a Member may be re-appointed when their term expires but the person must re-apply for appointment.
- 6 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.
- 6.1 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.⁵
- 7 Section Deleted⁶

³ Bylaw C-8062-2020, Bylaw C-8076-2020, Bylaw C-8201-2021, Bylaw C-8273-2022

⁴ Bylaw C-8076-2020

⁵ Bylaw C-8062-2020, Bylaw C-8076-2020

⁶ Bylaw C-7855-2018



Appointment of Chair

- 8 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.⁷
- 8.1 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.⁸
- 9 The Chair of the Assessment Review Boards is the Chair of both the Local Assessment Review Board and the Composite Assessment Review Board.
- 9.1 The Vice Chair will take over the duties of the Chair whenever the Chair is unable to perform the duties of the Chair.⁹

Remuneration

- 10 Remuneration and traveling expenses for Members are as established by Council policy."¹⁰

Clerk of the Assessment Review Board

- 11 The Chief Administrative Officer is the designated Clerk of the Assessment Review Boards.

Filing a Complaint

- 12 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 310/2009.
- 13 A complaint must be accompanied by the appropriate fee as established by Council in the *Master Rates Bylaw*.

Transitional

- 14 Bylaw C-6903-2010 is hereby repealed, upon this bylaw coming into full force and effect.
- 15 Bylaw C-7778-2018 comes into force and effect when it receives third reading, and is signed by the Reeve or Deputy Reeve and the Chief Administrative Officer or designate.

⁷ Bylaw C-7841-2018, Bylaw C-8062-2020, Bylaw C-8201-2021, Bylaw C-8273-2022

⁸ Bylaw C-7841-2018, Bylaw C-8062-2020, Bylaw C-8273-2022

⁹ Bylaw C-7841-2018

¹⁰ Bylaw C-8062-2020



READ A FIRST TIME IN COUNCIL this	10 th day of April, 2018
READ A SECOND TIME IN COUNCIL this	10 th day of April, 2018
UNANIMOUS PERMISSION FOR THIRD READING	10 th day of April, 2018
READ A THIRD TIME IN COUNCIL this	10 th day of April, 2018

“Greg Boehlke”

Reeve or Deputy Reeve

“Charlotte Satink”

CAO or Designate

April 10, 2018

Date Bylaw Signed



Schedule “A”

Assessment Review Board Code of Conduct

Schedule Deleted¹¹

¹¹ Bylaw C-7855-2018, *Board and Committee Code of Conduct Bylaw*