

## Request for Decision

<b>Title</b>	<b>Bylaw 1409/18, Assessment Review Board Bylaw</b>
<b>Proposed Motion</b>	<ol style="list-style-type: none"> <li>1. That Council give first reading to Assessment Review Board Bylaw 1409/18.</li> <li>2. That Council give second reading to Assessment Review Board Bylaw 1409/18.</li> <li>3. That Council give unanimous consent to proceed to third reading of Bylaw 1409/18.</li> <li>4. That Council give third reading to Assessment Review Board Bylaw 1409/18.</li> </ol>
<b>Administrative Recommendation</b>	Administration recommends that Council proceed with three readings to the Assessment Review Board Bylaw, Bylaw 1409/18, to comply with changes made to the <i>Municipal Government Act</i> .
<b>Previous Council Direction</b>	<p>August 22, 2017 – Motion 369/17 That Council appoint Christine Beveridge as Clerk of the Assessment Review Board by resolution.</p> <p>March 9, 2010 – Motion 108/10 That County Council gives third reading of the Assessment Review Board Bylaw 1208/10 as originally presented.</p> <p>March 9, 2010 – Motion 107/10 That County Council gives second reading of the Assessment Review Board Bylaw 1208/10 as presented on February 23<sup>rd</sup>, 2010.</p> <p>February 23, 2010 – Motion 071/10 That County Council gives first reading of Assessment Review Board Bylaw 1208/10</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• The Assessment Review Board Bylaw was originally formulated to establish a Board to hear complaints regarding assessments. To comply with changing legislation, the Assessment Review Board Bylaw underwent several revisions.</li> <li>• The last revision to the Assessment Review Board Bylaw was made on March 9, 2010 – Bylaw 1208/10.</li> </ul>

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In order to comply with changes made to the *Municipal Government Act* that came into effect on January 1, 2018, Sturgeon County must revise the Assessment Review Board Bylaw 1208/10 to incorporate the following Administrative changes:

1. Council is required to establish a Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB), regardless of whether a complaint has been filed.
2. Council must appoint at least three members as LARB members and two as CARB members. Council must prescribe the term of office of each member appointed and prescribe the remuneration and expenses, if any, payable to each member appointed. (This needs to be done prior to the County's complaint deadline of July 30 so the Clerk may schedule hearings and any new members can take their training, if necessary.) Note: Sturgeon County currently has six members (fully trained) appointed to the Assessment Review Board.
3. Council is required to designate one of their ARB members as the Chair of the ARB, and prescribe the Chair's term of office as well as remuneration, if any. It is the Chair's responsibility to convene panels of members according to the type of hearing. The Chair may delegate their responsibilities to another board member. (A future Request for Decision will be presented to Council once existing ARB members are canvassed regarding their interest in the position of Chair).
4. A member of the Assessment Review Board may not participate in a hearing of the board unless the member is qualified as provided for in the regulations.
5. Council must appoint a Designated Officer to act as the Clerk of the Assessment Review Boards and must prescribe the remuneration and expenses, if any, payable to the Clerk. The Clerk of an Assessment Review Board must be qualified as provided for in the regulations.
6. Legislation restricts who can be a Board Member and who can be a Clerk (Designated Officer).
7. The Clerk cannot be the same person who decides whether brownfield properties are property tax exempt or deferred. Note, an ARB has no jurisdiction to deal with a complaint about Designated Industrial Properties (formally called "linear property") or equalized assessments (MGB has jurisdiction).
8. The Provincial member is the Presiding Officer of all CARB panels. The members of the three-member LARB are required to choose a Presiding Officer from among themselves.

External Communication

Advise the Municipal Government Board of the appointed Clerk.

	<p><u>Relevant Policy/Legislation/Practices:</u></p> <p><i>Municipal Government Act, RSA 2000, c.M-26 (MGA)</i>  <i>Matters Relating to Assessment Complaints Regulation, 2018, AR 201/2017 (MRAC)</i>  Assessment Review Board Bylaw 1208/10</p>
<b>Implication of Administrative Recommendation</b>	<p><u>Strategic Alignment:</u></p> <p><b>Strong Local Governance and Regional Leadership</b> – Approval of the bylaw would demonstrate an ability to provide additional transparency and fairness to County residents when appealing assessment matters.</p> <p><b>Operational Excellence</b> – Approval would assist in promoting a consistent process and more professional interaction with ratepayers in the community.</p> <p><u>Organizational:</u></p> <p>By aligning our legislation with Provincial legislation, the organization is encouraging that a standard procedure is followed and therefore more consistent decisions can be expected.</p> <p><u>Financial:</u></p> <p>Budget was approved as part of the annual process for training and remuneration of board members.</p>
<b>Alternatives Considered</b>	<p>No alternatives were considered as changes to the Assessment Review Board Bylaw are necessary to comply with changes to Provincial legislation.</p>
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <p>None.</p> <p><u>Organizational:</u></p> <p>None.</p> <p><u>Financial:</u></p> <p>None</p>
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>1. Circulate the approved Bylaw to all County staff and the public.</li> <li>2. Advise current members of the Assessment Review Board of the Bylaw update, new Designated Officer appointment and the requirement of nominating a Presiding Officer for the three-member Local Assessment Review Board (LARB).</li> <li>3. Administration to prepare a Request for Decision to have Council appoint a Chair to the ARB.</li> <li>4. Advise the Municipal Government Board of the appointed Clerk.</li> </ol>

<b>Attachment(s)</b>	1. Proposed Bylaw 1409/18, Assessment Review Board Bylaw 2. Bylaw 1208/10
<b>Report Reviewed by:</b>	 Lisa Schovaneck, Acting Senior Legislative Officer, Legislative Services   Collin Steffes, General Manager, Integrated Growth & Acting County Commissioner – CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>