



REQUEST FOR DECISION

SUBJECT: **Assessment Review Board (ARB) Clerk Appointment**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: November 26, 2024 CAO: MANAGER:
DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: WF
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Matters Relating to Assessment Complaints Regulations (MRAC) s. 53(1), MGA s. 456 (1)

Council Bylaw/Policy (cite) – Bylaw 13-712

RECOMMENDED ACTION:

MOTION: That Council appoint Sarah Lavers as alternate clerk for the Assessment Review Board.

BACKGROUND/PROPOSAL:

The Municipal District of Greenview Assessment Review Board (ARB) is a quasi-judicial board established under the Alberta *Municipal Government Act* and Municipal District of Greenview Bylaw 13-712 Assessment Review Board Bylaw. The Assessment Review Board is an impartial tribunal that makes decisions regarding property assessment complaints. In order to fulfil its statutory obligations,

Matters Relating to Assessment Complaints Regulations s.53(1) states that a clerk must complete the training as the Minister prescribes. In compliance with the *Municipal Governments Act* s 456(1), Council must appoint or authorize the appointment of one or more clerks of the assessment review board.

Greenview's Assessment Review Board, Bylaw 13-712, states Council will appoint an Assessment Review Board Clerk after they have successfully completed the training.

Sarah Lavers has successfully completed the approved training, received her certificate, and is prepared to be appointed as an alternate ARB Clerk.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be able to meet its statutory obligations.
 2. The benefit of Council accepting the recommended motion is that it will provide backup for the current ARB clerk in case of their absence.
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DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to follow the recommended action however, Administration does not recommend this as Greenview would not be able to fulfill its obligation in the case of absence of the currently appointed clerk.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Bylaw 13-712
- Certificate – Sarah Lavers
- MRAC s.53(1)
- MGA s.456(1)

Part 5

Training and Qualifications

Training requirements

53(1) Every clerk must

- (a) successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set by the Minister.

Clerk

456(1) The council of a municipality must appoint a person as the clerk of the assessment review boards having jurisdiction in the municipality.

(2) Where an assessment review board is jointly established, the councils must jointly appoint the clerk.

(3) The clerk must not be an assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1.

(4) The council or councils appointing the clerk must prescribe the clerk's remuneration and duties.

2016 c24 s62;2019 c22 s10(14)