

**SUMMER VILLAGE OF GHOST LAKE
BYLAW NUMBER 2022-04**

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AN ASSESSMENT REVIEW BOARD.

WHEREAS the Summer Village of Ghost Lake undertakes the preparation of assessments for tax purposes each year;

AND WHEREAS from time-to-time complaints are made by property owners against their assessment which must be heard by a review board;

AND WHEREAS the Council of the Summer Village of Ghost Lake, in the Province of Alberta deems it necessary to establish one or more Assessment Review Boards Pursuant to Section 454 of the Municipal Government Act being Chapter M 26 RSA 2000 and amendments thereto.

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the “Assessment Review Board Bylaw”

2. DEFINITIONS

2.1. In this Bylaw:

- a. “Member” means a member of an Assessment Review Board duly appointed by Council or the Province in accordance with the Municipal Government Act;
- b. “Regional Pool” means a group of Assessment Review Board members duly appointed by the Councils of municipalities, of which the Summer Village of Ghost Lake is one, participating in the Assessment Review Board Joint Regional Agreement.

3. ASSESSMENT REVIEW BOARDS

3.1. Council hereby establishes the following Assessment Review Boards for the Summer Village of Ghost Lake:

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

- 3.2. The Assessment Review Boards for the Summer Village of Ghost Lake shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.
- 3.3. The Assessment Review Board shall determine the location in which to hold meetings.
- 3.4. At the first meeting of the Assessment Review Board the members shall appoint a presiding officer from among themselves.
- 3.5. Proceedings of the Assessment Review Board must adhere to Part 11 of the Municipal Government Act.

4. MEMBERSHIP

- 4.1. The Council will:
 - 4.1.1. Appoint at least three (3) persons as members of the local assessment review board, and;
 - 4.1.2. Prescribe the term of office of each member appointed under clause (4.1.1), and;
 - 4.1.3. Prescribe the remuneration and expenses, if any, payable to each member appointed under clause (4.1.1)
- 4.2. The Council will designate one of the members appointed as the chair of the assessment review board and prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair
- 4.3. Members shall be appointed to the Regional Pool at the time of appointment by Council to the Summer Village of Ghost Lake Assessment Review Board.
- 4.4. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of members are staggered.
- 4.5. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.
- 4.6. Appointment of members will be made from those applicants responding to the advertised need.
- 4.7. Appointments will be made through a resolution of Council.
- 4.8. There will be no automatic succession appointments.

- 4.9. Council delegates authority to the Chief Administrative Officer to assign duly appointed members from the Regional Pool to the established Assessment Review Boards, as required.
- 4.10. Members shall be compensated as set out in Schedule “A” to this Bylaw.
- 4.11. Council deems that a member appointed to the Regional Pool by a municipality, who is a party, along with the Summer Village of Ghost Lake, to the Assessment Review Board Joint Regional Agreement, is a member appointed by Council.

5. CLERK OF THE ASSESSMENT REVIEW BOARD

- 5.1. Council shall appoint the current Chief Administrative Officer to act as clerk of the Assessment Review Board with compensation as outlined in the Chief Administrative Officer’s current contract.

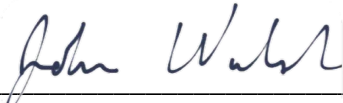
6. COMPLAINT FEES

- 6.1. Complaint fees are set out in Schedule “B” to this Bylaw.
- 6.2. Fees must be refunded if:
 - a. The Board decides in favor of the Complainant;
 - b. The Board’s decision is not in favor of the Complainant, but on the appeal, the Court of Queen’s Bench makes a decision in favor of the Complainant; or
 - c. A Complainant withdraws a Complaint prior to any hearing of the Assessment Review Board taking place.


7. GENERAL MATTERS

- 7.1. Bylaw Number 207 and any amendments thereto are hereby rescinded in their entirety
- 7.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this 9th day of May 2022.

Handwritten signature of John Walter in cursive script.

Mayor

Handwritten signature of Mustafa in cursive script.

Chief Administrative Officer

Schedule "A"

Member Renumeration

1. Renumeration

Time	Chair	Member
Up to 4 hours	\$219	\$164
4 - 8 hours	\$383	\$290
Over 8 hours	\$601	\$427

2. Reimbursement for costs incurred to attend the required Assessment Review Board training shall be at the rates in effect at the time for the Summer Village of Ghost Lake Council, Staff and Volunteers.

Schedule “B”

Complaint Fees

1. Complaint fees for the assessment complaint process shall be set at:
 - a. Residential - \$50 per complaint
 - b. Non-Residential - \$250 per complaint