

TOWN OF VEGREVILLE

BYLAW NO. 11 – 2025 TOWN OF VEGREVILLE

THIS BYLAW NO. 11-2025 OF THE TOWN OF VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ASSESSMENT REVIEW BOARDS FOR THE TOWN OF VEGREVILLE.

WHEREAS under the authority and subject to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may establish one or more Assessment Review Boards and may establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to establish one or more Assessment Review Boards;

NOW THEREFORE, the Council of the Town of Vegreville enacts as follows:

1. SHORT TITLE

- 1.1 This bylaw shall be cited as the **Assessment Review Boards Bylaw**.

2. DEFINITIONS

- 2.1 **Act** means the *Municipal Government Act* RSA 2000, c.M-26, as amended;
- 2.2 **Assessment Review Boards** means collectively the Composite Assessment Review Board and the Local Assessment Review Board;
- 2.3 **CARB** means the Composite Assessment Review Board established to hear and make decisions on complaints about any matter referenced in section 460.1(2) of the Act.
- 2.4 **Chair** means the member of the Assessment Review Boards designated as Chair under section 454.1(2) or 454.2(2) of the Act. The Chair is responsible, as prescribed in this Bylaw. As further prescribed in this Bylaw, the Chair may or may not be the Presiding Officer at a hearing.
- 2.5 **Clerk** means the officer designated by Council as the Clerk of the Assessment Review Boards, in accordance with section of the Act.
- 2.6 **LARB** means the Local Assessment Review Board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the Act.
- 2.7 **Local Member** means a Member of the Assessment Review Boards duly appointed by Council or the Province in accordance with the Act.
- 2.8 **MRAC** means the *Matters Relating to Assessment Complaints Regulation* 2018, Alta Reg 201/2017, as amended.
- 2.9 **Presiding Officer** means the member of the Local Assessment Review Board or Composite Assessment Review Board, as the case may be, responsible for presiding over the hearing process.
- 2.10 **Provincial Member** means a member appointed as a Provincial Member by the Minister. The Provincial Member is the Presiding Officer of a CARB.

3. ASSESSMENT REVIEW BOARDS

- 3.1 The following Assessment Review Boards for the Town are hereby established:

- (a) Local Assessment Review Board No. 1 that shall consist of one Local Member.
 - (b) Local Assessment Review Board No. 2 that shall consist of three Local Members.
 - (c) Composite Assessment Review Board that shall consist of one Provincial Member.
 - (d) Composite Assessment Review Board that shall consist of two Local Members and one Provincial Member.
- 3.2 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Act and MRAC.

4. MEMBERSHIP

- 4.1 Local Members may be appointed to Assessment Review Boards at the annual organizational meeting or from time to time by resolution of Council.
- 4.2 Unless otherwise stated, all members are appointed for a two-year term by Council and may be reappointed upon the expiry of their term.
- 4.3 All members appointed to Assessment Review Boards shall have the appropriate training as per section 454.3 of the Act.
- 4.4 Council may, by resolution, remove a member of the LARB or CARB at any time.
- 4.5 A member may resign from the LARB or CARB at any time by providing written notice to the Clerk.

5. CHAIRPERSON

- 5.1 Council shall designate one of the members appointed to the Assessment Review Boards as the Chair of the LARB and CARB in accordance with the Act.
- 5.2 The Chair may delegate to any other appointed Assessment Review Boards member any of the powers, duties, or functions of the Chair.
- 5.3 The Chair will act as follows:
- (a) Preside over and be responsible for the conduct of the meetings;
 - (b) May limit a submission if it is determined to be repetitious or in any manner inappropriate.

6. PRESIDING OFFICER

- 6.1 In a three-member LARB panel, the members must choose a Presiding Officer from among themselves.
- 6.2 In a one-member LARB panel, the member is the Presiding Officer.
- 6.3 The Provincial Member is the Presiding Officer on every CARB panel.
- 6.4 The Presiding Officer:
- (a) Makes the introductory and closing comments;
 - (b) Presides over and is responsible for the conduct of the meetings;
 - (c) Delivers any procedural rulings after listening to all parties' submissions or objections regarding improper questioning;

- (d) May limit a submission if it is determined to be repetitious or in any manner inappropriate;
- (e) Shall vote on matters submitted to the panel unless otherwise disqualified; and
- (f) Signs orders, decisions, and documents issued by the panel.

7. CLERK

- 7.1 The Chief Administrative Officer shall appoint two employees from the Legislative Services department as Clerk of the LARB and CARB.
- 7.2 In addition to the duties prescribed by the Act, the Clerk will:
 - (a) Provide administrative support to members and the chairperson, as required; and
 - (b) Provide any notices on behalf of the LARB and CARB.

8. QUORUM AND MEETINGS

- 8.1 Two members of the LARB panel shall constitute a quorum except when sitting as a one-member panel.
- 8.2 The Provincial Member plus one other member shall constitute a quorum for the CARB panel except when sitting as a one-member panel.
- 8.3 A member of a LARB or CARB panel, who for any reason, is unable to attend the entire hearing an appeal, shall not participate in the deliberations or decision of the panel.
- 8.4 All members must vote on all matters before a convening panel unless a conflict of interest or pecuniary interest is declared.
- 8.5 The majority vote of those members present and voting constitutes a decision of the convening panel.
- 8.6 The Chair of the CARB and LARB is authorized to make procedural rules for:
 - (a) Those matters that are not governed by the Act or MRAC; and
 - (b) The conduct of its meetings, its hearings, and its business that is consistent with the Act, MRAC and this Bylaw.
- 8.7 Meetings will be held at a time and place determined by the Clerk.

9. REMUNERATION

- 9.1 Remuneration for Local Members are as set out in Council Remuneration Policy.
- 9.2 Provincial Members remuneration fees and travel expenses are set by the province.

10. CONFLICT OF INTEREST

- 10.1 Where a member of a convening panel believes they have a conflict of interest in respect of a matter before the panel, the member may absent themselves from the panel proceedings while that matter is being discussed, provided that prior to leaving the meeting the member:
 - (a) Declares they have a conflict of interest; and

(b) Describes, in general terms, the nature of the conflict.

10.2 The Clerk shall cause a record to be made in the meeting minutes of the member’s absence and reasons for the absence.

10.3 For the purpose of this provision, a member has a conflict of interest in respect of a matter before a convening panel when they are of the opinion that:

- (a) They have a personal interest in the matter which would conflict with their obligation as a member to fairly consider the matter; or
- (b) Substantial doubt to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

11. PECUNIARY INTEREST

11.1 The pecuniary interest provisions of the Act apply to all members of the LARB and CARB while attending panel hearings.

11.2 A member who fails to declare a pecuniary interest in a matter before a panel, or fails to absent themselves from proceedings dealing with such a matter, ceases to be a member of the respective LARB and/or CARB.

12. COMPLAINT FEES

12.1 All fees are determined in accordance with MRAC.

13. REPEAL

13.1 That Bylaw 09-2018 be repealed.

14. EFFECTIVE DATE

14.1 That this Bylaw come into effect upon final reading.

READ for a first time this November Day of 10 , 2025 A.D.

READ for a second time this November Day of 10 , 2025 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this November Day of 10 , 2025 A.D.


TIM MACPHEE, Mayor


SANDRA LING, CAO