

**BYLAW 06/24  
Flagstaff County  
OF THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF FLAGSTAFF COUNTY OF THE PROVINCE OF ALBERTA TO ESTABLISH  
INTERMUNICIPAL ASSESSMENT REVIEW BOARDS**

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**WHEREAS**, pursuant to section 455 of the *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto, two or more councils may agree to jointly establish the assessment review boards to have jurisdiction in their municipalities;

**WHEREAS**, Flagstaff County, the Town of Hardisty, the Village of Lougheed, the Town of Sedgewick, the Town of Killam, the Village of Forestburg, the Village of Alliance, the Town of Daysland, the Village of Heisler, and the Village of Amisk, wish to establish assessment review boards to have jurisdiction in these municipalities;

**WHEREAS**, pursuant to section 454 of the *Municipal Government Act*, a council must establish a local assessment review board and a composite assessment review board;

**WHEREAS**, pursuant to sections 454.1 and 454.2 of the *Municipal Government Act*, a council must appoint at least three persons as members of the local assessment review board and at least two persons as members of the composite assessment review board;

**WHEREAS**, pursuant to sections 454.1(1)(b) and 454.2(1)(b) of the *Municipal Government Act*, a council must prescribe the term of office of each member appointed to the local assessment review board or the composite assessment review board;

**WHEREAS**, pursuant to section 455(2) of the *Municipal Government Act*, where an assessment review board is jointly established, the councils must jointly designate one of the board members as chair and must jointly prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

**WHEREAS**, pursuant to section 456(2) of the *Municipal Government Act*, where an assessment review board is jointly established, the councils must jointly appoint a designated officer to act as the clerk of the assessment review boards and prescribe the clerk's remuneration and duties;

**WHEREAS**, pursuant to section 481(1) of the *Municipal Government Act*, a council may set fees payable by persons wishing to make complaints;

**NOW THEREFORE** the council of Flagstaff County, in the Province of Alberta, duly assembled hereby enacts:

**Title**

1. This Bylaw may be cited as the Intermunicipal Assessment Review Boards Bylaw.

**Definitions**

2. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the *Municipal Government Act*. In this Bylaw:
  - a) "Agreement" means the contract entered into between the Municipalities to coordinate the assessment review boards;
  - b) "Clerk" or "Alternate Clerk" is the individual appointed to be the clerk of the Composite Assessment Review Board and the Local Assessment Review Board;
  - c) "Council" means the Council of Flagstaff County;
  - d) "Member" means a resident of a Member Municipality who is not a councillor or otherwise ineligible pursuant to the *Municipal Government Act* and regulations passed thereto, appointed to the Local Assessment Review Board or Composite Assessment Review Board;
  - e) "Municipality" or "Municipalities" means those municipalities which enter into an Agreement to jointly establish assessment review boards and who enact a Bylaw in this format.

**Assessment Review Boards**

3. Council hereby establishes jointly and by agreement with the Municipalities a Local Assessment Review Board and a Composite Assessment Review Board to have jurisdiction in the Municipalities.

**Membership**

4. Pursuant to the terms of the Agreement, Council must appoint by resolution at least three individuals as Members of the Local Assessment Review Board, and at least two individuals as Members of the Composite Assessment Review Board. Provided the Members have the training necessary, the same individuals may be appointed to the Local Assessment Review Board and the Composite Assessment Review Board.

5. All Members are appointed for a three-year term.
6. The resignation and removal of Members shall be in accordance with the Agreement.

**Remuneration**

7. Remuneration and traveling expenses for Members shall be in accordance with remuneration as specified in the Agreement.

**Clerk**

8. The position of Clerk is established for the purpose of carrying out the powers, duties and functions of the Clerk for the Intermunicipal Assessment Review Boards, in accordance with the *Municipal Government Act* and the Agreement.
9. The Clerk or Alternate Clerk shall be the individual jointly appointed by ALL member Municipalities. WHEREAS an Alternate Clerk's appointment shall be related to the duties assigned in the Agreement and to be administered in accordance with the duties and functions of the Clerk in accordance with the *Municipal Government Act*.
10. The duties and remuneration of the Clerk or Alternate Clerk shall be as directed by the *Municipal Government Act*, the *Matters Relating to Assessment Complaints Regulations*, as amended, and the Agreement signed by the Municipalities.

**Chair**

11. Council shall appoint a chair of the Local Assessment Review Board and a chair of the Composite Assessment Review Board in accordance with the Agreement and in accordance with section 455(2)(a) of the *Municipal Government Act* for a term of one year.
12. Remuneration and traveling expenses for the chair shall be in accordance with remuneration as specified in the Agreement signed by the Municipalities.

**Assessment Complaint Fees**

13. The fees payable pursuant to section 481(1) of the *Municipal Government Act*, shall be those established by the *Matters Relating to Assessment Complaints Regulation*, as amended.

**Severability**

14. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

**Repeal**


15. Bylaw 03/20 is hereby repealed.


READ A FIRST TIME this 12 day of June, 2024.

READ A SECOND TIME this 12 day of June, 2024.

READ FOR A THIRD AND FINAL TIME this 12 day of June, 2024.

SIGNED and PASSED this 12 day of June, 2024.

  
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REEVE

  
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CHIEF ADMINISTRATIVE OFFICER

