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**ASSESSMENT REVIEW BOARD**

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**A BYLAW OF THE SUMMER VILLAGE OF BURNSTICK LAKE IN THE PROVINCE OF ALBERTA TO ESTABLISH ASSESSMENT REVIEW BOARD SERVICES**

**WHEREAS** the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

**WHEREAS** the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards; and

**WHEREAS** the Municipal Government Act requires Council to appoint a chair and other members of the Assessment Review Boards, prescribing their terms of office and remuneration;

**NOW THEREFORE**, the Council for the Summer Village of Burnstick Lake duly assembled, enacts as follows:

**1. CITATION:** This short title of this bylaw shall be the “ARB Bylaw”.

**2. DEFINITIONS:**

- a) “Act” means the Municipal Government Act, as amended from time to time and all regulations passed thereunder;
- b) “Agreement” means the Participant Memorandum of Agreement currently in force, as authorized by Council and executed in partnership with the Commission, and any successor agreements, whereby the Commission provides Assessment Review Board services to the Municipality;
- c) “ARB” means the Assessment Review Board(s) as defined by the Act and as established in the Agreement;
- d) “Commission” means the Capital Region Assessment Services Commission;
- e) “Council” means the elected Council of the Summer Village of Burnstick Lake; and
- f) “Municipality” means the Summer Village of Burnstick Lake.

**3. ESTABLISHMENT:**

- a) Council hereby establishes the following boards as per terms of the Agreement, which in its current form is attached to and forms part of this bylaw as Schedule A:
  - i. Local Assessment Review Board; and
  - ii. Composite Assessment Review Board

**4. APPOINTMENTS:**

- a) Council shall appoint ARB panel members, the Chair of the ARB, and the ARB Clerk as a designated officer and their terms of office as recommended by the Commission and as defined in the Agreement.

**5. FEES AND EXPENSES:**

- a) Compensation payable to the Commission for its services will be outlined in the Agreement and approved by Council.
- b) Remuneration for members of an ARB panel and expenses for ARB hearings are defined and approved in the Agreement.

**6. COMPLAINTS:**

- a) Assessment complaints will be received by the Municipality on the official complaint form.
- b) Upon receipt of an assessment complaint, the Municipality shall provide to the Commission the form and any supporting documentation in a timely manner.
- c) The complaint form must be accompanied by the appropriate fee as established by Council in the Rates and Fees Bylaw. This fee will be refunded in accordance with the Act, if the ARB makes a decision in favour of the complainant.

- 7. This bylaw takes effect on the date of third and final reading and upon final passage Bylaw No. 15-95 shall be repealed.

**READ A FIRST TIME** this 19<sup>th</sup> day of October 2020.

**READ A SECOND TIME** this 19<sup>th</sup> day of October 2020.

**READ A THIRD TIME** and passed this 19th day of October 2020.

The Summer Village of Burnstick Lake

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Mayor

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Chief Administrative Officer