



**CITY OF EDMONTON**

**BYLAW 18308**

**ASSESSMENT REVIEW BYLAW**

**(CONSOLIDATED ON APRIL 6, 2021)**

**THE CITY OF EDMONTON  
BYLAW 18308  
ASSESSMENT REVIEW BOARDS BYLAW**

Edmonton City Council enacts:

**PART I - PURPOSE & INTERPRETATION**

- |                    |   |   |
|--------------------|---|---|
| <b>PURPOSE</b>     | 1 | The purpose of this bylaw is to establish the Local Assessment Review Board and Composite Assessment Review Board to hear complaints.   |
| <b>DEFINITIONS</b> | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none"><li>(a) “<b>City</b>” means The City of Edmonton;</li><li>(b) “<b>City Manager</b>” means the chief administrative officer of the City or delegate;</li><li>(c) “<b>Composite Assessment Review Board</b>” means the City’s composite assessment review board;</li><li>(d) “<b>Local Assessment Review Board</b>” means the City’s local assessment review board; and</li><li>(e) “<b>Municipal Government Act</b>” means the <i>Municipal Government Act</i>, RSA 2000, c M-26.</li></ul> |

**PART II - MEMBERSHIP**

- |  |   |  |
|--|---|--|
| <b>LOCAL<br/>ASSESSMENT<br/>REVIEW BOARD</b> | 3 | <p>(1) Council will appoint up to 24 individuals as members of the Local Assessment Review Board.</p> <p>(2) Members of the Local Assessment Review Board will be appointed for one-year terms, up to a maximum of 12 consecutive years.</p> <p>(3) Council will designate one member of the Local Assessment Review Board as chair for a one-year term.</p> |
|--|---|--|

**COMPOSITE  
ASSESSMENT  
REVIEW BOARD**

- 4 (1) Council will appoint up to 24 individuals as members of the Composite Assessment Review Board.
- (2) Members of the Composite Assessment Review Board will be appointed for one-year terms, up to a maximum of 12 consecutive years.
- (3) Council will designate one member of the Composite Assessment Review Board as chair for a one-year term.

**MEMBER  
APPOINTMENT**

5 The clerk and chair will provide advice to Council regarding member appointments.

**REMUNERATION**

6 Members of the Local Assessment Review Board and Composite Assessment Review Board will be paid the amounts prescribed in Schedule A - Remuneration.

**INELIGIBILITY**

7 Councillors, City employees, assessors, and agents are ineligible as members of the Local Assessment Review Board and Composite Assessment Review Board.

**PART III - CLERK**

**CLERK  
APPOINTMENT**

8 The City Manager will appoint a City employee as clerk of the Local Assessment Review Board and Composite Assessment Review Board.

**DUTIES**

- 9 In addition to duties prescribed by the Municipal Government Act, the clerk will:
- (a) provide administrative support to members and the chair as required;
  - (b) provide any notices on behalf of the assessment review boards; and
  - (c) participate in member evaluations in conjunction with the chair.

**PART IV - COMPLAINTS**

**HEARING  
PROCEDURES**

- 10 (1) The chair may approve hearing procedures and policies for the Local Assessment Review Board and Composite Assessment Review Board, provided that those procedures and policies do

not conflict with the Municipal Government Act.

- (2) Panels may modify, waive, or supplement any hearing procedures approved by the chair during any hearing.

**ADDRESS FOR SERVICE**

11 Complaints and other legal documents may be served on the Local Assessment Review Board or Composite Assessment Review Board by serving the document on the assessment review board at the address listed on its website.

**FEES**

12 The fees for filing a complaint or obtaining copies of records are those prescribed in Schedule B - Fees.

**PART V - ADMINISTRATIVE COMMITTEE**

**ESTABLISHMENT**

13 The clerk may establish an administrative committee comprised of the chair and up to three other members of the Local Assessment Review Board or Composite Assessment Review Board.

14 The chair is the chair of the administrative committee.

**FUNCTIONS**

15 The administrative committee will:

- (a) provide advice to the clerk on the development and implementation of assessment review board policies and procedures;
- (b) participate in member evaluations in conjunction with the chair;
- (c) provide advice to the chair and clerk on scheduling matters;
- (d) provide advice on member conduct;
- (e) identify areas where supplemental member training may be required;
- (f) assign members to mentor other members, as required; and
- (g) provide assistance to the chair to perform their duties, as required.

**PART VI - GENERAL**

- |                   |    |   |
|-------------------|----|---|
| <b>DELEGATION</b> | 16 | The City Manager or clerk may delegate their powers, duties, and functions under this bylaw to any individual.  |
| <b>FOIP HEAD</b>  | 17 | (1) The chair is the head of the Local Assessment Review Board and Composite Assessment Review Board for the purpose of the <i>Freedom of Information and Protection of Privacy Act</i> , RSA 2000, c F-25. |
|                   |    | (2) The chair may delegate any power, duty, or function as head, except the power to delegate.  |
| <b>REPEAL</b>     | 18 | Bylaw 15361, the Assessment Review Boards Bylaw, is repealed.   |

**SCHEDULE A - REMUNERATION**

1) For attending hearings, writing decisions, or other hearing related matters, as well as attending meetings and professional development sessions, the following rates apply:

	Presiding officer*	Member
Up to and including 4 hours in any day	\$230	\$170
4 to 8 hours in any day	\$425	\$320

\* includes the chair when attending meetings or professional development sessions

2) For a member writing a Composite Assessment Review Board decision:

Up to and including 4 hours in any day	\$219
4 to 8 hours in any day	\$383

3) In addition to the rates above:

The chair is paid \$425 each month for their duties as chair.

Members of the administrative committee, other than the chair, are paid \$230 each month that the member performs administrative duties associated with being a member of the administrative committee.

4) Presiding officers and members are paid at the applicable remuneration rates in section 1 where the individual was scheduled to attend a hearing and less than 24 hours notice of cancellation was given.

5) Parking expenses necessarily incurred in relation to activities of the assessment review boards may be reimbursed.

6) Payment can be refused for activity that is not related to assessment review boards duties or that has not been pre-authorized by the clerk.

## SCHEDULE B - FEES

### 1) Complaint Fees (per complaint filed)

Residential, 3 or fewer dwellings and farmland	\$50
Residential, 4 or more dwellings	\$650
Non-residential	\$650
Tax notices	\$30

### 2) Other Fees

Digital copy of a hearing recording \$15 + GST

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 18308, passed by Council March 20, 2018

Amendments:

Bylaw 19692, April 6, 2021