

**VILLAGE OF MANNVILLE
PROVINCE OF ALBERTA
ASSESSMENT REVIEW BOARD
BYLAW 2025-883**

**A BY-LAW OF THE VILLAGE OF MANNVILLE, IN THE PROVINCE OF ALBERTA,
IN RELATION TO THE ESTABLISHMENT AND FUNCTION OF ASSESSMENT
REVIEW BOARDS.**

WHEREAS pursuant to Section 454 of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, a council must by bylaw establish a local assessment review board and 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 to the local assessment review board, designate one of the members appointed as the chair, prescribe the term of office of each member appointed and the chair, and prescribe the remuneration and expenses payable to each member and the chair;

WHEREAS, pursuant to section 454.2 of the *Municipal Government Act*, a council must appoint at least 2 persons as members of the composite assessment review board, designate one of the members appointed as the chair, prescribe the term of office of each member appointed and the chair, and prescribe the remuneration and expenses of any payable to each member and the chair;

WHEREAS, pursuant to the section 454.11(2) a council may establish a local assessment review board consisting of one member;

WHEREAS, pursuant to section 454.21(4) a council may establish a composite assessment review board consisting of only the provincial member;

NOW THEREFORE, the Municipal Council of the Village of Mannville, Alberta, duly assembled, hereby enacts as follows:

SHORT TITLE

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

DEFINITIONS

2.0 In this bylaw:

2.1 “**Act**” means the *Municipal Government Act* R.S.A. 2000, c.M-26, and associated regulations, as amended;

2.2 “**Assessment Review Boards**” collectively the Composite Assessment Review Board and the Local Assessment Review Board;

2.3 “**Chair**” means an individual who is appointed by Council as chair of the Local Assessment Review Board in accordance with section 456 of the *Municipal Government Act*;

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- 2.4 **“CAO”** means the Chief Administrative Officer of the municipality, or their delegate;
- 2.5 **“Clerk”** means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 456 of the *Municipal Government Act*;
- 2.6 **“Composite Assessment Review Board”** means a board established to hear and make decisions on complaints about any matter referred to in s. 460.1(2) of the *Municipal Government Act* that is shown on an assessment notice for non-residential property and residential properties with four or more dwelling units.
- 2.7 **“Council Member”** means the Mayor and Councilors of the Village of Mannville;
- 2.8 **“Local Assessment Review Board”** means a board established to hear and make decisions on complaints about any matter referred to in section 460.1(1) of the *Municipal Government Act* that is shown on an assessment notice or tax notice other than a property tax notice for residential properties with three or less dwelling units and farmland;
- 2.9 **“Local Member”** means a Member of a Local Assessment Review Board or Composite Assessment Review Board duly appointed by Council in accordance with the *Municipal Government Act* and may include council members and Public Members.
- 2.10 **“Mannville”** means the Village of Mannville in the Province of Alberta;
- 2.11 **“Provincial Member”** means a person appointed as a Provincial Member by the Minister;
- 2.12 **“Public Member”** means a resident of Mannville.
- 3.0 **Assessment Review Board Panels**
- 3.1 Council hereby allows for the establishment of the following Assessment Review Board panels for Mannville, pursuant to s. 454.11 of the Act:
- 3.1.1 Local Assessment Review Board 1 shall consist of 1 Local Member.
- 3.1.2 Local Assessment Review Board 2 shall consist of 3 Local Members.
- 3.1.3 Composite Assessment Review Board 1 shall consist of 1 Provincial Member.

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- 3.1.4 Composite Assessment Review Board 2 shall consist of 2 Local Members and 1 Provincial Member.
- 3.2 In accordance with s.454.11 of the *act*, no more than one Council Member shall be appointed to any Assessment Review Board Panel. In the case of Local Assessment Review Board 1, no member of Council shall be appointed as the Local Member.
- 3.3 The Assessment Review Board shall carry out the duties and responsibilities as set out in the *Municipal Government Act* and the regulations.
- 4.0 Membership
- 4.1 A Member of an assessment review board may not participate in a hearing of the board unless the member is qualified to do so in accordance with the regulation.
- 4.2 Local Members shall be appointed from time to time by resolution of Council and terms will be no longer than 3 years and made in such a manner that the expiry dates of the members are staggered. Council has the option to extend a Local Member's term if they so choose.
- 4.3 Council may appoint the same persons who serve as Local Members from the Composite Assessment Review Board to the Local Assessment Review Board.
- 4.4 Alternate Local Member may also be appointed by Council.
- 4.5 Council must by resolution specify the dates of the beginning and end of term of office of a local Member.
- 4.6 All Local Member vacancies shall be advertised to request formal submission of applications from any individuals holding an interest.
- 4.7 Appointments of Local Members will be made from those applicants responding on a timely basis to the advertised need.
- 4.8 There will be no automatic succession appointments.
- 4.9 The chair of the board is appointed by Council in accordance with s.454.1(1) of the *Act*, and will act as follows:
- 4.9.1 Preside over and be responsible for the conduct of the meetings;
- 4.9.2 May limit a submission if it is determined to be repetitious or in any manner.
- 4.10 In the absence of the chairperson or if the chairperson vacates the position, Council or the Chair must choose an acting chairperson to serve in this capacity during such

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absence or vacancy

- 4.11 Quorum shall be established by the *Municipal Government Act*.
- 4.12 A Local Assessment Review Board may include any combination of Council Members and Public Members and Local Assessment Review Board I may consist of either a Council Member or Public Member.
- 4.13 In accordance with s.456(1) of the Act, Council must appoint a designated officer to act as the Clerk of the Assessment Review Boards. The Clerk must complete the prescribed training as set out in the *Act* and any regulations thereto.
- 4.14 The Clerk of the Assessment Review Boards may delegate the administrative duties of this position to any staff member.
- 4.15 The duties of the Clerk of the Assessment Review Boards are those set out in the *Act* and any regulations thereto.

5.0 Training

- 5.1 Members will meet the requirements set out in the *Municipal Government Act* to be qualified to participate in a hearing promptly after appointment or re-appointment and in any event, must do so prior to participating in a hearing.

6.0 Remuneration

- 6.1 Remuneration and travel expenses for Local Members shall be in accordance with the Remuneration Policy 1000-05.

7.0 Complaint Fees

- 7.1 Fee for filing a complaint:

Residential Assessment Complaint Fee	\$50.00
Composite Assessment Complaint Fee	\$650.00

This fee is to be refunded if the Assessment Review Board makes a decision in favour of the complainant or if the assessor makes a recommendation to the Assessment Review Board to vary the assessment in favour of the complainant.

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8.0 Severability

If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such sections or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

That bylaw 2022-861 is hereby rescinded.

That this Bylaw shall come into full force and effect upon the final passing thereof.

READ a first time this 15th day of July, 2025.

READ a Second time this 15th day of July, 2025.

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

READ a Third time this 15th day of July, 2025.

Chief Elected Official



Rex Smith

Chief Administrative Officer



Brooke Magosse