

# **TOWN OF COCHRANE**

## **BYLAW 12/2009**

**Being a bylaw of the Town of Cochrane, in the Province of Alberta,  
to establish Assessment Review Boards.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, requires the establishment of Assessment Review Boards;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

### **1. TITLE**

1.1 This Bylaw may be cited as the "Assessment Review Board Bylaw".

### **2. DEFINITIONS**

2.1 In this Bylaw:

- (a) "Member" means a Member of an Assessment Review Board duly appointed by Council or the Province, in accordance with the Municipal Government Act;
- (b) "Regional Pool" means a group of Assessment Review Board members duly appointed by the Councils of municipalities participating in a joint regional agreement.

### **3. ASSESSMENT REVIEW BOARDS**

3.1 Council hereby establishes the following Assessment Review Boards for the Town of Cochrane:

- (a) Local Assessment Review Board No. 1 that shall consist of one (1) member;
- (b) Local Assessment Review Board No. 2 that shall consist of three (3) members;
- (c) Composite Assessment Review Board No. 1 that shall consist of one (1) member; and
- (d) Composite Assessment Review Board No. 2 that shall consist of three (3) members.

3.2 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and Assessment Complaints Regulation.

#### **4. MEMBERSHIP**

- 4.1 Members shall be appointed to the Regional Pool at time of appointment by Council to the Town of Cochrane Assessment Review Board. (Bylaw 14/2016)
- 4.2 Membership terms will be set by Council at time of appointment. (Bylaw 14/2016)
- 4.3 All membership vacancies shall be advertised to request formal submission of applications.
- 4.4 Appointments of members will be made from those applicants responding on a timely basis to the advertised need.
- 4.5 Appointments to be made through a secret ballot vote by Council with the candidate, or candidates, receiving the highest number of votes being appointed by resolution of Council if the majority of Council voted in favor of that candidate.
- 4.6 There will be no automatic succession appointments.
- 4.7 Council delegates authority to the Chief Administrative Officer to assign duly appointed members from the Regional Pool to the established Assessment Review Boards, as required.
- 4.8 Members shall be compensated as set out in Schedule 'A' to this Bylaw.

#### **5. COMPLAINT FEES**

- 5.1 Complaint fees are as set out in Schedule 'B' to this Bylaw.

#### **6. GENERAL MATTERS**

- 6.1 This Bylaw comes into full force and effect on January 1<sup>st</sup>, 2010.

Read a First Time December 14, 2009

Read a Second Time December 14, 2009

Read a Third Time December 14, 2009

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Mayor

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Municipal Clerk

**Town of Cochrane**  
**Bylaw No. 12/2009 ~ Assessment Review Board**  
**Schedule 'A'**

1. Remuneration for Assessment Board members participating in hearings shall be as follows:
  - 1.1. Chair
    - \$219 up to 4 hours;
    - \$383 for 4 hours up to 8 hours;
    - \$601 over 8 hours.
  - 1.2. Member
    - \$164 up to 4 hours;
    - \$290 for 4 hours up to 8 hours;
    - \$427 over 8 hours.
2. Reimbursement for costs incurred to attend the required Assessment Review Board training shall be at the rates in effect at the time for Town of Cochrane employees.

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**Schedule 'B'**

1. Complaint fees for the assessment complaint process shall be set at:
  - Residential 3 or fewer dwellings - \$50 per complaint;
  - Residential 4 or more dwellings - \$600 per complaint; and
  - Non-residential - \$600 per complaint.