

Report to Council

- ☐ For Council Decision ☒ For Council Direction
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TOPIC:	Assessment Review Board – Appointment of Clerk	April 22, 2025
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PURPOSE:

The purpose of this report is to request Council's appointment of a Clerk to the Morinville Assessment Review Board (ARB), as required under the *Municipal Government Act (MGA)*. An ARB appeal has been received, and an appointed Clerk is necessary to proceed with the legislated hearing process.

RECOMMENDATION:

That Council appoint Rachelle Gilbert as the Clerk for the Morinville Assessment Review Board.

RATIONALE:

- Legislative compliance: Council must appoint a Clerk to the Assessment Review Board as required under the *MGA*.
- Hearing facilitation: Appeals have been received and cannot proceed without an appointed Clerk to administer the process.
- Operational continuity: The proposed Clerk has completed the required training and is experienced in managing quasi-judicial board processes.

REPORT INFORMATION:

The Assessment Review Board is a quasi-judicial body established under the *MGA* to hear complaints related to property assessments within the municipality. The ARB ensures that property owners have a formal avenue to appeal their assessments in a fair and transparent process.

Under Section 456(1) of the *MGA*, a municipality must appoint a Clerk to the ARB to facilitate the appeal process for assessment complaints on behalf of the Municipality and Council.

The recommended Clerk has successfully completed the legislatively required training for judicial hearing administration, ensuring continuity of service and compliance with legislative requirements.

IMPACT:

This appointment does not have budget implications. It ensures compliance and avoids delays in the appeal process.

NEXT STEPS:

A future review of the ARB Bylaw is anticipated, which will incorporate the appointment of the Clerk, legislative updates and improvements informed by recent ARB recruitment and hearing processes.

PREVIOUS COUNCIL ACTION:

In 2018, Council appointed M. Steele as the Clerk for the Assessment Review Board.

ALIGNMENT:

This recommendation aligns with the *MGA and Matters Relating to Assessment Complaints Regulation (MRAC)* and ensures legislative and regulatory compliance while enabling accountable decision-making processes.

CONSULTATION/ENGAGEMENT:

Administration engages with the Land and Property Rights Tribunal (LPRT—Government of Alberta) to facilitate appeal hearings, provide legislative guidance, and ensure that clerks and board members complete the mandatory training administered by the Tribunal.

PRESENTER:	R. Gilbert, Legislative & Corporate Initiatives Coordinator	ATTACHMENTS: N/A LINKS: <i>Municipal Government Act</i> <i>Matters Relating to Assessment Complaints Regulation</i>
PREPARED BY:	R. Gilbert, Legislative & Corporate Initiatives Coordinator	
CLEARANCES:	M. Hay, Interim Chief Administrative Officer T. Nosko, Interim General Manager, Administrative Services T. Dalzell-Heise, Manager, Communications and Legislative Services	