

November 28, 2025

File No: 90A-29

All ORRSC Regional Assessment Review Board Members
CAO & Council

RE: Updated Assessment Review Board Bylaw for Adoption by All ORRSC Regional Assessment Review Board Members

In follow-up to the 2024/2025 Municipal Accountability Program (MAP) audits completed by Alberta Municipal Affairs for several ORRSC member municipalities, it was identified that our Regional Assessment Review Board (RARB) Bylaw no longer met current compliance requirements under the *Municipal Government Act (MGA)*. In response, ORRSC Administration worked collaboratively with Municipal Affairs to review and modernize the bylaw to ensure alignment with the *MGA*, the *Matters Relating to Assessment Complaints Regulation (MRAC)*, and best practices for regional board administration.

Through this process, Municipal Affairs reviewed the proposed bylaw and provided recommendations, which were incorporated to strengthen legislative compliance and administrative clarity. The resulting 2025 ORRSC Regional Assessment Review Board Bylaw replaces the previous version and updates the relationship between ORRSC and its member municipalities, clarifies governance responsibilities, and modernizes administrative procedures regarding the RARB.

The following section highlights the key changes between the previous RARB bylaw and the updated 2025 ORRSC RARB bylaw to assist member municipalities in understanding and adopting the new bylaw efficiently to ensure that all members of the RARB are operating under the same governing bylaw.

Major Enhancements Required by Municipal Affairs

1. Formal recognition of ORRSC as the coordinating and administrative authority.
2. Delegation of authority to both the Clerk and ORRSC CAO for appointments and operations of the Board.
3. Electronic submission of assessment complaints clearly permitted.
4. Expanded and modernized definitions to ensure consistency and compliance.
5. Clearer governance structure for appointments, panels, and administrative support.

Summary of Key Differences – Previous Bylaw vs. 2025 Bylaw

Section	Previous Bylaw	2025 Bylaw (Updated)
Purpose	Established the Regional Assessment Review Board (RARB).	Expanded to establish the Local Assessment Review Board and Composite Assessment Review Board, include appointments of the Chair and Clerk and explicit reference to ORRSC as coordinating authority in accordance with the MGA.
Title	“Regional Assessment Review Board Bylaw.”	Renamed to “ORRSC Regional Assessment Review Board Bylaw” to help identify the Board’s scope and region.
Definitions	Contained fewer terms.	Adds and updates multiple new definitions (e.g., Agreement, Alternate, Lay Member, Commission, Panel, RCARB/RLARB).
Delegation of Authority	Limited delegation to Clerk.	Formal delegation to both the Clerk and ORRSC CAO for appointments, remuneration, and administration in accordance with the MGA.
Appointments	Municipalities appointed members.	Clarifies that each municipality may appoint one lay and one council member; ORRSC CAO finalizes appointments in accordance with the MGA.
Board Composition	Minimum of 20 members.	Same, but clarifies that falling below 20 does not invalidate the Board.
Terms & Removal	Clerk could remove members for cause.	Expanded detail on term lengths, vacancies, removals, and reporting obligations.
Chair & Panels	Chair convened members; panel structure described.	Chair appointed jointly by Clerk; clearer panel composition and Councillor participation limits in accordance the MGA.
Clerk’s Role	CAO of ORRSC designated as Clerk.	Clarified and expanded duties including appointing deputy clerks, issuing legal instructions, and administrative oversight.
Hearings & Appeals	Complaints accepted by mail or delivery.	Formally adds allowance for electronic submission (email).
Conflict & Pecuniary Interest	General provisions.	Expanded clarity on declaration, recording, and definitions in accordance with the MGA.
Rules of Order	Included adjournment procedures and site visit options.	Streamlined; aligns directly with MGA and MRAC.

Section	Previous Bylaw	2025 Bylaw (Updated)
Financial Responsibility	ORRSC covered administrative costs.	Same, but references formal cost recovery through the ORRSC Services Agreement.
Formatting & Legal References	Basic alignment with MGA.	Modernized format, updated numbering, and formal citations to MGA provisions.

Member municipalities are encouraged to review and adopt the updated ORRSC Regional Assessment Review Board Bylaw to maintain compliance and ensure continued participation in the regional assessment appeal framework. A draft copy of the bylaw has been included for your convenience, which highlights the information with the document that is required to be updated by each municipality, including their assigned bylaw number, municipal name, repeal of the previous bylaw, and position titles.

Please forward us a digital copy of the Bylaw for your file after your municipality has executed the new Assessment Review Board Bylaw.

For any questions regarding the adoption process, administrative implications, or the new Bylaw, please contact Raeanne Keer, Executive Assistant, by email at admin@orrsc.com or by telephone at 403-329-1344.

Sincerely,



Lenze Kuiper
Chief Administrative Officer

Enclosed:

- 2025 ORRSC Regional Assessment Review Board Bylaw