

Wheatland County

Request for Decision

Regular Council Meeting

April 7, 2020

Report prepared by: Cindy Ramsay



Appointment of Assessment Review Board Clerk

Recommendation from Administration

THAT Council appoints Cindy Ramsay as Assessment Review Board Clerk effective April 7th, 2020.

Chief Administrative Officer's Comments

[Click or tap here to enter text.](#)

Report

Wheatland County's Assessment Review Board clerk has recently been appointed CAO, therefore we need to appoint a certified Assessment Review Board Clerk to submit filings regarding annual assessment complaints. Cindy Ramsay has recently completed the training and exam and has received her Certificate of Qualification from the Municipal Government Board (MGB).

Relevant Policies, Practices, and Legislation

The MGA States that:

"455 (1) The council must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality and prescribe the remuneration and duties of that person.

(2) The clerk must not be an assessor."

Alignment with the Strategic Plan

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Response Options

Option 1: THAT Council accepts/approves the recommendation as proposed.

Option 2: THAT Council does not accept/approve the recommendation as proposed.

Option 3: THAT Council accepts/approves an alternate recommendation of Council's choosing.

Implications of Recommendation

Wheatland County is required to have a certified Assessment Review Board Clerk for assessment complaints.

General

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Organizational

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Financial

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Environmental, Staff, and Public Safety

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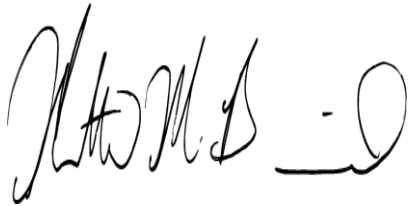
Follow-up Action / Communications

Communicate the appointment of Wheatland County's ARB Clerk to the other municipalities who are included in the Assessment Review Board Joint Regional Agreement.

Report Approval Details

Document Title:	Appointment of Assessment Review Board Clerk.docx
Attachments:	
Final Approval Date:	Mar 30, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Matthew Boscarol". The signature is fluid and cursive, with a distinct loop at the end.

Matthew Boscarol

A handwritten signature in black ink, appearing to read "Brian Henderson". The signature is fluid and cursive, with a long, sweeping tail.

Brian Henderson