

Schedule 'A'

LOCAL AND COMPOSITE ASSESSMENT REVIEW BOARD

MANDATE

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

COMMITTEE STRUCTURE

The Local Assessment Review Board shall consist of:

- Three (3) members of the public at large who have successfully completed a training program set out by the Minister

The Composite Assessment Review Board shall consist of:

- Two (2) members of the public at large who have successfully completed a training program set out by the Minister
- One (1) member appointed by the Province of Alberta

ADMINISTRATIVE RESOURCES

The Chief Administrative Officer for the Town shall designate one or more person(s) to act as the Clerk of the Assessment Review Boards.

QUORUM

Where a panel of the Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

Where a panel of the Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial member.

TERM

Members may be appointed to terms of up to three (3) years, up to a maximum of three consecutive terms.

AUTHORITY

The Board is authorized to make decisions under the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation* in respect of assessment and taxation complaints.

REMUNERATION

Remuneration for Assessment Review Board Members participating in hearing or training shall be as follows:

Time (per day)	Remuneration
2 hours or less	\$100.00
4 Hours or less	\$200.00
More than 4 Hours	\$250.00

Travel 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 Strathmore employees.

SUPPORTING DOCUMENTS

- *Municipal Government Act*

MEETING SCHEDULE

Hearings are scheduled in accordance with the *Municipal Government Act* guidelines.

Schedule 'B'

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

MANDATE

To hear and determine appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.

COMMITTEE STRUCTURE

The SDAB shall consist of:

- Up to five (5) individuals as members appointed by Council
- One (1) member of the Board who is appointed by Council as chair for a one-year term
- All members must complete the prescribed training as indicated in the Subdivision and Development Appeal Board Regulation
- No person who is an employee of the Town or member of Council.

ADMINISTRATIVE RESOURCES

The Chief Administrative Officer for the Town shall designate one (1) or more person(s) to act as Clerk for the Subdivision and Development Appeal Board .

QUORUM

Three (3) members shall constitute a quorum of the Board.

TERM

Members will be appointed for one (1) year terms, up to a maximum of four (4) consecutive years.

REMUNERATION

Remuneration for Subdivision and Development Appeal Board Members participating in hearing or training shall be as follows:

Time (per day)	Remuneration
2 hours or less	\$100.00
4 Hours or less	\$200.00
More than 4 Hours	\$250.00

Travel reimbursement for costs incurred to attend the required Subdivision and Development Appeal Board Training shall be at the rates in effect at the time for Town of Strathmore employees

AUTHORITY

The Board has those powers and duties as set out in the *Municipal Government Act*, the Subdivision and Development Appeal Board Regulation.

SUPPORTING DOCUMENTS

- *Municipal Government Act*
- *Subdivision and Development Appeal Board Regulation*

MEETING SCHEDULE

Hearings are scheduled in accordance with the *Municipal Government Act*.

Schedule 'C'

COMMUNITY IMPROVEMENT PROGRAM COMMITTEE**MANDATE**

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

COMMITTEE STRUCTURE

The Community Improvement Program Committee will consist of:

- A Chair elected by committee members at the first meeting following the Town's organizational meeting
- Up to five (5) individuals as members appointed by Council

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

ADMINISTRATIVE RESOURCES

The Town will provide up to two (2) staff members to provide support to the committee.

QUORUM

Three (3) members shall constitute a quorum of the Board.

TERM

Members will be appointed for a term of up to two (2) years, up to a maximum of three (3) consecutive terms.

AUTHORITY

The Committee is given the authority to make recommendations related to the Community Improvement Program in accordance with Policy No. 7204.

SUPPORTING DOCUMENTS

- Community Improvement Program Policy No. 7204

MEETING SCHEDULE

The Committee will meet within sixty (60) days of receiving an application for funding.