



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

MINISTERIAL ORDER NO. M:001/14

I, Greg Weadick, Minister of Municipal Affairs, pursuant to Section 484.1 and 527.1 of the *Municipal Government Act* and Section 49 of the *Matters Relating to Assessment Complaints Regulation (AR 310/2009)* make the following order:

1. The courses described in Schedules 1, 2, 3, and 4 are approved as the training requirements contemplated under Part 5 of the *Matters Relating to Assessment Complaints Regulation (AR 310/2009)*.
2. Persons who have completed the Assessment Complaints Training Programs set out in the table below and attained a passing mark on the final examination for each course may be certified as qualified to carry out the associated duties:

Position	Assessment Complaints Training Programs
Clerk of an Assessment Review Board	Administrative Law I (Schedule 1)
Member of an Assessment Review Board	Administrative Law II (Schedule 2) and Principles of Assessment I (Schedule 3)
Member of the Municipal Government Board	Administrative Law II (Schedule 2) and Principles of Assessment II (Schedule 4)
Member of Assessment Review Board, Member of the Municipal Government Board, or Clerk of an Assessment Review Board	Refresher training programs covering topics in Schedules 1, 2, 3, 4 as authorized by the Administrator of Assessment Complaints Training Programs

3. The Chair of the Municipal Government Board is appointed as the Administrator of Assessment Complaints Training Programs.
4. The Assessment Complaints Training Programs, as set out in Schedules 1, 2, 3 and 4 must be delivered
 - a) by a person authorized by the Administrator of the Assessment Complaints Training Programs, and
 - b) in any format authorized by the Administrator of the Assessment Complaints Training Programs, including without limitation e-learning and classroom training.

5. Ministerial Order No. L:050/10 is repealed. Persons eligible for certification as clerks or members of any board before the repeal of Ministerial Order No. L:050/10 do not become ineligible solely as a result of its repeal.

Dated at Edmonton, Alberta, this 22 day of July, 2014.



Greg Weadick
Minister of Municipal Affairs

Schedule 1

Administrative Law I

(For Clerks of Assessment Review Boards (ARB))

Administrative Law Principles

- Hearing Types
- Procedural Fairness and Natural Justice
- Legislative Authority and Jurisdiction

The Assessment Complaint Process

- Authority of Assessment Review Boards: *Municipal Government Act* and subordinate legislation
- Role of ARB Clerk - Assessment Review Board Hearing Process
- Practical Issues Arising Before and During Hearings

Written Decisions

- Arrangements for Making and Issuing Decisions
- Appeal and Judicial Review

Any other matters as determined by the Administrator of Assessment Complaints Training Programs.

Schedule 2

Administrative Law II

(For Assessment Review Board and Municipal Government Board Members)

Administrative Law Principles

- Ethical conduct
- Procedural Fairness
- Legislative Authority and Jurisdiction

The Assessment Complaint Process

- Authority of Assessment Review Boards: *Municipal Government Act* and subordinate legislation
- Evidence and Disclosure
- Role of Members - Assessment Review Board Hearing Process
- Practical and Procedural Issues Arising Before and During Hearings

Written Decisions

- Making and Issuing Decisions
- Appeal and Judicial Review

Any other matters as determined by the Administrator of Assessment Complaints Training Programs.

Schedule 3

Principles of Assessment I (For Assessment Review Board Members)

Assessment Complaints

- Responsibilities of Local and Composite Assessment Review Boards
- Complaint Forms and Disclosure Requirements

Traditional Approaches to Market Valuation

- Sales approach
- Cost approach
- Income Approach

Mass Appraisal

- Valuation Standards
- Valuation and Condition Dates
- Assessment Models
- Assessment Classes
- Audits and Assessment Standards

Regulated Property Assessment

- Agricultural use Value
- Machinery and Equipment
- Railway

Any other matters as determined by the Administrator of Assessment Complaints
Training Programs

Schedule 4

Principles of Assessment II (For Municipal Government Board Members)

Assessment of Linear Property

- Definition of Linear Property
- Valuation Standard for Linear Property
- Pipeline Assessment
- Telecommunications Systems Assessment
- Electric Power Systems Assessment

Equalized Assessment

- Purpose of Equalized Assessments
- Calculation of Equalized Assessments
- Scope of appeal to MGB

Any other matters as determined by the Administrator of Assessment Complaints Training Programs.