

## Mission

- To adjudicate assessment disputes between the City of Edmonton and its assessed persons or taxpayers in an impartial, fair and timely manner.

## Goals

- To ensure that all assessments properly before it are fair, equitable and correct, and decided in accordance with current legislation;
- To strive for consistency and predictability in its decision-making, based upon the evidence presented.

## Structure

- Up to 7 (LARB) Local Assessment Review Boards consisting of 3 municipally-appointed members
- Up to 7 (CARB) Composite Assessment Review Boards consisting of 2 municipally-appointed members plus one provincially-appointed member
- Single member panels:
  - CARB (provincial member only)
  - LARB (municipal member only)
- There is also the Assessment Review Boards Administrative Committee, comprised of a Council appointed Chair and six Vice-Chairs appointed by the Clerk of the Assessment Review Board

## Meeting Times

- Generally, the ARB schedules merit hearings Monday to Friday, March through December.
- Time commitment varies with the number of complaints received, which range from 2,800 to 7,000 annually.
- Members are expected to be available throughout the year while hearings are ongoing. There are no minimum hours or remuneration guaranteed. Members may be scheduled up to 5 days per week. There may also be weeks where they are not scheduled at all. Flexibility is therefore required. Member participation in the Board's professional development sessions, which occurs prior to and during the hearing season, is also required.

## Remuneration

Members: \$170 up to 4 Hours  
\$320 4 to 8 Hours

## Appointment Term:

- One-year terms, (from May 1 to April 30) renewable to a maximum of **nine** consecutive years.
- City of Edmonton Volunteer Management practices include an annual evaluation of board members. [City Policy C575A]

## To Apply:

- Applicants are required to **complete the online Taleo application, and attach a current resume plus three written letters of reference (with phone contacts) and a sample of writing skills.** (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

## Application Process Timeline:

Executive Committee of Council serves as the Selection Committee for this Committee. It is anticipated that selection processes will take place on the following dates:

- March 10, 2016 - Applicant Short Listing
- March 14-15-16, 2016 – Applicant Testing
- March 24, 2016 - Applicant Interviews
- April 5, 2016 - Appointments made by City Council

## Ineligibility

- Assessors, City employees, and Tax Agents may not be Members.
- Assessors, City employees, and Tax Agents who acted in those capacities in the year prior to the date of appointment may not be Members, unless otherwise directed by Council.
- The Mayor will not be a Member.

## Member Qualifications

- An understanding of quasi-judicial function and role of members of a tribunal;
- An understanding of principles of administrative law and natural justice;
- An understanding of accounting/financial/economic principles;
- An understanding of the assessment process, including market value and business or real estate valuation;
- The ability to commit the required time;
- Excellent analytical and reasoning skills;
- The ability to write, in plain language, the decision and reasons for the decision;
- The ability to speak in public and communicate effectively with parties to the appeal;
- Proven ability to organize, read, understand and apply complex documents; statute law and regulations; and case law
- Computer competency in Microsoft Word
- A member must sign and adhere to the [Edmonton Assessment Review Boards Policy Manual](#), including Policy B1 - **Code of Ethics and Conduct**.

## Training

- Successful applicants **must be available to attend mandatory training** by Municipal Government Board from **May 10 to 13, 2016**, inclusive.
- Members will be required to undertake periodic Provincial training as required under the legislation.
- Professional development training will be provided for all new members, as well as, continuing professional development for all existing members.
- It is expected that members will gain experience so that in future years they will be eligible to serve in other positions: Vice-Chair; or Chair. [See Structure Section of this document]