

# Assessment Review Board

2021-2022 Term - Recruitment Profile

4 Vacancies

Edmonton

## Frequently Asked Questions:

[What is the purpose/mission of the board?](#)

[How much time can I expect to spend, as a member?](#)

[What is expected of me, as a member?](#)

[What does the board do?](#)

[When does the board meet?](#)

[Do I get paid?](#)

[How long am I a member?](#)

[How do I apply to become a member of the board?](#)

[How long does the selection process take?](#)

[How can I tell if I am eligible to apply, or not?](#)

[What qualifications do I need to apply?](#)

[Will there be training?](#)

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## Mission [\(Back to top\)](#)

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

## Goals [\(Back to top\)](#)

- 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.

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#### Meeting Times [\(Back to top\)](#)

- Generally, the [Assessment Review Board \(ARB\)](#)\* schedules merit hearings Monday to Friday, March through December.
- The Board is holding electronic hearings and meetings using Google Meets due to Covid-19.
- Time commitment varies with the number of complaints received, which range from 1,500 to 3,000 annually.
- Up to 21 Members are appointed to Assessment Review Boards and all 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.

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#### Remuneration [\(Back to top\)](#)

Members:

- \$170, up to 4 Hours
- \$320, 4 to 8 Hours

#### Appointment Term [\(Back to top\)](#)

- One-year terms (from May 1 to April 30), renewable to a maximum of twelve consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of board members [\[City Policy C575C\]](#)\*

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The logo for the City of Edmonton, featuring the word "Edmonton" in a white serif font on a dark blue background.

#### **To Apply** [\(Back to top\)](#)

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

#### **Application Process Timeline** [\(Back to top\)](#)

Executive Committee of Council serves as the Selection Committee for Assessment Review Board members. It is anticipated that selection processes will take place on the following (tentative) dates:

- January 17, 2021 – Posting Expires
- February 25, 2021 - Applicant Shortlisting
- March 2, 3 or 4, 2021 – Skills Assessment
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

#### **Ineligibility** [\(Back to top\)](#)

- 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** [\(Back to top\)](#)

- 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

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- 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 Google Mail, Google Drive and Google Documents
- A member must sign and adhere to the [Edmonton Assessment Review Boards Policy Manual\\*](#), including Policy 2.1 - **Code of Ethics and Conduct**.

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## Training [\(Back to top\)](#)

- Successful applicants must be available to attend mandatory training by the Municipal Government Board from May 3 to 11, 2021, inclusive (4 hours per day online training).
- 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. Initial ARB training date is April 15 and 16, 2021.
- 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.