

Assessment Review Board

2024-2025 Term - Recruitment Profile

3 Vacancies

Edmonton

Mission and Goals

The mission of the [Assessment Review Board \(ARB\)](#) is to adjudicate assessment disputes between the City of Edmonton and its assessed persons or taxpayers in an impartial, fair and timely manner.

The goals of the ARB are:

- To ensure that all assessments brought before the Board 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.

Meeting Times

- Generally, the ARB schedules merit hearings Monday to Friday, March through December.
- The Board holds virtual hearings using Google Meet. The expectation is that this will continue with minimal in-person meetings. Members need to have available suitable electronics (laptop, etc.) and a stable internet connection to participate in these video hearings.
- Time commitment varies with the number of complaints received, which range from 1,500 to 3,000 annually.
- Up to 24 members are appointed to the ARB and all are expected to be available throughout the year while hearings are ongoing. Members are scheduled as needed and there are no minimum hours or base remuneration guaranteed. Members may be scheduled up to five days per week. There may also be weeks where they are not scheduled at all, flexibility is required. Member participation in the Board's professional development sessions, which occur before and during the hearing season, is also required.

Remuneration

- \$170, up to and including 4 hours in any day
- \$320, for 4 to 8 hours in any day

Appointment Term

- ARB members are appointed for one-year terms (from May 1 to April 30), renewable to a maximum of twelve consecutive years.

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- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

To Apply

- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- Applicants must complete the online application questions and attach a current resume that includes the names of three references (with phone and email details), who will be contacted for shortlisted candidates.
- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation at any stage of the process, please contact 780-496-8178 or civic.agencies@edmonton.ca.

Application Process Timeline

The Executive Committee serves as the Selection Committee for ARB members. It is anticipated that selection processes will take place on the following dates:

- January 14, 2024 - Posting closes
- March 8, 2024 - Applicant shortlisting
- March 12, 13, 14, 2024 - ARB Skills Assessment
- April 16, 2024 - Applicant Interviews
- April 23, 2024 - Appointments made by City Council

Ineligibility

- Assessors, City of Edmonton employees, and tax agents may not be members.
- Assessors, City of Edmonton 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 City Council.

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, and/or economic principles.
- An understanding of the assessment process, including market value and business or real estate valuation.

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- The ability to commit the required board member time.
- Excellent reasoning skills with the ability to analyze evidence and information.
- 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 Suite.
- All members must adhere to the [Edmonton Assessment Review Boards Policy Manual](#), including Policy 2.1 Code of Ethics and Conduct.

Training

- Successful applicants must be available to attend mandatory training by the Land and Property Rights Tribunal April 29 to May 3, 2024 (inclusive) for five mornings. Training is delivered online through WebEx.
- Members will be required to undertake periodic provincial training as required under the legislation.
- Professional development training will be provided for new members on May 14, 2024. As well, continuing annual professional development sessions for all ARB members will be held on the mornings of May 21, 22 and 23, 2024.
- It is expected that members will gain experience so that in future years they may be eligible to serve in the position of chair.