

## Assessment Review Board Members

The City of Edmonton is currently recruiting members to join the Assessment Review Board (ARB). Members of the Assessment Review Board 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 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 [Assessment Review Board](#) schedules merit hearings Monday to Friday, March through December.
- The Board is holding virtual hearings and meetings using Google Meets due to COVID-19 and may continue moving forward.
- 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 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 five days per week. There may also be weeks where they are not scheduled at all, so 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

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

### Appointment Term

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

- Civic agency members are evaluated on an annual basis as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

### **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
- 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 Docs
- All members must adhere to the [Edmonton Assessment Review Boards Policy Manual](#), including Policy 2.1 Code of Ethics and Conduct.

### **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.

### **Training**

- Successful applicants must be available to attend mandatory training by the Land and Property Rights Tribunal May 2 to 6, 2022 (inclusive) for 3 hours each morning. 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 all new members, as well as continuing professional development for all existing members. Initial ARB training date will be in April 2022.
- It is expected that members will gain experience so that in future years they may be eligible to serve in the position of chair.

### **How to Apply**

- Visit [edmonton.ca/civicboards](http://edmonton.ca/civicboards)

- Applicants are required to complete the online application questions and attach a current resume plus two written letters of reference (including email and phone contact information). References should be from individuals that can verify your suitability for this Board.
- We strive to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact 780-442-4395 or [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca).
- Posting closes January 16, 2022