



CENTRAL ALBERTA REGIONAL  
**Assessment  
Review Board**

## **BOARD MEMBER INFORMATION & APPLICATION**

### **ABOUT THE ASSESSMENT REVIEW BOARD**

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In Alberta, Assessment Review Boards (ARB) are quasi-judicial boards established by municipalities as required by the Municipal Government Act. Their job is to evaluate information provided by the parties to ensure property assessments are fair and equitable.

### **THE APPOINTMENT**

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The Central Alberta Regional ARB provides service to over 30 Partner Municipalities. The City of Red Deer, Legal & Legislative Services Department provides administrative support to the Board. As a Board Member you do not represent any municipality, you are part of an independent decision-making board. Board Member appointments are:

- Made by the Designated Officer based on recommendations from stakeholders
- Made based on your written application only; interviews are not conducted
- 3 years in length
- Made annually in December or January (dependent on committee availability)

### **BOARD MEMBER REQUIREMENTS**

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At the start of the term, and every 3 years after, Board Members are required to complete mandatory training provided by the province of Alberta before they are permitted to sit on a hearing.

#### **Specific Demands of the Job**

- Available to complete mandatory training (3 days)
- Available to attend hearings (both in person and online) during typical office hours from April until December (average 3 days/month)
- Ability to read, understand and analyze large amounts of information
- Ability to write professionally

#### **Competencies**

- Excellent interpersonal skills and ability to work with a wide range of demographics
- Ability to exercise sound judgment, professionalism and uphold the rules of natural justice
- Ability to manage sensitive information and maintain confidentiality
- Experience on quasi-judicial boards or administrative tribunals is not required but is considered an asset

## **POSITION DESCRIPTION**

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Board Members receive remuneration for their duties. The amount varies based on the amount of time spent on a hearing.

- Board Members are responsible to uphold their mandate found in legislation. While doing so, they:
  - Maintain procedural equity,
  - Apply principles of natural justice in view of the evidence presented, and
  - Interpret and apply legislation to make decisions using an unbiased, collaborative decision-making process.
- Board Members are asked to agree to and uphold Ethical Guidelines
- For each hearing, Board Members:
  - review electronic documents and disclosure to ensure legislative compliance and clarity on the matter to be decided
  - actively engage in the hearing by taking notes, listening carefully to the arguments and asking questions of clarification
  - while in deliberations, participate in and encourage discussion among the entire panel to arrive at a well-rounded, thoughtful decision
  - evaluate the evidence presented in view of the legislation and make a decision on the matter to be decided
  - review electronic draft versions of the board's decision for completeness, accuracy and clarity
- Board Members may also be asked to perform the role of Presiding Officer at a hearing (lead and maintain control of a hearing)
- Board Members may also be asked to write board decisions (for examples of decisions please visit: [www.reddeer.ca/rarb](http://www.reddeer.ca/rarb))

## **DATES, HOURS AND LOCATION OF WORK**

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Mandatory training is three days and typically takes place in Edmonton, Calgary or Red Deer. The majority of hearings take place remotely (online) but can also occur in any one of the Partner Municipalities with a membership in the Central Alberta RARB (see [www.reddeer.ca/rarb](http://www.reddeer.ca/rarb) for more information).

Hearings typically occur Monday-Friday 8:30 a.m. – 4:30 p.m. and are scheduled in half or full day increments. However, hearings may also occur over several consecutive days. Last minute withdrawals are common, and the number of hearings or days of hearings assigned to a board member cannot be guaranteed.

**APPLICATION DEADLINE**

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If you are interested in this opportunity, complete the application on the subsequent pages.

- An incomplete application will not be considered. As the applicant, it is your responsibility to ensure that the application is completed in full.
- If you have a document that is a good representation of your writing ability, you may attach it to your application.
- Applications can be submitted by:

Email	Mail	Drop Off
regionalarb@reddeer.ca	Central Alberta RARB Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	<ul style="list-style-type: none"><li>• 24 hour mail box located on either side of Red Deer City Hall; or</li><li>• Reception at Red Deer City Hall during business hours</li></ul>

**Applications will be accepted until 11:59 pm on Monday, November 20, 2023.  
Applications received after this date will not be considered.**

**ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED**

**APPLICANT INFORMATION**

First Name & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address, city, province and postal code)

Primary Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**INFORMATION & EXPERIENCE**

Are you currently employed by a municipality?  Yes  No

If yes, what municipality? \_\_\_\_\_

Are you currently sitting on a quasi-judicial board or administrative tribunal?  Yes  No

If yes, please provide the name of the board or tribunal and the dates of your current appointment(s).

**QUESTION 1:** Describe how you evaluate information and any applicable experience you have as a formal decision maker.

(1000 characters maximum)

**QUESTION 2:** Describe any applicable experience you have as a property valuator.  
(1000 characters maximum)

**QUESTION 3:** Describe any applicable experience you have as a writer in a professional capacity.  
(1000 characters maximum)

**QUESTION 4:** Describe any applicable experience you have using computer operating systems and online platforms for meetings. (500 characters maximum)

**QUESTION 5:** Please provide other information you would like the committee to consider (500 characters maximum):

**PLEASE READ THIS SECTION CAREFULLY**

**ELIGIBILITY REQUIREMENTS**

*Confirm the following statements and using a checkmark, select the statements that apply to you. Leave the box **unchecked** if the statement **does not** apply to you.*

- I am at least 18 years of age.
- I am able to attend hearings and complete the mandatory training during typical office hours.
- I have my own vehicle, or I am able to arrange for transportation, to travel to Partner Municipalities as required.
- I have my own computer operating system, or I am able to arrange for use of one as required.
- I am able to work in a seated position for long periods of time.

I understand that, if I am a successful applicant:

- I am, at a minimum, required to attend mandatory three day training (additional optional training may be available).
- I am appointed for a three-year term.
- I understand that completing this application and submitting it does not guarantee my appointment.
- I understand that an appointment as a board member does not constitute employment, and I am not guaranteed a certain number of hearings or working days.

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Applicant's Signature

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Date