



Assessment Review Board Recruitment Profile

The Capital Region Assessment Services Commission (CRASC), on behalf of its member municipalities, is assembling interested individuals to serve on the Local Assessment Review Boards (LARB) and the Composite Assessment Services Review Boards (CARB) that may be convened by its members.

The recruitment schedule is reviewed annually by the CRASC Board of directors; and timing is based at the sole discretion of CRASC.

1. Mission:

- To provide an impartial and timely quasi-judicial process for the adjudication of assessment disputes between the municipality and its assessed persons or taxpayers that yields fairness and equity consistent with the Municipal Government Act.
- To ensure that all assessment complaint hearings 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.

2. Member Qualifications:

To be eligible for appointment as a member to either the LARB or the CARB, you must have:

- ▶ Successfully completed the Provincial Training for Assessment Review Board members.
- ▶ The ability to commit the required time for the training and hearing attendance.
- ▶ Excellent analytical and reasoning skills and ability to act with integrity.
- ▶ 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.

A member must sign and abide by the ***Code of Ethics and Conduct for the Capital Region Assessment Services Commission Assessment Review Boards***. (A copy is attached.)

3. Ineligibility:

The following individuals may not be Members of Assessment Review Boards:

- ▶ Assessors.
- ▶ Employees of the municipality where the complaint originates.
- ▶ Tax Agents.

4. Meeting Times

Assessment complaints must be filed within 60 days of the Notice of Assessment issued by each member municipality. Should an Assessment Complaint be filed, the Commission Manager, in consultation with the municipality and parties involved, will schedule the required ARB hearing.

It is anticipated that ARB hearings will take place Monday to Friday, July through December. It is expected members will be available throughout the period that hearings may be held. It is important to note that all hearings must be concluded by December of the year when a complaint is filed. (On occasion, hearings may be granted extensions early into the following year.) Flexibility is required as schedules and time commitments vary, according to need. There are no minimum hours guaranteed.

A one-day professional development session will be held annually typically in the month of May or June.

5. Remuneration

Members are paid by the Commission for their services based on the following schedule. CRASC will be remunerating panelists as individuals and, as such, will be deducting, as appropriate, EI, CPP and Tax.

Fees	ARB Type	Up to 4 Hours	More than 4 hours, and up to 8 hours	More than 8 hours
Panelist	LARB	\$193	\$330	\$495
Presiding Officer	LARB	\$248	\$440	\$660
Panelist	CARB	\$193	\$330	\$495
Presiding Officer	CARB	Note 1	Note 1	Note 1

Note 1. The CARB Presiding Officer is supplied by the Province of Alberta.

All times noted include travel time. If you claim for 4 hours, you will be remunerated at the “Up to 4 hours” rate. If you claim for 8 hours, you will be remunerated at the “More than 4 hours, Up to 8 hours” rate.

The Chair of Assessment Review Boards is paid an **Annual Fixed Fee of \$400**. In addition, there are a few other entitlements; complete detail can be found in the ARB Panelist Remuneration package.

6. Training

- ▶ Members will be required to undertake and maintain Provincial training as required under the legislation. All courses are online. Participants are required to participate through video and audio during the session. The morning sessions are 8:30 to 11:30 am and the afternoon sessions are 1 to 4 pm
- ▶ As of 2023 this course is delivered in 5, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification. The training is typically offered on various dates from February to June.
- ▶ Professional development training for all members will be provided by the Commission.

The following topics will be covered in the training, and any pre-existing exposure to these topics would be an asset.

Administrative Law and Principles of Assessment

- ▶ 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 and principles of assessment.
- ▶ Organization, comprehension, and application of:
(1) complex and large documents (2) statute law and regulations (3) case law

7. Duties of an ARB Member:

On appointment to an ARB, the member must abide by the Code of Ethics and Conduct for the Capital Region Assessment Services Commission Assessment Review Boards together with those policies that the Commission may from time to time adopt with respect to the operations of Assessment Review Boards.

- ▶ Select from the members appointed to hear a complaint, an individual who will

- serve as Chair (Presiding Officer).
- ▶ Participate in the disposition of assessment complaints that may be heard by the ARB member.
- ▶ If after hearing a complaint, holds a dissenting opinion to the decision of the majority, prepare and sign a dissenting report that must be attached to the written reasons of decision of the board.
- ▶ Inform the Commission of dates when the ARB member is not able to serve as an ARB member.

8. Duties of an ARB Chair (Presiding Officer):

In addition to all the elements listed in the “Duties of an ARB Member” noted above, the Chair of the ARB will:

- ▶ Serve as the Presiding Officer of the ARB.
- ▶ In consultation with the other members of the ARB ensure that a decision on the matter is arrived at on a timely basis.
- ▶ In consultation with the Assessment Clerk ensure that written reasons for the decision are completed.
- ▶ On behalf of the ARB, sign the written reasons of decision of the board.
- ▶ Ensures that in cases where a dissenting opinion arises, that the member who dissents prepares written reasons, signs the report and appends the report to the decision of the majority.
- ▶ Ensure that the ARB policies that may be established by the Commission are followed by the members of the ARB.

9. Term of Office:

- ▶ Individuals appointed to an ARB serve for a one-year renewable term and must be reappointed by a motion adopted by the Municipal Council each year.



ARB Member Application Form

APPLICANT INFORMATION

First Name & Last Name: _____

Full Mailing Address: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Are you currently employed by a municipality? Yes No

If yes, what municipality? _____

Please ensure a current resume is submitted with this application.

PLEASE READ THIS SECTION CAREFULLY ELIGIBILITY REQUIREMENTS

Confirm the following statements by selecting the statements that apply to you. Leave the box unchecked if the statement does not apply to you.

- I have read and understand the document "CRASC Assessment Review Board Recruitment Profile." ** In particular Item 3. Ineligibility. I understand I cannot apply if any of these exclusions apply to me.
- I am able to attend hearings and complete the mandatory training during typical office hours.
- 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 training (additional optional training may be available).
- I am appointed for a one-year term. (Renewable)
- 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.
- I have read and signed the **Code of Ethics and Conduct for CRASC Assessment Review Boards**

Applicant's Signature

Date