

### ABOUT THE ASSESSMENT REVIEW BOARD

---

#### THE APPOINTMENT

---

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 stakeholder availability)

#### BOARD MEMBER REQUIREMENTS

---

At the start of their term, 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). **NOTE:** for online hearings, Board Members require a quiet space, adequate lighting, and computer with camera. Multiple screens are highly recommended.
- Ability to write professionally

##### Competencies

- Excellent interpersonal skills and ability to work with a wide demographic
- Ability to exercise sound judgment, professionalism and uphold the rules of natural justice
- Ability to read, understand and analyze large amounts of information
- Ability to manage sensitive information and maintain confidentiality
- Experience on quasi-judicial boards or administrative tribunals is considered an asset

#### POSITION DESCRIPTION

---

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 agree to Ethical Guidelines

- For each hearing, Board Members:
  - review 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, reasoned decision
  - evaluate the evidence presented in view of the legislation and contribute to the decision
  - review 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**

---

Mandatory training is three days and typically takes place in Edmonton, Calgary or Red Deer or online. 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**

---

If you are interested in this opportunity, complete the attached application.

- 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
<p>regionalarb@reddeer.ca</p>	<p>Central Alberta RARB Legal &amp; Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4</p>	<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 Wednesday, September 25, 2024.  
Applications received after this date will not be considered.**

**ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED**

All applications will be kept on file for one year and may be used to fill mid-year vacancies, or respond to increased demand for service.

Your information is collected under the authority of the Municipal Government Act and is protected under section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPP). Your personal information may be used in accordance with FOIPP for the purpose this information is being collected or compiled, or for a use consistent with that purpose. If you have questions please contact the Board Clerk, Legal & Legislative Services, The City of Red Deer, Box 5008, Red Deer, AB T4N 3T4, by email to [appeals@reddeer.ca](mailto:appeals@reddeer.ca) or phone 403-342-8132.