



Assessment Review Board Recruitment Profile

1.0 MANDATE

The Assessment Review Boards are quasi-judicial bodies that hear and decide complaints against the assessment of any property, business or local improvement in the Town of Banff.

2.0 ELIGIBILITY

- 2.1 Residents of Banff.
- 2.2 Residents 18 years of age or older.

3.0 INELIGIBILITY

- 3.1 Residents active on other Town of Banff boards and committees.
- 3.2 Town of Banff employees.

4.0 DESIRED COMPETENCIES

- 4.1 Expertise in one of the following areas and/or have served on public committees or quasi-judicial boards:
 - i) law
 - ii) assessment
 - iii) real estate
 - iv) property management
 - v) property development
 - vi) property appraisal.
- 4.2 The ability to consider appeals based on facts and governing legislation, using good analytical skills without bias.
- 4.3 Clear understanding of governance board principles, administrative procedures, and a willingness to work within a governance structure.
- 4.4 An understanding of principles of administrative law and natural justice.
- 4.5 The ability to write, in plain language, the decision and reasons for the decision.
- 4.6 The ability to speak in public and communicate effectively with parties to the appeal.

5.0 TIME COMMITMENT

- 5.1 Hearings are held during business hours as required.
- 5.2 ARB training program – 4 days.
- 5.3 Member refresher course every three years – 2 days.

6.0 TERM

- 6.1 Public members serve four year terms.
- 6.2 There is no maximum number of years a member may serve; however the member must apply for reappointment at the completion of their term.

7.0 TRAINING

- 7.1 ARB members must successfully complete a training program set or approved by the Minister of Municipal Affairs. This course is taken by members after they have been appointed to the board.
- 7.2 ARB members reappointed after 3 years must successfully complete the member refresher course approved by the Minister of Municipal Affairs.

8.0 REMUNERATION

- 8.1 As directed in the Committees Honorarium Bylaw.

Assessment Review Board		
	Board Member	Chairperson
Training Day	\$250 plus mileage	\$250 plus mileage
LARB or CARB – 0 to 4 hours	\$150	\$200
LARB or CARB – over 4 hours	\$250	\$325