

City Clerk's Office Report to
Combined Meeting of Council
2020 July 20

ISC: UNRESTRICTED
C2020-0788

Assessment Review Board – Resignation and Appointment

EXECUTIVE SUMMARY

Administration received notification that Sandra Robertson, a resident of Calgary serving on the Assessment Review Board ("ARB"), has resigned. This report presents the public members placed on the Reserve List, as well as the Board's recommendation, for Council's consideration to fill the position.

ADMINISTRATION RECOMMENDATION:

That Council:

1. Thank Sandra Robertson for her service on the Assessment Review Board;
2. Appoint a new public member to the Assessment Review Board from the Reserve List contained in Attachment 3, for completion of a term expiring on 2020 December 31;
3. Direct that Attachments 2 and 3 remain confidential pursuant to Sections 17 (personal information) and 19 (confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed 2045 July 20.

PREVIOUS COUNCIL DIRECTION / POLICY

Sandra Robertson was most recently appointed to the Assessment Review Board on 2019 October 28, for a term commencing 2020 January 01 and ending on 2020 December 31.

At the same meeting, Council adopted a reserve list of additional applicants to the ARB, which may be used by Council to fill a vacancy that occurs as a result of a Public Member not finishing a term.

BACKGROUND

The ARB is a quasi-judicial board established in accordance with the *Municipal Government Act* and The City of Calgary Bylaw 15M2018. It is an impartial tribunal that hears formal complaints against the assessment of properties, businesses, local improvements, and brownfield property exemptions and deferrals, as determined by The City of Calgary.

The Board is independent from The City of Calgary Assessment Business Unit and is comprised of citizen members appointed by City Council.

The Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) provides that where a Reserve List was adopted by Council for a BCC, that the Reserve List applicants be considered to fill a vacancy that occurs as a result of a Public Member not able to complete their term.

The current composition and membership of ARB are provided in Attachment 1.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

On 2020 June 16, Sandra Robertson informed Administration of her resignation, effective immediately.

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Stakeholder Engagement, Research and Communication

Administration contacted the applicants placed on the Reserve List, to confirm their availability and sustained interest in ARB. Submissions from applicants who expressed a continued interest are provided in Attachment 3.

In accordance with *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03), the applicants who expressed a continued interest were reviewed by the Chair and Vice-Chairs of ARB for recommendation to Council. The short listed applicants are provided in Attachment 2.

Strategic Alignment

This report aligns with One Calgary's citizen priority: A Well-Run City (*One Calgary* 2019-2022).

Social, Environmental, Economic (External)

No social, environmental, or external economic impacts were identified.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operating budget impacts.

Current and Future Capital Budget:

There are no current and future capital budget impacts.

Risk Assessment

There are no risks associated with the recommendations of this report.

REASON FOR RECOMMENDATIONS:

Sandra Robertson has resigned from her position creating a vacancy on the Assessment Review Board. Appointments by Council of Public Members are required to align with the composition and quorum requirements defined in the Assessment Review Board Bylaw 15M2018.

ATTACHMENTS

1. Composition and Membership
2. Board Recommendation (CONFIDENTIAL)
3. Eligible Reserve List Applicants (CONFIDENTIAL)