

## ASSESSMENT REVIEW BOARD MEMBERSHIP – RESIGNATION

### EXECUTIVE SUMMARY

The City Clerk's Office received notification that Ms. Jade O'Hearn, Citizen Member of the Assessment Review Board, has resigned.

### ADMINISTRATION RECOMMENDATION(S)

That the Priorities & Finance Committee recommend that Council:

1. Accept the resignation of Ms. Jade O'Hearn as a Citizen Member of the Assessment Review Board, and that she be thanked for her service;
2. Direct that the position remain vacant until 2014 December when Council makes regular appointments to the Assessment Review Boards for terms effective 2015 January 01; and
3. Direct that Report PFC2014-0277 and the Attachment remain confidential under Section 17(1) of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports on the matter.

### RECOMMENDATION OF THE PRIORITIES AND FINANCE COMMITTEE, DATED 2014 APRIL 22:

That Council:

1. Approve the Administration Recommendations contained in Report PFC2014-0277; and
2. Direct that Report PFC2014-0277 and the Attachment remain confidential under Section 17(1) of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports on the matter.

### PREVIOUS COUNCIL DIRECTION / POLICY

At the 2013 November 18 and 19 Combined Meeting of Council, Council gave three Readings to Bylaw 43M2013, appointing members to the Assessment Review Boards for 2014. Ms. O'Hearn was appointed to the Local Assessment Review Board, effective 2014 January 01, for a one-year term to expire 2014 December 31.

### BACKGROUND

Section 454 of the *Municipal Government Act* (MGA) requires municipalities to establish, by Bylaw, one or more Local Assessment Review Boards, no later than on receipt of a complaint against an assessment pursuant to Section 460 of the MGA. The Assessment Review Boards are independent from The City of Calgary, and through the Quasi-Judicial Division of the City Clerk's Office they receive and hear complaints against assessments of properties and businesses.

The Local Assessment Review Boards consist of 38 Citizen Members and 1 General Chairman, appointed under the terms of the MGA and the Calgary Assessment Review Boards Bylaw,

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25M2010, as amended. Members of the Local Assessment Review Boards are appointed for a one-year period commencing on January 01 of each year and ending on December 31 of the same year, with eligibility to serve unlimited terms. All members of the Local Assessment Review Boards report to the General Chairman respecting matters of Local Assessment Review Board administration. The General Chairman may establish rules, procedures and policies for the administration of the Local Assessment Review Boards.

Pursuant to Subsection 455(1) of the MGA, and Section 10 of Bylaw 25M2010, as amended, the City Clerk is appointed as the designated officer to act as the Clerk of the Assessment Review Boards, with responsibility for the operations of the Quasi-Judicial Boards Division.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

On 2014 March 04, the Quasi-Judicial Boards Division of the City Clerk's Office received a letter of resignation from Ms. O'Hearn, Citizen Member of the Assessment Review Board, resigning from her position effective 2014 March 04 (Attachment).

The General Chairman of the Assessment Review Boards is recommending that the vacancy resulting from the resignation remain until 2014 December when Council makes regular appointments to the Assessment Review Boards for terms effective 2015 January 01.

### **Stakeholder Engagement, Research and Communication**

The City Clerk's Office consulted with the General Chairman of the Assessment Review Boards to seek recommendations with respect to the vacant position caused by the resignation.

### **Strategic Alignment**

The development of governance practices that allow for open and transparent decision-making are supported by Legislative Services through the management of Council's public advisory boards in an effective and efficient manner (Corporate Administration Strategy 3Z1.2).

### **Social, Environmental, Economic (External)**

There are no social, environmental, or external economic implications as a result of this report.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

There are no current and future operating budget impacts as a result of this report.

#### **Current and Future Capital Budget:**

There are no current and future capital budget impacts as a result of this report.

### **Risk Assessment**

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

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**REASON(S) FOR RECOMMENDATION(S):**

To accept the resignation of Ms. O'Hearn, Citizen Member of the Local Assessment Review Board, and to thank her for her service.

**ATTACHMENT(S)**

Letter of resignation from the Local Assessment Review Board.

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