

POSITION PROFILE

GENERAL CHAIR, CALGARY ASSESSMENT REVIEW BOARD

The Chair of the Calgary Assessment Review Board (ARB) position is established through the Board's Bylaw. The Chair is responsible for ensuring that the Board performs the role provided by its statutory mandate, that it conducts hearings of assessment complaints in a fair and equitable manner, and that it renders decisions of the highest standard, as mandated by governing legislation.

PRIMARY DUTIES AND RESPONSIBILITIES OF THE POSITION OF CHAIR

- Perform the annual scheduling of all property and business assessment complaints.
- Work closely with the leadership and administration of the Alberta Municipal Government Board (MGB) to ensure that provincial member assignments, training, performance and scheduling appropriately support the ARB's operations.
- Schedule Board members for hearings, including the delegation of presiding responsibilities.
- Work collaboratively with the City Clerk and the Board's administration on matters relating to the Board's governance and case processing matters.
- Review Board member decisions for quality, correctness and compliance.
- Establish and lead the administration of policies and procedures for the Board.
- Chair the Board's interview and selection committee.
- Fulfill the role of Head of Public Body on behalf of the Board under provisions of the *Freedom of Information and Protection of Privacy Act*.
- Conduct performance evaluation of Board members.
- Instruct the Board's independent legal counsel on behalf of the Board
- Identify training and development opportunities for Board members and work with ARB administration to arrange them.
- Chair meetings of the Board, as required.
- Succession Planning – identify potential successors and ensure that they receive opportunities to train in, and practice, competencies required of the Board's leaders.

Remuneration is provided for the position of General Chair in the form of an honorarium paid a per diem basis of \$550 per day, approximately \$100,000 – \$130,000 annually. A successful candidate for the position of General Chair must have sufficient availability to carry out the duties of the position, which require five full days per week from March to December, as well as a part time commitment between December and March.

QUALIFICATIONS AND EXPERIENCE

The emphasis of the qualification requirements for General Chair is on experience and competency. The Chair will be expected to provide leadership to the Board in a number of competency areas. In order to provide the necessary subject-matter expertise leadership to the Board, the successful candidate will have to have had experience with quasi-judicial boards or administrative tribunals, and have a background in real estate, property management, property development, property appraisal, assessment and law.

The successful candidate will demonstrate a commitment to carrying out the Board's statutory mandate, while being mindful of the public's interest in having access to a fair, efficient and accountable adjudicative body to hear complaints on property and assessment complaints.

Specifically, the Chair of the Assessment Review Board must have, or demonstrate, the following:

- Notable experience in one or more of the following areas:
 - Presiding over the proceedings of a quasi-judicial board or administrative tribunal;
 - Leading diverse teams to success in completing projects, or program or business objectives; or,
 - Persuasive decision writing or report writing;
- An advanced understanding of the principles of natural justice and procedural fairness.
- A strong public service orientation.
- A commitment to high quality and consistency in decision making and writing.
- A clear understanding of the purpose and mandate of the Board under the *Municipal Government Act*, the *Matters Relating to Assessment Complaints Regulations* and the ARB Bylaw, as well as the distinct roles and responsibilities of the Board as they relate to complaints.
- A clear understanding of the distinct roles of Council and Administration with respect to the Board.
- Accountability for the efficiency and effectiveness of the Board's procedures in meeting the requirements of its mandate.
- Strong communication skills and ability to direct parties as necessary to achieve efficient, fair, and respectful hearings of complaints.
- An ability to act as a public spokesperson for the Board when appropriate and necessary.
- A commitment to learning, development, and continuous improvement, as well as proactive succession planning.
- Leadership in integrity and high ethical standards.
- A commitment to communications and transparency with stakeholders, including opportunities for meaningful feedback.
- An ability to work collaboratively with the Board's administration and support staff.

The General Chair should also meet the following requirements:

- Be a resident of the city of Calgary.
- Have considerable experience in one or more of the following areas:
 - the operation of quasi-judicial boards or administrative tribunals;
 - real estate;
 - property management;
 - property development;
 - property appraisal;
 - assessment; or
 - law.

- Be available and agreeable to commit the required time. All ARB hearings are conducting during business hours; essentially, the position is five full days per week from March to December. Part-time availability is also required between December and March, to provide continuity for Board operations, schedule hearings and to facilitate recruitment of new members.
- The ability to write in plain language, as well as to speak in public and communicate effectively with parties to the complaint.
- Excellent analytical and reasoning skills.
- Demonstrable ability to read, understand and apply: *the Municipal Government Act* and other pertinent Acts, the *Matters Relating to Assessment Complaints Regulation 310/2009 (MRAC)*, and case law.

In accordance with the *MRAC*, section (50) a member of the Assessment Review Board is ineligible if they are:

- City of Calgary employee;
- An assessor; or
- An agent.

ATTRIBUTES AND ABILITIES

- Communicates confidently with impact - able to express thoughts and ideas in a clear, succinct and compelling manner; debate and discuss in both individual and group settings.
- Strong interpersonal and leadership skills with the ability to develop relationships easily and deal effectively with members and a broad range of internal and external stakeholders to achieve results.
- Be innovative and creative in looking for solutions.
- Recognized for a strong track record of astute business judgment and sound business decisions.
- Able to multi-task and excel in a rapidly changing, fast paced and, at times, time sensitive environment.
- Effectively delegates responsibility and authority to Board members. Maintains accountability.
- Acts in a confident and self-aware manner with an impeccable sense of integrity, character and personal values.
- Consistently strives to act in the best interest of an organization and the people it serves.