

## **2018/2019 Calgary Assessment Review Board Appointments**

### **EXECUTIVE SUMMARY**

The terms of all Calgary Assessment Review Board (“ARB” or “Board”) members expire on 2018 March 31. This report presents recommendations for appointment to the ARB for 2018/2019 (2018 April 01 to 2019 December 31).

The appointments recommended in this Report are aligned with new requirements in the *Municipal Government Act* (MGA), as reflected in Report PFC2018-0108, also on this meeting’s agenda. Council should consider PFC2018-0108 prior to adopting the appointments recommended in this Report.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council:

1. Consider the Assessment Review Board (ARB) Nomination Panel’s recommendation to appoint the individuals indicated in Attachment 1 to serve on both the Local Assessment Review Board and Composite Assessment Review Board for 2018/2019 (2018 April 01 to 2019 December 31), as:
  - a. Public members; and
  - b. Reserve list for public members;
2. Designate the member indicated in Attachment 3 as General Chair, to serve as Chair of both the Local Assessment Review Board and the Composite Assessment Review Board for 2018/2019 (2018 April 01 to 2019 December 31);
3. Direct that Attachments 1 and 3 remain confidential under section 24 of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports at the 2018 March 19 Regular Meeting of Council; and
4. Direct that Attachments 2, 4, 5 and 6 remain confidential under sections 17 and 24 of the *Freedom of Information and Protection of Privacy Act*.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At its 2016 October 03 Regular Meeting, Council adopted Report PFC2016-0661 and gave three readings to Bylaw 37M2016, amending the Calgary Assessment Review Boards Bylaw, Bylaw 25M2010, to:

- a. establish a new appointments cycle and transitional provisions to extend the appointments of current ARB members to March 2017; and
- b. establish a 12-year term limit for members of the Calgary Assessment Review Boards.

At its 2016 April 25 Regular Meeting, Council adopted a new Council policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03). Members of the ARB must meet the eligibility requirements of that policy and therefore must be 18 years of age or older, and current residents of Calgary.

### **BACKGROUND**

With the proclamation and enactment of the *Modernized Municipal Government Act*, aspects of the MGA relating to the appointment of assessment review boards have changed. The recently amended provisions of the MGA simplify the establishment and organization of the assessment

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review boards, improving flexibility by allowing the Board to assign members to panels to hear complaints. The General Chair may now assign different combinations of members, with relevant expertise and background, in panels to hear complaints. These changes are reflected in Report PFC2018-0108 which is also being considered by Council at this 2018 March 19 Regular Meeting of Council.

*Number of members*

With the enactment of the *Modernized Municipal Government Act*, Council must establish two boards – a local assessment review board (LARB) and a composite assessment review board (CARB). The City must appoint at least three persons to the LARB and at least two persons to the CARB, but may appoint as many members to each as Council deems necessary to address the ARB's caseload.

The Bylaw proposed in Report PFC2018-0108 establishes a Calgary Assessment Review Board made up of both the LARB and the CARB. All members appointed by Council would be appointed to both the LARB and the CARB.

Council must also designate a Chair for each Board from amongst the appointed members. Under terms of the proposed Bylaw, the General Chair of the ARB would also be the Chair of both the LARB and the CARB.

*Length of appointment*

The ARB Bylaw permits Council to appoint members for one-year terms, with a term limit of 12 years (commencing 2017 April 01).

Report PFC2018-0108 proposes realignment of the Board's appointment cycle and process so that future appointments to assessment review boards will correspond with the calendar year (January 01 to December 31), and will be made through Council's annual Organization Meeting in October of each year commencing in 2019. Transition to that appointment cycle is proposed by way of a transitional appointment term set out in the proposed Bylaw [PFC2018-0108, Attachment 1, s.6(2)], so that "...members first appointed pursuant to this Bylaw shall hold office for a term commencing on April 1, 2018 and ending on December 31, 2019."

*Qualifications of members*

In order to be appointed as a member, an individual must not be an: assessor, tax agent or City employee.

**INVESTIGATION: ALTERNATIVES AND ANALYSIS**

*Applications received*

The recruitment campaign resulted in 83 applications: 42 incumbent members and 41 new external candidates.

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The ARB Nomination Panel included the incumbent General Chair and the two Vice-Chairs. The ARB Nomination Panel indicated that the application and interview process helped it assess the experience and qualifications of candidates, and determine that recommended candidates will be adequately available to the Board and not subject to conflicts of interest that would hamper their contribution to the Board.

Applicants considered by the Nomination Panel confirmed that they are at least 18 years of age and are also current residents of Calgary. Applicants also confirmed that they possess experience in one or more of the following areas: assessment, property management, development, appraisal, real estate, or law.

*Recommendations from the ARB Nomination Panel*

The ARB Nomination Panel recommends 42 members be appointed to the ARB as outlined in Attachment 1. The recommendation will ensure continuity of expertise through the re-appointment of current members as well as bring new perspectives and considerations with the appointment of new applicants to the ARB. A detailed rationale can be found in the General Chair's letter in Attachment 2.

Members bring a wide range of experience and subject-matter expertise to the Board. Attachment 4 demonstrates the diversity of expertise and competencies of the recommended candidates to the 2018/2019 ARB, and provides a breakdown based on qualifications for membership. The applications of the recommended applicants can be found in Attachment 5.

Attachment 6 provides an overview of the background and experience, as reported on the application form, of those applicants not being recommended by the ARB Nomination Panel.

**Stakeholder Engagement, Research and Communication**

Letters were sent to current members to solicit their interest in reappointment. As well, a campaign promoting the opportunity to apply for service as a member on the ARB ran from 2018 January 08 to 2018 February 02. Advertising, notices or articles inviting applications for membership to the 2018/2019 Calgary ARB appeared in various print, online and social media platforms.

**Strategic Alignment**

The recommendations in this report align with Council's priority relating to a well-run city and with Council's policy for the Governance and Appointments of Boards, Commissions and Committees (CP2016-03).

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

None.

**Financial Capacity**

None.

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

None.

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

None.

**Risk Assessment**

Delay in appointing members to the ARB for 2018/2019 may complicate the coordination of mandatory training for members provided by the Alberta Municipal Government Board, and the scheduling of members for the commencement of 2018 assessment review hearings in April.

**REASON FOR RECOMMENDATIONS:**

Council must annually appoint members to the Local Assessment Review Board and the Composite Assessment Review Board.

**ATTACHMENTS**

- Attachment 1 – Recommendations for Appointments to the 2018/2019 Assessment Review Board
- Attachment 2 – General Chair’s letter regarding appointment recommendations
- Attachment 3 – Recommendation for Designation of General Chair of the ARB for 2018/2019
- Attachment 4 – 2018/2019 ARB Applicants Recommended for Appointment – Background and Experience Matrix
- Attachment 5 – Applications of the Recommended Candidates
- Attachment 6 – 2018/2019 ARB Applicants Not Recommended for Appointment – Background and Experience Matrix (as reported on application)