

Board of Revision Recruitment and Performance Evaluation Processes Other Jurisdictions

Regina

When recruiting/appointing members for its Board of Revision, the City of Regina employs a more robust evaluation process than Saskatoon:

- A booklet of applications received is provided to a nominating body which includes the Board Chair and the Mayor.
- The Board Chair and the Mayor review the applications in preparation for their nomination selection meeting with the Board Secretary.
- The Board Secretary conducts a pre-screening interview with all applicants using specified interview questions and reports back to the Board Chair and the Mayor.
- The Board Secretary meets with the Board Chair and the Mayor and collectively they decide on recommendations for appointment to Council.
- Council either accepts the recommendations or directs further advertising.

The City of Regina does not have a formal performance evaluation process in place for its Board of Revision.

Calgary and Edmonton

The Core Committee of the Leadership Team Governance Subcommittee wrote to both the Calgary Assessment Review Board (“CARB”) and the Edmonton Assessment Review Board (“EARB”) to gain further insight into how they carry out their recruitment and performance evaluations. Members of the Core Committee met with a representative of CARB on January 26, 2021. The Core Committee did not receive any response to its communication from EARB.

CARB

Recruitment

City Council appoints members of the public and annually designates a General Chair from existing members. The General Chair appoints the first and second Vice-Chairs. These members comprise the Board Leadership. They do not sit on hearings, but are responsible for screening applicants, conducting performance evaluations and assigning panels.

Recruitment is conducted on an annual basis. Advertising is usually geared toward realtors, former tax agents or assessors and lawyers. Applications for appointment are provided to the Board Leadership for screening. Screening includes comparison of applicants using a Skills Matrix and includes conducting interviews of applicants. Once the screening has been completed, the Board Leadership, with the assistance of the City Clerk's Office, prepares a report to City Council making recommendations for appointment.

Performance Evaluation

Board Leadership conducts performance evaluations of the members on an annual basis. If member issues have been identified, those particular members are not recommended for reappointment. The City Clerk's Office is not involved in the performance evaluation process.

Seriously problematic members may be the subject of recommendations for removal by the Board Leadership to Council. Alternatively, the Board Leadership may "bench" the problematic members and not appoint them to serve on hearing panels.

For more information:

- Bylaw No. 15M2018, *The Local Assessment Review Board and Composite Assessment Review Board Bylaw* can be found [here](#).
- CARB's website can be found [here](#).

EARB

Recruitment

The recruitment practices of EARB appear to be very similar to CARB. A review of Edmonton's Bylaw and their website demonstrates that City Council appoints the public members and designates a General Chair annually. It appears that the Clerk and the Chair provide advice to Council regarding member appointments.

Performance Evaluation

The Clerk participates in member evaluations in conjunction with the Chair and in conjunction with the Administrative Committee. The Administrative Committee is a subcommittee of the Board whose membership includes the Chair and three other Board members. The Board Chair also serves as the Chair of the Administrative Committee.

For more information:

- Bylaw No. 18308, *The Assessment Review Boards Bylaw* can be found [here](#).
- EARB's website can be found [here](#).