

[Draft]

Appendix 4

Annual Member Performance Evaluation City of Saskatoon Board of Revision

Name of Board of Revision Member and Role: _____

Date: _____

This evaluation form is intended to provide information to City Council as to your individual experience as a member of the Board of Revision (the “Board”), the efficiency and effectiveness of the Board and to identify areas for improvement. Please rate how you feel the Board is performing in each area with 1 meaning a strong No/Disagree and 5 meaning a strong Yes/Absolutely Agree.

1	Do you understand the purpose of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
2	Is the purpose of the Board well understood by members of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
3	Are new members of the Board orientated annually to the unique aspects of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
4	Do you understand the roles of Board members, the Secretary to the Board, the assessor, tax agents and legal counsel?	1 2 3 4 5	Comments/Suggestions for Improvement:

5	Are the roles of a Board member, the Secretary, the assessor, tax agents and legal counsel clearly defined and communicated to members?	1 2 3 4 5	Comments/Suggestions for Improvement:
6	Are these roles referred to in question 4 generally understood by members of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
7	Each member is required to attend training at the commencement of their term as a Board member. Did you attend the mandatory training? If not, why not?	1 2 3 4 5	Comments/Suggestions for Improvement:
8	Was the training provided useful to your participation as a member of the Board? What training or further training on what topics, if any, could you have benefitted from?	1 2 3 4 5	Comments/Suggestions for Improvement:
9	Is this your first term as a member of the Board? * If you answered no to this question please proceed to question 12.	Yes No	Comments/Suggestions for Improvement:

10	If you answered “yes” to question 9, did you have a mentor to help you navigate hearings and your role as a new member of the Board?	Yes No	Comments/Suggestions for Improvement:
11	Was your mentor helpful? What, if anything, might your mentor have done differently to help in your transition to being a member of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
12	In the past year, did you act as a mentor to another member of the Board?	1 2 3 4 5	Comments/Suggestions for Improvement:
13	If you answered yes to question 12, as a mentor, were you properly equipped to help guide new members of the Board? What, if any, resources might you have benefitted from to aid in your role as a mentor?	1 2 3 4 5	Comments/Suggestions for Improvement:

14	Each member is provided with the Board of Revision Policy and Procedure (the “manual”) containing information about how to write decisions and guide the conduct of hearings and provides information on procedural fairness and other administrative law principles. Does the manual contain sufficient information for members to conduct their duties?	1 2 3 4 5	Comments/Suggestions for Improvement:
15	What other information, if any, should be included in the manual to aid the Board in conducting, efficient, effective and fair hearings?	1 2 3 4 5	Comments/Suggestions for Improvement:
16	<p>Subsection 203(4) of <i>The Cities Act</i> states that a board may make rules to govern its proceedings that are consistent with the Act and the duty of fairness. The duty of fairness is described in the manual.</p> <p>(a) Do you understand what the rules of fair hearing are?</p>	1 2 3 4 5	Comments/Suggestions for Improvement:

	<p>(b) Are the rules of fair hearing understood by members of the Board?</p> <p>(c) Do the Board's proceedings comply with <i>The Cities Act</i>?</p> <p>(d) Does the Board consistently render decisions in accordance with the duty of fairness?</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>	
<p>17</p>	<p>Subsection 165(1) of <i>The Cities Act</i> states that assessments for each property in the City shall be prepared using only mass appraisal.</p> <p>(a) Do you understand the principles of mass appraisal?</p> <p>(b) Are the principles of mass appraisal understood by members of the Board?</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p>	<p>Comments/Suggestions for Improvement:</p>

	(c) Does the Board consistently render decisions in accordance with the principles of mass appraisal?	1 2 3 4 5	
18	Are decisions of the Board made using fair, open, impartial, transparent processes that allow the parties to the hearing to know the case against them and to fully present evidence and make argument?	1 2 3 4 5	Comments/Suggestions for Improvement:
19	Do members of the Board appear to be fair and appear to have an open mind during hearings and the deliberation process?	1 2 3 4 5	Comments/Suggestions for Improvement:
20	Do all members of the Board actively participate in hearings and deliberations?	1 2 3 4 5	Comments/Suggestions for Improvement:
21	Do all members of the Board participate in the decision writing process?	1 2 3 4 5	Comments/Suggestions for Improvement:
22	Do you feel valued as a member of the Board? What could be improved?	1 2 3 4 5	Comments/Suggestions for Improvement:

General Comments and Feedback: