

## BOARD OF REVISION

### **Authority**

Section 192 of *The Cities Act*, and City Council Resolution – February 10, 2014 (Clause 5, Report No. 2-2014 of the Executive Committee).

### **Purpose**

To deal with appeals arising from assessment procedures in accordance with Section 197 of *The Cities Act*.

### **Composition**

Section 192(1) of *The Cities Act* provides for no less than three persons. Currently there are 10 regular members, all from the general public.

Section 192(2) of *The Cities Act* states that no member of the Council or the Board of Education of any school division, situated wholly or partly in the City or in which the City is wholly or partly situated, is eligible to sit as a member of the Board of Revision for the City.

### **Reporting**

Independent.

### **Qualifications**

Qualified candidates should possess leadership qualities with knowledge, experience and/or interest in civic affairs and quasi-judicial proceedings. The following characteristics are desirable:

- Ability to commit required time;
- Understanding of the quasi-judicial function and the role of members of a tribunal;
- Understanding of assessment processes;
- Experience in hearing appeals or in meetings that involve an adjudication process;
- Ability to write, in plain and concise language the Board's decisions that are comprised of the testimony heard and the analysis and summary of the Board's reasons for its decisions;
- Ability to act with integrity;
- Ability to organize, read, understand, and apply complex and large documents, statute law and regulations, and case law.

BOARD OF REVISION CONT'D

**Term** One Year.

**Meetings** Full day sessions (9:00 a.m. to 4:45 p.m.) dependent upon number of appeals received. Panels of the Board and alternate members are utilized to allow flexibility. Members are usually divided into three separate panels who are assigned various days' worth of meetings until the last one is finished. No specific date or time.

File No. CK. 175-6