

Assessment Review Board

2026-2027 Term - Recruitment Profile

Edmonton

6 Vacancies

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. All appointments follow a fair, equitable and inclusive recruitment process.

Purpose

The mission of the [Assessment Review Board \(ARB\)](#) is to adjudicate assessment disputes between the City of Edmonton and its assessed persons or taxpayers in an impartial, fair and timely manner.

Goals

- Ensure that all assessments brought before the Board are fair, equitable and correct, and decided in accordance with current legislation.
- Strive for consistency and predictability in its decision-making, based on the evidence presented.

Remuneration

Presiding Officer*	Member
a) \$230 for up to and including 4 hours in any day, or b) \$425 for 4 to 8 hours in any day.	a) \$170 for up to and including 4 hours in any day, or b) \$320 for 4 to 8 hours in any day.

* includes the Chair when attending meetings or professional development sessions

Appointment Term

- ARB members are appointed for one-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of twelve consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Applicants must complete the online application questions and attach a current resume.
- If shortlisted, three written letters of reference confirming suitability must be submitted prior to interviews.

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- To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca. We strive to provide reasonable access and accommodations throughout the application and selection process.

Recruitment Timeline

The Executive Committee serves as the Selection Committee for ARB members. It is anticipated that selection processes will take place on the following dates:

- **January 25, 2026** - Posting closes
- **Early February, 2026** - ARB Skills Assessment
- **March 16, 2026** - Applicant Shortlisting
- **April 14, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

Ineligibility

- Councillors, City employees, assessors, and agents are ineligible to serve as members of the Local Assessment Review Board and Composite Assessment Review Board.

Qualifications

- Understanding of the quasi-judicial function and role of tribunal members.
- Knowledge of principles of administrative law and natural justice.
- Understanding of accounting, financial, and/or economic principles.
- Understanding of the assessment process, including market value and business or real estate valuation.
- Strong analytical and reasoning skills.
- Ability to write clear, plain-language decisions and reasons that are legally defensible.
- Ability to communicate effectively with parties to an appeal.
- Demonstrate integrity and ability to read, understand, and apply the *Municipal Government Act*, other relevant legislation, municipal bylaws, and case law.
- Proficiency with Google Meet and Google Workspace tools.
- Must abide by the [Edmonton Assessment Review Boards Policy Manual](#).

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Training

- Successful applicants must be available to attend mandatory training by the Land and Property Rights Tribunal shortly after being appointed. This training will be held **May 6 to 8 from 9 am to 4 pm online through WebEx**.
- New ARB member training will be held on **May 14, 2026**.
- Continuing professional development sessions for all ARB members will be held on the morning of **May 20 and 21, 2026**.
- Members are also required to complete periodic provincial training as required under legislation.

Time Commitment

Members must be able to:

- Attend hearings as scheduled, generally Monday to Friday, March through December.
- Participate in required training and professional development throughout the year.
- Maintain flexibility, as scheduling is based on operational requirements and volume of complaints.
- Have access to the necessary technology to participate in virtual hearings, if required.

Additional Information:

- Hearing volume varies annually and may impact scheduling.
- Members may be scheduled up to **five days per week**, with periods of no scheduled hearings.