

**APPLICANT INFORMATION**

First Name & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address, city, province and postal code)

Primary Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**INFORMATION & EXPERIENCE**

Are you currently employed by a municipality?  Yes  No

If yes, what municipality? \_\_\_\_\_

Are you currently sitting on a quasi-judicial board or administrative tribunal?  Yes  No

If yes, please provide the name of the board or tribunal and the dates of your current appointment(s).

**QUESTION 1:** Describe your specific quasi-judicial or administrative tribunal experience, if any.

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**QUESTION 2:** Describe any experience or knowledge you have in the fields of property valuation or law.

**QUESTION 3:** Describe how you evaluate information and any applicable experience you have as a formal decision maker.

**QUESTION 4:** Describe your specific critical thinking/analytical skills.

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**QUESTION 5:** This is a quasi-judicial Board that works with multiple individuals in a collaborative decision-making process. How would you describe the way in which you work with others?

**QUESTION 6:** This Board will require independent work from home that will include review of large amounts of documentation as well as writing decisions. Please describe your familiarity with writing decisions or writing in a professional manner.

**QUESTION 7:** This Board will require you to work from home in a virtual environment at times or in-person depending on the assigned hearing. Please describe your experience using various virtual platforms (i.e. Zoom, Teams, Webex etc.) as well as computer operating systems.

**QUESTION 8:** Please provide other information you would like the committee to consider:

**PLEASE READ THE REQUIREMENTS BELOW CAREFULLY**

*Confirm the following statements and using a checkmark, select the statements that apply to you. Leave the box **unchecked** if the statement **does not** apply to you.*

- I am at least 18 years of age.
- I am able to attend hearings and complete the mandatory training during typical office hours.
- I have my own vehicle, or I am able to arrange for transportation, to travel to Partner Municipalities as required.
- I have my own computer operating system and software, or I am able to arrange for use of one as required.
- I am able to work in a seated or standing position for long periods of time.

I understand that if I am a successful applicant:

- I am, at a minimum, required to attend mandatory three-day training (additional optional training may be available).
- I am appointed for a three-year term.
- I understand that completing this application and submitting it does not guarantee my appointment.
- I understand that an appointment as a board member does not constitute employment, and I am not guaranteed a certain number of hearings or working days.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Your information is collected under the authority of the Municipal Government Act and is protected under section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPP). Your personal information may be used in accordance with FOIPP for the purpose this information is being collected or compiled, or for a use consistent with that purpose. If you have questions please contact the Board Clerk, Legal & Legislative Services, The City of Red Deer, Box 5008, Red Deer, AB T4N 3T4, by email to [appeals@reddeer.ca](mailto:appeals@reddeer.ca) or phone 403-342-8132.

**APPLICATIONS CAN BE SUBMITTED BY:**

**EMAIL:** [Regionalarb@reddeer.ca](mailto:Regionalarb@reddeer.ca)

**MAIL:** Central Alberta Regional Assessment Review Board,  
Legal & Legislative Services, Box 5008 Red Deer, AB T4N 3T4

**IN PERSON:** 1<sup>st</sup> Floor, Customer Service Desk, Red Deer City Hall, 4914 48 Avenue or:  
24-hour Drop Box located on the East and West Side of Red Deer City Hall

**Applications will be accepted until 11:59 pm on Wednesday, September 25, 2024.  
Applications received after this date will not be considered.**

- An incomplete application will not be considered. As the applicant, it is your responsibility to ensure that the application is completed in full.
- If you have a document that is a good representation of your writing ability, you may attach it to your application.

**ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED**

All applications will be kept on file for one year and may be used to fill mid-year vacancies,  
or respond to increased demand for service.