

Municipal Government Board Member Recruitment Process

1.0 Background

- 1.1 The Municipal Government Board (MGB) is a quasi-judicial tribunal that adjudicates matters related to equalized and linear property assessment, subdivisions and inter-municipal disputes, and supplies members to chair municipal Composite Assessment Review Boards hearing appeals identified under section 460.1 of the *Act*. The MGB also makes recommendations to the Minister and the Lieutenant Governor in Council on annexation proposals and any Ministerial referrals.
- 1.2 The MGB is an independent and impartial body set up to make decisions on certain appeals and disputes stemming from the *Municipal Government Act*. This act forms the legal basis for the way local governments in cities, towns, villages and rural areas operate in Alberta. Member appointments are through Order in Council by the Alberta Lieutenant Governor in Council.
- 1.3 For additional information go to the MGB website at:
http://www.municipalaffairs.alberta.ca/abc_municipal_government_board_intro.cfm

2.0 Introduction

- 2.1 Recommendations for appointments of members to the MGB are made following a transparent, impartial recruitment process based on assessments of knowledge, skills and competencies and related experience.

3.0 Position Statement

Recruitment &
Appointment
Principles
Diversity

- 3.1 Appointments will canvas individuals across Alberta with diverse backgrounds who exemplify the skills and knowledge required by the MGB's various areas of jurisdiction. In addition, appointees will possess an acute and focused attention to neutrality, fairness and adjudication excellence, combined with strong communication skills (oral and written).

Competency
Skills

- 3.2 Relevant Skills
Members will be selected who have developed relevant skills through a combination of education and experience in one or more fields related to the following:
 - (a) land use planning;
 - (b) municipal administration or governance;
 - (c) real estate development, sales or administration;
 - (d) property assessment or appraisal;
 - (e) regulated property administration or assessment;
 - (f) law or legislative interpretation; or
 - (g) adjudicative decision making.

4.0 The Process

Transparency & Openness	4.1 The recruitment process will be an open, public process, consisting of the following steps:
Consistency	
Stakeholder Engagement	
MGB Member Required Competencies	

- (a) Public advertisements will be placed in newspapers, various government websites accessible by the public and various professional websites.
- (b) A stakeholder interview committee will be appointed through the MGB's Delegated Chair to assist with the interviewing of the candidates. The stakeholder committee will consist of representatives of municipalities and industry who are substantially familiar with the mandate of the MGB.
 - Candidates must be Alberta residents and may not be current elected municipal officials. Candidates must disclose their involvement and/or membership with organizations that may conflict with the MGB's mandate and responsibilities.
- (c) The screening and interview panel will review the applications based on:
 - competencies (see 3.0 above);
 - demonstrated experience in a related quasi-judicial tribunal environment;
 - good working knowledge of administrative hearing proceedings, including interpreting and applying legislation and drafting decisions;
 - extensive experience, knowledge and professional background in one or more of the following areas:
 - ✓ planning law, urban and rural planning;
 - ✓ municipal administration and policy-making, with experience in subdivision approvals, inter-municipal disputes, municipal finance and annexations within a rural and urban environment;
 - ✓ appraisal and/or assessment of pipelines, petroleum, telecommunication or major industrial plans, with considerable knowledge and experience in valuing linear property and major plants within the framework of the *Municipal Government Act*. Knowledge of the construction of these facilities would be a major asset;
 - ✓ professional designation in property valuation and/or financial accounting and considerable experience in determining market value of various property types. Experience in the valuation of agricultural properties, hotels, major office buildings, warehouses, major residential complexes, and other unique and/or complex properties within the framework of the *Municipal Government Act* is a definite asset; and
 - ✓ administrative and municipal law within the public and private environments, with considerable experience in legislative interpretation and quasi-judicial procedural matters.

Timeliness

- experience conducting hearings and adjudicating cases based on relevant facts and administrative law;
 - proven analytical and problem-solving skills, with a strong reputation for fairness;
 - superior organizational skills and abilities to meet deadlines and manage the workload and travel requirements;
 - strong written, oral and listening communication skills;
 - solid computer skills, including word processing and Internet tools; and
 - excellent interpersonal skills, an interest in serving the people of Alberta, and the ability to be impartial and free from conflict of interest.
- (d) The selection process will consist of, screening, one- or two-part interviews, questions and testing, as outlined by the Delegated Chair.
- (e) The interview panel will provide a shortlist of applicants to the MGB's Delegated Chair for presentation to the Minister within three months of the initial advertisement. Appointments of members to the MGB are made by the Lieutenant Governor in Council on the recommendation of the Minister.
- (f) The recruitment process is consistent with the *Alberta Public Agencies Governance Act*, and in particular with section 13 - Recruitment of members, section 14 - Term of office, and section 15 - Reappointment.

5.0 Approval



Delegated Chair
Municipal Government Board

May 27 / 2010
Date:



Minister
Alberta Municipal Affairs

June 10, 2010
Date