



Ministry of Municipal Affairs and Housing  
**Property Assessment Review Panels**  
**Position Outline - Chair**

### **Overview**

Property Assessment Review Panels are appointed from local communities by the Minister and consist of three members, one of whom is designated as panel chair. Appointees are expected to make a commitment to be available full time for 2 months to perform an impartial, honest and fair review of property assessment complaints presented by property owners. Property Assessment Review Panels are convened throughout the province and sit in review of complaints commencing February 1 and concluding March 15 of the same year. The panels review and adjudicate property assessment complaints to ensure that actual value is applied to property assessments in municipalities or rural areas. The panels' decisions are then used to amend and produce an updated assessment roll.

For further information, visit <http://www.cscd.gov.bc.ca/parp/>

### **Time Commitment**

Panel chairs should be available:

- for adequate time to complete the self directed training session.
- from February 1 to March 15 for panel hearings (review period).

The volume of complaints filed annually determines the number of hearing days required each year. Panels in smaller communities often only sit for one or two days, while panels in larger cities like Kelowna may sit for a total of 15 to 20 days. Panel members are provided with a tentative list of scheduled sitting days prior to hearing commencement in February and may be advised of any additional hearing dates during the review period. However, all complaints must be heard and decisions rendered on or before March 15.

### **Training**

Prior to annual review periods, panel chairs must participate and complete training developed by the Ministry. Training will include, but is not restricted to:

- An overview of the property assessment process in British Columbia;
- A detailed examination of panel roles and responsibilities;
- A comprehensive review of property appraisal techniques; and
- How to conduct an efficient property assessment review panel session.

All panel chairs are expected to carry out their duties according to Section 31 (5) of the *Assessment Act* and, as identified in training provided by the ministry.

### **Remuneration**

Property Assessment Review Panel chairs are paid by per diem which is determined by the Minister. Chair rates are: \$600.00 for a full sitting day and \$300.00 for every half sitting day.

Should panel chairs be required to travel to a location other than the one in which the panel normally sits, appropriate travel expenses will be reimbursed at the same rates as for provincial government employees.

## Panel Skill Requirements

As a chair of the panel, you will contribute your personal and professional knowledge and experience to decision-making, and meet the following conflict of interest guidelines:

- Panel chairs should not hold elected office, or be closely related (spouse or close relative) to someone who holds elected office.
- Panel chairs should not hold appointments to other boards or commissions that control budgets significantly affected by property assessment.
- Panel chairs should not act as agents to represent complainants to the Property Assessment Review Panel during the term of their appointment.
- Once appointed, panel chairs should decline to hear any case involving factors that may interfere with their ability to make an impartial judgement, or may appear to others to do so, such as a case involving personal or business property interests, family, business partners, employers, employees, etc.

The following are desirable business skills and background/experience for panel chairs:

- Previous Property Assessment Review Panel experience
- Real estate knowledge
- Property appraisal skills
- Business experience
- Mediation skills

Experience is not mandatory, see the competency list for additional details. Once appointed to a panel the chair is obliged to complete a self directed training session and comply with the code of conduct set down by the ministry.

## Accountabilities

Panel chairs are accountable to the Minister and the PARP Administrator and for their activities, including:

- Completing assigned proceedings in a timely, orderly and respectful manner;
- Reporting to the Administrator on issues of a general nature that arise in the course of proceedings;
- Making recommendations for improvements to the rules, forms, policies, practices or procedures of the panel to the Administrator; and
- Providing special reports that may be of general interest or concern to the panel.

## General Duties and Responsibilities

In general, chairs share the following duties and responsibilities:

- Undertaking all the responsibilities of the chair as outlined in the *Assessment Act*;
- Exercising sound judgment and skill in communication with the Administrator, ministry staff, government agents, panel members and parties to the complaint;
- Providing an objective and independent viewpoint to the Administrator, ministry staff, parties to the complaint and the public;
- Respecting the tribunal's responsibilities and processes; and
- Performing other activities assigned by the Administrator or ministry staff that are within the nature and scope of the position.

If you are interested in applying for appointment to the Property Assessment Review Panel, please fill out the application form and send the original to PO Box 9361 Stn Prov Govt, Victoria, BC V8W 9M2, or fax to (250) 356-6924.

**Please note that the original signed application form must be received by the ministry before an application for nomination can be approved.**