

**Ministry of Municipal Affairs and Housing
Province of British Columbia**

Policy Directive

Panel: Property Assessment Review Panel (PARP)

Subject: Appointment of Panel Chairs and Members

Scope: This Policy relates to the selection of individuals to recommend to the Board Resourcing and Development Office (BRDO), Office of the Premier, for appointment to the PARP

Governing Principles:

Appointments to Administrative Tribunals in British Columbia are subject to the following governing principles:

- Merit based (selection based on merit, an objective assessment of the fit between skills and qualifications and the needs of the tribunal);
- Professional contribution, reputation and esteem;
- Probity (committed to the principles and values of public service and perform duties with confidence and integrity);
- Transparency (process must be clear, understandable and available to the public);
- Consistency (process applied consistently in respect of all appointments); and
- Proportionality (process must be appropriate for the nature of the position and its responsibilities).

Panel Function:

PARPs consist of two Members and one Chair, generally from local communities, appointed by the Minister. Appointees are expected to make a commitment to be available to complete training and to deliver an impartial, honest and fair review of property assessment complaints presented by property owners. PARPs are convened and conduct hearings in various locations around the Province commencing February 1 and concluding March 15 of the same year. The members are expected to 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 update the assessment roll.

Appointment Criteria used in the Selection Process:

The underlying goal of the selection process is to identify the most qualified candidates based on these governing principles and through a review of the candidates education, training, experience and background; determining who best represents the attributes outlined in the position description for either a Panel Chair and/or a Panel Member of the PARP.

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Panel Chair:

In order to be considered for recommendation as a Panel Chair of a PARP, the candidate must be someone who can demonstrate the following attributes:

- Ability to meet the requirements outlined in the Panel Position description (Appendix 1) and the official government Application for Appointment form;
- Ability to preside at a meeting (i.e., previous Chair experience);
- Ability to manage administrative functions of the Panel including, but not limited to, tracking panel attendance, recording decisions, corresponding with Ministry staff as required or requested;
- Ability to absorb and understand complex material and information;
- Ability to analyze complex information and provide simplified summaries leading up to an effective and timely decision; and
- Ability to act as a public spokesperson for provincial assessment policy and Panel decisions.

Panel Member:

In order to be considered for recommendation as a Panel Member of a PARP, the candidate must be someone who can demonstrate the following attributes:

- Ability to meet the requirements outlined in the Panel Position description (Appendix 1) and the official government Application for Appointment form;
- Ability to absorb and understand complex material and information;
- Ability to analyze complex information and provide simplified summaries leading up to an effective and timely decision; and
- Ability to act as a public spokesperson for provincial assessment policy and Panel decisions.

Application and Selection Process:

When a vacancy on a PARP is identified, the vacancy is posted on the PARP and the BRDO website and communicated to Government Agents throughout the Province. The PARP Administration Office may also utilize social media, such as Twitter or Facebook, to make the public aware of Panel vacancies. In an area of the Province where vacancies exist, public notices and news releases are also used.

Persons that are recommended for appointment are required to submit an application form, which the PARP Administration Office reviews to ensure that the applicant meets the competencies required for the positions of Member and/or Chair. Once the application is reviewed and determined that the criteria is met, it is then forwarded to the BRDO.

The goal of the BRDO Appointment Process is to select the most qualified applicants, having the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions. Once approved by the BRDO, a Ministerial Order granting the appointment is prepared and signed off and the PARP Administration Office informs each nominee of his/her appointment.

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Re-appointments:

Appointments typically expire on November 1 of a particular year. Panel appointees are advised by the PARP Administration Office of the status of their appointment and whether it is ending that year. Panel appointees are provided the opportunity to re-apply, though no assurances are ever given as to whether a re-appointment will occur.

Feedback received from BC Assessment, the Government Agents office, the Ministry, other Panel Members and the BRDO, is reviewed to determine if there are any valid concerns regarding a Panel Member. The PARP Administration Office may discuss these concerns with the appointee to determine the degree of the concern or issue and whether it can be addressed.

In situations where the PARP Administration Office feels that the re-appointment of a particular individual is not recommended, these concerns are provided to the BRDO for further consideration. Generally, however, if there are no concerns with the individual, re-appointments typically are approved.

While a stable and consistent Panel, regardless of the number of years of service, does have its benefits, the PARP Administration Office is cognizant of the public's perception of members being on a Panel year after year and the need for succession planning to allow others the opportunity to serve. As such, unless there is an operational requirement or a lack of applicants in a particular area, long-term appointments (in excess of 8-10 years) are discouraged.

Appendix 1: Panel Position Description

As a Member of the Panel, you will contribute your personal and professional knowledge and experience to the decisions made by the Panel. The following are desirable business skills and areas of background/experience. While not mandatory, applicants with previous experience in the following areas may be preferred for consideration for appointment:

- Previous Property Assessment Review Panel Experience
- Real Estate Knowledge
- Property Appraisal Skills
- Business Experience
- Mediation Skills

In addition, a candidate for recommendation for appointment must be able to demonstrate through skills and experience that they can:

- Undertake the responsibilities of the Chair as outlined by the *Assessment Act* as required;
- Exercise sound judgement and skills in communication;
- Provide an objective and independent viewpoint;
- Respects the Panel's responsibilities and processes; and
- Perform other activities as assigned that are within the scope and nature of the position.

Applicants are expected to review the training material that they are provided and participate in the performance checks that ensure familiarity and competency with the material.

Applicants must also conform to the conflict of interest guidelines outlined in the formal Application.