



CALGARY ASSESSMENT REVIEW

BOARD MEMBER CODE OF CONDUCT

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DEFINITIONS

- 1) In these rules:
 - (a) “Board” means the Calgary Assessment Review Board and includes a Calgary Composite Assessment Review Board and a Calgary Local Assessment Review Board;
 - (b) “General Chair” means the General Chair of the Board;¹
 - (c) “Member” means a provincial member appointed to the Board by the Minister or a member appointed to the Board by council of The City of Calgary;
 - (d) “MGA” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, c M-26;
 - (e) “Panel” means the members convened to hear a complaint as a Local or Composite Assessment Review Board;² and
 - (f) “Procedural Rules” means the Calgary Assessment Review Board Procedural Rules.

REPORTING TO THE GENERAL CHAIR

- 2) A Member reports to the General Chair concerning matters of Board administration.
- 3) A Member may not seek a legal opinion from Board counsel respecting any matter, issue, or subject related to a matter before the Board without prior express approval from the General Chair.
- 4) Board records or exhibits must not be copied, shared, distributed, or used by a Member for any purpose other than with respect to a Board matter assigned to the Member by the General Chair.

MEMBER EXPECTATIONS

- 5) A Member is responsible for a thorough understanding and compliance with

¹ City of Calgary Bylaw Number 15M2018

² MGA, s. 454.11 and 454.21

- a) the Board Member Code of Conduct;
 - b) the Procedural Rules; and
 - c) specific procedures or variation of existing procedures or rules that are adopted by the Board for a given circumstance, subject to the requirements of the MGA, the regulations and procedural fairness.
- 6) A Member shall complete an undertaking acknowledging that he / she has studied and will comply with the Board Member Code of Conduct and the Procedural Rules.
 - 7) A Member shall be available no less than 30 minutes prior to the scheduled commencement of a hearing.
 - 8) The working hours for Members of the Board are from 8:30 a.m. to 4:30 p.m.

KNOWLEDGE OF LAW AND PROCEDURAL FAIRNESS

- 9) A Member shall know and apply all legislation and regulation respecting the procedures, authority, and obligations of the Board.
- 10) A Member shall, in all instances, apply the rules of natural justice and procedural fairness concerning matters which come before a Panel.
- 11) Members of a Panel shall attempt to ensure that parties who are unrepresented by an agent or counsel are not unduly disadvantaged at the hearing by briefly explaining in clear and simple language the procedures to be followed during the hearing, and the relevant evidentiary procedures.

AVOIDING BIAS AND CONFLICT OF INTEREST

- 12) A Member will inform the General Chair, at the earliest opportunity, of any basis on which an allegation of bias, reasonable apprehension of bias, or conflict of interest might be raised with respect to any activity, interest, or relationship of the Member.
- 13) A Member must not participate on a Panel on any hearings in which
 - (a) the complainant is a family member or extended family member of the Member, or of the Member's spouse or children,
 - (b) the property or Business Improvement Area or Local Improvement that is the subject of the complaint is located in the same community in which the Member owns property, or

- (c) the complainant is a business associate, employee or close acquaintance of the Member.
- 14) A Member must not participate on a Panel on any hearing that relates to a matter in respect of which the Member has a pecuniary interest.³
- 15) A Member has a pecuniary interest in a matter to the same extent that a councilor would have a pecuniary interest in the matter as determined in accordance with section 170 of the MGA.⁴
- 16) A Member shall study and apply section 170 of the MGA.
- 17) A Member shall not act as a professional or legal consultant in the preparation of a matter to be heard by the Board.

DISCLOSURE OF POTENTIAL FOR APPREHENSION OF BIAS

- 18) In deciding whether a matter of reasonable apprehension of bias exists, the test to be applied is whether or not an informed person, viewing the matter realistically and practically and having thought the matter through, would have a reasonable apprehension of bias.
- 19) If at the conclusion of a hearing a Member realizes that a reasonable apprehension of bias arose that was not known to the Member during the hearing, the Member will advise the other Panel Members of the apprehension of bias and will recuse him or herself from the Panel's deliberations and decision.
- 20) In those instances where an objection related to a reasonable apprehension of bias has been raised by the parties at the hearing, or when a Member has raised the potential for a reasonable apprehension of bias after the hearing has been closed, the written decision with reasons will describe the objection, the Panel's decision with respect to the assertion of an apprehension of bias and note the selected course of action.

³ MGA, s. 480(1)

⁴ MGA, s. 480(2)

WITHDRAWAL OF PANEL MEMBER

- 21) Where a Panel Member becomes aware of circumstances that raise a reasonable apprehension of bias or conflict of interest, that Member will
- (a) declare that an apprehension of bias or conflict of interest exists and withdraw from the Panel, or
 - (b) disclose the circumstances to the parties to the complaint before the Panel and offer to withdraw from the Panel.
- 22) A Member may remain on the Panel if he or she has disclosed to the parties the circumstances described in section 21 and the parties have waived any objection to the Member remaining on the Panel.
- 23) A party to the hearing may request a Panel Member to withdraw because of a reasonable apprehension of bias or conflict of interest.
- 24) A Panel from which one Member has withdrawn may
- (a) proceed to hear the matters before it, subject to the existence of a quorum as defined in section 458 of the MGA,
 - (b) be assigned a replacement Member to the Panel by the General Chair, or
 - (c) have the hearing rescheduled by the General Chair.

CONDUCT OF MEMBERS

- 25) A Member must not use or divulge information obtained because of his or her appointment to the Board for personal benefit or for the benefit of any other person.
- 26) A Member shall not engage in conduct that exploits his or her position on the Board.
- 27) A Member of a Panel shall not communicate directly or indirectly with any party, witness or representative of a party in respect of a Board proceeding except in the presence of all parties and their representatives.
- 28) Correspondence, email, or other communication to any Member of a Panel from a party in respect of a Board proceeding must be remitted to the attention of the General Chair (email: arb@calgaryarb.ca).
- 29) A Member shall not make public statements, orally or in writing, on any aspect of a matter before the Board.

30) A Member shall not communicate with the media regarding any Board matter and shall direct all media inquiries to the General Chair.

TRANSITIONAL

31) A Member shall treat other Members, administrative staff, hearing participants, representatives, witnesses and the public with respect at all times and shall not engage in inappropriate or disrespectful behaviour. In determining whether actions are acceptable or constitute inappropriate or disrespectful behaviour, the Board shall be guided by the general principles and policies set forth in the City of Calgary's Respectful Workplace Policy and related policies, including policies regarding harassment and prevention of violence.

32) This Code of Conduct is made by the General Chair of the ARB pursuant to section 4(3) of The City of Calgary Bylaw No. 15M2018. It is effective on February 15, 2024, and supersedes and replaces earlier versions.

ISSUED at Calgary, Alberta this
15th day of February, 2024.



R. Matheson
General Chair
Calgary Assessment Review Board

City of Calgary BYLAW NUMBER 15M2018, s. 4(3)