

Before Completing this form, we strongly encourage applications to review Board Member requirements. Please see RARB Board Member Information on the Regional Assessment Review Board Website. Click [here](#) for more information.

APPLICANT INFORMATION

First Name & Last Name: _____

Address: _____

(street address, city, province and postal code)

Primary Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

How did you hear about the RARB Recruitment?

- ☐ Radio
- ☐ Social Media
- ☐ News Paper
- ☐ City of Red Deer website
- ☐ Posters
- ☐ Through friends or family members

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.

QUESTION 2: What interests you in serving on the Central Alberta Regional Assessment Review Board, and what value would you bring to this role?

QUESTION 3: Describe your understanding of the Assessment Review Board's quasi-judicial role and processes.

QUESTION 4: Outline any experience you have serving on a tribunal, board, or committee, including your role and key contributions.

QUESTION 5: Describe your analytical, critical thinking, and problem-solving skills, including specific examples where you have applied them.

QUESTION 6: Provide examples of your experience working collaboratively in a participatory or team-based environment.

QUESTION 7: Describe your experience preparing professional written documents, such as reports, recommendations, or formal decisions.

QUESTION 8: Identify any factors that may affect your availability or ability to accept panel assignments.

QUESTION 9: Describe your proficiency with virtual meeting platforms and common business software (e.g. Zoom, Microsoft Teams, Webex, OneDrive, Microsoft Word, Email Systems).

QUESTION 10: Provide any additional information you would like to consider in support of your application. If you would like to include a sample of professional writing (e.g., report, decision, or correspondence) that demonstrates your writing ability, please email them to Regionalarb@reddeer.ca.

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 confirm that I am at least 18 years of age.
- ☐ I am available to attend hearings and complete mandatory training during standard business hours.
- ☐ I have access to reliable transportation to attend hearings within and outside the City of Red Deer boundary, as required.
- ☐ I have access to a computer and the necessary software to participate in hearings and training.
- ☐ I am able to remain seated or stand for extended periods of time during hearings.

*I understand and acknowledge that, if appointed: **

- ☐ I am required to attend mandatory training (minimum three days; additional optional training may be offered).
- ☐ I appointment term is three (3) years.
- ☐ Submission of an application does not guarantee appointment to the Board.
- ☐ Appointment as a Board Member does not constitute employment and does not guarantee a minimum number of hearings of hours of work.
- ☐ I understand that Board Members serve in a non-employee capacity. Any remuneration received may be subject to income tax reporting requirements, and I am responsible for claiming such income on my personal tax return.
- ☐ I have reviewed Board Member requirements.
- ☐ I have reviewed Board Member requirements.

Applicant's Signature

Date

The personal information collected through this form is for the purpose of the Central Alberta Regional Assessment Review Board. This collection is authorized by section 4© of the Protection of Privacy Act and section 3 of the Municipal Government Act. If you have questions please contact Legislative Services, The City of Red Deer, Box 5008, Red Deer, AB T4N 3T4, by email to RegionalARB@reddeer.ca or phone 403-342-8132.

Applications can be submitted by:

EMAIL: Regionalarb@reddeer.ca

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

IN PERSON: 1st Floor, Customer Service Desk, Red Deer City Hall, 4914 48 Avenue or by
using the 24-hour Drop Box located at both entrances of Red Deer City Hall.

Applications will be accepted until 11:59 PM, September 18, 2026

Applications must be complete when submitted.
Incomplete applications will not be considered.

Only successful applicants will be contacted

Applications will be retained for one year and may be considered for mid-year vacancies or to
address increased service demand.