

February 12, 2018

To: Members,  
Board of Revision

Re: 2018 Board Member Training

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### RECOMMENDATION

That the Board determine whether any other training sessions should be pursued in 2018 to assist the members in preparing for hearings.

### CONCLUSION

The training of Board of Revision members is important for ensuring the proper conduct of the Board's business. The Board should determine if there is any other training that should be provided to assist members in carrying out their duties and responsibilities.

### BACKGROUND

City Council, at its meeting of December 18, 2017 appointed the following five members to the Board of Revision:

- Ms. Debralee Glaser      January 1, 2018 to December 31, 2018
- Mr. Terrance Chinn      January 1, 2018 to December 31, 2019
- Ms. Pamela Snider      January 1, 2018 to December 31, 2019
- Ms. Joanne Moser      January 1, 2018 to December 31, 2020
- Ms. Stella Dechaine      January 1, 2018 to December 31, 2020

The purpose of this report is to facilitate a Board decision on the training that should be provided for members in 2018.

### DISCUSSION

All Board members have a member manual, which includes various documents, legal opinions, court decisions and other information to assist in answering questions that may arise when conducting Board business.

The Board Chairperson and the Panel Chairs are available to other members to consult on matters related to hearing appeals and writing decisions. For 2018, it is proposed that the Board Chairperson consider attending one or two sessions of the other panels to facilitate discussions among Board members on how the Board operates and opportunities for improvement.

There is no specific training available for Board members on how assessment is done in Regina. The Saskatchewan Assessment Management Agency manuals are available to members for review and information is provided on the legislative framework for the operation of the Board of Revision. Much of the knowledge required by members on assessment comes from on the job experience in hearing appeals and writing decisions. The assistance and support of experienced

Board members in coaching new Board members on their duties and responsibilities is also an important part of the orientation for new members.

The Board should determine if there are any other forms of training that should be provided in 2018 to assist members in carrying out their duties and responsibilities as members of the Board of Revision.

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

The 2018 budget for the Board includes an allowance for training members.

#### Environmental Implications

None for this report.

#### Strategic Implications

None for this report.

#### Accessibility Implications

None for this report.

#### Other Implications

None for this report.

### COMMUNICATIONS

None for this report.

### DELEGATED AUTHORITY

The Board has authority for the disposition of this report.

Respectfully submitted,



Jim Nicol, Secretary  
Board of Revision