



## **PUBLIC NOTICE**

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Pursuant to Section 31(1) of the Assessment Act, the City of Corner Brook is required to appoint a person to the position of Assessment Review Commissioner for the 2017 Taxation Year. The Assessment Review Commissioner will be responsible for:

1. Hearing residential and commercial property appeals;
2. Rendering judgments on the appeals;
3. All other responsibilities and duties of the Assessment Review Commissioner as outlined in the Assessment Act, 2006.

City Council is seeking Expressions of Interest from qualified individuals who could fill this appointment. The time required for holding the hearings for the Review Commission will vary from time to time throughout the year, depending on the number and nature of appeals. Appeals may include residential, commercial and industrial properties and interested individuals should have a good working knowledge of the principles of assessment and the methods of market evaluation. They should also possess a thorough knowledge of the legal principles of administrative law, the conduct of hearings, and the interpretation of statutes.

Interested individuals should submit Expressions of Interest no later than noon on Tuesday, 14 October 2017 to the Office of the City Clerk P.O. Box 1080, Corner Brook, NL A2H 6E1 stating their qualifications and expected fee for providing this service, which should be stated in terms of an hourly, half-daily or daily rate. The rate should be fee for service only, indicating whether the rate includes or excludes H.S.T. and must include clerical or support services, which will be provided. The proponent is expected to provide all necessary admin support services. In addition, respondents should provide an estimate of travel and accommodation expenses.