

## Position Profile

### Horse Racing Appeal Tribunal ("Appeal Tribunal" is the public agency's legal name)

#### Profile Overview

**Competition #:** 413

**Role(s) Required:** Public member

**Agency Website:**

[Horse Racing Appeal Tribunal](#)

**Responsible Ministry:** Treasury Board and Finance

**Opening Date:** 06/21/2017

**Closing Date:** 07/21/2017

#### Role(s) Required

This posting will fill the public member position of the Horse Racing Appeal Tribunal (Appeal Tribunal).

One vacancy will be filled.

#### Role Description

As a member of the Appeal Tribunal, you will be:

- Conducting reviews and participating on appeal hearings to address disputes of rulings made by horse racing officials that fall under *Horse Racing Alberta Act*.
- Reviewing, analyzing and weighing written and oral evidence submitted by parties.
- Assessing cases and reaching consensus on fair, impartial decisions on appeals, based on analysis of facts presented, and review of relevant legislation.
- Participating in the preparation and review of a written decision following an appeal

Appointments are by Ministerial Order, for a term of up to three years.

#### About the Agency

Established by the *Horse Racing Alberta Act*, the Horse Racing Appeal Tribunal adjudicates appeals by racing participants who appeal decisions made by a track judge or steward.

The Appeal Tribunal is an independent entity and is subject to the *Alberta Public Agencies Governance Act*. It is responsible for establishing the rules which govern practices, procedures and proceedings that are related to horse racing appeals in Alberta, including:

- dismissing an appeal;
- allowing the appeal and giving such directions, if any, that the Appeal Tribunal considers appropriate in the circumstances;
- varying the decision;
- prescribing the terms and conditions to which its order is subject;

- making any other decision that in the opinion of the Appeal Tribunal is in the best interest of horse racing, and
- awarding costs.

As per the *Horse Racing Alberta Act*, the Appeal Tribunal is comprised of not more than three persons with one member designated as Chair of the Appeal Tribunal.

The expenses and costs incurred in the operation of the Appeal Tribunal are paid by Horse Racing Alberta, in accordance with the *Horse Racing Alberta Act*. This includes the costs of administrative support for the Appeal Tribunal.

### **Agency Classification**

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The Appeal Tribunal is a public agency subject to the *Alberta Public Agencies Governance Act* and is categorized as an adjudicative agency.

### **Skills and Experience**

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- Understanding of effective governance practices. Experience in board or committee governance with knowledge of administrative law and hearing processes is preferred.
- Knowledge of the theories, practices and procedures related to administrative justice, especially related to quasi-judicial bodies.
- Working knowledge of administrative law, experience with interpreting and applying legislation, participating in hearing proceedings and delivering decisions.
- Exceptional communication, interpersonal, collaboration and relationship building skills and proven success in consensus building in a team environment.
- A reputation for integrity, fairness and principled decision making founded on sound judgment and analysis is essential.
- Analytical and problem solving skills to assess complex information and varying points of view, with a track record for sound judgment, fairness, integrity and principled decision making.
- Experience working with industry organizations and stakeholders, and government representatives.
- Related education, training or designation is desirable (e.g. Certificate in Administrative Justice).

### **Specialized Knowledge and Expertise**

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Knowledge of the Alberta horse racing industry and the rules of racing. Prior background or experience in the agricultural sector is an asset.

Experience with quasi-judicial tribunal is an asset.

### **Remuneration, Time Commitment and Meeting Location**

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Candidates should be available approximately 4 – 6 days per year for tribunal activities and be able to travel for hearings.

Appeal hearings are conducted in person, typically in Edmonton or Calgary, although hearings may occasionally be held in other locations across Alberta.

A Ministerial Order prescribes the remuneration for this position. Members are remunerated by honorarium and travel expenses are reimbursed. Remuneration is specified in [Schedule 1, Part A of the Committee Remuneration Order](#), O.C. 466/2007. Current rates:

- \$164 for up to and including four hours in any day, or
- \$290 for over four hours and up to and including eight hours in any day, or
- \$427 for more than eight hours in any day spent on the business of the committee.

Honoraria rates are subject to review.

### **Additional Notes**

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Final candidates will be required to undergo a comprehensive background check covering security screening and disclosure statements.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Multiculturalism describes the diverse racial and cultural composition of Alberta society and it is important that this diversity is recognized in the board members of Alberta's public agencies.

### **Contact Information**

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