

Oral Interview Guidelines

Through an Oral Interview, candidates must demonstrate an acceptable understanding of all three approaches to value as well as knowledge pertaining to the legislation governing the assessment of real property in Manitoba. The candidates will also need to demonstrate their knowledge of the Association and its Code of Ethics.

Fee:

There is a \$50.00 fee for the Oral Interview which is payable once the Interview has been scheduled. A cheque made out to the AAOM in that amount can be given directly to the Secretary-Treasurer or sent to the mailing address indicated above.

The candidate can request the Interview by e mailing the Administration Office (admin@aaom.mb.ca). After ensuring that the majority of the AAM qualifications are complete the Admin. Assistant will advise the Examining Board Chair that an Interview has been requested. The Examining Board Chair will e mail the candidate and the Admin. Assistant with the date of the Interview.

Process:

The Interview is conducted by a panel of three Accredited Members of the Association. A series of questions relating to valuation, legislation and the Association are asked of the candidate and scored by the panel. A minimum grade of 70% is required for successful completion of the Oral Interview.

If the presentation or explanation concerning one of the three approaches to value is deemed unacceptable, the candidate shall receive a failing grade.

Use of the Municipal Assessment Act is permitted when responding to questions associated with assessment legislation.

Content:

Questions shall relate to the following categories:

1. Administration
 - Questions pertaining to the administration of The Municipal Assessment Act in Manitoba.
2. General
 - General questions relating to The Municipal Assessment Act.
 - General questions with regard to Provincial or City of Winnipeg policies/procedures.
3. Valuation
 - Questions associated with the valuation of property for assessment purposes.
4. Taxation
 - Tests the candidate's knowledge of Manitoba's Real Property Taxation System.

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5. Appeals

- Questions concerning the appeal process and the presentation of evidence at Boards of Revision, Municipal Boards, etc.

6. Legal Interpretations

- Tests the candidate's knowledge of case law and/or legal opinions which have resulted in revised policies and procedures.

7. Exemptions/Grant in Lieu

- Questions associated with exemptions from taxation and grants in lieu of taxes as outlined in The Municipal Assessment Act/Municipal Act.

8. A.A.O.M. Constitution

If the candidate fails the Interview on the first attempt, a new Interview will be scheduled. The Examining Board Chair shall make every effort to schedule a new Interview date within one (1) month of the original date. The candidate will be required to remit a \$50.00 fee for the second Interview.

Upon successful completion of the Oral Interview, the candidate (as well as the Admin. Assistant) shall be notified in writing by the Chairperson of the Examining Board.

Providing that the candidate has completed all other requirements for the AAM designation, The Admin. Assistant will send the Candidate an application for Accreditation.

Sample Questions

Describe two roles performed by the Lieutenant Governor in Council with regard to assessments in Manitoba? What role(s) does the Minister play?

Name and describe the components of a mass appraisal system.

How are mill rates established?

What are the portioning percentages for: a) a golf course? b) active farmland? c) an auto dealership?

Give examples of properties which are exempt from school taxes.

What is the class and liability of:

A quarter section of privately owned, cultivated farmland;

The new Blue Bomber Stadium

What are the valid grounds for application to the Board of Revision?

What types of assessment appeals are associated with the Court of Queen's Bench? The Court of Appeal?