

# Assessment Appeals Guide In Saskatchewan for Citizens

April 2021



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## Introduction

This guide explains the property assessment appeal process. Topics include:

- Understanding property assessments;
- Understanding assessment appeals;
- Appeals to the board of revision; and
- Appeals to the Saskatchewan Municipal Board's Assessment Appeals Committee.

Additional resources are listed at the end of this guide. This guide is not a substitute for legislation. You may wish to consult a solicitor for specific situations.

## Understanding Property Assessments

Property assessment is how a property's assessed value is determined as of a specific date known as a "base date". Property assessment is not the same as property tax. Local governments use property assessments to calculate property taxes.

The Saskatchewan Assessment Management Agency (SAMA) has basic assessment information available online at:

[https://www.sama.sk.ca/sites/default/files/2021%2D02/2021HowPropertyAssessmentWorksPamphlet\\_0.pdf](https://www.sama.sk.ca/sites/default/files/2021%2D02/2021HowPropertyAssessmentWorksPamphlet_0.pdf) and:

<https://www.sama.sk.ca/sites/default/files/2021%2D02/2021%20Revaluation%20Information%20Sheet%201%20Understanding%20Assessment.pdf>.

More detailed resources about assessment are available online at:

<http://www.sama.sk.ca/html/4/manuals.html>.

## Questions About my Assessment

If you do not understand your assessment notice, you should start by seeking additional information from your municipality's administrator. If SAMA prepared your assessment, a SAMA assessment appraiser can answer your questions. You may call the agency toll-free at: 1-800-667-SAMA (7262).

You can also search assessment information online using the SAMAView web application free of charge for personal or non-commercial use at [Property Owner Services | SAMA - Saskatchewan Assessment Management Agency](#).

For regulated property assessments, information about your assessment can be found in the *Saskatchewan Assessment Manual – 2019 Base Date*. Non-copyrighted portions of the manual are available at no cost on the SAMA website (<https://www.sama.sk.ca/document-library-news/manuals-handbooks-guides>). The manual may also be purchased from SAMA.

For non-regulated property assessments, refer to the *Market Value Assessment in Saskatchewan Handbook Ver 4.0* and *SAMA's 2019 Cost Guide*. The entire handbook and non-copyrighted portions of the cost guide are available free of charge on the SAMA website (<https://www.sama.sk.ca/document-library-news/manuals-handbooks-guides>).

The cities of Prince Albert, Regina, Saskatoon and Swift Current each have their own assessment department. You can view information on assessment in those cities and/or contact the assessment appraiser through the city's assessment department at:

- City of Prince Albert <https://www.citypa.ca/en/living-in-our-community/property-assessments.aspx>
- City of Regina residential <https://www.regina.ca/home-property/residential-property-tax/assessment/>
- City of Regina commercial <https://www.regina.ca/business-development/commercial-property-tax/assessment/>
- City of Saskatoon <https://www.saskatoon.ca/services-residents/property-tax-assessments/property-tax/assessment>
- City of Swift Current <http://www.swiftcurrent.ca/i-want-to/learn-about-city-services/property-assessment>

## Understanding Assessment Appeals

### Who Can Appeal

Any person with an interest in the assessed value or classification of a property can appeal that property's assessment.

You can appeal if you believe there has been an error in:

- The assessed value;
- The classification;
- The contents of the assessment roll; and/or
- The assessment notice.

Appeals may also be filed by the municipality, another taxing authority or SAMA.

Please note that you cannot appeal your property tax levy. The appeal process is about appealing an error in the assessed value of your property or classification of your property as outlined above.

### When to Appeal

Each municipality prepares an assessment roll every year. All municipalities must give notice to the public when the assessment roll is complete by advertising in a local newspaper. Municipalities other than cities must also advertise completion of the assessment roll in the *Saskatchewan Gazette*. In addition, assessment notices may be mailed to all property owners. Sometimes assessment notices are mailed just to owners whose property assessment changed from the previous year. In a revaluation year, all property owners will receive an assessment notice.

If you wish to appeal your assessment, you must do so within 30 days (60 days in a revaluation year) of the assessment roll being advertised or of the mailing of the assessment notice. This may be done in person, by ordinary mail or registered mail to the address provided on the notice.

Appealing your assessment requires the completion of a notice of appeal form. The form is available at any municipal office. An appeal form must be sent with any assessment notice that you may receive from the municipality. Forms are also found in the regulations accompanying the municipal acts. You can find these forms on the Publications Saskatchewan website at <https://publications.saskatchewan.ca>.

Your municipality may set an appeal fee. The fee established must be paid to the municipality before the deadline to appeal. Failing to do so will result in the appeal being dismissed. The fee is refunded where:

- The appeal is successful in whole or in part;
- An appeal is withdrawn; or
- The appeal is deemed insufficient by the board of revision or its secretary.

Before filing a notice of appeal, you should:

- Find comparable properties in the municipal assessment roll; and
- Meet with the assessment service provider to discuss how your assessment differs from the comparable properties.

It is important that you speak with the assessor early in the appeal period. During the appeal period, but before the appeal is heard by the board of revision, parties to an appeal may:

- Agree to a new valuation or classification of a property; or
- Agree to changing the taxable or exempt status of a property.

This agreement must be in writing and is commonly known as the “agreement to adjust”.

If this agreement resolves all matters on the appeal, the assessor shall make any changes necessary to reflect the agreement between the parties and you will provide written notice to the secretary of the board of revision that you are withdrawing your appeal. In this instance, your appeal fee will be refunded.

### **Choosing to Use an Agent**

Agents provide advice about property assessment. They may act on your behalf throughout the assessment appeals process. Before contacting an agent, you may want to contact the assessment appraiser that assessed the property to better understand how it was calculated.

If you feel you need help in the assessment appeals process, it may be necessary to contact an agent. You should name the agent representing you in the notice of appeal if an agent will be attending the hearing with you or on your behalf.

### **Withdrawing My Appeal with the Board of Revision**

You may withdraw your appeal by notifying the secretary of the board of revision. The withdrawal must be in writing at least 15 days before the hearing date. Where an appeal is withdrawn, the appeal fee is refunded.

If the parties to an appeal reach an agreement to adjust the assessed value of the property, as discussed above, you must withdraw your appeal. Provide the written withdrawal to the secretary to the board of revision.

### **The Simplified Appeal Process**

A simplified appeal process:

- Is less formal;
- Does not require filed written materials; and
- Can be heard by a single person or multi-person panel if the chair chooses.

In accordance with legislation, you may decide to use a simplified appeal process when your appeal involves a:

- Single family residential property;
- Any other property valued under \$100,000 within a rural municipality; or
- Any other property valued under \$250,000<sup>1</sup> for properties within other municipalities.

### **Preparing the Notice of Appeal Form**

You may wish to meet with the municipality or the assessment appraiser to discuss the appeal prior to completing the notice of appeal form. The meeting may create understanding between the parties on facts or issues surrounding your appeal. The date and any outcomes from the meeting are included in your notice of appeal. If the meeting does not take place, you must explain why.

When making an assessment appeal, the notice of appeal form must be fully completed. You must provide specific facts and evidence that support an error has been made in the:

- Assessed value of the property;
- Classification of the property;
- Preparation of the assessment roll or assessment notice; and/or
- Content of the assessment roll or assessment notice.

The grounds for the appeal must be specific. Phrases such as “assessment too high” and “assessment too low” are not sufficient.

It is your responsibility to make a case to the board of revision. It may be as simple as proving that dimensions or a classification are incorrect. The case may be as complex as proving that the value of a property is not fairly assessed compared to another similar property.

The secretary of a board of revision reviews your notice of appeal. In situations where the appeal does not meet minimum content requirements, the secretary should outline specifically what needs to be corrected and then will provide you up to 14 days to make corrections.

If you do not correct the notice of appeal within that timeframe, the secretary of the board of revision may refuse to file the notice of appeal. The board of revision will not hear the appeal if this happens.

## **Appeals to the Local Board of Revision**

The board of revision manages the first level of appeals. Members of a board of revision are appointed by your municipal council. Council members and employees cannot be appointed to the municipality’s board of revision of which they are either a council member or an employee. Likewise, a school division board member cannot be appointed to the board of revision if the school division levies taxes in the municipality. Board members come from a variety of backgrounds. They are taxpayers like you.

**You cannot appeal the level of taxes owing to the board of revision. Tax policy is a decision made by council, or in the case of education property tax, the provincial government. The board of revision hears assessment appeals only.**

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<sup>1</sup> Property values are prescribed in the regulations: *The Municipalities Regulations* sec. 7.2; *The Cities Regulations* sec. 6.2; *The Northern Municipalities Regulations* sec. 8.1

The board of revision listens to the evidence presented and follows the rules of natural justice. It makes an impartial decision based on the facts provided. The board must provide a written explanation for making its decisions.

A board of revision's decision cannot:

- Vary a non-regulated property assessment using single property techniques; or
- Change the assessment when the original assessment was comparable to similar properties.

### **Scheduling a Board of Revision Hearing**

You will be notified at least 30 days before the hearing date. After receiving the notification, the parties may agree to an earlier date. Should this occur, all parties must also agree to a date for disclosing written materials.

### **The Board of Revision Hearing**

The specific process is established by each board of revision. Boards of revision are encouraged to follow the practices of all administrative tribunals as set out in the Ombudsman Saskatchewan report titled "Practice Essentials for Administrative Tribunals":

<https://ombudsman.sk.ca/app/uploads/2020/03/Practice-Essentials-Final-with-Cover.pdf> .

Hearings may generally be conducted as follows:

- Both parties will be given the opportunity to make opening statements;
- You present your case first, followed by the respondent (in most cases, the municipality or SAMA);
- Both parties typically have an opportunity for a cross-examination;
- Where appropriate, both parties may present a summary argument; and
- The board members may ask questions at any time throughout the hearing.

### **Attending the Board of Revision Hearing**

You must appear personally or be represented by an agent. Failure to appear may result in the board making a decision in your absence. The board may also choose to dismiss your appeal leaving no further right to appeal.

If you are scheduled to appear at more than one board of revision hearing on the same day, you can apply to one of the boards to change the date of the hearing. The board of revision will respond by rescheduling the hearing.

### **Evidence Presented at the Board of Revision Hearing**

All written materials to support your appeal must be filed with the secretary of the board of revision at least 20 days before the hearing. You must also give copies to all other parties to the appeal by the same deadline. Evidence that is not submitted by the deadline may not be admissible later. Remember, you are not required to file written materials if you have chosen the simplified appeals process.

The assessment service provider gives you an assessment field sheet. They will also provide a written explanation of how the assessment was determined. You can expect to have this information at least 10 days before the hearing.

All other parties to an appeal must provide written materials to you at least 10 days before the date of the hearing. You may want to file written materials in response to information received from another party to appeal. You must do so at least five days before the date of the hearing.

In addition, you may declare information confidential before providing it. You can request that the materials will only be used to prepare an assessment or to consider the appeal. If the other party to the appeal will not agree with the request, the material does not need to be provided.

Boards of revision have the authority to issue an order declaring certain information confidential. They may declare information private when asked to do so by a party to the appeal. Boards of revision may declare information confidential if sharing the information may:

- Result in financial loss or gain;
- Prejudice the competitive position of any person; or
- Interfere with any contractual negotiations.

### **Subpoenas or Summons**

Parties to a hearing, and the board of revision itself, can request that witnesses provide evidence and attend a hearing through either the issuance of a subpoena or a summons. A party may request the secretary issue a subpoena to any person(s) and the board of revision may, by order, summon a person(s):

- To appear before the board;
- To give evidence; and/or
- To produce any document and things that relate to the matters at issue in the appeal.

As with all other rules of evidence, it is the board's decision to grant a request by a party to subpoena a witness to the hearing. Parties to the appeal must make a case that the evidence provided by the witness is necessary for a fair hearing.

The party who requested the subpoena, when granted by the board, must be the one to serve the subpoena on that person. The secretary must serve the summons when it is requested by the board.<sup>[1]</sup> Service must be done in person or by registered mail. You may want to consider obtaining legal advice prior to requesting a subpoena of a party who is not party to the appeal.

Unless the board of revision rules otherwise, if you have requested the summons and the party is not a party to the appeal, you will also be responsible to pay the party to attend the hearing. The amount that must be paid is calculated in accordance with Schedule IV of *The Queen's Bench Rules*. If you do not pay this party at the time you serve the summons, that party does not have to attend the hearing.

### **Board of Revision Decision**

The board of revision must make its decisions within 180 days of publishing the notice respecting the mailing of assessment notices.

Sometimes the board of revision will ask the Ministry of Government Relations for an extension of time. They must explain why they cannot make the decision by the deadline.

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<sup>[1]</sup> 235 MA; 205CA; 256 NMA

After the hearing, the board may decide to:

- Confirm the assessment; or
- Change the assessment.

The assessment roll will reflect the written decision made by the board of revision. The fee that you paid to the municipality is refunded if you are successful in the appeal. You and any party to the appeal are entitled to appeal the decision of a board of revision to the Assessment Appeals Committee (AAC).

## Appeals to the Assessment Appeals Committee

The Assessment Appeals Committee (AAC) is established by the Saskatchewan Municipal Board.

You may file an appeal with the AAC when you are not satisfied with the decision made by the board of revision. An appeal to the AAC must be made within 30 days of being served with a decision of the board of revision. You may also choose to appeal to the AAC if the board of revision refuses to hear or decide on an appeal. The request must be made within the calendar year for which the assessment was prepared. At this level, the record of the board of revision hearing will be examined for any errors made by the board. New evidence cannot be filed, except in limited circumstances.

You can obtain appeal forms from the AAC (<https://www.saskatchewan.ca/government/municipal-administration/appealing-decisions-made-by-municipalities/file-an-assessment-appeal>) or in related regulations under the applicable act. When appealing to the AAC, you are required to file a notice of appeal with:

The Secretary – Assessment Appeals Committee  
Saskatchewan Municipal Board  
Room 480- 2151 Scarth Street  
Regina SK S4P 2H8

You may appeal directly to the AAC when:

- You want to appeal several assessments on the same grounds; or
- The assessed value of a commercial or industrial property exceeds the amount set in the regulations (currently set at \$1 million).

For applications to consolidate appeals, or for commercial/industrial appeals intended to be filed directly with the AAC, please contact the AAC at 306-787-6221.

### **Fees to Appeal to the AAC**

Fees are required when filing an appeal with the AAC. The fees and appeal form must be filed within the 30-day appeal period or the appeal will be dismissed. More information on appeals to the AAC, including the AAC fees can be found here: <https://www.saskatchewan.ca/government/municipal-administration/appealing-decisions-made-by-municipalities/file-an-assessment-appeal/appeal-a-board-of-revision-decision>.

Appeal fees are refundable when:

- The appeal is successful; or
- When the appeal is withdrawn at least 30 days before the scheduled hearing date.

## **The AAC Hearing**

You should attend the hearing to support your argument. The AAC may make a decision in your absence. Hearings before the AAC are conducted as follows:

- The record of the board of revision is identified;
- Any issues of jurisdiction that may prevent the AAC from hearing the appeal are addressed;
- Both parties will be given the opportunity to make opening statements;
- You will present your case first, followed by the respondent;
- Where new evidence has been allowed:
  - Both you and the respondent may cross-examine the person(s) providing new evidence; and
  - Either party may call rebuttal evidence, as needed;
- Where appropriate, both you and the respondent may present summary arguments; and
- The AAC may ask questions at any time throughout the hearing.

You may choose to have legal counsel, a tax/assessment consultant, or anyone else you feel will adequately present your case before the AAC.

## **Presenting Evidence to the AAC**

You should have previously presented all the evidence relating to your appeal to the board of revision. This evidence is sent to the AAC by the secretary of the board of revision.

AAC hearings are based on the record of the board of revision hearing. The AAC reviews this record for errors. The committee cannot accept new evidence except in very limited circumstances.

The AAC may accept new evidence when:

- The written materials and transcript (sent to the AAC by the secretary of the board of revision) are incomplete, unclear or do not exist;
- The board of revision has omitted, neglected or refused to make a decision; or
- You have established that relevant information has come to your attention that you could not find through the exercise of due diligence at the time of the board of revision hearing.

## **The AAC Decision**

AAC decisions are generally provided in writing three to six months following the hearing. The deadline for AAC decisions is not limited by the legislation and may exceed six months. All parties to the appeal and the local board of revision are sent a copy of the decision.

## **Appealing the Decision of the AAC**

The final level of appeal for property assessments is to the Provincial Court of Appeal. This type of appeal may only be made on a question of law or jurisdiction. If the Court of Appeal agrees to hear an appeal of the AAC decision, the Court of Appeal decision is final. If the Court of Appeal denies the appeal application, the decision of the AAC is final.

## **More Information**

**For specific information regarding your appeal**, contact your local municipal office or board of revision secretary.

**For appeals to the AAC**, contact the Secretary of the Committee at 306-787-6221.

**For legislative information** please refer to legislation governing assessment appeals provided in:

- *The Cities Act*;
- *The Municipalities Act*; and
- *The Northern Municipalities Act, 2010*.

Regulations under these Acts include forms for filing assessment appeals for each type of municipality. These are:

- *The Cities Regulations*;
- *The Municipalities Regulations*; and
- *The Northern Municipalities Regulations*.

The Acts and Regulations may be purchased in paper format from:

**Publications Saskatchewan**

B 19-3085 Albert Street  
Regina SK S4S 0B1  
Phone: 306-787-6894  
Toll-free: 1-800-226-7302

Electronic versions are also available free of charge at Publications Saskatchewan's website:

<https://publications.saskatchewan.ca>

**For general information about assessments:**

Saskatchewan Assessment Management  
Agency  
200 – 2201 – 11th Avenue  
Regina, SK S4P 0J8  
Phone: 306-924-8000  
Toll-free: 1-800-667-7262

**For general information about the appeal process,**  
contact Ministry of Government Relations:

Advisory Services and Municipal Relations  
1010 – 1855 Victoria Avenue  
Regina SK S4P 3T2  
Phone: 306-787-2680  
Fax: 306-798-2568  
Email: [muninfo@gov.sk.ca](mailto:muninfo@gov.sk.ca)

**Northern Municipal Services :**

1328 La Ronge Avenue  
La Ronge SK S0J 1L0  
Phone: 306-425-4320  
Fax: 306-425-2401  
Toll-free: 1-800-663-1555

## Appendix A: Definitions

1. **Agent:** An individual who represents an appellant in an assessment appeal.
2. **Agreement to adjust:** If all parties to an appeal agree to a new valuation, classification of property, or to change the taxable or exempt status of property, a written agreement may be entered into to adjust the assessment.
3. **Appeal:** A formal process in which a property owner contests an assessment. A simplified appeal can be used in specific circumstances and is less formal.
4. **Appellant:** A person (or municipality, school division, SAMA or other taxing authority) who has an interest in any property, such as a property owner, that files a notice of appeal.
5. **Assess:** The act of valuing property officially for the purpose an assessment, which is later used by municipalities to determine taxation.
6. **Assessment:** The value of the property determined in accordance with legislation.
7. **Assessment Appraiser:** The person providing assessed values of properties for a municipality.
8. **Assessment service provider:** The person or agency providing assessed values of properties for a municipality.
9. **Assessor:** The person appointed to maintain a municipal assessment roll; often the municipal administrator of the municipality.
10. **Mass appraisal:** A way to prepare assessments for a group of properties as of the base date using standard appraisal methods, common data and statistical testing.
11. **Respondent:** The party defending an appeal, typically an assessment service provider.