

QUESTIONS?

WHAT WILL HAPPEN IF I DON'T ATTEND THE HEARING?

If you are unable to attend your scheduled hearing, the Board will still hear your complaint. Your written submission will be read into evidence on your behalf. The Board will then hear the Assessor's presentation and makes its decision based on the evidence presented.

SHOULD I PAY MY TAXES EVEN IF I HAVE FILED A COMPLAINT?

Yes. Even if you file a complaint, you must pay your taxes by the deadline. Penalties will be applied against unpaid accounts in accordance with municipal bylaws and are not waived due to the filing of a complaint.

WHAT IF MY CONCERNS ARE RESOLVED BEFORE MY HEARING DATE?

If you filed a formal complaint, a hearing date will be scheduled. However, if you reach an agreement with the Assessment Department before your hearing date, it is not necessary for you to attend the hearing. If the agreement results in a reduction, the complaint fee will be refunded.

If you wish to withdraw your complaint, written notice or a Withdrawal of Complaint form must be received prior to your scheduled hearing date. Forms are available from the Assessment Review Board Clerk.

WHAT ROLE DOES THE BOARD PLAY?

The Boards are comprised of impartial individuals appointed by City Council and the Provincial Government to hear formal complaints from taxpayers who disagree with the assessed value of their property, business, or local improvement. They are not employees of the City of Medicine Hat.

The purpose of the Board is to ensure that your property assessment for the current year is fair and equitable when compared to other similar properties within the city.

The Assessment Review Board has no involvement in determining tax rates.



Medicine Hat
The Gas City

This information is provided as a guide only and is not intended as legal advice. Please contact the Clerk of the Assessment Review Board for further information.

GUIDELINES FOR THE ASSESSMENT REVIEW BOARD HEARINGS

CITY CLERK DEPARTMENT



www.medicinehat.ca

WHAT ARE THE PROCEDURES IN PRESENTING MY CASE?

1. You as the Complainant are responsible for explaining why you feel the information shown on your assessment notice is incorrect compared to similar properties in the City of Medicine Hat. The following steps should be considered:
 - explain in detail the grounds of your complaint
 - provide supporting facts, comparisons and evidence
 - stating that the assessment is too high is not sufficient
 - two copies are required of any written evidence
 - photographs presented as evidence will not be returned
 - you may have a representative appear on your behalf
 - you may have witnesses present evidence on your behalf
2. Once you have presented all your evidence, the Assessor has the opportunity to ask questions regarding your presentation.
3. The Board may also question you, your representative, and any witnesses you may have.
4. When your submission is complete, the assessor will then present their evidence and can be questioned by you and the Board.
5. Once the Assessor's case is complete, you will be allowed a short rebuttal, which is limited to matters arising out of the Assessor's presentation. Rebuttal evidence is subject to questioning by the Assessor and the Board.
6. After all the evidence is presented, each party will make a final statement. You have the final opportunity for rebuttal.
7. The decision of the Board and their reasons will be given in writing within 30 days from the last day of the hearing.
8. If you are not satisfied with the decision of the Board, you may file an application for leave to appeal to the Court of Queens Bench within 30 days of receiving notification of the decision.

NOTE

An appeal to the Court of Queen's Bench can only be on a question of law or jurisdiction with respect to a decision of an assessment review board.

For more information, please contact the
Clerk of the Assessment Review Board
Phone: 403.529.8220

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