

# Reference Sheet

*Answering questions about assessment administration*

## Mailing of Board of Revision Orders

The following provides clarification regarding mailing of Board of Revision Orders.

Subsection 54(5) of The Municipal Assessment Act states as follows:

*After an order is made under subsection (1), the secretary shall, by registered mail, send to each party and, where the secretary is not also the municipal administrator, to the municipal administrator,*

- a. a copy of the order; and*
- b. a statement informing the party of the rights of appeal available under section 56 and the process to be followed on an appeal.*

Registered mail provides proof of mailing and proof of delivery and is available at Canada Post Offices. The following procedure must be followed to ensure proper tracking of the registered letter once it has been delivered to Canada Post:

- i.) You will receive a date stamped official registration receipt which displays an item ID number used for tracking purposes. Retain this receipt on file.
- ii.) The date of delivery is available the next business day after delivery. By phoning the toll free number shown on the receipt or via the Canada Post Website, you will be able to obtain the date of delivery and the name of individual who signed for the item. The Internet site allows you to print the Certificate of Delivery Confirmation, which should be kept on file.
- iii.) The recipient has fifteen days to pick up the letter or, the letter can be refused. If it is not picked up within fifteen days or is refused, it is returned to the sender.
- iv.) The Certificate of Delivery will indicate that the letter was Refused/RTS (returned to sender). This information should be printed and kept on file.

It is important to follow this procedure in the event that the applicant to the Board of Revision decides to submit a further application to the Municipal Board of Manitoba. The mailing of the Registered Mail Letter and subsequent tracking is required in order to satisfy the requirements of Subsection 54(5) and the provisions of the Notice of Appeal to the Municipal Board as provided for under Subsection 57(2) of the Municipal Assessment Act.

Note: Orders are not to be used to notify an applicant that his/her application was dismissed without a hearing in their absence (s.46 (2) of The Municipal Assessment Act). Such applicants should be notified of the dismissal by registered letter.