

MUNICIPAL AND NORTHERN RELATIONS

**Important Notice to
Chief Administrative Officers**

Annual Board of Revision

Please note the following legislative requirements for annual municipal boards of revision regarding property assessment appeals:

- Municipalities must provide public notice for the annual Board of Revision sitting in at least 2 editions of a newspaper circulated in the municipality and post the notice conspicuously in the central municipal office.
- Notice must be published at least 30 days before the sitting of the Board.
- Municipalities must give or mail to each party to an application a written notice of the date, time, and place of the hearing, at least 10 days prior to the start of the hearing.

Additional information is also available in the **Guide** for Board Members and Secretaries that is accessible electronically through the Manitoba Municipalities Online Documents section of MMO. The guide is located under the heading Assessment.

Applications for a revision (appeals) must include the following:

- Reason for the application stating the grounds on which the application is based (e.g. value, classification, liability to taxation)
- Roll number.
- Legal description.

A sample application form to apply for a revision is also available through Manitoba Assessment Online - [application_revision_assessment.pdf \(gov.mb.ca\)](https://gov.mb.ca/application_revision_assessment.pdf).

Applications must be received by the office at least 15 days before the scheduled sitting date of the board as indicated in the public notice. On the front of the application form or letter, show the date the application was received in the office. If the application for revision is being submitted by an authorized agent or representative, a completed Agent/Authorization Form must be included with the application.

If you have any questions, please contact:

Property Assessment Services
500 – 800 Portage Avenue, Winnipeg MB R3G 0N4
Phone: 204-945-0119
Toll Free: 1-866-801-2888
Email: assessment@gov.mb.ca