

## Frequently Asked Questions

### What will happen if I don't attend the hearing?

Attendance is not mandatory, however, it is recommended, as you may want to ask questions and provide additional information.

Instead of attending, you may file a written presentation with the Clerk of the Assessment Review Board. Please provide the Clerk with five copies of your written presentation and a letter indicating you will not be attending at least 24 hours prior to your hearing.

### What if my concerns are resolved before my hearing date?

A hearing date will be scheduled to hear your complaint. Should you reach an agreement with the Assessor before your hearing date, it is not necessary for you to attend the hearing. Please be sure to complete the necessary documentation with the Assessment Review Board Clerk prior to your hearing date.

If you wish to withdraw your complaint, a withdrawal form must be completed with the Assessment Review Board Clerk prior to your hearing date.

### What role does the Board play?

The Assessment Review Board is an impartial Board made up of citizens appointed by Town Council. These citizens have received the provincial training legislated by the Municipal Government Act (MGA) and when sitting on this board act as independent individuals who have been appointed to this board. They are not employees of the Town of Raymond.

The purpose of the Board is to ensure that your current year's assessment is fair and equitable compared to other similar properties within the Town.

**This information is provided as a guide only and is not intended as legal advice.**

**Please contact the Assessment Review Board Office for further information.**

**Phone: (403) 752-3322  
kurtispratt@raymond.ca**

# Town of Raymond

## Guidelines for the Assessment Review Board (ARB) Hearing



## How to Prepare for Your ARB Hearing

After filing the completed complaint form, you (the complainant) must demonstrate to the Board that the information on your assessment notice is incorrect.

You may consider the following for your presentation:

- explaining in detail the grounds for your complaint
- facts and sales information from comparable properties
- appraisal of your property
- photographs (will not be returned)
- witnesses may appear on your behalf

You and the Assessor are required to exchange information and evidence prior to the hearing. Contact the ARB Clerk before your hearing to find out deadlines to file your evidence and information with the board.

You may have someone appear on your behalf at the hearing. If you do, a letter of authorization is required. Property owners using a Tax Agent must also file an Agent Authorization form.

Forty five minutes is generally allotted for residential hearings.

**The Assessment Review Board will not hear matters or reasons that are not clearly described on the complaint form.**

### The Day of the Hearing

You will be introduced to the Board Members and Assessor. The hearing will begin with you presenting your evidence. The Board and the Assessor may ask you questions.

Following your presentation, the Assessor will explain the assessment. You may ask questions of the Assessor. The Board may also question the Assessor. To conclude the Hearing, you and the Assessor will be asked to summarize.

### The ARB Decision

A written decision will be mailed out in all cases.

Any decision made by the Assessment Review Board **may be appealed to the Court of Queen's Bench within 30 days after complainants receive the decision.**

Please note that decisions made by the ARB or the Court of Queen's Bench are for the current year's assessment only.

**For more information  
please contact the (ARB)  
Assessment Review Board Office**

**Phone: (403) 752-3322  
kurtispratt@raymond.ca  
Fax: (403) 752-4379**

