



PROPERTY ASSESSMENT APPEAL BOARD

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December 4, 2020

Notice to Profession

RE: Amended Tariff of Board Costs and Tariff of Board Fees

The Property Assessment Appeal Board gives notice to the profession that the Board is amending the Tariff of Board Costs and Tariff of Board Fees, as per the enclosed draft documents, effective December 15, 2020.

The Tariff of Board Costs is a guideline for determining costs when the Board issues an order for a party to pay Board costs according to Rule 21. The changes to the tariff are housekeeping matters, to align item 1 with section 5 (3) of the *Assessment Act Regulation*, items 8 and 12 with prescribed rates pursuant to Treasury Board Directive 1/20, and item 11 with actual board costs.

The change to the Tariff of Board Fees is also a housekeeping matter, to align the tariff with section 5 (3) of the *Assessment Act Regulation*.

Please feel free to contact us should you have any questions, comments or feedback.

For the Board,

Jason Bowman
Registrar and Executive Director

Enclosures

PROPERTY ASSESSMENT APPEAL BOARD

Tariff of Board Costs

Refer to Rule 21, Property Assessment Appeal Board Rules

This tariff is a guideline for determining costs when the Board issues an order for a party to pay Board costs according to Rule 21. These are estimated costs to the Board for performing the listed tasks. The actual costs will vary, depending upon the circumstances of a specific appeal. The Board may refer the matter to the Registrar for a more accurate accounting and may award costs that differ from the amounts estimated below.

ITEM	TASK	COST	COMMENTS
1	Process new appeal and acknowledge receipt	\$30	Cost for one-per folio. Plus \$5 for each additional folio assigned to the same appeal number.
2	Issue request to correct deficiency	\$20	When letter issued for unpaid fees or missing information
3	Process correction of deficiency	\$10	
4	Issue opinion on validity of appeal	\$20	When Board may lack jurisdiction (e.g. not appealed to Review Panel or late to Board)
5	Validity reconsideration (including decision)	\$200	Will vary depending on the efforts to gather more information & complexity of issues
6	Process and issue withdrawal or recommendation	\$35	For up to 5 folios. When order involves additional folios, plus \$10 per each additional 5 folios
7	Arrange and issue notices for Appeal Management Conference, Settlement Conference or Hearing	\$20 to \$75	Will vary depending upon difficulty in scheduling
8	Conduct Appeal Management Conference or Settlement Conference	\$175-250 per 1/2 day	Plus actual disbursements (e.g. For hearing facility, travel expenses)
9	Receive and process procedural application (e.g. adjournment)	\$50	Plus costs of Appeal Management Conference, if required
10	Prepare and issue summons to a witness	\$40	
11	Attendance of Recording Secretary	\$2535 /hour, if Board employee, plus expenses	Or actual costs to Board, if contracted recording secretary
12	Conduct hearing, or when hearing cancelled less than 7 days before scheduled	\$350500 /day for each panel member	Plus actual disbursements (e.g. For hearing facility, travel expenses)
13	Preparation of transcripts of a hearing	Actual costs	Transcripts are prepared by a private contractor
14	Other tasks, not referred to above	as estimated by Registrar	

For more information on costs, see the Board's Information Sheet #12 - Costs.

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Tariff of Board Fees

Refer to Rule 27, Property Assessment Appeal Board Rules

This tariff outlines the fees payable for services provided by the Board, pursuant to Rule 27. The Board, in its discretion, may waive the fees in appropriate circumstances.

Service Description	Units	Price per Unit
Appeal Fees	Roll # ¹	\$30.00
Photocopies and computer print-outs	Page	\$0.50

Notes:

1. The prescribed appeal fee in relation to an appeal under section 50 (3) of the Act is \$30 for each individual entry appealed against on an assessment roll for appeals of rates prescribed by the Assessment Authority under section 21 of the Assessment Act is \$30.00 per app. Per section 5 (3) of the Assessment Act Regulation.
2. In addition to the unit charge, the Board may charge the actual cost of any disbursements payable by the Board to third parties as a result of a service.
3. The Board may enforce payment of fees as guided by Rules 27(2).