



## **Here's what you need to know about filing a Notice of Appeal:**

### **1 Know where to file an appeal**

You may appeal your property's assessment or the outcome of your Request for Reconsideration to the Washagamis Bay First Nation (WBFN) Assessment Review Board (ARB).

### **3 Submit your appeal**

Submit your appeal by mail to:

- MPAC, 1340 Pickering Parkway, Suite 101, Pickering, ON L1V 0C4.

Please remember to include the following:

- Completed Notice of Appeal
- Copy of your Property Assessment Notice
- A cheque, money order or bank draft, payable to Washagamis Bay First Nation in the amount of \$75.

### **2 Complete your appeal form**

Forms are available at:

- [mpac.ca/WashagamisBay](http://mpac.ca/WashagamisBay)
- Washagamis Bay First Nation Administration Office: Mackenzie Portage Road, Keewatin, ON.

There is a \$75 (CDN) administration fee to file an appeal, as required by the *Washagamis Bay First Nation Property Assessment Law, 2024* and the *Washagamis Bay First Nation Property Assessment Amendment Law, 2025*.

### **4 Next steps**

- You will receive an acknowledgement letter from the WBFN ARB once your appeal form is received.
- You will receive a notice from the WBFN ARB detailing the time, date and location of your hearing.



## Frequently Asked Questions

### What does the WBFN ARB do?

The WBFN ARB is established pursuant to the *Washagamis Bay Property Assessment Law, 2024*. The WBFN ARB will hear and determine appeals of assessments or reconsiderations of assessments.

### What does MPAC do?

MPAC (Municipal Property Assessment Corporation) is an independent, not-for-profit corporation whose role is to accurately assess and classify properties in Ontario. MPAC is contracted by WBFN to provide property assessments in accordance with WBFN property taxation and assessment laws. MPAC will be a party to appeals before the WBFN ARB.

### Can the WBFN ARB lower my property taxes?

No. The WBFN ARB can determine appeals brought on the grounds specified in the *Washagamis Bay First Nation Property Assessment Law, 2024*. The WBFN ARB will review evidence as it pertains to a property's assessed value and assessment classification.

The amount of property tax to be paid may be adjusted based on the outcome of an appeal to the WBFN ARB. However, the WBFN ARB is not responsible for setting your tax rate or collecting property taxes.

For more information, please contact Kristopher Chartrand, Lands & Taxation Director at [wbfntaxation@outlook.com](mailto:wbfntaxation@outlook.com).

### Is the administration fee refundable?

The administration fee is not refundable.

### Who bears the burden of proof in an appeal?

The burden of proof in an appeal is on the person bringing the appeal.

### I have misplaced my Property Assessment Notice. What should I do?

If you have misplaced your Property Assessment Notice, please contact MPAC at [WashagamisBay@mpac.ca](mailto:WashagamisBay@mpac.ca) or toll-free at 1-866-296-6722, Monday to Friday, from 8 a.m. to 5 p.m. EDT.

### How do I contact the WBFN ARB?

If you require assistance, please contact the WBFN Administration Office at [wbfntaxation@outlook.com](mailto:wbfntaxation@outlook.com).

### What accommodations are available for people with accessibility needs?

If you have accessibility needs, please let our representatives know how we can best assist you.

### How will MPAC use my information?

The information on the Notice of Appeal is collected by MPAC on behalf of WBFN pursuant to the *Washagamis Bay First Nation Property Assessment Law, 2024*. If you have any questions concerning this collection, please contact MPAC by phone at 1-866-296-6722 or email [WashagamisBay@mpac.ca](mailto:WashagamisBay@mpac.ca).

### Please Note:

The information contained in this sheet is not intended as a substitute for legal or other advice, and in providing this information, the WBFN and the WBFN ARB assume no responsibility for any errors or omissions and shall not be liable for any reliance placed on the information in this sheet.



## Washagamis Bay First Nation Assessment Review Board

## Notice of Appeal

**TO: Assessor for Washagamis Bay First Nation**

**Municipal Property Assessment Corporation**

**1340 Pickering Parkway, Suite 101**

**Pickering, ON L1V 0C4**

**WashagamisBay@mpac.ca**

PURSUANT to the provisions of the *Washagamis Bay First Nation Property Assessment Law, 2024* and the *Washagamis Bay Property Assessment Amendment Law, 2025*, I hereby appeal the assessment/reconsideration of the assessment of the following interest in land:

*Please include a description of the assessable property, including assessment roll number, as described in the Assessment Notice.*

**Roll Number (Located on your Property Assessment Notice)**

		-			-				-					-				
--	--	---	--	--	---	--	--	--	---	--	--	--	--	---	--	--	--	--

**Property Address**

**Leaseholder (Last Name, First Name)**

**Leaseholder (Last Name, First Name)**

**Company Name (if applicable)**

**Position/Title (if applicable)**

**Home Phone Number**

**Cell Phone Number**

**Email**

**The grounds for an assessment appeal:** *(please check all that apply)*

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Assessed Value | <input type="checkbox"/> Assessment Classification | <input type="checkbox"/> Applicability of an Exemption | <input type="checkbox"/> Error or Omission in the Assessment or Property Assessment Notice | <input type="checkbox"/> Liability of the Holder to Taxation |
|---|--|--|--|--|

*Describe the grounds for the appeal in as much detail as possible (include additional page(s) as required)*

1.

2.

3.



## Washagamis Bay First Nation Assessment Review Board

## Notice of Appeal

**Complainant's mailing address to which all notices in respect of this appeal are to be sent:**

**Mailing Address**

**Name and address of any representative acting on the complainant's behalf in respect of this appeal:**

**Representative Name (Last Name, First Name)**

**Law Society Number**

**Telephone**

**Mailing Address**

**Please make sure to include the following with your Notice of Appeal:**

- ☐ The required administration fee of \$75 CDN, payable by cheque, money order or bank draft, to Washagamis Bay First Nation.
- ☐ A copy of the Property Assessment Notice.

\_\_\_\_\_  
Name of Complainant (please print)

\_\_\_\_\_  
Signature of Complainant (or Representative)

Dated: \_\_\_\_\_