

THE MUNICIPAL BOARD OF MANITOBA

Procedure at Assessment Appeal Hearings

1. The Board is an “Independent Body” appointed by Order-in-Council and hearings before the Board are open to the public.
2. Twenty-one (21) days prior to a hearing, you are required to file four (4) copies of all material upon which you intend to rely on with the Board, and one (1) copy of this material to be filed with the other party (see Board’s Rule 13(1) for further information). Failure to comply with this Rule may result in material being excluded from the hearing.
3. At least seven (7) days prior to the hearing, you may submit four (4) copies of rebuttal evidence with the Board and one (1) copy of this rebuttal evidence to be filed with the other party (see Board’s Rule 14(1)(b) for further information). Failure to comply with this Rule may result in rebuttal evidence being excluded from the hearing.
4. If you wish to have service provided in French, please notify our office fifteen (15) days prior to the hearing.
5. On the day of the hearing, the Recording Secretary will ask for the names of persons wishing to speak at the hearing.
6. If you do not appear at the hearing, the Board may:
 - hear and decide the appeal; or
 - dismiss the appeal without conducting the hearing.
7. The hearing will begin with the Recording Secretary announcing the matter to be heard. Hearings are recorded but, transcripts are not prepared. Anyone wishing to order a transcript, may contact the Board office for further information.
8. Although a quorum of the Board is two, the Board typically sits as a panel of three, one of whom acts as the Chair. The Chair will introduce the panel members and explain how the hearing will proceed. Questions about the proceedings may be asked at this time.
9. Parties may present verbal and written evidence. All evidence is given under oath or affirmation.
10. The Board requires all in attendance at the hearing to behave respectfully, to take their turn, and not to interrupt the proceedings
11. Once your evidence is completed, the Board and the other party may question you on your evidence. Only questions are permitted, not statements or presentations.
12. Prior to the conclusion of the hearing, you will be given the opportunity to briefly summarize your position. New evidence will not be allowed at this time.
13. At the conclusion of the hearing the Chair will adjourn the proceedings. The panel will consider the evidence, and make its decision. This decision may take some time. A written Order and supporting reasons will be sent to everyone.
14. The Board will not accept any information after the hearing has been adjourned.
15. The Board may in its discretion, dispense with, vary or amend these procedures.