

ORDER

THE ASSESSMENT MANAGEMENT AGENCY ACT

Form and Submission Times for Assessment Returns

This is an Order pursuant to subclause 12(1)(o.1) of *The Assessment Management Agency Act*, establishing the form of the assessment return and the times by which the assessment return must be submitted to the Saskatchewan Assessment Management Agency (the "Agency").

1. Each municipality will make its assessment return to the Agency in the attached form entitled "[year] Assessment Return".
2. SAMA will complete the [year] and [name of municipality] fields on the form with the appropriate year and municipality name.
3. Each municipality will submit an initial assessment return to the Agency no later than 30 days:
 - (a) where there are no appeals, from the date that the time for appealing assessments has expired; or
 - (b) where there are appeals, from the date that the board of revision has rendered its decision on all appeals with respect to the assessment roll when it was struck for the year.
4. Each municipality will submit an additional assessment return to the Agency no later than 30 days from the date the municipality's board of revision has rendered its decision on all appeals respecting initial assessments or additional assessments placed on the assessment roll after the initial roll was struck.

Dated at Regina, Saskatchewan on _____, 2009.

Craig Melvin
Chairperson

Irwin Blank
Board Secretary



Saskatchewan Assessment Management Agency

[year] ASSESSMENT RETURN

[name of municipality]

The municipal Acts require that the assessor for the municipality report any changes made to the municipality's assessment roll to the Saskatchewan Assessment Management Agency for confirmation.

Use this return to report any changes in the municipality's assessment.

Quality Assurance Division - SAMA
301 - 2201 - 11th Avenue
Regina, SK. S4P 0J8
Toll Free: 1-800-667-7262
Fax: (306) 924-8067
Email: roll.conf@sama.sk.ca

GENERAL INFORMATION

1. Assessment Notices:

Date assessment roll prepared _____ Date assessment notices mailed _____
Urban, Rural and Northern Municipalities:
Date notice published in Saskatchewan Gazette _____ Bylaw No. _____
Date notice published in the Local Paper _____
Cities:
Date notice published in the Local Paper _____ Bylaw No. _____

2. Board of Revision:

Date(s) of board hearing _____ Date decisions mailed _____
Number of appeals launched _____ Dismissed _____ Allowed _____

3. [year] Bylaw or Resolution Exemptions:

Number of Exemption Bylaws or Resolutions _____ Number of Fixed Agreements _____
Submit one copy of each fixed agreement approved by bylaw.

4. Number and aggregate assessed value of corrections made to the [year] assessment roll under section 178 of The Cities Act; section 208 of The Municipalities Act; or section 204 of The Northern Municipalities Act:

Assessment Increases Count: _____ Value: _____
Assessment Decreases Count: _____ Value: _____

5. Number and aggregate value of agreements to adjust assessment made to the [year] assessment roll under section 204 of The Cities Act; section 228 of The Municipalities Act; or section 224 of The Northern Municipalities Act:

Assessment Increases Count: _____ Value: _____
Assessment Decreases Count: _____ Value: _____

Submit one copy of each agreement to adjust assessment that resulted in changes to the roll.

I hereby certify that as of _____ (date return submitted) the information and assessment roll changes reported herein properly and accurately reflects the [year] assessment roll for the [name of municipality]

Assessor for Municipality

Date

E-mail address: _____

1b.

Primary Audit Information

*Note: Only complete this section for the initial assessment return submission each year.
This section is not required for supplementary returns within the same year.*

Sections 12(1)(p) and 22.1(2) of *The Assessment Management Agency Act (AMA Act)* require that SAMA conduct a Primary Audit of each municipality once per year for assessment roll confirmation purposes, to ensure that the overall level of appraisal for a municipality falls into the range prescribed in the Regulations.

For the purposes of a Primary Audit, the municipality must submit to SAMA a Primary Audit sales file in the specified electronic format. The sales file requirements and other information respecting the Primary Audit are available in the "*Information Guide for Assessment Audits in Saskatchewan*" [on SAMA's website: www.sama.sk.ca].

The required data fields are listed in summary form below:

1. Submit Munc Valuation Name	12. Sale Transfer Value	23. Land Zoning
2. Submit Roll Year Date	13. Sale Adj SP	24. Imp Pred COM Const Code
3. Submit Contact	14. Land Assessment 100 pct	25. Imp Pred RES Const Code
4. Prop_CAMA_No	15. Improvement Assessment 100 pct	26. Imp Pred Quality Class
5. Prop Roll No	16. Total Assessment 100 pct	27. Imp Pred Condition Code
6. Prop Tax Classification	17. ASR	28. Imp Total No Units
7. Prop School Div No	18. Market Property Type	29. Imp Year Built
8. Sale Title No	19. Market Imp Valuation Method	30. Imp Effective Age
9. Sale Municipality Name	20. Market Production NBHD Code	31. Condo Registered Bare Land
10. Sale Transfer Year	21. Market Present Use Code	32. Condo Registered Improved
11. Sale Transfer Month	22. Land Area	33. Condo Parent Code

Source-Confirmation and Assessment Audit Information Guide in Saskatchewan (refer to guide for more details)

1. The required information is being provided to SAMA by:

(check one box only)

(a.) CDROM (enclosed with this submission);

[Note: E-mails must be sent to: qual.assur@sama.sk.ca]

(b.) File attached to E-mail on _____ (date email sent to SAMA)

(c.) Assessment Service Provider (if service provider is SAMA's Assessment Services, just write "SAMA")

_____ who is directed by the municipality to provide the required information to SAMA on the municipality's behalf.

I hereby certify that the information provided is to the best of my knowledge and belief, true and correct, knowing that the information will be used by SAMA's Quality Assurance Division for purposes of conducting a Primary Audit.

Signature (Authorized Municipal Official)

Date

Name (Printed Name)



This page must be completed, and must be included with the annual assessment return for Confirmation purposes.

[year] ASSESSED VALUE TOTALS

TAX CLASS PERCENTAGES APPLIED

		[year] EXEMPT ASSESSMENT (Including Grant-in-Lieu)	[year] TAXABLE Assessment
1	Non-Arable		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
2	Other Agricultural		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
3	Residential		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
4	Multi-Unit Residential		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
5	Seasonal Residential		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
6	Commercial and Industrial		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
7	Elevators		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
8	Railway R/W and Pipeline		
	Total from pages 4, 5 and 6	\$ _____	Total from page 3 \$ _____
9	Sub totals	\$ _____	\$ _____
10	[year] Assessment Total(Percentages Applied)		\$ _____

TAX CLASS PERCENTAGES NOT APPLIED - 100%

1	Assessed Land Value (100%)	\$ _____	
	(+/-) change	\$ _____	
	Total Assessed Land Value (100%)		\$ _____
2	Assessed Improvement Value (100%)	\$ _____	
	(+/-) change	\$ _____	
	Total Assessed Improvement Value (100%)		\$ _____
3	Assessed Property Value (100%)	\$ _____	
	(+/-) change	\$ _____	
	Total Assessed Value (100%)		\$ _____
4	[year] Assessment Total (100%)		\$ _____

TAXABLE ASSESSMENT - Tax Class Percentages Applied

		Previous Taxable Assessment	[year] Taxable Assessment
1	a Non-Arable Land		
	(+/-) change	\$ _____	\$ _____
	b Non-Arable Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Non-Arable (a + b)		\$ _____
2	a Other Agricultural Land		
	(+/-) change	\$ _____	\$ _____
	b Other Agricultural Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Other Agricultural (a + b)		\$ _____
3	a Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Residential (a + b + c)		\$ _____
4	a Multi-Unit Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Multi-Unit Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Multi-Unit Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Multi-Unit Residential (a + b + c)		\$ _____
5	a Seasonal Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Seasonal Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Seasonal Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Seasonal Residential (a + b + c)		\$ _____
6	a Commercial and Industrial Land		
	(+/-) change	\$ _____	\$ _____
	b Commercial and Industrial Improvements		
	(+/-) change	\$ _____	\$ _____
	c Commercial and Industrial Properties		
	(+/-) change	\$ _____	\$ _____
	Total Commercial and Industrial (a + b + c)		\$ _____
7	a Elevators Land		
	(+/-) change	\$ _____	\$ _____
	b Elevators Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Elevators (a + b)		\$ _____
8	a Railway R/W and Pipeline Land		
	(+/-) change	\$ _____	\$ _____
	b Railway R/W and Pipeline Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Railway R/W and Pipeline (a + b)		\$ _____
9	[year] Total Taxable Assessment		\$ _____

EXEMPT ASSESSED VALUES - Tax Class Percentages Applied

		Previous Exempt Assessment	[year] Exempt Assessment
1	a Non-Arable Land		
	(+/-) change	\$ _____	\$ _____
	b Non-Arable Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Non-Arable (a + b)		\$ _____
2	a Other Agricultural Land		
	(+/-) change	\$ _____	\$ _____
	b Other Agricultural Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Other Agricultural (a + b)		\$ _____
3	a Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Residential (a + b + c)		\$ _____
4	a Multi-Unit Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Multi-Unit Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Multi-Unit Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Multi-Unit Residential (a + b + c)		\$ _____
5	a Seasonal Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Seasonal Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Seasonal Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Seasonal Residential (a + b + c)		\$ _____
6	a Commercial and Industrial Land		
	(+/-) change	\$ _____	\$ _____
	b Commercial and Industrial Improvements		
	(+/-) change	\$ _____	\$ _____
	c Commercial and Industrial Properties		
	(+/-) change	\$ _____	\$ _____
	Total Commercial and Industrial (a + b + c)		\$ _____
7	a Elevators Land		
	(+/-) change	\$ _____	\$ _____
	b Elevators Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Elevators (a + b)		\$ _____
8	a Railway R/W and Pipeline Land		
	(+/-) change	\$ _____	\$ _____
	b Railway R/W and Pipeline Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Railway R/W and Pipeline (a + b)		\$ _____
9	[year] Total Exempt Assessment		\$ _____

PROVINCIAL GRANT-IN-LIEU (PGIL) ASSESSED VALUES - Tax Class Percentages Applied

		Previous PGIL Assessment	[year] PGIL Assessment
1	a Non-Arable Land		
	(+/-) change	\$ _____	\$ _____
	b Non-Arable Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Non-Arable (a + b)		\$ _____
2	a Other Agricultural Land		
	(+/-) change	\$ _____	\$ _____
	b Other Agricultural Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Other Agricultural (a + b)		\$ _____
3	a Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Residential (a + b + c)		\$ _____
4	a Multi-Unit Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Multi-Unit Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Multi-Unit Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Multi-Unit Residential (a + b + c)		\$ _____
5	a Seasonal Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Seasonal Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Seasonal Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Seasonal Residential (a+b+c)		\$ _____
6	a Commercial and Industrial Land		
	(+/-) change	\$ _____	\$ _____
	b Commercial and Industrial Improvements		
	(+/-) change	\$ _____	\$ _____
	c Commercial and Industrial Properties		
	(+/-) change	\$ _____	\$ _____
	Total Commercial and Industrial (a + b + c)		\$ _____
7	a Elevators Land		
	(+/-) change	\$ _____	\$ _____
	b Elevators Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Elevators (a + b)		\$ _____
8	a Railway R/W and Pipeline Land		
	(+/-) change	\$ _____	\$ _____
	b Railway R/W and Pipeline Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Railway R/W and Pipeline (a + b)		\$ _____
9	[year] Total Provincial Grant-in-Lieu Assessment		\$ _____

FEDERAL GRANT-IN-LIEU ASSESSED VALUES (FGIL) - Tax Class Percentages Applied

		Previous FGIL Assessment	[year] FGIL Assessment
1	a Non-Arable Land		
	(+/-) change	\$ _____	\$ _____
	b Non-Arable Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Non-Arable (a + b)		\$ _____
2	a Other Agricultural Land		
	(+/-) change	\$ _____	\$ _____
	b Other Agricultural Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Other Agricultural (a + b)		\$ _____
3	a Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	d Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Residential (a + b + c)		\$ _____
4	a Multi-Unit Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Multi-Unit Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Multi-Unit Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Multi-Unit Residential (a + b + c)		\$ _____
5	a Seasonal Residential Land		
	(+/-) change	\$ _____	\$ _____
	b Seasonal Residential Improvements		
	(+/-) change	\$ _____	\$ _____
	c Seasonal Residential Properties		
	(+/-) change	\$ _____	\$ _____
	Total Seasonal Residential (a + b + c)		\$ _____
6	a Commercial and Industrial Land		
	(+/-) change	\$ _____	\$ _____
	b Commercial and Industrial Improvements		
	(+/-) change	\$ _____	\$ _____
	c Commercial and Industrial Properties		
	(+/-) change	\$ _____	\$ _____
	Total Commercial and Industrial (a + b + c)		\$ _____
7	a Elevators Land		
	(+/-) change	\$ _____	\$ _____
	b Elevators Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Elevators (a + b)		\$ _____
8	a Railway R/W and Pipeline Land		
	(+/-) change	\$ _____	\$ _____
	b Railway R/W and Pipeline Improvements		
	(+/-) change	\$ _____	\$ _____
	Total Railway R/W and Pipeline (a + b)		\$ _____
9	[year] Total Federal Grant-In-Lieu Assessment		\$ _____

NON-ARABLE LAND

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

NON-ARABLE IMPROVEMENTS

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

OTHER AGRICULTURAL LAND

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

OTHER AGRICULTURAL IMPROVEMENTS

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

RESIDENTIAL LAND (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

RESIDENTIAL IMPROVEMENTS (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

RESIDENTIAL PROPERTIES (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

MULTI-UNIT RESIDENTIAL LAND (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

MULTI-UNIT RESIDENTIAL IMPROVEMENTS (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

MULTI-UNIT RESIDENTIAL PROPERTIES (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

SEASONAL RESIDENTIAL LAND (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

SEASONAL RESIDENTIAL IMPROVEMENTS (Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

SEASONAL RESIDENTIAL PROPERTIES

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

COMMERCIAL AND INDUSTRIAL LAND

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

COMMERCIAL AND INDUSTRIAL IMPROVEMENTS

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

COMMERCIAL AND INDUSTRIAL PROPERTIES

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

ELEVATORS LAND

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

ELEVATORS IMPROVEMENTS

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

RAILWAY, R/W AND PIPELINE LAND

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

RAILWAY, R/W AND PIPELINE IMPROVEMENTS

(Percentages Applied)

Alternate Number	Previous Assessment	Amended Assessment	T S	Increase	T S	Decrease	V A	Explanation of Change
Totals								Net Changes T E PGIL FGIL

ASSESSED VALUE (100%) - LAND

Alternate Number	Previous Assessment	Amended Assessment	Increase	Decrease	Explanation of Change
Totals					Net Change

ASSESSED VALUE (100%) - IMPROVEMENTS

Alternate Number	Previous Assessment	Amended Assessment	Increase	Decrease	Explanation of Change
Totals					Net Change

ASSESSED VALUE (100%) - PROPERTIES

Alternate Number	Previous Assessment	Amended Assessment	Increase	Decrease	Explanation of Change
Totals					Net Change