

A Guide to Provincial Park Cottage Lot Land Assessment Appeals (2023 base year Fair Value Assessments)

How Do I File An Assessment Appeal?

Appeals must be received by Park Business Services on the form attached postmarked no later than September 11, 2026. Your Notice of Assessment Appeal must be sent to:

**Tera McNabb, Manager
Cottage Leasing and Development
Park Business Services
Ministry of Parks, Culture and Sport
2nd Floor - 3211 Albert Street
REGINA SK S4S 5W6**

The appeal filing fee is \$100 and must accompany your appeal. Should your appeal be determined successful, the \$100 will be applied as credit on your account. If your appeal is not upheld, that fee is forfeited to the Crown. ***Make your cheque or money order payable to the Minister of Finance.*** Please ensure that the address on the cheque matches your current residential address. **DO NOT SUBMIT CASH.**

What Can I Appeal?

You may file an appeal if you feel there is an error involving the valuation of the leased provincial park cottage lot.

Factors such as errors in lot size, location, comparison to other lots of similar value and “condemnation” factors of the lot such as topography, access or flooding may constitute grounds for appeal.

Please bear in mind that the value or condition of any improvements on the lot (i.e. the cottage or house, garage, accessory building, etc.), have not been used in determining your lot assessment and are therefore not a basis for a valid assessment appeal.

The Direct Service Fees, which are established by government after consultation with each individual provincial park cottage owner’s association, are also not subject to appeal. Further, the land lease fee itself is not subject to appeal, but the underlying land assessment which is used to establish that fee, may be appealed.

How Can I Get Information on the Fair Value Assessments of Other Cottage Properties in Provincial Parks?

Information on the Fair Value Assessments (FVA) for the land associated with all cottage lots within your specific park as well as the entire provincial parks system is available in the following ways:

- a) Accessing the provincial parks website,
<https://saskparks.tourismsaskatchewan.com/cottage-owners>
- b) Each provincial park office can access the FVA information for their provincial park cottage lease lots.

Your Completed Appeal Form Must List:

- The property under appeal (property address and account number – these are listed on your cottage lot assessment sheet).
- A description of what you are appealing, including the specific grounds for which you allege an error exists, and in summary form, the particular facts supporting this appeal.
- If presenting comparisons between your cottage lot and other similar properties, be sure to describe the comparative land parcels, their location in the subdivision and the park, their quality, classification, condition and any other factors related to their value.
- You can submit photographs of your cottage lot and other properties you are using as comparisons. These photographs will not be returned to you.
- Your mailing address, day, evening and cottage telephone numbers (as noted on appeal form).

Your assessment appeal will not be considered if you do not submit the required information and the appeal filing fee by the September 11, 2026 deadline.

Contact Person to Discuss the Assessment?

Should you wish to discuss your land assessment or the appeal process, please contact:

***Tera McNabb, Manager
Cottage Leasing and Development
Park Business Services
Ministry of Parks, Culture and Sport
(306) 787-2897
Email: Tera.McNabb@gov.sk.ca***

If you submit an appeal, **you must still pay your entire lease fee amount by the date outlined on your invoice to avoid any interest penalties.** If your assessment is changed after the appeal process, any extra lease fees you have paid will be refunded to you or applied as credit on your account.

Other Information

Once you have filed an appeal of your cottage lease Fair Value Assessment, the review of that appeal is not limited solely to the items you have listed on your appeal document. The appeal review panel will look at all aspects relating to the assessment value of your cottage lot property. If it should be found that there are factors that were missed that enhanced the assessed value of your cottage lot, those will also be included as part of the assessment review.

Can I Withdraw My Appeal?

To withdraw your appeal, you must notify Tera McNabb, by email or mail, by September 18, 2026. If withdrawn by that date, your appeal filing fee will be refunded or applied as credit on your account.

What Happens After I File My Appeal?

PCS, Park Management Services will be using a two-stage process to address any land assessment appeals that are filed.

The *Review Phase* - the initial appeal applications filed by September 11, 2026, will be reviewed to screen out those appeals that are not based on an error in assessed land value and/or do not include the appeal filing fee. Preliminary/background work related to the appeal information contained on valid appeal files will also be done during this phase.

This *Review Phase* will allow obvious errors such as incorrect lot sizes and other fact-based assessment appeals to be addressed early in the appeal process. All decisions in this phase will be communicated in writing to the appellant within 30 days, or as soon as reasonably possible.

If an appellant does not agree with the written decision from *Review Phase*, they may move their appeal on to the *Review Panel Phase*. The *Review Panel Phase* will involve a three-person panel, consisting of the following roles to ensure impartiality and balanced representation in the decision-making process:

- An assessment adjudicator
- An assessment appraiser recommended by the ministry
- An assessment appraiser recommended by the Saskatchewan Provincial Parks Cabin Owners Association

This phase provides an opportunity for the appellant to appear in front of, or make representation to the review panel, to bring forth their concerns and substantiate documentation. The timelines and meeting dates involved with the *Review Panel Phase* of the appeal process will be communicated to those park cottage lessees who identify that they wish to apply to the appeal review panel. It is anticipated this process will commence in October/November 2026.

Please be advised that the three-person review panel may identify factors that could result in either an increase or decrease to your cottage lot assessment, which would correspondingly affect your lease fees.

All decisions of the three-person review panel will be considered final.

PLEASE NOTE:

1. Appeals Will Not Be Accepted If:

- a) appeal fee of \$100 is not included with the appeal;
- b) appeal is postmarked after the September 11, 2026 deadline; and
- c) incorrect components are being appealed (i.e. actual lease fees being charged, direct service fees, the park cottage fees framework, etc.).

2. The process being used for appeal of the fair value assessment is very similar to the approach used for assessment appeals in urban and rural municipalities.