



Assessment Guidelines

Should Ratepayers have questions or concerns with respect to the ASSESSMENT ONLY of their property, please follow these steps:

1. Contact the County Assessor, Kevin Halsted at (403) 794-2304.
2. After discussions with the assessor, if you still believe that your assessment is incorrect, a complaint may be filed:
 - a. The Assessment Review Board Complaint Form must be completed in its entirety.
 - b. Attach the appropriate complaint fee. Please remit payment to the **County of Newell**
 - i. Residential/Farmland Properties: \$50.00 per Roll Number
 - ii. Non-Residential Properties: \$100.00 per Roll Number
 - c. Submit the Complaint Form along with the appropriate complaint fee to:
Assessment Review Board Clerk
County of Newell
finance@newellmail.ca
Box 130
Brooks, Alberta, T1R 1B2
 - d. The Assessment Review Board Clerk must receive the completed Complaint Form no later than 60 days after the notice of assessment date. The date is listed on the front of the Assessment and Tax Notice.
 - e. If the complaint is successful, the adjustment will be applied to the corresponding tax roll and the complaint fee will be refunded.
3. Designated Industrial Property Assessment Complaints must be submitted to the Municipal Government Board within the period shown on the assessment notices which are sent out by the Assessor designated by the Minister.

Taxes must still be paid by the due date to take advantage of the discount incentive regardless if a complaint is made. Making a complaint does not relieve any person or business from the obligation to pay any taxes owing on any property or business or any penalties imposed for late payment of taxes.

An assessed person is entitled to see or receive sufficient information about his/her property in accordance with section 299 of the Municipal Government Act (MGA) or a summary of an assessment in accordance with section 300 of the Municipal Government Act (MGA), or both.

To take advantage of the discount incentive, payment of your property taxes must be received or postmarked by June 15, 2022.

To ensure prompt service, please include the notice stub of ALL tax notices you are paying.