

WHERE DO I START?

START
HERE



Contact Your Assessor

Before filing a complaint, we encourage you to contact your Assessor to ensure you both understand the assessment process and that your property details are accurate.



File an Assessment Complaint

If you are unable to resolve your property assessment concerns with the Assessor, you must provide the following to file an Assessment Complaint:

- Complete an Assessment Review Board Complaint Form in full
- Provide any other supporting documents or forms
- Pay the appeal fee

IMPORTANT

Please ensure your Assessment Review Board Complaint Form is completed in full and includes all required items:

- The assessment and/or tax notice appeal fee
- Any supporting documents you wish the Board to consider
- An Agent Authorization Form (if applicable)

Complaints submitted with an incomplete form, without the required fee, or after the appeal deadline will not be accepted.

RESOURCES

For a guide to filing a Property Assessment Complaint & Preparing for Your Hearing
Or visit countyofnewell.ab.ca/property-tax-assessment

SCAN



For matters Relating to Assessment Complaints Regulation 201/2017 (MRAC), scan this code
Or visit open.alberta.ca/publications/2017_201

SCAN



GET IN TOUCH

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FILING AN ASSESSMENT COMPLAINT



Updated 2026

WHAT IS AN ASSESSMENT APPEAL?

To ensure property owners have a voice in the property assessment system, the *Municipal Government Act* has set out a complaints and appeals system for property owners who have concerns about their property's assessment.

The assessment complaints and appeal process requires you to file a complaint with your municipality's assessment review board.

The deadline to appeal can be found on your assessment notice.

WHO WILL HEAR MY COMPLAINT?

Assessment Complaints are heard by members of an Assessment Review Board.

The panel for Local Assessment Appeals are comprised of three Board Members, and Composite Assessment Appeals are comprised of one appointed member from the Land and Property Rights Tribunal plus two Board Members.

WHAT IS THE ROLE OF THE ASSESSMENT APPEAL BOARD?

The Assessment Review Board is responsible for adjudicating complaints regarding property assessments. During the hearing they receive evidence and arguments from the parties, and make decisions while applying the law to every complaint.

Boards receive support and policy direction from the Province of Alberta to ensure fair application of the law to all Albertans. Board members are comprised of members at large from within the community.

WHAT CAN I EXPECT AT MY HEARING?

The Assessment Review Board functions much like a judge in a trial. Each party is responsible for presenting their own case using the evidence included in their submitted disclosure. Board Members may ask questions to clarify points raised, but they generally will not fill in major gaps in the evidence.

If you do not attend the hearing, the Board may proceed in your absence.



HOW CAN I BE PREPARED?

To ensure all of your evidence is considered by the Assessment Review Board, submit your evidence in writing through the disclosure process before the hearing.

The Complainant and Assessor (the Respondent) are required to disclose evidence to each other within the legislated time frames, which can be found on your Notice of Hearing.

The Board must not hear any evidence that was not included in your disclosure documents provided prior to the hearing.

WHAT IF I AM CONCERNED ABOUT MY PROPERTY TAXES & NOT MY ASSESSMENT?

Assessment Review Boards do not have jurisdiction to address concerns regarding your municipal property taxes, tax rate, tax bill, etc.

If you have concerns about your municipal property taxes or tax rate please contact the County Office or elected officials for more information