Property Assessment

Annually, municipalities are required to complete a General Assessment. The purpose of a general assessment is to conform with Provincial Legislation and Ministers guidelines and adjust assessment to more current market values. The Municipal Government Act gives municipalities and assessors the authority to complete General Assessments. A General Assessment is an overall review of the assessed value of property (market land and buildings) within the municipality.

Market Value

Market Value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Mass Appraisal

Sales are analyzed using a "Mass Appraisal Process". Mass appraisal means the process of preparing assessments for a group of properties using standard methods and common data. Therefore, your assessment may be slightly higher or lower than the market value of the property because sales are analyzed by groups or areas. The assessor applies the results against both sold and unsold properties.

Farm Residences along with the first 3.00 acres are assessed at market value as if it were a parcel. The balance of the parcel is assessed at farmland value.

Exemptions

Farm buildings are exempt from assessment to the extent they are used for farming purposes. An exemption in assessment for a farm residence is based on the amount of agricultural valued land in the owner's unit. The maximum exemption of the first residence is $61,540 based on the amount of qualifying farmland.

Additional farm residences used for farm purposes are exempt to a maximum of $30,770 per residence providing the owner has qualifying agricultural farmland remaining in his unit after his first exemption has been calculated.

Mill Rates

The mill rate is the amount of tax charged per $1,000 of a property's assessed value. The term "mill" means one-thousandth of a dollar ($0.001). Mill rates are set annually by various local taxing authorities (County, town) to meet their budget requirements.

How to calculate property taxes

Your total property tax is calculated by multiplying your property's total assessed value by the total mill rate and dividing by 1,000.

The formula is: Property Tax = (Assessed Value x total Mill Rate)/1,000

For example, if a home has an assessed value of $300,000 and the total combined mill rate for the area is 15 mills:

Property tax = ($300,000 x 15)/1,000 = $4,500

Combined Assessment & Tax Notice

Review your assessment and tax notice to see if the estimate is reasonable. If you own or recently purchased land outside of Ponoka County and have not used all of the farm residence exemption, the balance may be applied against any balance remaining on your residence in Ponoka County as part of your farm unit.

If you find errors on your Assessment and Tax Notice, contact the Assessor at the Ponoka County office at 403-783-3333. If the municipality agrees your assessment requires changes, the assessment department will process it.

If you do not agree with the assessment you may appeal your assessment by the date shown on the assessment/tax notice, in writing to the Assessment Review Board. If you do not agree with the decision of the Assessment Review Board, you may file an application for judicial review with the Alberta Court of King's Bench to determine if the assessment review board has acted in a fair, reasonable and lawful manner.

Government of Alberta ■

Assessment Complaints Agent Authorization

SECTION 1 - Assessed Person / Taxpayer Information

Tax Year

Assessed Person(s) or Taxpayer(s) *(if the assessed person or taxpayer is a company, enter the complete legal name of the company)*	
Business Name (if pertaining to business tax)	Business Owner(s)

SECTION 2 - Municipal and Property Information

(for designated industrial property go to Section 3)

Municipality Name (as shown on your assessment notice or tax notice)	Assessment Roll or Tax Roll Number
Property Address	Legal Land Description (i.e. Plan, Block, Lot or ATS 1/4 Sec-Twp-Rng-Mer)

Property Type *(check all that apply)*

- ☐ Residential property with 3 or less dwelling units
- ☐ Residential property with 4 or more dwelling units
- ☐ Farm land
- ☐ Non-residential property
- ☐ Machinery and equipment

SECTION 3 - Agent Information

Note: Agent means a person or company who for a fee or potential fee acts for an assessed person or taxpayer during the assessment complaint process or at a hearing before an assessment review board or the Municipal Government Board.

Agent Name		Contact Name (if different) and Position Held	
Mailing Address (if different from above)	City/Town	Province	Postal Code
Telephone Number *(include area code)*	Fax Number *(include area code)*	Email Address	

SECTION 4 - Acknowledgement and Certification

By signing below, I acknowledge and certify that:

1. I am the assessed person or taxpayer identified in section 1, or a legally authorized officer of the assessed person or taxpayer.
2. To initiate the processing of this agent authorization, I am attaching this agent authorization form to:
   (a) the complaint form if the agent is authorized to file the complaint on my behalf, or
   (b) a letter, signed by me on my personal or company letterhead, and the letter is submitted to the municipality's assessment review board clerk or to the Municipal Government Board administrator, as the case may be, before the hearing of the complaint.
3. I provide authority to the agent, as identified in section 3, to represent the assessed person or taxpayer, identified in section 1, to:
   (a) file a complaint on behalf of the assessed person or taxpayer for the property described on this form,
   (b) discuss the issues or matters of the complaint with the municipality's assessor (or the assessor designated by the Minister for linear property),
   (c) prepare and submit disclosure regarding the complaint,
   (d) represent the assessed person or taxpayer at hearings before the assessment review board (or before the Municipal Government Board for linear property),
   (e) reach an agreement with the assessor to correct a matter under complaint, and
   (f) to withdraw the complaint at any time.
4. I understand that the assessed person or taxpayer continues to be subject to all provisions required by the *Municipal Government Act* and its attendant regulations, and any authorization of agency is not a substitute for any of those provisions.
5. I understand that this document does not act as an authorization of agency for the purposes of Section 299 or Section 300 of the *Municipal Government Act.*
6. I understand that the assessed person or taxpayer is liable for any costs awarded against the agent by an assessment review board (or by the Municipal Government Board for linear property), or for any change in assessment that may result from a hearing.
7. I understand that this authorization is only applicable to the tax year entered on this form.
8. The agent has disclosed the qualifications, professional designations, certifications, or affiliations of the agent, if any, with respect to property assessment or appraisal.
9. I may revoke authorization at any time in writing to the assessment review board clerk, or the Municipal Government Board administrator.

Signature of the Assessed Person or Taxpayer	Printed Name of Signatory Person and Title	Date *(mm/dd/yyyy)*