PROPERTY TAX FAQ

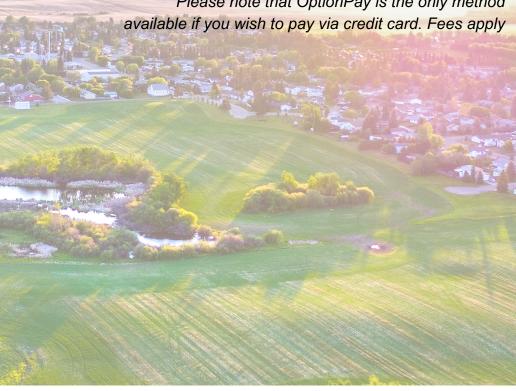
How can I pay my property taxes?

If you are not currently paying through your mortgage, or enrolled in the town's Tax Installment Payment Plan, payments must be made payable to "Town of Bon Accord". You must reference your five-digit roll number with your payment and/or include the bottom section of your tax notice.

> **No Contact** > Online/Telephone Banking, OptionPay*, or Cheque in the mail.

In Person > Debit, Cash, Cheque in person

*Please note that OptionPay is the only method available if you wish to pay via credit card. Fees apply



What if I disagree with the assessment value?

The first step is contacting Tanmar Consulting at (780) 417-5191. If a mistake was made, it may be corrected without the need for a formal complaint. If, after speaking with Tanmar, you require a formal complaint, follow the steps below.

How to file a formal assessment complaint.

Create your submission by

- 1.) Completing the "Assessment Review Board Complaint" form and (if you have hired an agent) the "Assessment Complaints Agent Authorization" form and provide any supporting information. The forms are available at www.crasc.ca or www.bonaccord.ca.
- 2.) Submit this package to the town office by the deadline. Ensure that your package is complete and that you have followed all the instructional information the forms provided.

An Assessment Review Board cannot hear any matters that are not listed on the complaint form.

How to get additional information...

An assessed person is entitled to see or receive sufficient information about how the assessor prepared the assessment for that person's property in accordance with s. 299 of the MGA, or a summary of an assessment in accordance with s. 300 of the Act, or both.



How do I get a receipt for my property tax payment?

After a payment has been made, a receipt may be provided to you by request. You may call, email, or visit the office to have a receipt mailed, emailed, printed.

How are my taxes calculated? The taxes are calculated by multiplying your total assessment value by each of the applicable tax rates. In our example, on the reverse page, take the "Taxable Total" value, circled in red, and multiply it by each "Tax Rate" in blue. The sum of calculations, added together, will provide you your tax levy.

How was my property assessed?

Bon Accord is a member of the Capital Region Assessment Services Commission (CRASC). Our designated assessor, Mike Krim, with Tanmar Consulting, was appointed by council. All assessors and Regional Service Commissions are governed by the same legislation and follow the same practices. Assessments reflect the market value of the property on July 1 of the previous year, based on its condition on December 31 of the previous year. Factors include location, lot size, building size, age and condition of the building, and selling prices of similar properties.



UNDERSTANDING YOUR COMBINED **ASSESSMENT & TAX NOTICES**



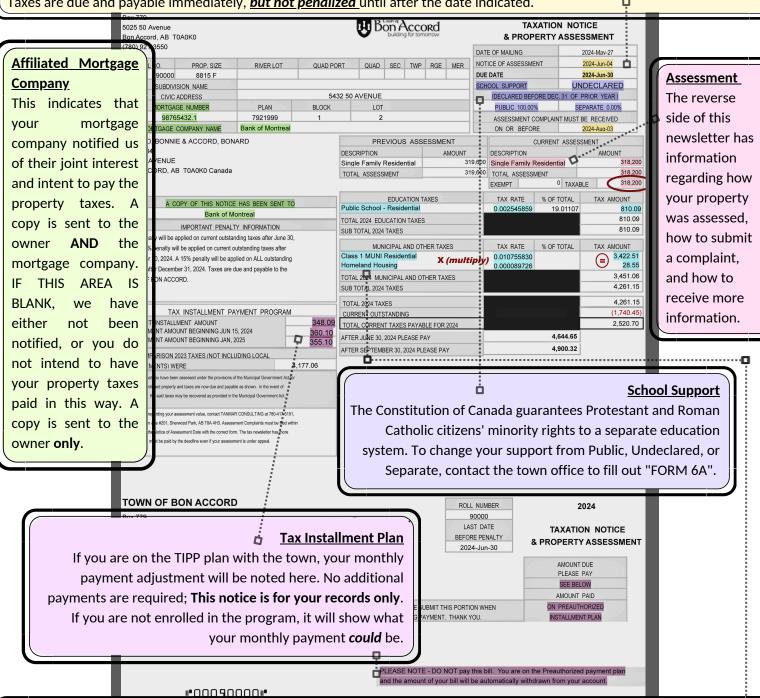
Appeal Deadline

If you do not agree with your assessed value, the deadline to formally submit a complaint is noted here.

As per section 337 of the Municipal Government Act, a tax notice is deemed to have been received 7 days after it is sent.

Due Date

Taxes are due and payable immediately, <u>but not penalized</u> until after the date indicated.



Municipal Tax Rate

This rate is determined and approved by Council. It funds operating services and capital projects.

Homeland Housing

This is the Seniors Foundation Tax, collected by Homeland Housing, as a requisition made to the Town. It is mandatory, and supports affordable seniors housing in the province.

School

Based on assessment values, the province calculates the amount each municipality must contribute to the Alberta School Foundation Fund (ASFF). The funding supports all school students from K-12. As a strong education benefits society as a whole, this tax is also mandatory.