



**COVID-19**  
**April 24, 2020**

**TO: All Staff, Members of Council & Town Residents**

**Assessment Appeal Period Changes for 2020**  
**Due to our Rapidly Changing COVID-19 Environment**  
**The Town of High River restricted public access to Town facilities**  
**from Monday, March 23, 2020**

**Assessment Inquiries**

Although our working conditions are evolving to deal with continuing demands, we remain focussed on day to day work to ensure continuity of services to the community. Due to restricted access to the town office **all scheduled assessment open houses have been cancelled**. Assessment inquiries are important to us and remain in place to ensure that all your concerns are addressed.

**As a result of recent changes to provincial legislation the Property Owners review period has now been extended to July 2, 2020**

To ensure your inquiry is dealt with promptly please e-mail the Assessment Team directly at [assessment@highriver.ca](mailto:assessment@highriver.ca) or call the Town of High River Customer Service Desk at 403-652-2110.

**Procedure for Appeal During the Extended Customer Review Period**

While the appeal deadline has been extended to July 2, 2020 and appeal fees as shown below remain the same.

**THE FOLLOWING ARE REQUIRED STEPS FOR PROCEEDING TO APPEAL YOUR PROPERTY ASSESSMENT**

1. Obtain a Provincially approved Complaint Form obtained from the Town of High River website
2. Ensure your complaint form is accompanied with the appropriate fee **at the time of submission:**
  - Residential (3 or fewer dwellings): \$50.00**
  - Residential (4 or more dwellings): \$650.00**
  - Non-Residential / Linear: \$650.00**
3. Drop off or mail the completed **Complaint Form** with the appropriate appeal fee to the Town Office Drop Box.
4. Assessment Review Board Appeals can also be e-mailed to [krusk@highriver.ca](mailto:krusk@highriver.ca) and payments for appeals can be made by calling reception at 403-652-2110. Any questions regarding the appeal process can be directed to Kara Rusk using the above email.

**\*\*\*ASSESSMENT APPEALS MUST BE RECEIVED BEFORE 4PM JULY 2, 2020\*\*\***