



REQUEST FOR RETROACTIVE TAX REFUND

Issue

The property owner of tax roll number 0025200 has requested a retroactive property tax refund based on a revised 2026 Property Tax year assessment.

Motion Proposed by Administration

That the request for a retroactive tax refund for tax roll number 0025200 be denied.

Report, Analysis and Financial Implications

The 2026 assessment notices were issued January 12, 2026, and the deadline to appeal the assessment was March 23, 2026. The property owners queried their assessed value this year and as a result, it came to light that the Town’s records were incorrect. The property was assessed based on a fully finished basement and the property has a partly finished basement, there was also a slight difference in the garage size. The assessment for this year was corrected by reducing the assessed value of the property by \$17,000, a 2.2% decrease. The owners have lived in the property since September 2020.

They have requested a correction to the assessed value used to calculate property taxes owing for 2021 – 2025, as well, which would result in a reduction in total municipal taxes payable of \$433.38 based on an assessment reduction of \$17,000 per year. Per their written request, they are requesting an adjustment of \$962.50 per year for 4.5 years, or a total of \$4,300, based on a \$43,000 assessment reduction, which is not in line with the corrected assessment.

The municipal taxes charged from 2021 – 2025 are as follows:

Year	Municipal Taxes
2021	\$ 2,272.05
2022	\$ 2,402.55
2023	\$ 2,566.00
2024	\$ 2,937.57
2025	\$ 3,068.67
Total	\$13,246.84

Under the *Alberta Assessors Association Guidelines*, assessment values from prior years cannot be reopened or adjusted once the complaint or appeal period has passed (last year’s appeal/complaint deadline was March 24, 2025). This is reinforced throughout the legislation and supporting municipal guidance, which stresses that past assessments remain final after their respective complaint deadlines.

Section 305.1 of the *Municipal Government Act (MGA)* states that an assessor may correct the assessment roll for the current year only, even if a legitimate error (unfinished basement vs. assessed as finished) is found after the deadline. The assessed person can contact the assessor to have the information corrected in the current taxation year before the assessment complaint deadline, but corrections can only be made to the current year’s assessment.

As the previous years’ assessments cannot change, the taxes cannot be modified by administration. However, s347 of the *MGA* allows a council, if it considers it equitable to do so, to cancel, reduce, refund, or defer taxes. Under the Town of Okotoks’ Property Tax Cancellation policy (GP-F-2.2), Council can cancel the municipal tax levy in the current year under certain circumstances; the policy does not speak to previous years’ taxes.

While permitted under the *MGA*, administration recommends that the request for retroactive refund of taxes for tax roll number 0025200 be declined to maintain fairness and consistency in the application of assessment appeal procedures and deadlines and given that the Property Tax Cancellation Policy does not address cancellations outside of the current year.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input checked="" type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

Municipal Government Act s.347 – Council has the authority to grant or deny refunds at their discretion

Municipal Government Act s.305.1 – Assessor may correct the assessment roll for the current year only

Alberta Assessors Association Guidelines

Property Tax Cancellation Policy GP-F-2.2

Community Engagement Strategy

n/a

Alternatives for Consideration

That the request for a retroactive 2021 – 2025 municipal tax refund for tax roll number 0025200 in the total amount of \$433.38 be approved.

CAO Comments

Ensuring the accuracy of a property's assessed value is a shared responsibility between the homeowner and the municipality. While the Town will correct verified errors for the current assessment year, homeowners are responsible for reviewing the assumptions and property details used to determine their assessment and for raising any concerns as soon as they receive their Notice of Assessment, and in all cases before the annual complaint deadline. The *Act* does not allow for retroactive changes to the assessed value however Council does have authority to alter and amend taxes should they feel it is equitable to do so and will need to provide guidance in this scenario.

Attachment(s)

1. Request for retroactive tax refund letter from ratepayer
2. Ratepayer's 2026 Notice of Assessment
3. Municipal Property Tax Calculation
4. Property Tax Cancellation Policy GP-F-2.2

Prepared by:
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