



**CITY OF EDMONTON**

**BYLAW 17693**

**A BYLAW FIXING THE FEES FOR ASSESSMENT AND  
TAX SERVICES OF THE CITY OF EDMONTON**

**(CONSOLIDATED ON JANUARY 1, 2019)**

**THE CITY OF EDMONTON**

**BYLAW 17693**

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CITY OF EDMONTON**

**Whereas**, pursuant to sections 7, 299, 300, 301, 307, and 350 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (MGA), as amended, Council may pass bylaws dealing with the fixing of fees for assessment and tax services;

And Whereas, pursuant to section 93 of the *Freedom of Information and Protection of Privacy Act*, as amended, the City of Edmonton may set fees payable to the City for services provided under the Act and Regulations;

Edmonton City Council enacts:

**PART I - PURPOSE, DEFINITIONS AND INTERPRETATION**

<b>PURPOSE</b>	1	The purpose of this bylaw is to establish the fees and charges for providing tax searches, tax certificates, and other services of the City of Edmonton Assessment and Taxation Branch.
<b>DEFINITIONS</b>	2	In this bylaw, unless the context otherwise requires: <ul style="list-style-type: none"> <li>(a) <b>“Assessed Person”</b> has the same meaning that it has in Section 284 of the MGA;</li> <li>(b) <b>“Assessed Property”</b> has the same meaning that it has in Section 284 of the MGA;</li> <li>(c) <b>“City”</b> means the Municipal Corporation of the City of Edmonton;</li> <li>(d) <b>“Council”</b> means the Municipal Council of the City of Edmonton;</li> <li>(e) <b>“Person”</b> includes an individual, partnership, association, corporation, trustee, executor, administrator or legal representative.</li> </ul>
<b>RULES FOR INTERPRETATION</b>	3	The marginal notes and headings in this bylaw are for reference purposes only.

**PART II - FEES****FEES**

- 4 Fees and charges for assessment and tax services shall be in accordance with Schedule “A” to this bylaw.
- 5 (1) An Assessed Person is not liable for payment of the fees specified in Section 3 of Schedule “A” for up to two years of information, including the current year, respecting property when the Person making the request is the Assessed Person for that Assessed Property.
- (2) An owner of a business is not liable for payment of the fees specified in Section 3 of Schedule “A” for up to 2 years of information, including the current year, respecting information about that business.
- (3) Notwithstanding subsections (1), (2) and (3), an Assessed Person or owner of a business will be liable for fees if a second request for the same information is made in any year.
- 6 The City Assessor may enter into a contract with any Assessed Person listed in Schedule “B” allowing that Assessed Person to obtain information about properties pursuant to Section 300 of the MGA, and exempting that Assessed Person from payment of fees under Schedule “A”, if the Assessed Person provides some form of consideration which, in the opinion of the City Assessor, is of equivalent value to the payment of fees under the schedule.
- 7 Notwithstanding anything in this bylaw, the City of Edmonton may provide, under Section 167 of the *School Act*, RSA 2000, Chap S-3, an electronic copy of the assessment roll to the Edmonton Public School Board and the Edmonton Catholic School Board free of charge.
- 8 Except as specifically outlined, this bylaw is not intended to alter the requirements of requests made under the *Municipal Government Act*, and is not intended to affect the responsibility of the City of Edmonton to maintain the confidentiality of personal or financial information obtained in the assessment process.

**PART III - GENERAL**

<b>IN FORM REQUESTED BY THE CITY</b>	9	Requests made under section 299 or section 300 of the MGA must be in the manner prescribed by the City of Edmonton, Assessment and Taxation Branch.
<b>NUMBER AND GENDER REFERENCES</b>	10	All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.
<b>REPEALS</b>	11	Bylaw 15034 is repealed effective January 1, 2017.
<b>EFFECTIVE DATE</b>	12	This bylaw takes effect beginning on January 1, 2017.

NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 17693, passed by Council September 20, 2016

Amendments

Bylaw 17944, January 1, 2018

Bylaw 18433, January 1, 2019

### SCHEDULE A – BYLAW 18433

Item	Service or Information	Description	Service Charge/Fee (per account unless otherwise specified)	
			Staff-Assisted	On-Line
<b>TAX CERTIFICATES/TAX SEARCHES</b>				
1	Tax Certificate	A document certifying the amount of taxes imposed for a specific property for the current year, including the amount of current taxes owing and the total amount of tax arrears.	\$42.00	\$33.00
2	Property Tax Search	Uncertified information for a specific property, including: property address (if applicable), legal description, current assessment, current exemption (%), current land use/tax class, year built, current tax levy, and current balance information.	\$20.00	\$15.00
<b>PROPERTY TAX INFORMATION</b>				
3	Other Property Assessment/Tax Information **	Uncertified information for a specific property, including current and/or historical copies of tax notices; historical property account information including assessment amounts and/or transaction details. Excluding information available under sections 299 and 300 of the <i>Municipal Government Act</i> .	\$17.00 per account per year of information	N/A
4	Property Tax Information for Condominium Plan	Uncertified information for all properties in a specific condominium plan, including unit number, property tax levy and current account balance.	\$17.00 per account per year of information, to a maximum of \$600.00	N/A
5	Property Tax Search - Parking/Accessory Unit	Uncertified information for a parking or accessory unit located for a specific condominium unit, including legal description, current assessment, current exemption (%), current land use/tax class, year built, current tax levy, and current balance information. Alternatively, the property tax search will indicate if no parking or accessory unit is located for a specific condominium unit with the same ownership.	\$17.00 per search	N/A
6	Property Tax Search - New	Uncertified information for a specific property that was not subject to assessment in the current year and was established after the	\$17.00 per account searched (minimum	N/A

	Account	condition date, through subdivision, consolidation or condominium plan. This search confirms the current taxes and balance information for the property, and includes tax information for the property as it existed prior to the subdivision, consolidation or condominium plan.	charge \$34.00; maximum \$600.00)	
7	Local Improvement Search	A letter confirming if local improvement charges or special taxes are currently assessed for a specific property, including details of the annual charges and current payout information.	\$25.50	N/A
<b>LENDING INSTITUTION FEES</b>				
8	Lending Institution Services	Services provided to lending institutions including processing tax payments, maintaining mortgage interest information on the accounts, providing tax account balance information upon request, and issuing annual electronic tax billing listings. This information will only be provided for accounts that reflect the mortgage company's interest at the time of the request.	\$10.50	N/A
<b>PROPERTY ASSESSMENT INFORMATION</b>				
9	Property Assessment Report	Current assessment information report for a specific property or pro-forma report for a specific non-residential or income producing property available to an assessed person.	\$25.50	N/A
10	Property Assessment Information provided under Section 299 or 300 of the MGA	A charge for documents/information required to be provided under s.299 or s.300 of the <i>Municipal Government Act</i> and regulations.	\$55.00 per hour, minimum of \$27.50, plus photocopying charges of \$0.30 per page	N/A
<b>COLLECTION COSTS</b>				
11	Tax Recovery Notification Filing Fee (Caveat Charge)	A charge applied to a property account at the time a Tax Recovery Notification is registered against the Certificate of Title for that property.	\$100.00	N/A

12	Collection Costs	A charge to recover any costs incurred by the City to issue distress warrants, remove and sell assets, or take any other collection proceedings.	Pro-rata/cost recovery per account	
13	Dishonoured Payment Fee	A service charge for a cheque or automatic bank withdrawal not honoured by a financial institution.	Single Account - \$35.50 Multiple Accounts - \$17.75 per account	N/A
<b>OTHER</b>				
14	Customized Reports/Maps	Customized reports or maps including assessment and/or tax information for a group of properties, limited to details outlined in Item 2 of Schedule "A" to this bylaw (excluding confidential and personal information). This includes electronic reports of all or a portion of the assessment roll for a specific land use code/neighbourhood, or a group of land use codes/neighbourhoods (excluding personal and confidential information).	\$100.00 per hour plus \$5.00 per account	N/A
** <i>Up to the two most current calendar years of information, including the current calendar year, may be provided free of charge to the current assessed person (property or business owner). For greater clarity, only information from January 1, 2018 to the current date would be provided free of charge.</i>				

(S2, Bylaw 18433, January 1, 2019)

### SCHEDULE B – BYLAW 18433

**Assessed Persons that may contract with the City in relation to information requests under Section 300 of the *Municipal Government Act***

Edmonton Real Estate Board