Request for Comparable Information (under s.300 of the M.G.A)

Bylaw No. 17693

This form is required when an assessed person (owner) or agent is seeking property information pursuant to Section 300 of the *Municipal Government Act (M.G.A)*. Agents and Property Managers must have submitted a 2020 Agent Representative Authorization form.

Upon receiving the required forms, the City of Edmonton must provide the information for the first five accounts requested in compliance with the regulations within fifteen days, unless the information is available on the City's website. You will be billed according to the amended fee bylaw after your request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated cost of providing the information. If you have questions, contact the Assessment and Taxation, Support and Information Management Services at 780-442-1495.

Section A: Contact / Billing Information This section must be filled out completely.(Print Clearly)

Corporation / Owner's Name: _____ Owner's Account #: _____

Name and Position of Authorized Signatory: _____

If owner is a corporation - The provisions of use are detailed on page 2.

Requester / Billing Name (if Agent): _____

Billing Address: _____

Phone number: _____ E-mail or Fax Number: _____

Authorized Signature: _____

Section B: General Property Information

Based on the decision of the Court of Appeal in *Canadian Natural Resources Limited* vs. *Wood Buffalo (Regional Municipality)*, 2014 ABCA 195, the City of Edmonton will no longer be able to process a "partial" request for information under Section 300. Please identify the accounts you want a complete Section 300 package for. If you are requesting more than 10 accounts you are required to fill out another complete request.

Account Number (if known)	Property Address or Legal Description (in Edmonton, AB only)	Internal Use Only VG

Preferred Delivery Method: ◯ Electronic (E-mail or Fax) ◯ Paper Copy (Mail or Pick up)

(If left blank a paper copy will be generated) *Photocopy fees will apply*

Send completed form to:

Print Form

Mail: Assessment and Taxation Branch
Support and Information Management Services
P.O. Box 1935, Station Main
Edmonton AB T5J 2P3

Fax: 780-496-1986

E-mail: assessment@edmonton.ca

The information received will be protected in accordance with the privacy provisions of the *Municipal Government Act*, R.S.A. 2000, c.M-26, and the *Freedom of Information and Protection of Privacy Act,* R.S.A. 2000, c.F-25.

PROVISIONS OF USE

Persons Licensed to Practice Law or Provide Legal Services:

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

Other Agents/Representatives:

The following signatories will be considered valid:

1. There the owner of the property (the owner is always the party who is named on a Land Titles certificate) is an individual, then this form signed by the owner or someone with Power of Attorney (which must be attached) from the owner is valid. Where there are multiple owners only one owner needs to sign.

2. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions within the corporation owning the property:

   - President
   - Chief Executive Officer (CEO)
   - Controller
   - Asset Manager
   - Manager of Real Estate
   - Director of Real Estate
   - Vice President
   - Chief Financial Officer (CFO)
   - Comptroller
   - Manger of Property & Taxation
   - Director of Property & Taxation
   - Director (Must provide Corporate Search)

3. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions or individuals within the corporation owning the property when supporting documents are provided:

   - Individuals or Corporation(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (Corporate search must be attached and not older than 30 days)
   - Individuals that swear an Affidavit stating that they have signing authority for the corporation. (Affidavit must be from current year and must be attached.) [FORM "A" is an example of an acceptable Affidavit]
   - Individuals that have corporate signing authority through a resolution of the corporation. (Resolution must be attached.)
   - Individuals Individuals acting under a Power of Attorney on behalf of the corporation. (Power of Attorney must be attached.)

4. Where the person signing is a property manager, the City of Edmonton will only accept this form after an executed "Agent Representative Authorization Form" is provided in the following circumstances:

   - Where the property manager has sworn an Affidavit stating that they have corporate signing authority for the owner of the property in relation to the property assessment. [FORM "B" is an example of an acceptable Affidavit]
   - Where the property manager can provide a signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment. (Contract must be attached.)

If an affidavit, corporate search or other supporting document is required to confirm authorization, you must provide this information before the City of Edmonton will take any action on the matter. Corporate search cannot be older than 30 days.

AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY
[FORM A]

CANADA	)	I, _____
PROVINCE OF _____	)	of the City of _____
	)	in the Province of _____
	)	MAKE OATH AND SAY:

1. I am a _____ (position or job) of _____ (corporation), named in the attached instrument.

2. I am authorized by this corporation and have corporate signing authority to execute the attached instrument pursuant to (examples: resolution of the corporation, officer of the corporation, written contract, etc) _____

SWORN BEFORE ME at the City	)	
of _____, in the Province	)	
of _____ , this _____ day of	)	_____
_____, 202__.	)	
	)	

_____
A Commissioner for Oaths in
and for the Province of _____

Commission Expiry: _____

Please note:
Completion of an affidavit may not be necessary and is provided as an option for corporations as identified under the provisions of use.

Should an affidavit be required, it must be completed in it's entirety or it will be deemed invalid.

AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY
[FORM B]

CANADA	)	I, _____
PROVINCE OF _____	)	of the City of _____
	)	in the Province of _____
	)	MAKE OATH AND SAY:

1. I am _____ (position or job) of _____ corporation.

2. I am the property manager for _____ (name of owner of property) and I manage the property(ies) listed on the attached Schedule of Properties.

3. I am authorized by the owner and have corporate signing authority in relation to the property assessment for the property(ies) listed on the attached Schedule of Properties.

SWORN BEFORE ME at the City	)	
of _____, in the Province	)	
of _____ , this _____ day of	)	_____
_____, 202__.	)	
	)	

_____
A Commissioner for Oaths in
and for the Province of _____

Commission Expiry: _____

Please note:
Completion of an affidavit may not be necessary and is provided as an option for property managers as identified under the provisions of use.

Should an affidavit be required, it must be completed in it's entirety or it will be deemed invalid.