

**i** This is not a request for a copy of your 2020 Assessment Notice or Access Code.

# Request for Assessment Information (under s.299 of the M.G.A)



2020 Tax Year

Bylaw No. 17693

This form is required when an assessed person (owner) or agent is seeking confidential property information pursuant to Section 299 of the *Municipal Government Act (M.G.A)*. **Only one owner (individual or corporation) is allowed per request form.**

### INSTRUCTIONS, PROVISIONS OF USE AND GOVERNING LEGISLATION ARE DETAILED ON PAGE 2.

Upon receiving the completed forms, the City of Edmonton must provide the information for the first five accounts 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.

Please contact Support and Information Management Services at [assessment@edmonton.ca](mailto:assessment@edmonton.ca), or call 780-442-1495, for any inquiries concerning your property assessment or this request.

**Section A: Owner Information**

Corporation / Owner's Name: \_\_\_\_\_  
Exact individual or corporation name as registered at Land Titles

Contact Name (if Owner is a Corporation): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail or Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title of Authorized Signatory: \_\_\_\_\_

(If owner is requesting information directly please sign this request)

**Section B: Authorized Property Manager\* Information**

\* Authorized Property Managers must attach a copy of the contract with the owner's confirmation and authorization and/or provide a sworn Affidavit

Authorized Corporation Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail or Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Section C: Agent/Representative Information**

Authorized Corporation Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail or Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Section D: Information Requested**

Please identify the accounts you want a complete Section 299 package for. **If you are requesting more than 5 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	OK	R

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 and any other required documents (If identified on page 2) to:

**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](mailto:assessment@edmonton.ca)

## INSTRUCTIONS FOR MAKING THIS REQUEST UNDER S.299 OF THE M.G.A

**Agents:** Section C and D must be completed. Section A or B must also be completed unless a completed Agent Representative Authorization Form for the 2020 tax year has already been submitted to the Assessment and Taxation Branch. No information will be processed or released until all required forms are completed.

**Property Managers:** Section B and D must be completed. A copy of the contract with the owner's confirmation and authorization and/or a sworn affidavit must also be submitted unless a completed Agent/Representative Authorization Form for the 2020 tax year has already been submitted to the Assessment and Taxation Branch. No information will be processed or released until all required forms are completed.

**Owners:** Section A and D must be completed. No Agent/Representative Authorization Form is needed.

### 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.

#### Owners/Agents/Representatives:

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on the 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, we will accept the following positions within the corporation owning the property:
  - o President
  - o Vice President
  - o Chief Executive Officer (CEO)
  - o Chief Financial Officer (CFO)
  - o Controller
  - o Comptroller
  - o Asset Manager
  - o Manager of Property & Taxation
  - o Manager of Real Estate
  - o Director of Real Estate
  - o Director of Property & Taxation
  - o Director (provide Corporate Search)
3. Where the owner of the property is a corporation, we will accept the following positions or individuals within the corporation owning the property when supporting documents are provided:
  - o 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)
  - o 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]
  - o Individuals that have corporate signing authority through a resolution of the corporation. (Resolution must be attached.)
  - o 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 authorization in the following circumstances:
  - o 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. (Affidavit must be from current year and must be attached.) [FORM "B" is an example of an acceptable Affidavit]
  - o Where the property manager can show a signed contract indicating that they have the authority to act on behalf of the property in relation to property assessment.

**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 searches cannot be older than 30 days.**

### GOVERNING LEGISLATION

The governing provincial legislation has recently changed. Effective January 1, 2018, Section 299 of the M.G.A. has been changed in a number of ways, including the addition of s. 299(3) which states:

*Where a complaint is filed under section 461 by the person assessed in respect of property, a municipality is not obligated to respond to a request by that person for information under this section in respect of an assessment of that property until the complaint has been heard and decided by an assessment review board.*

Accordingly, there is no obligation on a municipality to respond to a request for information made pursuant to Section 299 where an assessed person has filed a complaint about their own property. However, for the 2019 tax year, the City of Edmonton will respond to valid Section 299 requests notwithstanding that a complaint has been filed. Any fees associated with a Section 299 request will apply. For information regarding the governing legislation and changes, please visit the Alberta Government website at [www.mgareview.alberta.ca](http://www.mgareview.alberta.ca)

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 299.

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 )  
 PROVINCE OF \_\_\_\_\_ )  
 )  
 )  
 )

I, \_\_\_\_\_  
 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.