

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1334

**A Bylaw for Information, Services and Documents
Provided by the City's Assessment and Taxation Department**

(As Amended by Bylaw C-1334A)

THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

Definitions

1. In this bylaw:
 - 1.1 **“ACT”** means the Municipal Government Act of the Province of Alberta, as amended from time to time and any regulations enacted thereunder;
 - 1.2 **“Assessment and Taxation Department”** means a collective or individual groups that provide both assessment and taxation services for the City of Grande Prairie;
 - 1.3 **“Assessed Person”** has the same meaning in accordance with the Act;
 - 1.4 **“Assessed Property”** has the same meaning in accordance with the Act;
 - 1.5 **“Assessment Roll”** has the same meaning in accordance with the Act;
 - 1.6 **“City”** means the Municipal Corporation of the City of Grande Prairie;
 - 1.7 **“City Assessor”** means the assessor of the City of Grande Prairie;
 - 1.8 **“Person”** means any individual, partnership, association, corporation, trustee, executor, administrator, or legal representative;
 - 1.9 Any words not defined in this Bylaw will have the same meaning in accordance with the Act.

Fees

2. Fees, in accordance with [Bylaw C-1395, Schedule “A”](#) are charged for Assessment and Taxation services.
 - 2.1 Services provided by Taxation are as follows:
 - a) Providing a Tax Certificate to an Assessed Person(s) which is an official declaration of the taxes imposed for the current tax year for an individual property or business. This document states the current amount of taxes owing and the amount of taxes in arrears. New accounts charges are in accordance with [Bylaw C-1395, Schedule “A”](#);

- b) Providing a Tax Search information about a specific property, business or condominium as what is currently stated on the tax roll. This information includes; property address, legal description, current exemption, current assessment, current land use, mill rate class, current levy, and current balance information. Historic tax information costs are in accordance with [Bylaw C-1395, Schedule "A"](#);
- c) Providing Property Tax Information to Lending Institution(s) where information is required for lending institutions to allow them to pay their mortgagees' property tax account. This service includes processing tax payments and maintaining mortgage interest information. This information will only be provided when the mortgage interest is reflected within the City records at the time of the request; and
- d) Situations where a charge, in accordance with [Bylaw C-1395, Schedule "A"](#) is required as cost recovery for registration of Tax Recovery Notification against the certificate of title of a property.

2.2 Services provided by Assessment are as follows:

- a) The Assessment Roll may be reviewed only at City Hall and will not be reproduced;
- b) Providing a Current Assessment Detail Request when an Assessed Person requests specific information. The report provides the Assessed Person or authorized party the specific assessment information that was used to value the Assessed Property for the current year. This information does not constitute a response to Access to Assessment Records or Access to Summary of Assessment;
- c) Providing a legislated Access to Assessment Records request when there is an Assessed Person requesting the City Assessor provide the Assessed Person sufficient information to show how the City Assessor prepared the assessment of that Assessed Person's property. Photocopying charges are in accordance with [Bylaw C-1395, Schedule "A"](#); and
- d) Providing a legislated Access to Summary of Assessment request when there is an Assessed Person requesting the City Assessor provide the Assessed Person a summary of any assessment of any Assessed Person in the City without conflicting with the requested Assessed Person's right to confidentiality. Photocopying charges are in accordance with [Bylaw C-1395, Schedule "A"](#).

2.3 Other services provided by the Assessment and Taxation Department:

- a) Providing Copies of Notice when a reproduction of a Taxation or Assessment notice is requested by the Assessed Person(s); and
- b) Providing Other Assessment and/or Taxation Information in which services not previously identified provided that the information is not confidential. Photocopying charges are in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1334A - July 1, 2019)

No Fees Required

3. Situations where a fee is not required:

3.1 The City Assessor may enter into a contract with any Assessed Person(s) in accordance with Schedule “B” allowing that Assessed Person(s) access to information about properties provided by Access to Summary of Assessment. This contract exempts that Assessed Person(s) from the payment of fees in accordance with [Bylaw C-1395, Schedule “A”](#). The conditions of the contract are determined by the City Assessor.

(Bylaw C-1334A - July 1, 2019)

In Form Requested by the City

4. Access to Assessment Records, Access to Summary of Assessment, or Current Assessment Detail Reports must be in the manner required by the Assessment and Taxation Department.

Repeal

5. Bylaw C-953 and all amendments are hereby repealed.

Effective Date

6. This Bylaw shall take effect on the date it is passed.

READ a first time this 22 day of February , 2016.

READ a second time this 22 day of February , 2016.

READ a third time and finally passed this 22 day of February , 2016.

“B. Given” (signed)
Mayor

“K. Anderson” (signed)
Corporate Services Director

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Schedule "A"

**Deleted by
(Bylaw C-1334A - July 1, 2019)**

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Schedule "B"

- Grande Prairie Real Estate Board
- Grande Prairie School Board Listing
- Any firms contracted by the City Assessor to provide a third party opinion