

Per sections 321 and 491 of the *Municipal Government Act (Act)*, a municipality may make a complaint about the amount of an equalized assessment to the Municipal Government Board not later than 30 days from the date the Minister sends the municipality its annual report (described in section 320) of all the equalized assessments prepared.

## Part 1 – Contact Information – Please Print

### APPELLANT MUNICIPALITY

Name of Municipality		Telephone Number	
Designated Contact		Position (e.g. C.A.O.)	
Address (Street, PO Box, RR)	(Town/City/Village)	(Province)	(Postal Code)
E-mail Address		Fax Number	

### AGENT INFORMATION (if Appellant is Represented by a Lawyer/Agent)

Name of Firm			
Contact Name (Last)	(First)	Telephone Number	(daytime)
Address (Street, PO Box, RR)	(Suite, Apartment)	(Town/City/Village)	(Province) (Postal Code)
E-mail Address		Fax Number	

### MUNICIPALITY for Which Equalized Assessment is Under Appeal (if Different from Above)

Name of Municipality		Telephone Number	
Designated Contact		Position (e.g. C.A.O.)	
Address (Street, PO Box, RR)	(Town/City/Village)	(Province)	(Postal Code)
E-mail Address		Fax Number	

**Part 2 – Reason the Matter is Being Referred to the Board**

Please explain why you are appealing the equalized assessment. Why do you think it is incorrect (attach more pages as necessary).

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**Part 3 – Explanation of Issues to be Decided by the Board**

Please explain what issues the Board will need to address as a result of your appeal (attach more pages as necessary).

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**Please attach a copy of the notice sent to the municipality prior to the second reading.**

**Part 4 – Requested Assessment Amount**

Please explain in what respect the equalized assessment amount is incorrect and what the correct assessment should be.

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\_\_\_\_\_  
Signature of Appellant OR  
Person Authorized to Act on Behalf of Appellant

\_\_\_\_\_  
Date

*This information is being collected for the purposes of setting up appeal hearings in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. The contact information you provide may also be used to conduct follow-up surveys designed to measure satisfaction with the appeal process. Questions about the collection of this information can be directed to Alberta Municipal Affairs, Municipal Government Board, 1229 – 91 Street SW, Edmonton, Alberta T6X 1E9 780-427-4864. (Outside of Edmonton call 310-0000 to be connected toll free.)*