

2016 Assessment Year Request for Information Operators of Pipelines

Read Me First!

This package contains the forms and instructions you need to complete and submit your 2016 Assessment Year Request for Information (2016 AY RFI) Report to the Designated Linear Assessor (assessor). The 2016 AY RFI Report will be used to prepare the 2016 linear property assessment roll and assessment notices for all linear property in accordance with sections 292(1), 302(2) and 308(2) of the *Municipal Government Act* and sections 238(1), 250 and 256(2) of *The Lloydminster Charter*. The 2016 linear property assessment will be subject to property taxes in 2017.

Contents include:

- 2016 AY RFI:
 - 2016 AY RFI Reference Guide (PDF document – Adobe)
 - Pre-populated 2016 AY RFI Excel file
 - 2016 AY Request for Information Report Declaration Form (PDF format - Adobe)
- *2005 Construction Cost Reporting Guide*
- Interpretative Guide to the *2005 Construction Cost Reporting Guide*
- Allocation Area Information:
 - 2016 Allocation Area Guide (PDF format - Adobe)
 - 2016 Alberta Allocation Area Maps (PDF format - Adobe)
 - 2016 Alberta Allocation Area Boundaries file (MapInfo GIS format)
 - 2016 Alberta Allocation Area Boundaries file (ESRI GIS format)

What is the 2016 AY Request for Information Report Declaration Form?

This form is to ensure your contact information is up to date and the Request for Information Report has been filled out in compliance with legislation. This form must be completed, signed and returned with the 2016 AY RFI by Saturday, December 31, 2016.

Does my company have to file a 2016 AY RFI Report?

Yes. To be compliant every individual or corporation who receives a 2016 AY RFI package **must** complete and return their 2016 AY RFI Report (inventory file and requested documentation) to the assessor by December 31, 2016. This request is in accordance with sections 292(4), 294(1) and 295(1) of the *Municipal Government Act* or sections 238(4), 240(1) and 241(1) of *The Lloydminster Charter*.

My company has no changes to report on the 2016 AY RFI. Do I still need to file a 2016 AY RFI Report?

Yes to be compliant. If the pre-populated information is correct and you have no additions, deletions or changes, then submit the Excel file as your 2016 AY RFI Report to the assessor by December 31, 2016. Instructions can be found within the 2016 AY RFI PDF under “Filing your 2016 AY RFI Report”.



What if my company has changes to the 2016 AY RFI?

If the pre-populated information is incorrect or otherwise deficient or inaccurate, please follow the instructions laid out in the 2016 AY RFI PDF document.

What are the consequences of not filing a 2016 AY RFI Report by December 31, 2016?

In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the company does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.

The company may also lose the right to appeal to the Municipal Government Board in accordance with section 295(4) of the *Municipal Government Act* or section 241(4) of *The Lloydminster Charter*.

The assessor may apply to the courts to obtain the required information under section 296(1) of the *Municipal Government Act* or section 242(1) of *The Lloydminster Charter*.

What happens after I file my 2016 AY RFI Report?

The assessor will review your submission and may ask for additional information to clarify or support your 2016 AY RFI Report. This information will be used to prepare your 2016 linear property assessment for property taxation in 2017.

In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.

Questions/Concerns

Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000. For direct support please contact one of the following:

- a. Shanna McConnell at Shanna.McConnell@gov.ab.ca or 780-427-3969
- b. Janet Hayes at Janet.Hayes@gov.ab.ca or 403-754-6298
- c. Mike Minard at Michael.Minard@gov.ab.ca or 780-643-6381
- d. Gail Reykdal at Gail.Reykdal@gov.ab.ca or 780-422-8302

E-mail general inquiries to ma.alpasmail@gov.ab.ca

NOTE: Our office will be closed between Monday December 26, 2016 and Monday January 2, 2017. We will be available Tuesday January 3, 2017.