

October 21, 2016

Attention: Linear Property Operator

Dear Sir/Madam:

**Re: 2016 Assessment Year Request for Information**

Operators of linear property in the Province of Alberta, including the Saskatchewan portion of the City of Lloydminster, must provide the Designated Linear Assessor with information about their inventory as of October 31, 2016.

Enclosed in this package is a USB containing your 2016 Assessment Year Request for Information (2016 AY RFI). It includes a Microsoft Excel file of your known linear inventory and all necessary instructions and documentation to assist you in completing the 2016 AY RFI Report. To assist you in completing the 2016 AY RFI Report, contact numbers for each of the linear property types have been included.

Your 2016 AY RFI Report must be submitted no later than December 31, 2016. All reports will be managed in accordance with the *Municipal Government Act (MGA)*<sup>1</sup> and the *Freedom of Information and Protection of Privacy Act*. If the 2016 AY RFI Report is not provided by this date:

- The Designated Linear Assessor will prepare your linear property assessment using the best information available in accordance with section 292(5) of the *MGA* and section 238(5) of *The Lloydminster Charter*<sup>2</sup>.
- No complaint can be made regarding the assessment if the requested information is not provided within 60 days from the date of this request in accordance with section 295(4) of the *MGA* and section 241(4) of *The Lloydminster Charter*.
- The Designated Linear Assessor may apply to the courts to obtain the required information in accordance with section 296(1) of the *MGA* and section 242(1) of *The Lloydminster Charter*.

Your 2016 AY RFI is requested in accordance with sections 292, 294 and 295 of the *MGA* and sections 238, 240 and 241 of *The Lloydminster Charter*. The 2016 AY RFI Reports will be used to prepare the 2017 linear property assessment roll and notices for the 2017 tax year in accordance with sections 292(1), 302(2) and 308(2) of the *MGA* and sections 238(1), 250 and 256(2) of *The Lloydminster Charter*.

**NOTE: Our offices will be closed from Monday December 26, 2016 to Monday January 2, 2017. We will be available on Tuesday January 3, 2017.**

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<sup>1</sup> The *MGA* is available from the ministry's website: [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca), select Municipalities & Communities/Property Assessment and Taxation/Legislation.

<sup>2</sup> The *Lloydminster Charter* is available from the Queen's Printer website: [www.qp.alberta.ca](http://www.qp.alberta.ca), select Laws Online/Catalogue

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If your company filed a Letter of Authorization with the Linear Property Assessment Unit for the 2016 assessment year (2017 tax year), a copy of your 2016 AY RFI package has also been sent to your authorized tax representative.

Thank you for your continued cooperation in Alberta's property assessment process.

Yours truly,

**Original signed by Steve White**

Steve White  
Executive Director, Assessment Services Branch  
Designated Linear Assessor

Attachment