

September 27, 2018

Attention: Linear Property Operator

Dear Sir/Madam:

Re: 2018 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 Provincial Assessor with information about their inventory as of October 31, 2018.

Enclosed in this package is a USB containing your 2018 Assessment Year Request for Information (2018 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 2018 AY RFI Report. To assist you in completing the 2018 AY RFI Report, contact numbers are included in this package.

Your 2018 AY RFI Report must be submitted no later than December 04, 2018. All reports will be managed in accordance with the *Municipal Government Act (MGA)*¹ and the *Freedom of Information and Protection of Privacy Act*. If the 2018 AY RFI Report is not provided by this date:

- the assessor must prepare the assessment using “any other source of information that the provincial assessor considers relevant, as at October 31 of the year prior to the year in which the tax is imposed under Part 10 in respect of the designated industrial property” (*Municipal Government Act* section 292(2.1)(b)).

or

- In accordance to section 238(5) of *The Lloydminster Charter*², if the company does not provide the requested information, the assessor must prepare the assessment using whatever information is 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*.

Additionally, 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*.

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¹ The *MGA* is available from the ministry's website: www.municipalaffairs.alberta.ca, select Municipalities & Communities/Property Assessment and Taxation/Legislation.

² The *Lloydminster Charter* is available from the Queen's Printer website: www.qp.alberta.ca, select Laws Online/Catalogue.

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Your 2018 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 2018 AY RFI Reports will be used to prepare the 2018 assessment year linear property assessment roll and notices for the 2019 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*.

If your company filed a Letter of Authorization with the Centralized Industrial Property Assessment Unit for the 2018 assessment year (2019 tax year), a copy of your 2018 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 Sheila YOUNG
for*

Steve White
Provincial Assessor
Assessment Services Branch

Attachment