

## 2018 Assessment Year Request For Information Operators of Pipelines

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### Read Me First!

This package contains the forms and instructions you need to complete and submit your 2018 Assessment Year Request for Information (2018 AY RFI) Report to the Provincial Assessor (assessor). The 2018 AY RFI Report will be used to prepare the 2018 linear property assessment roll and assessment notices for all linear property in accordance with sections 292, 302(2) and 308(2) of the *Municipal Government Act* and sections 238, 250 and 256(2) of *The Lloydminster Charter*. The 2018 linear property assessment will be subject to property taxes in 2019.

Contents include:

- 2018 AY RFI:
  - 2018 AY RFI Reference Guide (PDF document – Adobe)
  - Pre-populated 2018 AY RFI Excel file
  - 2018 AY Request for Information Report Declaration Form (PDF format - Adobe)
- Allocation Area Information:
  - 2018 Allocation Area Guide (PDF format - Adobe)
  - 2018 Alberta Allocation Area Maps (PDF format - Adobe)
  - 2018 Alberta Allocation Area Boundaries file (MapInfo GIS format)
  - 2018 Alberta Allocation Area Boundaries file (ESRI GIS format)

#### What is the 2018 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 the 2018 AY RFI. This form must be completed, signed and returned with the 2018 AY RFI by December 27, 2018.

#### Does my company have to file a 2018 AY RFI Report?

Yes. To be compliant every individual or corporation who receives a 2018 AY RFI package **must** complete and return their 2018 AY RFI Report (inventory file and requested documentation) to the assessor by December 27, 2018. This request is in accordance with sections 294(1) and 295(1) of the *Municipal Government Act* or sections 240(1) and 241(1) of *The Lloydminster Charter*.

#### My company has no changes to report on the 2018 AY RFI. Do I still need to file a 2018 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 2018 AY RFI Report to the assessor by December 27, 2018. Instructions can be found within the 2018 AY RFI PDF under “Filing Your 2018 AY RFI Report”.

#### What if my company has changes to the 2018 AY RFI?

If the pre-populated information is incorrect or otherwise deficient or inaccurate, please follow the instructions laid out in the 2018 AY RFI PDF document.



## 2018 AY RFI

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### **What are the consequences of not filing a 2018 AY RFI Report by December 27, 2018?**

You will not be compliant if your 2018 AY RFI Report is not received by December 27, 2018.

If the operator does not provide the requested information 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*, 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 operator may 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 court 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 2018 AY RFI Report?**

The assessor will review your submission and may ask for additional information to clarify or support your 2018 AY RFI Report. This information will be used to prepare your 2018 linear property assessment for property taxation in 2019.

### **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. Tracy Prusak at [Tracy.Prusak@gov.ab.ca](mailto:Tracy.Prusak@gov.ab.ca) or 780-415-9001
- b. Gail Reykdal at [Gail.Reykdal@gov.ab.ca](mailto:Gail.Reykdal@gov.ab.ca) or 780-422-8302
- c. Janet Hayes at [Janet.Hayes@gov.ab.ca](mailto:Janet.Hayes@gov.ab.ca) or 403-754-6298
- d. Westin Bennet at [Westin.Bennet@gov.ab.ca](mailto:Westin.Bennet@gov.ab.ca) or 825-468-4138

E-mail general inquiries to [ma.alpasmail@gov.ab.ca](mailto:ma.alpasmail@gov.ab.ca)

**NOTE: Our offices will be closed from Monday December 24, 2018 to Tuesday January 1, 2019. We will be available on Wednesday January 2, 2019.**