

January 30, 2017

Attention: Municipal Administrator

Dear Sir/Madam:

Re: Annual Linear Property Assessment for 2017 Tax Year and Growth, Inflation, and Policy Change Report

I am pleased to provide your municipality's annual linear property assessment information for the 2016 tax year. This information is based on specifications and characteristics of the linear property located in your municipality as of October 31, 2016. The assessment has been prepared in accordance with the *Municipal Government Act*¹.

The enclosed USB contains the following:

In the folder "2016 Linear Property Assessment":

- Linear property assessment notices (PDF format):
 - Assessment notice summary, and
 - Assessment notice details;
- Assessment inventory details (CSV format);
- Assessment summary (CSV format).

In the folder "Information Package":

- Copy of this letter;
- Letter on stakeholder meetings with our advisors;
- Three information documents (PDF format):
 - "Understanding Your Linear Property Assessment Notice",
 - "Understanding Your Electronic Assessment Inventory Details", and
 - "Working With Your Electronic Assessment Summary";
- Information sheet on filing a linear property assessment complaint.

In the folder "GIP Report":

- Growth, Inflation, and Policy Change Report.

The **assessment summary** file is a spreadsheet containing linear property type assessment totals by company. The **assessment inventory details** file is a spreadsheet containing the assessable linear property inventory and individual property characteristics and specifications by property type. You can sort and format this data to meet your individual requirements.

¹ You can obtain a copy of the *MGA* at the website www.municipalaffairs.alberta.ca, then by selecting Municipalities & Communities/Property Assessment and Taxation/Legislation.

Please see the document “Working with Your Electronic Assessment Summary” for instructions on how to convert data from CSV format to the Excel format.

The assessment complaint system is legislated². A complaint must be filed in accordance with section 18 of the *Matters Relating to Assessment Complaints Regulation* which states:

- 18(1) If a complaint is to be heard by the Municipal Government Board, the complainant must
 - (a) complete and file with the administrator a complaint containing the information set out in section 19, and
 - (b) pay the appropriate complaint fee set out in Schedule 2 at the time the complaint is filed.
- (2) If a complainant does not comply with subsection (1),
 - (a) the complaint is invalid, and
 - (b) the Municipal Government Board must dismiss the complaint.

The date for a person to make a complaint is 60 days after the date the assessment notice is sent. A complaint about linear property assessments must be filed by **Friday, March 31, 2017** with the Administrator of the Municipal Government Board at:

Administrator
Municipal Government Board
2nd Floor-1229 91 Street SW
Edmonton AB T5J 4L4

If you require more information about filing a complaint, please contact the Municipal Government Board directly at 780-427-4864 or at mgbmail@gov.ab.ca.

If you discover any discrepancies in your municipality’s linear property assessment information, I encourage you to discuss your concerns with the linear property assessment staff prior to filing a complaint with the Municipal Government Board. Many issues can be resolved without filing a formal complaint.

This package also contains the **Growth, Inflation, and Policy Change Report** for your municipality and the corresponding provincial linear property assessments for the 2017 tax year.

This report compares the closing totals of your municipality’s 2016 tax year linear property assessment to your opening totals of the 2017 tax year for:

- Growth – linear properties added for the 2017 tax year;
- Inflation – changes between the 2016 and 2017 tax years due to inflation and age;

² Legislation contained in the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation* can be accessed at the website www.municipalaffairs.alberta.ca, then by selecting Municipalities & Communities/Property Assessment and Taxation/Legislation.

and

- Policy Change – would capture the policy changes contained in the Alberta Linear Property Assessment Minister’s Guidelines, however, there are no policy changes this year.

If you wish to speak to someone about the information enclosed with this letter, have problems accessing the information or require paper copies of the information, you can contact the appropriate person on the attached contact list. You can also submit an electronic enquiry to ma.alpasmail@gov.ab.ca.

I hope this material is helpful in understanding your annual linear property assessment information.

Yours truly,

Original signed by Steve White

Steve White
Designated Linear Assessor
Assessment Services Branch

Enclosures

Contact List – Linear Property Assessment Unit

Type of Inquiry	Type of Linear Property	Contact Person	Contact Information
General Inquiries	Wells/Pipelines	Gail Reykdal	Gail.Reykdal@gov.ab.ca 780-422-8302
	Utilities	Maureen Maddock	Maureen.Maddock@gov.ab.ca 780-644-7824
Specific Inquiries	Wells/Pipelines	Janet Hayes	Janet.Hayes@gov.ab.ca 403-754-6298
		Shanna McConnell	Shanna.McConnell@gov.ab.ca 780-427-3969
		Michael Minard	Michael.Minard@gov.ab.ca 780-643-6381
	Cable Distribution and Telecommunication Carriers (Utilities)	Brenda Therrien	Brenda.Therrien@gov.ab.ca 780-422-8357
		David Imrie	David.Imrie@gov.ab.ca 780-427-1688
	Electric Power Transmission and Distribution (Utilities)	David Imrie	David.Imrie@gov.ab.ca 780-427-1688
Brenda Therrien		Brenda.Therrien@gov.ab.ca 780-422-8357	
Electric Power Generation (Utilities)	Aaron Slotsve	Aaron.Slotsve@gov.ab.ca 780-644-7507	
	Michael Georgeson	Michael.Georgeson@gov.ab.ca 403-754-6203	
	Brenda Therrien	Brenda.Therrien@gov.ab.ca 780-422-8357	
Other Inquiries	Manager, Utilities Operations	David Imrie	David.Imrie@gov.ab.ca 780-427-1688
	Operations Manager, Wells and Pipelines	Michael Tautchin	Michael.Tautchin@gov.ab.ca 780-644-8933
	Director, Linear Property Assessment Unit	Christine Risling	Chris.Risling@gov.ab.ca 780-422-8414

Note: Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000 and, after the prompt, entering the 10-digit telephone number.