

January 31, 2018

Attention: Municipal Administrator

Dear Sir/Madam:

**Re: Annual Linear Property Assessment for 2018 Tax Year and Growth, Inflation, and Policy Change Report**

I am pleased to provide your municipality's annual linear property assessment information for the 2018 tax year. This information is based on specifications and characteristics of the linear property located in your municipality as of October 31, 2017. The assessment has been prepared in accordance with the *Municipal Government Act*<sup>1</sup>.

The enclosed USB contains the following:

In the folder "2017 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.

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

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<sup>1</sup> The *Municipal Government Act* is available from [www.municipalaffairs.alberta.ca/mc\\_property\\_assessment\\_and\\_taxation\\_legislation](http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation)

The assessment complaint system is legislated<sup>2</sup>. A complaint must be filed in accordance with section 21 of the *Matters Relating to Assessment Complaints Regulation* which states:

- 21(1) If a complaint is to be heard by the Municipal Government Board, the complainant must
  - (a) complete and file with the chair a complaint containing the information set out in section 22, and
  - (b) pay the appropriate complaint fee set out in Schedule 2 at the time the complaint is filed.
- (2) If a complaint 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 notice of assessment date. A complaint about linear property assessments must be filed by **Monday, April 9, 2018** with the Chair of the Municipal Government Board at:

Chair  
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](mailto: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 2018 tax year.

This report compares the closing totals of your municipality's 2017 tax year linear property assessment to your opening totals of the 2018 tax year for:

- Growth – linear properties added for the 2018 tax year;
- Inflation – changes between the 2017 and 2018 tax years due to inflation and age; and
- Policy Change – would capture the policy changes contained in the Alberta Linear Property Assessment Minister's Guidelines.

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<sup>2</sup> 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/mc\\_property\\_assessment\\_and\\_taxation\\_legislation](http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation).

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](mailto: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  
Provincial 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	<a href="mailto:Gail.Reykdal@gov.ab.ca">Gail.Reykdal@gov.ab.ca</a> 780-422-8302
	Utilities	Maureen Maddock	<a href="mailto:Maureen.Maddock@gov.ab.ca">Maureen.Maddock@gov.ab.ca</a> 780-644-7824
Specific Inquiries	Wells/Pipelines	Janet Hayes	<a href="mailto:Janet.Hayes@gov.ab.ca">Janet.Hayes@gov.ab.ca</a> 403-754-6298
		Shanna McConnell	<a href="mailto:Shanna.McConnell@gov.ab.ca">Shanna.McConnell@gov.ab.ca</a> 780-427-3969
		Michael Minard	<a href="mailto:Michael.Minard@gov.ab.ca">Michael.Minard@gov.ab.ca</a> 780-643-6381
	Cable Distribution and Telecommunication Carriers (Utilities)	Brenda Therrien	<a href="mailto:Brenda.Therrien@gov.ab.ca">Brenda.Therrien@gov.ab.ca</a> 780-422-8357
		David Imrie	<a href="mailto:David.Imrie@gov.ab.ca">David.Imrie@gov.ab.ca</a> 780-427-1688
Electric Power Transmission and Distribution (Utilities)	David Imrie	<a href="mailto:David.Imrie@gov.ab.ca">David.Imrie@gov.ab.ca</a> 780-427-1688	
	Brenda Therrien	<a href="mailto:Brenda.Therrien@gov.ab.ca">Brenda.Therrien@gov.ab.ca</a> 780-422-8357	
Electric Power Generation (Utilities)	Aaron Slotsve	<a href="mailto:Aaron.Slotsve@gov.ab.ca">Aaron.Slotsve@gov.ab.ca</a> 780-644-7507	
	Michael Georgeson	<a href="mailto:Michael.Georgeson@gov.ab.ca">Michael.Georgeson@gov.ab.ca</a> 403-754-6203	
	Brenda Therrien	<a href="mailto:Brenda.Therrien@gov.ab.ca">Brenda.Therrien@gov.ab.ca</a> 780-422-8357	
Other Inquiries	Director, Linear Property Assessment Unit	David Imrie	<a href="mailto:David.Imrie@gov.ab.ca">David.Imrie@gov.ab.ca</a> 780-427-1688

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.