

**2016 Assessment Year Request for Information
Operators of Pipelines
(Gas Distribution)**

Read Me First!

This package contains the forms and instructions you need to complete and submit your 2016 Assessment Year Request for Information (2016 AY RFI) Report to the Designated Linear Assessor (assessor). The 2016 AY RFI Report will be used to prepare the 2016 linear property assessment roll and assessment notices for all linear property in accordance with sections 292(1), 302(2) and 308(2) of the *Municipal Government Act* and sections 238(1), 250 and 256(2) of *The Lloydminster Charter*. The 2016 linear property assessment will be subject to property taxes in 2017.

Contents include:

- Linear Property No Change Declaration (pdf).
- 2016 AY RFI:
 - Inventory file (Microsoft Excel) with four sheets:
 - Sheet 1 – Operator information.
 - Sheet 2 - List of your Alberta Energy Regulator (AER) and self-reported **assessable** pipeline inventory that was assessed in 2016 (for taxation in 2017). The AER information has been updated to reflect the latest information.
 - Sheet 3 - List of your AER and self-reported **non-assessable** pipeline inventory that was **not** assessed in 2016 (for taxation in 2017). **All new AER pipelines licensed to your company have been classified as non-assessable. Please review these pipelines and report any changes.**
 - Sheet 4 - List of your self-reported meter sets and service lines.

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. Janet Hayes at Janet.Hayes@gov.ab.ca or 403-754-6298
- b. Shanna McConnell at Shanna.McConnell@gov.ab.ca or 780-427-3969
- c. Mike Minard at Michael.Minard@gov.ab.ca or 780-643-6381
- d. Gail Reykdal at Gail.Reykdal@gov.ab.ca or 780-422-8302

E-mail general inquiries to ma.alpasmail@gov.ab.ca

NOTE: Our office will be closed between Monday December 26, 2016 and Monday January 2, 2017. We will be available Tuesday January 3, 2017.



What do you include with your 2016 AY RFI Report and what records do you keep?

Unless specifically requested in this 2016 AY RFI, documentation to support reported inventory details do not have to be filed with the 2016 AY RFI Report. The operator should retain these supporting documents until at least December 31, 2019 in case the assessor requests them for verification of the 2016 AY RFI Report.

Step 1

Did your Alberta linear property or address change in any way between November 1, 2015 and October 31, 2016?

1. If the answer is yes, go to step 2.
2. If the answer is no, complete the enclosed Linear Property No Change Declaration and Sheet 1 (Operator Information - See Table 1 for assistance). This is your 2016 AY RFI Report. Go to step 3.

Step 2

1. Update Sheet 1 with operator information. See Table 1 for assistance.
2. Update enclosed list(s) (Sheet 2-4) of the characteristics and specifications of your Province of Alberta and the City of Lloydminster, Saskatchewan linear property as of October 31, 2016. This is your 2016 AY RFI Report. Go to step 3.

Step 3

Submit your 2016 AY RFI Report to the assessor no later than December 31, 2016.

2016 AY RFI Reports may be e-mailed to:

ma.alpasmail@gov.ab.ca

2016 AY RFI Reports may be mailed, couriered or hand delivered to:

Designated Linear Assessor
Assessment Services Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 102 St NW
Edmonton AB T5J 4L4
Canada

Instructions for Reporting Operator Details on Sheet 1 (Oper)

Sheet 1 (Oper) captures information about the operator and the Canada Post mailing address for the assessment notice.

Sheet 1 (Oper) has been pre-populated with the best information known to the assessor. However, all operators of pipelines as of October 31, 2016 **must** update the information that appears in Sheet 1 of the enclosed inventory file using the instructions in Table 1.

Table 1 – Operator Identification

Row	Label	Reporting Instructions
Note: The information in rows 1 and 2 are for the assessor's use only and do not need to be reviewed or updated by the operator.		
Operator (row 3)		
3	AsseName	Enter the full legal name of the operator (individual or corporation). If the operator is a corporation, enter the name as recorded on the incorporation documents.
Person accountable for the 2016 AY RFI (rows 4 and 5)		
4	RfiActName	Enter the name of the individual in the operator's organization who is accountable for the completeness and correctness of the information submitted to the assessor. This individual must be an officer or executive of the organization.
5	RfiActTitle	Enter the title of the accountable person.
Contact person for the 2016 AY RFI (rows 6 and 7)		
6	RfiContactName	Enter the full name of the individual who will act as the first point of contact if the assessor has questions about the 2016 AY RFI Report.
7	RfiContactTel	Enter the daytime business telephone number (including area code and country code if applicable) for the contact person.
Assessment notice mailing address (rows 8 through 15). The address must be inside the operator's organization and must follow Canada Post address standards per www.canadapost.ca/tools/pg/manual/PGaddress-e.asp		
8	Addr1	Enter the first line of the mailing address.
9	Addr2	Enter the second line of the mailing address.
10	Addr3	Enter the third line of the mailing address.
11	Addr4	Enter the fourth line of the mailing address.
12	Muni	Enter the Canada Post municipality.
13	PrSt	Enter the two-character Canada Post code for the province or state.
14	PcZip	Enter the postal code/zip code (5 or 5+4 format).
15	Cntry	Enter the full name of the country. Enter USA for the United States.