

Standardized Request for Information from Provincial Assessor - Frequently Asked Questions - Contact Municipal Affairs Project Director Chris Risling - chris.risling@gov.ab.ca

Acronyms: PA =Provincial assessor (PA); DIP properties = designated industrial properties; RFI = request for information; RR = Railway properties; CAO = Chief Administrative Officer

Question Number	Question	Answer
1	The email for Dave Imrie at Dave.Imrie@gov.ca.ab keeps bouncing back to me	The email for Dave Imrie is incorrect in the instructions it should be david.imrie@gov.ab.ca
2	I can't open the RFI document	The RFI document is in word; the letter is a pdf. You should be able to open the word document and insert the municipal logo and make the appropriate changes in dates, contact information, etc. If you can please email Chris at Chris.Risling@gov.ab.ca
3	Are we also required to send these letters to all Linear Property owners i.e. TELUS, Rogers, Shaw, Bell, Fortis, AltaLink, Atco, etc.?	No please just send it to the property owners for which you are responsible to prepare the assessment in 2017 on – please use your discretion as you know your account base better than anyone.
4	Are we required to send this RFI to the Railway companies?	The municipal assessor is still responsible to prepare the assessment in 2017 on these properties and the PA knows the RR companies always send in a report for the tonnage etc. that is used by the assessor to prepare the assessments. The valuation standard and definition of RR hasn't changed for the 2017; it is the PAs wish that the municipal assessor sends this RFI out to the RR companies as it will be considered linear property for valuation in 2018. The PA would like the RR companies to see the type of RFI document that the Linear Unit will use to request information. (This standardized Rafi is similar to the Linear Unit's RFI form and format).
5	Will we be provided the list of facilities within our municipality which are now identified as Major Plants (now DIP) prior to this Friday so that we will be able to comply with the July 7th deadline?	Unfortunately the department has not received permission to share the list of facilities (major plants) with the assessors. As mentioned in the instructions, the CAOs will receive a letter the week of July 4 requesting an electronic copy of the 2016 assessment roll (2017 tax year). The PA will identify the DI properties and let the municipalities know. We will also need the assistance of the municipal assessor as they are the most familiar with the municipal inventory.
6	Or should we just send this RFI out to all the companies that we normally send out our RFI's to?	The PA leaves it to the discretion of the municipal assessor this year to determine who should receive this RFI; however we would hope that every appointed assessor would send this RFI to all oil and gas company as well as any large plant and or facility. We know the appointed assessor hasn't got the definition for DI properties yet, but if the property is large and unique please send an RFI to the property owner.
7	Are we to assume that we are to have our whole assessment including residential, farmland, non-residential submitted to the PA by January 22, 2018?	NO - The expectation is that the municipality will provide a copy of the 2017 assessment roll with the DI properties assessment for taxation in 2018 to the PA by January 22, 2018. There is no requirement from the PA for the municipality to have the assessments prepared for the other property types completed at the same time. The municipality will be responsible only to prepare the assessment notices and rolls for the properties OTHER THAN DI properties. The PA is working to provide the DI property assessment notices to the tax payer and copies to the municipalities and rolls to municipalities by February 28, 2018.
8	Also, your letter stated that there were letters sent to our CAO's recently and yet our CAO has not received anything as of yet. Are we to assume that these letters are on their way?	The letters to the CAOs that were referred to in the instructions on the RFI should be delivered during the week of July 4, 2017.
9	Is the July to September 60 day period a 'suggestion' or mandated? Say for example, could it be an August – October timeframe....as long as you receive an Assessment Roll by January 22, 2018?	As the municipal assessor is responsible for the preparation of the assessment on all properties this year the dates of sending the RFI out in July to receive a September response is only a suggestion. We leave it to the discretion of the assessor to decide when to send the request; however the municipalities MUST provide the PA with the 2018 tax year assessment on identified properties no later than January 22, 2018.