

February 28, 2018

Attention: Municipal Administrator

Dear Sir/Madam:

Re: Annual Designated Industrial Property Assessment for 2018 Tax Year

Under the Municipal Government Act (MGA), as of January 1, 2018, designated industrial property assessment is the responsibility of the provincial assessor.

I am pleased to provide your municipality's annual designated industrial property (excluding linear property) assessment roll and notices for the 2018 tax year.

The information is based on the designated industrial property (excluding linear property) in your municipality as of December 31, 2017. The assessment has been prepared in accordance with the *Municipal Government Act*¹.

The enclosed USB contains the following:

In the folder "Information Package":

- Copy of this letter
- Understanding Your Designated Industrial Property Assessment Roll
- Understanding Your Designated Industrial Property Assessment Notice
- Information sheet on filing a designated industrial property assessment complaint
- ASB – Municipality contact information.

In the folder "2018 DI Property Notices":

- Designated industrial property assessment notices.

In the folder "2018 DI Property Roll":

- Designated industrial property assessment roll report.

The assessment complaint system is legislated². 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

¹ Click to access the [Municipal Government Act](#) online.

² Click to access [Matters Relating to Assessment Complaints Regulation](#) online.

(b) the Municipal Government Board must dismiss the complaint.

The final date for a person to make a complaint is 60 days after the notice of assessment date. A complaint about designated industrial property assessments must be filed by **Monday May 7, 2018** with the Chair of the Municipal Government Board at:

Chair
Municipal Government Board
2nd Floor-1229 91 Street SW
Edmonton AB T6X 1E9

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 designated industrial property assessment information, If you have any concerns or questions, please contact the Provincial Assessor prior to filing a complaint with the Municipal Government Board. Many questions can be resolved without filing a formal complaint.

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 ASB contact list. You can also submit an electronic enquiry to MA.asbcia.asmt@gov.ab.ca.

I hope this material is helpful in understanding your annual designated industrial property assessment roll and notices information.

Yours truly,

Original signed by Steve White

Steve White
Provincial Assessor
Assessment Services Branch