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## Centralized Industrial Property Assessment Newsletter

December 2018

*Thanks for sticking with us all year long! For our final newsletter of 2018, we'd like to share a few housekeeping items as well as a reflection on where the year has brought us so far.*

### ***Diving into Definition: Are all Disposition types regulated by AER and AEP automatically DIP?***

In Alberta there are a number of land disposition types regulated by Alberta Environment and Parks (AEP) and the Alberta Energy Regulator (AER). If the

dispositions are vacant it does not meet the definition of a designated industrial property according to section 284(1)(f.01) of the Municipal Government Act. However, it does become a DI property once the disposition is improved with a facility regulated by AER, the Alberta Utilities Commission (AUC), or the National Energy Board (NEB). Alternatively, if the facility is added to the major plants list, it will also be considered DI property.

Conversely, if a previously improved DI property was shut down and improvements were removed, it is no longer a facility and staff at the Provincial Assessor's office would remove that roll from the industrial property inventory, as well as notify the local Municipal Assessor in case that land needs to be added back to the municipal assessment inventory.

## **Important deadlines coming up**

- For RFI complaints, please ensure that any delays in Canada Post postal service disruptions are taken into account. We expect linear A3 complaints to be submitted by December 17<sup>th</sup>, 2018, and non-Linear A4 complaints to be in by January 7<sup>th</sup>, 2019.
- We are expecting 2018 AY RFI replies for pipelines, Saskwell, and GDP by December 27<sup>th</sup>, 2018 and 2018 AY RFI replies for railway by January 2<sup>nd</sup>, 2019. We note that some offices may be closed during this time and ask that office closures be taken into account.
- Delegated assessors must submit data to the GoA version of CAMA lot **by January 28<sup>th</sup>, 2018** at the latest. This will help ensure that we meet the February 28<sup>th</sup> deadline to mail out industrial property assessment notices and rolls.

## **Year in Review**

There has been some extraordinary work completed this year that had only seemed like vague plans back in January. Here's what's in our rear view mirror:

- Along with the **DI property assessment notices** being mailed on February 28<sup>th</sup>, our offices were busy finalizing contracts with municipalities to enter into a **hybrid delivery model** as we transitioned the workload. These contracts would ensure that local assessors, acting on behalf of the Provincial Assessor, could work closely with our team and with our resources to bring DI property assessments to a similar standard across the province.
- Part of the work to standardize DI property assessments across the province involved evaluating existing processes, systems, and data. We wanted to ensure that we were bringing in best practices as well as fully understanding the context, and thus had to **investigate** the wide range of practices currently in place.
- In March, we met with our delegated assessors at an **orientation** session. Given the sheer amount of change that had happened, was happening, and was coming, the session helped answer questions and provide context to those who would be most in the thick of change. We then brought the team back together again in September to learn and provide feedback on new processes and how they impact our work.
- Over the summer, a number of municipalities requested **presentations to council** to help them understand the impacts locally. Our staff members travelled all over Alberta to deliver project updates and answer questions. If your municipality is interested in such a presentation, let us know! We're happy to schedule a time to visit your council.
- All this change comes with updates to our internal supports. Our offices hired a number of **new staff** from across the province who are now fully up to speed and making great contributions to the team.
- Another change in internal supports involved **signing a contract for a short-term IT solution**. The implementation of this contract has helped tear down roadblocks in the consolidation and investigation of data.
- For municipal administrators, there were a number of changes to work through in **municipal bylaws** and in calculating and paying the new DI property requisition. Understandably, this can still be confusing, and we

will provide further support to municipalities in adjusting to the new details.

- Just because we were working on CIPA does not mean our regular workload was put on pause! Throughout the year, we continued to produce linear assessment notices, rolls, amendments, and spent time **defending both our linear and industrial property assessments.**

## **What's next? Well, in 2019 we will:**

- Prepare a linear and industrial property assessment notice and roll, and amendments as required;
- Prepare an RFI to assist property owners in providing information;
- Select a contract to serve our long-term IT requirements;
- Integrate a number of hybrid municipalities into our system and workload;
- Improve on the changes and issues brought up to us;
- Improve on the processes that guide our assessments;
- Continue to hire and support talented staff across Alberta;
- Continue to provide support to stakeholders in managing this transition period; and
- Continue to produce fair and equitable assessments.

## **And finally...**

Implementation is a long and daunting journey but we'd like to share some of what we think has been helping us along the way:

- When we decided to go forward with the transitional hybrid delivery model to phase in this huge undertaking, we knew there would be challenges, but we managed to overcome them and make tremendous progress. This is all due to the immense collaborative efforts of our delegated assessors and advisors. Thank you for your tireless efforts to demand and produce a higher quality of work.

- We would also like to acknowledge and thank everyone who participated in our various advisory committees. These individuals came to the table and shared their wealth of knowledge with our team to help us chart a course through foggy waters. We hope to continue to tap into your experience in the coming months, as our work continues.
- Our project would not have come to where it is now without the vision and guidance of the Provincial Assessor and members of the Assessment Services Branch. Thank you to our project directors and managers, and a special thank you to our Assessment Property Tax Policy and Assessment Audit units for putting up with us and our frenetic work style.

Change isn't easy, but we're lucky to have passionate people both inside and outside our offices working on making sure it's done right.

**CIPA Website**

**Questions? Our mailing address is:**  
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This email is intended to serve as communication from the Centralized Industrial Property Assessment Project to all affected municipal administrators, assessors, property owners, and other interested parties.

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