



January 27, 2025

OWNER  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3

**Subject: Your property information is required - please submit by March 3, 2025**

Dear Property Owner:

To establish accurate assessments, the Municipal Property Assessment Corporation (MPAC) requires specific information regarding your company's pipeline.

MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations set by the Government of Ontario. The *Assessment Act* provides MPAC with the authority to collect this information, as well as the requirement for compliance by property owners.

Under the *Assessment Act*, pipeline companies are required to submit a report to MPAC, by March 1, detailing all of the company's pipelines. MPAC also requests additional information to ensure an accurate assessment of your pipeline holdings.

Please provide the following information by mail using the business return envelope or via email to [john.mcewen@mpac.ca](mailto:john.mcewen@mpac.ca) by **March 3, 2025**:

- The age, length and diameter of each pipe within each municipality or non-municipal territory, as of January 1, 2025.
- Character of construction for each pipe (i.e., steel, plastic).
- Number of customer connections, if applicable.

**Section 11 of the *Assessment Act* authorizes MPAC to collect information for property assessment purposes. Section 13 of the Act provides penalties for failing to provide requested information and for providing false information.**

**If the information requested is not provided in full, MPAC may be required to estimate your property details when completing the assessment. In addition, if you choose to appeal your assessment to the Assessment Review Board, the burden of proof will shift from MPAC to you.**

### MPAC's Obligation to Protect Your Information

MPAC is committed to protecting your information. We are prohibited from the unauthorized disclosure of your information under the *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC will collect and use information that is necessary to deliver legally authorized programs and services. On occasion, MPAC may use your information to obtain feedback, conduct surveys and enhance program delivery.

Municipal Property Assessment Corporation  
1340 Pickering Parkway, Suite 101, Pickering, Ontario L1V 0C4

If you have any questions, please contact John McEwen, Property Valuation Specialist, at 343 600-0100, or contact our call centre:

Toll-free 1 866 296-6722

TTY 1 877 889-6722

Monday to Friday – 8 a.m. to 5 p.m.

1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

You may also contact our call centre to request a French copy of this letter/Vous pouvez également prendre contact avec notre centre d'appels pour demander un exemplaire en français de cette lettre.

If you have accessibility needs, please let our representatives know how we can best accommodate you.

Sincerely,

*Original signed by*

Ryan Ford

Manager, Regulated & Special/Exempt Properties, Valuation and Assessment Standards