Guide to Using the 2017 Statistical Information Return (SIR) Template

The 2017 SIR template includes a number of modifications over the 2016 template. This brief guide is to provide you with a quick overview of the enhancements. In order for these enhancements to work correctly, macros must be enabled. To enable Macros, click the "Enable Content" when the SIR template is loaded.



List of 2017 SIR Enhancements

1. The **General Statistics** portion of the SIR is now prepopulated with information that your municipality provided Municipal Affairs for the previous reporting year. This will make it easier for you to update only those values that have changed since the last reporting period.

2017 GENERAL STATISTICS		Schedule ST
Total Full-time Positions	5500	7
Total Area of Municipality (Hectares)	5510	81,017.00
Number of Hamlets (For Specialized Municipalities and Municipal Districts Only)	5515	1
Length of all Open Roads Maintained (km)	5520	552.00
Length of Water Mains (km)		
Municipality Owned Systems	<u>5555</u>	10.00
Service Providers	<u>5556</u>	0.00
Co-ops	<u>5557</u>	0.00
Regional Systems	<u>5558</u>	36.00
Other	<u>5559</u>	20.00
Total	5560	66.00
Length of Wastewater Mains (km)		
Municipality Owned Systems	<u>5565</u>	4.00
Service Providers	<u>5566</u>	0.00
Co-ops	<u>5567</u>	0.00
Regional Systems	<u>5568</u>	0.00
Other	5569	0.00
Total	5570	4.00
Length of Storm Drainage Mains (km)	<u>5580</u>	0.00
Number of Residences (For Summer Villages Only)	5590	0
Number of Dwelling Units	5595	233

2. When a value is changed under **General Statistics**, you will be asked to provide the reason for the change (below). Providing clarification at this point will increase efficiency and reduce the need for the Municipal Affairs staff to follow-up after receiving the submission.

Why Did the Value Change?	×
• 1. Value Changed (from previous year)	
$^{\rm C}$ 2. Previous Year Value Reported Incorrectly	
O 3. Other	
	Okay

- 1. Value Changed (from previous year) to be used when a new/updated value is to be recorded for the 2017 submission (no change in previous year).
- 2. **Previous Year Value Reported Incorrectly** this is to be used when you want to correct a value from the 2016 year. By selecting option 2, you will be prompted to enter the value that should have been record for the 2016 year.
- 3. If neither of option 1 or 2 apply, selecting option 3 will provide a text box where comments can be provided.

Once a change has been recorded, the box will highlight in yellow and the font will change to be red.

3. SIR Instructions are now included in the template for easy access. By selecting one of the blue line numbers, a dialogue box will appear displaying instructions for that line.

	Schedule ST	
5500	7	
5510	81,017.00	
<u>5515</u>	1	
<u>5520</u>	552.00	
<u>5555</u>	10.00	
<u>5556</u>	0.00	
<u>5557</u>	0.00	
5558	36.00	
5559	20.00	
5560	66.00	



4. A summary list of potential errors is provided at the bottom of the document and should be reviewed prior to submitting.

PLEASE REVIEW AND CORRECT ANY ERRORS	5 LIST	ED BELOW BEFORE SUBMITTING		
Line 5596 - Total Assessment Services Cost must	be gre	ater than zero.		
Line 5800 - Residential/Farm land Tax Rate Must b	e grea	iter than zero.		
Line 5800 - Non-Residential Tax Rate must be great	ter tha	an zero.		
Line 5658 - Please confirm date is entered correctly	(yyy)	y/mm/dd)		

- 5. A completed 2017 Statistical Information Return must include the following <u>3</u> documents:
 - the completed 2017 SIR Template (in xlsm format),
 - a signed and dated pdf copy of the 2017 SIR Template, and
 - a copy of your municipality's 2018 Tax Rate Bylaw

These documents are to be submitted using the unique link that was emailed to all Chief Administrative Officers on May 24, 2018. Clicking on the link will redirect you to the submission page.

This form will submit the required St receive a confirmation email to the a	atistical Information Return (SIR) docu ddress provided below.	ments to Municipal Affairs. Once successfully submitted you will
For the submission form to work cor name, title and email address,	rectly, you must attach the required 3 f	les, check the acknowledgement statement and provide your
If you need assistance or have ques Information Services Team at 310-0	tions regarding this form and/or attach 000 then (780) 427-2225 or email Igs.u	ing your documents please contact the Municipal Affairs ipdate@gov.ab.ca.
Municipality	Year	Submission Type
Municipal District of Acadia No. 34	2017	SIR
Choose File No file chosen Choose File No file chosen Choose File No file chosen 2018 Tax Rate Bylaw (.pdf)		
Choose File No file chosen		
I acknowledge that I have reviewed this re these documents.	port for accuracy and furthermore, I affirm th	at I am the duly authorized signing officer responsible for the submission of
dame.	Title	Email Address
same		
Name .		

By attaching the required documents, completing the remainder of the form and clicking "submit" you will receive an email confirming your SIR documents were submitted.