

2017 Assessment Year Request for Information

Reference Guide

Operators of Telecommunications Systems

(Cable Distribution Undertakings)

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The Linear Property Operator's Responsibility/ Purpose of the 2017 Assessment Year Request for Information

Under sections 292, 294 and 295(1) of the *Municipal Government Act* and sections 238, 240 and 241(1) of *The Lloydminster Charter*, all linear property operators in the Province of Alberta and the City of Lloydminster, Saskatchewan are required to provide a report relating to the linear property when requested by the assessor.

The 2017 Assessment Year Request for Information Reference Guide (2017 AY RFI) provides the required steps for the operators of telecommunications systems (cable distribution undertakings) to prepare a fully compliant 2017 AY RFI Report.

The 2017 AY RFI and other material provide direction and explain the circumstances you will need to update/modify the enclosed pre-populated 2017 AY RFI Excel file (***Company Number_RFI_SELF_REPORTED_CBL_2017.xls***). The 2017 AY RFI provides direction and explains the circumstances under which you are required to send copies of other documents as part of your 2017 AY RFI Report.

You must report all information and provide all documentation requested in the 2017 AY RFI by December 31, 2017 to accurately report the telecommunications systems linear property (cable distribution undertakings) inventory you own as of October 31, 2017.

2017 AY Request for Information Report Declaration Form

This form is to ensure your contact information is up to date and the Request for Information Report has been filled out in compliance with the 2017 AY RFI. This form must be completed, signed and returned with the 2017 AY RFI by December 31, 2017.

Terminology

'Plain language' and industry-familiar terminology have been used in the 2017 AY RFI whenever possible. The 2017 AY RFI is a legal document that deals with technically complex subjects. Review the following "Terms and Definitions" section for the meaning of key words used in the 2017 AY RFI. Also, review the Appendix for expanded reporting instructions for common inventory file elements and cross-references between industry-familiar terminology and that used in the 2017 AY RFI.

Terms and Definitions

In the 2017 Assessment Year Request for Information (2017 AY RFI) for Operators of Telecommunications Systems (Cable Distribution Undertakings):

- (a) **2017 AY RFI Report** means a complete inventory file (including copies of the documents to support the total project costs and the claimed excluded costs pursuant to the *Municipal Government Act*, *CCRG* and any supplementary GIS files) submitted to the assessor in response to the 2017 AY RFI.
- (b) **aerial** means inventory suspended from poles, towers, bridges, and other fixtures.
- (c) **Alberta** means the Province of Alberta and the City of Lloydminster, Saskatchewan.
- (d) **allocation area** means the administrative areas defined by the assessor to determine in which municipality the linear property is located.
- (e) **assessment year** has the meaning given to it in the Regulation.
- (f) **assessor** has the meaning given to it in section 284(1)(d) of the *Municipal Government Act* or section 228(1)(e) of *The Lloydminster Charter*.
- (g) **ATS** means Alberta Township System legal land parcel (un-subdivided).
- (h) **AUC** means Alberta Utilities Commission.
- (i) **buried** means inventory ploughed into the ground or buried in a trench.
- (j) **CCRG** refers to the *2005 Construction Cost Reporting Guide*.
- (k) **Geographic Information System (GIS)** means a map-based application such as MapInfo, ESRI or Intergraph and the application's associated spatial data (example: line work style, symbols and geometries).
- (l) **included cost (ic)** means the value of linear property calculated in accordance with the *CCRG*, prior to adjustment by the cost factor, as defined in section 1.001 of the *2016 Alberta Linear Property Assessment Minister's Guidelines*.
- (m) **inventory file** means the Microsoft Excel file prescribed and pre-populated by the assessor in the 2017 AY RFI or a GIS file containing the same information or a combination of the two.
- (n) **linear property** has the meaning given to it in section 284(1)(k) of the *Municipal Government Act* or section 228(1)(n) of *The Lloydminster Charter*.
- (o) **operator** has the meaning given to it in section 284(1)(p) of the *Municipal Government Act* or section 228(1)(w) of *The Lloydminster Charter*.
- (p) **project cost** means the cost of construction as described in section 1.000 of the *CCRG*.
- (q) **regulation** means the *Matters Relating to Assessment and Taxation Regulation* (AR 220/2004), as amended.
- (r) **request for information (RFI)** means the report referred to in section 292(3) of the *Municipal Government Act* or section 238(3) of *The Lloydminster Charter*, and the information requested by the assessor pursuant to sections 294(1) and 295(1) of the *Municipal Government Act* or sections 240(1) and 241(1) of *The Lloydminster Charter*.
- (s) **telecommunications system** has the meaning given to it in section 284(1)(w) of the *Municipal Government Act* or section 228(1)(pp) of *The Lloydminster Charter*.
- (t) **underground** means inventory placed in conduit or pipe located between manholes, main conduit, buildings and pole mounts.
- (u) **year built** is the year in which the linear property meets the conditions in section 291(2)(a) of the *Municipal Government Act* or section 237(2)(a) of *The Lloydminster Charter*.

General Information

What information must you report in the inventory file?

You must report all of the information requested in the 2017 AY RFI, and provide copies of supporting documents where requested. The 2017 AY RFI provides detailed instructions to assist you to prepare a fully compliant 2017 AY RFI Report.

If you own any telecommunications systems (cable distribution undertakings) linear property in Alberta as of October 31, 2017 and have changed the inventory (decommissioned, new, purchased, sold, removed, replaced, and/or modified) which has been pre-populated on the 2017 AY RFI Excel file, you must complete and submit an inventory file as your 2017 AY RFI Report.

To get you started, your current linear property inventory has been pre-populated in your 2017 AY RFI Excel file with the best information known to the assessor. If the pre-populated information is correct and you have no changes, then submit the Excel file as your 2017 AY RFI Report to the Provincial Assessor. For further instructions, please go to section "Filing your 2017 AY RFI Report" in this document.

However, if the pre-populated information is incorrect or otherwise deficient or inaccurate, you must update the pre-populated information with additions, deletions and changes as required, to reflect your inventory as of October 31, 2017. **This will assist the assessor in determining if the inventory is linear property or not.**

Some linear property is assessed based on total project costs in accordance with the *2005 Construction Cost Reporting Guide* and the *2016 Alberta Linear Property Assessment Minister's Guidelines*. The associated inventory must be reported with total project costs reported for each year of the project. To assist the assessor in the determination of the linear property assessment, the 2017 AY RFI Report must include copies of all documentation below, but is not limited to:

1. **Description of the scope and purpose of the project**, including sufficient explanation to support the cost reports and the resultant cost classifications. A detailed preliminary estimate would be of value.
2. **Summary Cost Report** which includes the operator's summary of the project costs which can be classified by the assessor as:
 - a. Buildings, structures and land costs (these should also be reported to the local assessor)
 - b. Machinery and equipment as defined in the Regulation (these should also be reported to the local assessor)
 - c. Linear property
 - d. Exempt property (as per the *Municipal Government Act*)
 - e. Costs to be excluded in accordance with the *Municipal Government Act* and *CCRG*, as claimed by the operator
3. **Detailed Cost Reports** which are, in essence, cost recording by detailed cost elements which support cost classifications and are reconciled to the Summary Cost Report.
4. **All related documents** to support claims of costs to be excluded in accordance with the *Municipal Government Act* and *CCRG* including and not limited to reports or 'logs' for scope changes, extra work orders, field construction orders and purchase contracts.
5. **Reconciliation** of the Summary Cost Report, the Detailed Cost Report and the Cost Rendition.

All documentation provided **must** have sufficient explanation and support to reconcile the cost details provided. **It is the assessor that makes the final determination whether the costs will be included or excluded in the determination of the linear property assessment.**

Other publications you may need

Copies of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act*, *The Lloydminster Charter*, other legislation and regulations, and the *2005 Construction Cost Reporting Guide* can be purchased from the Alberta Queen's Printer Bookstore. For more information, visit the Queen's Printer website at www.qp.alberta.ca.

What do you include with your 2017 AY RFI Report and what records do you keep?

Unless specifically requested in the 2017 AY RFI, documentation to support reported inventory details (including locations and, when applicable, total project costs) does not have to be filed with the 2017 AY RFI Report. The operator should retain all supporting documents until at least December 31, 2020 in case the assessor requests them for verification of the 2017 AY RFI Report.

Filing your 2017 AY RFI Report

Submit your 2017 AY RFI Report to the assessor no later than December 31, 2017.

2017 AY RFI Reports may be e-mailed to:

ma.alpasmail@gov.ab.ca

2017 AY RFI Reports may be mailed, couriered or hand delivered to:

Provincial Assessor
Assessment Services Branch
Municipal Affairs
15th Floor, Commerce Place
10155 102 St NW
Edmonton AB T5J 4L4
Canada

All information reported to the assessor will be managed in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

It is your statutory duty (per section 295 of the *Municipal Government Act* and section 241 of *The Lloydminster Charter*) to ensure that the 2017 AY RFI Report is complete and accurate as the information contained therein will be relied upon by the assessor for the 2018 tax year.

What happens after you file your 2017 AY RFI Report?

The assessor will review your submission and may ask for additional information to clarify or support your 2017 AY RFI Report. This information will be used to prepare your 2017 linear property assessment for property taxation in 2018.

In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.

What are the consequences of not filing a 2017 AY RFI Report by December 31, 2017?

You will not be compliant if your 2017 AY RFI Report is not received by December 31, 2017:

1. In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.
2. You may lose your right to file a complaint to the Municipal Government Board about your linear assessment per section 295(4) of the *Municipal Government Act* and section 241(4) of *The Lloydminster Charter*.
3. The assessor may apply to the court to obtain the required information under section 296(1) of the *Municipal Government Act* or section 242(1) of *The Lloydminster Charter*.

Getting Started

Please open your 2017 AY RFI Excel file which has been pre-populated with the best information known to the assessor. The 2017 AY RFI PDF document provides the detailed instructions on how to report your inventory **in the Province of Alberta and the City of Lloydminster, Saskatchewan** as of October 31, 2017.

If you have any questions or require assistance with your 2017 AY RFI, please contact one of the following:

- a) Brenda Therrien at Brenda.Therrien@gov.ab.ca or 780-422-8357
- b) David Imrie at David.Imrie@gov.ab.ca or 780-427-1688
- c) Maureen Maddock at Maureen.Maddock@gov.ab.ca or 780-644-7824

Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000.

E-mail general inquiries to ma.alpasmail@gov.ab.ca

NOTE: Our office will be closed between Monday December 25, 2017 and Monday January 1, 2018. We will be available Tuesday January 2, 2018.

Open the Pre-Populated 2017 AY RFI Inventory File**(Company Number_RFI_SELF_REPORTED_CBL_2017.xls)****Instructions for Reporting Operator Details on Sheet 1 (Oper)**

Sheet 1 (Oper) captures information about the operator of a telecommunications system (cable distribution undertakings) and the Canada Post mailing address for the assessment notice.

Sheet 1 (Oper) has been pre-populated with the best information known to the assessor. All operators of telecommunications systems (cable distribution undertakings) as of October 31, 2017 must update the information that appears in Sheet 1 (Oper) of the enclosed inventory file using the instructions in Table 1.

Table 1 – Operator Identification

Row	Label	Reporting Instructions
Note: The information in rows 1 and 2 are for the assessor's use only and do not need to be reviewed or updated by the operator.		
Operator (row 3)		
3	AsseName	Enter the full legal name of the operator (individual or corporation). If the operator is a corporation, enter the name as recorded on the incorporation documents.
Person accountable for the 2017 AY RFI (rows 4 and 5)		
4	RfiActName	Enter the name of the individual in the operator's organization who is accountable for the completeness and correctness of the information submitted to the assessor. This individual must be an officer or executive of the organization.
5	RfiActTitle	Enter the title of the accountable person.
Contact person for the 2017 AY RFI (rows 6 and 7)		
6	RfiContactName	Enter the full name of the individual who will act as the first point of contact if the assessor has questions about the 2017 AY RFI Report.
7	RfiContactTel	Enter the daytime business telephone number (including area code and country code, if applicable) for the contact person.
Assessment notice mailing address (rows 8 through 15). The address must be inside the operator's organization and must follow Canada Post address standards per www.canadapost.ca/tools/pg/manual/PGaddress-e.asp		
8	Addr1	Enter the first line of the mailing address.
9	Addr2	Enter the second line of the mailing address.
10	Addr3	Enter the third line of the mailing address.
11	Addr4	Enter the fourth line of the mailing address.
12	Muni	Enter the Canada Post municipality.
13	PrSt	Enter the two-character Canada Post code for the province or state.
14	PcZip	Enter the postal code (6) or zip code (5 or 5+4 format).
15	Cntry	Enter the full name of the country. Enter USA for the United States.

Instructions for Reporting Customer Site Facilities in “Alberta” on Sheet 2 (CSF)

Sheet 2 (CSF) Customer site facilities for telecommunications systems (cable distribution undertakings) are the operator-owned inventory that connects the operator’s last point of facility concentration to the demarcation point with their customer. CSF inventory is reported on an aggregated basis.

Sheet 2 (CSF) has been pre-populated with the best information known to the assessor. All operators of telecommunications systems (cable distribution undertakings) as of October 31, 2017 **must** update the information that appears in Sheet 2 (CSF) of the enclosed inventory file using the instructions in Table 2.

Table 2 – Customer Site Facilities in “Alberta”

Col	Label	Reporting Instructions
Note: The information in column A is for the assessor’s use only and does not need to be reviewed or updated by the operator.		
B	Trx	Enter A , C or D or leave blank. See Appendix for further instructions.
Location - Allocation Area (columns C through E) Codes from 2017 Allocation Area Guide		
C	TaxJurID	Municipality code. Code from column 3 , Table 3
D	AsmntJurID	Assessment jurisdiction code. Code from column 4 , Table 3
E	AAName	Allocation area name. Code from column 1 , Table 3
Inventory Details (columns F through J)		
F	RecType	Enter CSH . See Appendix for further instructions.
G	Configuration	Enter one of the following codes: <ul style="list-style-type: none"> • S for single subscriber hook-ups (one to four subscriber hook-ups served by each facility); or • M for multi-subscriber hook-ups (all facility configurations other than S)
H	Placement	Enter one of the following codes: <ul style="list-style-type: none"> • A for aerial subscriber hook-ups • B for buried (in trench) subscriber hook-ups • U for underground (in conduit) subscriber hook-ups • X for unknown placements or placements other than A, B or U
I	ActCHS	Enter the total number of customer hook-ups currently assigned (actual hook-ups) for all inventory included in the CSH record.
J	MaxCHS	Enter the maximum number of customer hook-ups that could be assigned (potential hook-ups) for all inventory included in the CSH record.

Instructions for Reporting Equipment Site Facilities in “Alberta” on Sheet 3 (ESF)

Sheet 3 (ESF) Equipment site facilities for telecommunications systems (cable distribution undertakings) include, but are not limited to: cable head ends, head end hubs, data switches, data servers, data bases, DSLAM, video-on-demand, e-mail and soft switches. Each ESF inventory item is reported separately.

Sheet 3 (ESF) has been pre-populated with the best information known to the assessor. All operators of telecommunications systems (cable distribution undertakings) as of October 31, 2017 **must** update the information that appears in Sheet 3 (ESF) of the enclosed inventory file using the instructions in Table 3.

This information can also be reported on a supplementary GIS file. The supplementary GIS file must be a geographic or projected MapInfo or ESRI (shape) file. Complete metadata (datum, projection, false easting, false northing and scale reduction factor) must be provided. Report only the geographic locations in a GIS file:

- Complete Sheet 3 (ESF) of your 2017 AY RFI inventory file per the instructions below, but leave the Location - Allocation Area columns (C through E) and Location – Address columns (R through AC) blank; and
- The supplementary GIS file must have an AsselInventID for each GIS record.

Note: The 2017 AY RFI inventory file (including the supplementary GIS file) allows the operator to report up to four address schemes to describe the location of inventory; at least one **must** be reported.

Table 3 – Equipment Site Facilities in “Alberta”

Col	Label	Reporting Instructions
Note: The information in column A is for the assessor’s use only and does not need to be reviewed or updated by the operator.		
B	Trx	Enter A , C or D or leave blank. See Appendix for further instructions.
Location - Allocation Area (columns C through E)		
Codes from 2017 Allocation Area Guide		
C	TaxJurID	Municipality code. Code from column 3 , Table 3
D	AsmntJurID	Assessment jurisdiction code. Code from column 4 , Table 3
E	AAName	Allocation area name. Code from column 1 , Table 3
Inventory Details (columns F through M)		
F	RecType	Enter CHD , RT , NODE , TRM , or OTHE . See Appendix for further instructions.
G	AsselInventID	Enter the code used by the operator to uniquely identify the inventory (up to 150 characters).
H	AsselInventName	Enter the name or description (example: type of inventory, function) used by the operator to uniquely identify the inventory (up to 150 characters).

Table 3 – Equipment Site Facilities in “Alberta”

Col	Label	Reporting Instructions
CHD only (columns I through L)		
I	Frequency	Enter the broadcast frequency in MHz.
J	AnaChnls	Enter the number of analog equivalent channels.
K	ActCHS	Enter the total number of customer hook-ups currently assigned (actual hook-ups) to the cable head end. Include all customer hook-ups regardless of the allocation area they reside in or if they pass through a hub head-end. All customer hook-ups reported on CSF (Sheet 1) must be accounted for.
L	MaxCHS	Enter the maximum number of customer hook-ups that could be assigned (potential hook-ups).
NODE and TRM only (column M)		
M	Qty	Enter the number of fibre nodes or fibre transmitters in the allocation area (round up to the nearest whole number, no decimals, no commas, and must be greater than 0).
Project Costs and Excluded Costs (columns N through Q) – Each year of construction must be reported as a separate record. The information in columns C through M and columns R through AC must be identical for each record. See Appendix for further instructions.		
RT and OTHE only (columns N through Q)		
N	CostYr	Construction cost year.
O	ProjCost	Total project cost for the construction cost year (CostYr) (round to the nearest dollar, no decimals, no commas, no dollar signs). Review the section “What information must you report in the inventory file?” for clarification.
P	TotalCcrdDed	Total excluded costs claimed per <i>Municipal Government Act</i> and <i>CCRG</i> (round to the nearest dollar, no decimals, no commas, no dollar signs). Enter 0 (zero) if not applicable. Review the section “What information must you report in the inventory file?” for clarification.
Q	CostSrce	The Authorization for Expenditure (AFE), project, account or other corporate records that contain the project cost details. Review the section “What information must you report in the inventory file?” for clarification.
Location - Address (columns R through AC) – Enter the address that best describes the main entrance to the building, structure or land where the inventory resides. Report all applicable address formats. The information in columns R through AC must be identical for all inventory that resides in the same building, structure or land. See Appendix for further instructions.		
CHD, RT, and OTHE only (columns R through AC)		
<i>Alberta Township System legal land parcel (columns R through W)</i>		
R	FrQS	Quarter section. Enter NE, NW, SE, SW or leave blank.
S	FrLSD	Legal subdivision. Enter 01 to 16 or leave blank.
T	FrSec	Section. Enter 01 to 36
U	FrTwp	Township. Enter 001 to 126
V	FrRge	Range. Enter 01 to 30

Table 3 – Equipment Site Facilities in “Alberta”

Col	Label	Reporting Instructions
W	FrMer	Meridian. Enter 3 to 6
<i>Subdivided parcel (columns X through Z)</i>		
X	FrP	Plan.
Y	FrB	Block.
Z	FrL	Lot.
<i>Municipal address (column AA)</i>		
AA	FrMuniAddr	Municipal (or “street”) address.
<i>Geographic coordinates (columns AB and AC)</i>		
AB	FrNAD83Lat	NAD83 latitude. Enter 49.000000 to 60.000000 (approximate range)
AC	FrNAD83Long	NAD83 longitude. Enter -110.000000 to -120.000000 (approximate range)

Instructions for Reporting Transmission Facilities in “Alberta” on Sheet 4 (TFAC)

Sheet 4 (TFAC) Transmission facilities for telecommunications systems (cable distribution undertakings) include, but are not limited to: coax, fibre optic and other types of cable. They connect equipment sites to other equipment sites or customer site facilities.

Sheet 4 (TFAC) has been pre-populated with the best information known to the assessor. All operators of telecommunications systems (cable distribution undertakings) as of October 31, 2017 **must** update the information that appears in Sheet 4 (TFAC) of the enclosed inventory file using the instructions in Table 4.

This information can also be reported on a supplementary GIS file. The supplementary GIS file must be a geographic or projected MapInfo or ESRI (shape) file. Complete metadata such as datum, projection, false easting, false northing and scale reduction factor must be provided. Report only the geographic locations in a GIS file:

- Complete Sheet 4 (TFAC) of your 2017 AY RFI inventory file per the instructions below, but leave the Location - Allocation Area columns (C through E) and Location – Address columns (V through AS) blank; and
- The supplementary GIS file must have an AsselInventID for each GIS record.

Notes:

1. The 2017 AY RFI inventory file (including the supplementary GIS file) allows the operator to report up to four address schemes to describe the location of inventory; at least one **must** be reported.
2. Transmission facilities **must** be reported at the lowest level of granularity in the operator’s engineering records (example: each cable segment).

Table 4 – Transmission Facilities in “Alberta”

Col	Label	Reporting Instructions
Note: The information in column A is for the assessor’s use only and does not need to be reviewed or updated by the operator.		
B	Trx	Enter A, C or D or leave blank. See Appendix for further instructions.
Location - Allocation Area (columns C through E)		
Codes from 2017 Allocation Area Guide		
C	TaxJurID	Municipality code. Code from column 3 , Table 3
D	AsmntJurID	Assessment jurisdiction code. Code from column 4 , Table 3
E	AAName	Allocation area name. Name from column 1 , Table 3
Inventory Details (columns F through Q)		
F	RecType	Enter COAX, FIBR, or OTHF . See Appendix for further instructions.
G	AsselInventID	Enter the code used by the operator to uniquely identify the inventory.
H	AsselInventName	Enter the name or description (example: type of inventory, function) used by the operator to uniquely identify the inventory.

Table 4 – Transmission Facilities in “Alberta”

Col	Label	Reporting Instructions
FIBR and COAX only (column I)		
I	Length	Enter the length in metres of the fibre or coax cable (round up to the nearest whole number, no decimals, no commas, and must be greater than zero).
FIBR and COAX only (column J)		
J	Placement	Enter one of the following codes: <ul style="list-style-type: none"> • A for aerial cable or • B for buried (in trench) cable or • U for underground (in conduit) cable or • X for unknown placements or placements other than A, B or U
FIBR only (columns K through M)		
K	SheathStrands	Enter the number of strands in the cable sheath. If unknown enter the number of strands owned.
L	StrandsOwned	Enter the total number of strands owned by the operator for all inventory included in the FIBR record.
M	StrandsLit	Enter the total number of strands owned by the operator that are lit (includes IRU'd strands) for all inventory included in the FIBR record.
COAX only (columns N through Q)		
N	TwoWay	Enter Y if the coax cable was capable of two-way telecommunications on October 31, 2017, otherwise enter N .
O	CoaxType	Enter the coax cable diameter (in thousands of an inch) and type (example: 500P1, 1000P3).
P	ActCHS	Enter the total number of customer hook-ups currently assigned (actual hook-ups) for all inventory included in the COAX record.
Q	MaxCHS	Enter the maximum number of customer hook-ups that could be assigned (potential hook-ups) for all inventory included in the COAX record.
Project Costs and Excluded Costs (columns R through U) – Each year of construction must be reported as a separate record. The information in columns C through Q and columns V through AS must be identical for each record. See Appendix for further instructions.		
OTHF only (columns R through U)		
R	CostYr	Construction cost year.
S	ProjCost	Total project cost for the construction cost year (CostYr) (round to the nearest dollar, no decimals, no commas, no dollar signs). Review the section “What information must you report in the inventory file?” for clarification.
T	TotalCcrdDed	Total excluded costs claimed per <i>Municipal Government Act</i> and CCRG (round to the nearest dollar, no decimals, no commas, no dollar signs). Enter 0 (zero) if not applicable. Review the section “What information must you report in the inventory file?” for clarification.

Table 4 – Transmission Facilities in “Alberta”

Col	Label	Reporting Instructions
U	CostSrce	The Authorization for Expenditure (AFE), project, account or other corporate records that contain the project cost details. Review the section “What information must you report in the inventory file?” for clarification.
Location - Address – From (columns V through AG) – Enter the address that best describes the origin or starting point (“from”) of the facility. Report all applicable address formats. The information in columns V through AG should be identical to the address information for any inventory it connects to. See Appendix for further instructions.		
FIBR only (columns V through AG)		
<i>Alberta Township System legal land parcel (columns V through AA)</i>		
V	FrQS	Quarter section. Enter NE, NW, SE, SW or leave blank.
W	FrLSD	Legal subdivision. Enter 01 to 16 or leave blank.
X	FrSec	Section. Enter 01 to 36
Y	FrTwp	Township. Enter 001 to 126
Z	FrRge	Range. Enter 01 to 30
AA	FrMer	Meridian. Enter 3 to 6
<i>Subdivided parcel (columns AB through AD)</i>		
AB	FrP	Plan.
AC	FrB	Block.
AD	FrL	Lot.
<i>Municipal address (column AE)</i>		
AE	FrMuniAddr	Municipal (or “street”) address.
<i>Geographic coordinates (columns AF and AG)</i>		
AF	FrNAD83Lat	NAD83 latitude. Enter 49.000000 to 60.000000 (approximate range)
AG	FrNAD83Long	NAD83 longitude. Enter -110.000000 to -120.000000 (approximate range)
Location - Address – To (columns AH through AS) – Enter the address that best describes the termination or finishing point (“to”) of the facility. Report all applicable address formats. The information in columns AH through AS should be identical to the address information for any inventory it connects to. See Appendix for further instructions.		
FIBR only (columns AH through AS)		
<i>Alberta Township System legal land parcel (columns AH through AM)</i>		
AH	ToQS	Quarter section. Enter NE, NW, SE, SW or leave blank.
AI	ToLSD	Legal subdivision. Enter 01 to 16 or leave blank.
AJ	ToSec	Section. Enter 01 to 36
AK	ToTwp	Township. Enter 001 to 126
AL	ToRge	Range. Enter 01 to 30
AM	ToMer	Meridian. Enter 3 to 6
<i>Subdivided parcel (columns AN through AP)</i>		
AN	ToP	Plan.
AO	ToB	Block.
AP	ToL	Lot.

Table 4 – Transmission Facilities in “Alberta”

Col	Label	Reporting Instructions
<i>Municipal address (column AQ)</i>		
AQ	ToMuniAddr	Municipal (or “street”) address.
<i>Geographic coordinates (columns AR and AS)</i>		
AR	ToNAD83Lat	NAD83 latitude. Enter 49.000000 to 60.000000 (approximate range)
AS	ToNAD83Long	NAD83 longitude. Enter -110.000000 to -120.000000 (approximate range)

Appendix – Common Reporting Instructions**Record Transaction (Trx)**

The 2017 AY RFI inventory file is pre-populated with the best information known to the assessor. You must change the information as necessary to accurately reflect the inventory that you own as of October 31, 2017. The Trx column allows you to flag the records you have changed.

Enter:

- **A** for new records (these records did not exist on the pre-populated inventory file); or
- **C** for changed records (these records are on the pre-populated inventory file, but the content is now different); or
- **D** for records that are no longer applicable as of October 31, 2017 (these records are on the pre-populated inventory file, but should not be used for the 2017 assessment year); or
- Leave the column blank if the entire record is identical (no changes) to the pre-populated inventory file.

Record Type (RecType)

Find the type of inventory units to be reported in column 1, Table 5. Determine the type of 2017 AY RFI record (column 2) to report, the number of records required (column 4) and the sheet to report it on (column 3).

Table 5 – Mapping Operator Inventory to 2017 AY RFI Units in “Alberta”

Col 1	Col 2	Col 3	Col 4
Operator Inventory Unit	RecType	Sheet	Reporting Instructions
Subscriber hook-ups	CSH	Sheet 2 (CSF)	Report one CSH record for each combination of allocation area (columns C through E), configuration (column G) and placement (column H).
Cable head end	CHD	Sheet 3 (ESF)	Report one CHD record for each ‘full function’ head end. Report each hub head-end as one OTHE record.
Receiving tower	RT	Sheet 3 (ESF)	Report one RT record for each receiving tower. Report total project costs. See Appendix for further instructions.
Fibre nodes	NODE	Sheet 3 (ESF)	Report one NODE record for each allocation area with fibre optic nodes.
Fibre transmitters	TRM	Sheet 3 (ESF)	Report one TRM record for each allocation area with fibre optic transmitters.
All other operator-owned inventory at equipment sites	OTHE	Sheet 3 (ESF)	Report one OTHE record for each “major” unit of other operator-owned inventory at an equipment site that is not CHD, RT, NODE, or TRM, but is used for cable distribution undertakings services. This includes, for example, inventory for 2-way services/ such as VOIP, video-on-demand (VOD), e-mail, and access to the internet (DSLAM). Report total project

Table 5 – Mapping Operator Inventory to 2017 AY RFI Units in “Alberta”

Col 1	Col 2	Col 3	Col 4
Operator Inventory Unit	RecType	Sheet	Reporting Instructions
			costs. See Appendix for further instructions. Report one OTHE record for each inventory unit and year of construction.
Fibre cable	FIBR	Sheet 4 (TFAC)	Report one FIBR record for each combination of allocation area (columns C through E), placement (column J), cable sheath strands (column K), “from” address (columns V through AG) and “to” address (columns AH through AS).
Coax cable	COAX	Sheet 4 (TFAC)	Report one COAX record for each combination of allocation area (columns C through E), placement (column J), 2-way (column N) and coax type (column O).
All other operator-owned transmission facilities	OTHF	Sheet 4 (TFAC)	Report one OTHF record for each “major” unit of other operator-owned transmission facilities that is not FIBR or COAX. Report total project costs. See Appendix for further instructions. Report one OTHF record for each inventory unit and year of construction.

Location – Address

The 2017 AY RFI inventory file uses four address schemes to describe the location of inventory. Report all applicable (or available) addresses. At least one of the “location – address” schemes **must** be reported.

1. *Alberta Township System legal land parcel (un-subdivided)* – The default address scheme for rural Alberta, it has six components:
 - a. Quarter section (QS) – Enter **NE, NW, SE, SW** or leave blank. Blank is valid when the exact location in the section is unknown or an LSD is specified instead.
 - b. Legal subdivision (LSD) – Enter **01 to 16** or leave blank. Blank is valid when the exact location in the section is unknown or a QS is specified instead.
 - c. Section (S) – Enter **01 to 36**. This is a mandatory ATS address field. Include the leading zeroes (example: 06, not 6).
 - d. Township (T) – Enter **001 to 126**. This is a mandatory ATS address field. Include the leading zeroes (example: 002, not 2).
 - e. Range (R) – Enter **01 to 30**. This is a mandatory ATS address field. Include the leading zeroes (example: 01, not 1).
 - f. Meridian (M) – Enter **3 to 6** (4, 5 or 6 in Alberta, 3 in Lloydminster, Saskatchewan). This is a mandatory ATS address field.
2. *Subdivided parcel* – The default address scheme for urban Alberta, it has three components: plan, block and lot. Subdivided parcels always have a plan number, but the block or lot or both may be unassigned.

3. *Municipal address* – A secondary address scheme for larger urban centres and counties. Although a municipal address can be structured with three or more components, the 2017 AY RFI inventory file only needs the concatenated values in this column. Do not use Canada Post mailing addresses. Although they may share components and component values, they are not the same.
4. *Geographic coordinates* – The universal address scheme for all of Alberta, it has two components: latitude and longitude.
 - a. NAD83 latitude. Enter decimal degrees from **49.000000** to **60.000000** (approximate range). Report up to six decimal points.
 - b. NAD83 longitude. Enter decimal degrees from **-110.000000** to **-120.000000** (approximate range). Report up to six decimal points.

Project Costs and Excluded Costs

Some linear property continues to be assessed based on total project costs. The associated inventory must be reported with total project costs reported for each year of construction. There are four components to report:

1. Construction cost year (CostYr) – Enter the year in which the inventory associated with the 2017 AY RFI record was first constructed or capable of being used in Alberta. All construction cost years need to be reported as a separate 2017 AY RFI record.
2. Total project costs (ProjCost) – Enter the total project costs for the construction cost year for all inventory associated with the 2017 AY RFI record.
3. Total excluded costs (TotalCcrgDed) – Enter the total amount of excluded costs per the *Municipal Government Act* and *CCRG*. Enter zero (0) if the excluded costs are unknown or are not applicable.
4. Construction cost documents (CostSrce) – Enter the Approval for Expenditure (AFE), project, account or other corporate records that contain the project cost details. Please provide a copy of these documents to submit with your 2017 AY RFI Report.
5. Review “What do you include with your 2017 AY RFI Report and what records do you keep?” to assist in compiling your 2017 AY RFI Report.