

**2017 Assessment Year Request for Information
Reference Guide**

**Operators of Telecommunications Systems
(Telecommunication Carriers)**

Contents

The Linear Property Operator’s Responsibility / Purpose of the 2017 Assessment Year Request for Information	1
2017 AY Request for Information Report Declaration Form	1
Terminology	1
Terms and Definitions	2
General Information	3
What information must you report in the inventory file?	3
Other publications you may need.....	4
What do you include with your 2017 AY RFI Report and what records do you keep?	4
Filing your 2017 AY RFI Report	4
What happens to your 2017 AY RFI Report after the assessor receives it?	4
What are the consequences of not filing a 2017 AY RFI Report by December 31, 2017? ...	5
Getting Started.....	5
Instructions for Reporting Operator Details on Sheet 1 (Oper).....	6
Table 1 – Operator Identification	6
Instructions for Reporting Customer Site Facilities in “Alberta” on Sheet 2 (CSF).....	7
Table 2 – Customer Site Facilities in “Alberta”	7
Table 3 – Equipment Site Facilities in “Alberta”	8
Instructions for Reporting Transmission Facilities in “Alberta” on Sheet 4 (TFAC)	11
Table 4 – Transmission Facilities in “Alberta”	11
Appendix – Common Reporting Instructions	14
Record Transaction (Trx)	14
Record Type (RecType).....	14
Table 5 – Mapping Operator Inventory to 2017 AY RFI Units in “Alberta”	14
Location – Address	16
Project Costs and Excluded Costs	17

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 (telecommunication carriers) 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_TEL_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 (telecommunication carriers) 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 Sunday, 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 (Telecommunication Carriers):

- (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 (telecommunication carriers) 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 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 *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
Alberta 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 to your 2017 AY RFI Report after the assessor receives it?

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_TEL_2017.xls)****Instructions for Reporting Operator Details on Sheet 1 (Oper)**

Sheet 1 (Oper) captures information about the operator of a telecommunications system (telecommunication carriers) 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 (telecommunication carriers) 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 (telecommunications carriers) 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 (telecommunication carriers) 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. Name from column 1 , Table 3
Inventory Details (Columns F through I)		
F	RecType	Enter CSH . See Appendix for further instructions.
G	Placement	Enter one of the following codes: <ul style="list-style-type: none"> • A for aerial subscriber hook-ups; or • B for buried (in trench) subscriber hook-ups; or • U for underground (in conduit) subscriber hook-ups; or • X for unknown placements or placements other than A, B or U.
H	ActCHS	Enter the total number of customer hook-ups currently assigned (actual hook-ups) for all inventory included in the CSH record.
I	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 (telecommunication carriers) include, but are not limited to: circuit-switched switches, packet-switched switches, cell sites, points-of-presence, co-located facilities, e-mail servers, data servers, data bases, DSLAM, and towers. 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 (telecommunication carriers) 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 (T through AE) 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. Name from column 1 , Table 3.
Inventory Details (Columns F through O)		
F	RecType	Enter TWR, POLE, CELL, C800A, IDEN, POPS, POPM, POPO, PSITE, SWHOS, SWREM, SWMBL, SWTOL 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
I	CLLI	Enter the Common Language Location Identifier assigned to the inventory (if applicable).
SWHOS and SWREM only (column J)		
J	WorkingLines	Enter the number of working lines.
SWREM only (column K)		
K	HostCLLI	The CLLI of the host switch for this remote switch.
TWR and POLE only (column L)		
L	Ht	Enter the height of the pole or tower in metres (round to the nearest metre).
POLE only (columns M and N)		
M	Qty	Enter the number of poles in the allocation area (round up to the nearest whole number, no decimals, no commas, and must be greater than 0).
N	Type	Enter the type of poles (metal, wood).
C800A, IDEN only (column O)		
O	Channels	Enter the number of channels being used.
Project Costs and Excluded Costs (columns P through S) – Each year of construction must be reported as a separate record. The information in columns C through O and columns T through AE must be identical for each record. See Appendix for further instructions.		
OTHE only (columns P through S)		
P	CostYr	Construction cost year.
Q	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.
R	TotalCcrdDed	Total excluded cost 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.
S	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 T through AE) – 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 T through AE must be identical for all inventory that resides in the same building, structure or land. See Appendix for further instructions.		
All record types except POLE (columns T through AE)		
<i>Alberta Township System legal land parcel (columns T through Y)</i>		
T	FrQS	Quarter section. Enter NE, NW, SE, SW or leave blank.
U	FrLSD	Legal subdivision. Enter 01 to 16 or leave blank.
V	FrSec	Section. Enter 01 to 36 .
W	FrTwp	Township. Enter 001 to 126 .

Table 3 – Equipment Site Facilities in “Alberta”

Col	Label	Reporting Instructions
X	FrRge	Range. Enter 01 to 30 .
Y	FrMer	Meridian. Enter 3 to 6 .
<i>Subdivided parcel (columns Z through AB)</i>		
Z	FrP	Plan.
AA	FrB	Block.
AB	FrL	Lot.
<i>Municipal address (column AC)</i>		
AC	FrMuniAddr	Municipal (or “street”) address.
<i>Geographic coordinates (columns AD and AE)</i>		
AD	FrNAD83Lat	NAD83 latitude. Enter 49.000000 to 60.000000 (approximate range).
AE	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 (telecommunication carriers) include, but are not limited to copper cable, fibre optics cable, and conduit/duct poles. 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 (telecommunication carriers) 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 (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 COPR , FIBR , CNDT , 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, COPR and CNDT only (column I)		
I	Length	Enter the length in metres of the fibre or copper cable or conduit (round up to the nearest whole number, no decimals, no commas, and must be greater than zero).
FIBR and COPR 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 or other placement types 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.
COPR only (columns N through Q)		
N	SheathPr	Enter the number of pairs in the cable sheath. If unknown enter the number of pairs owned.
O	PrOwned	Enter the total number of pairs owned by the operator for all inventory included in the COPR record.
P	ActCHS	Enter the total number of customer hook-ups currently assigned (actual hook-ups) for all inventory included in the COPR record.
Q	MaxCHS	Enter the maximum number of customer hook-ups that could be assigned (potential hook-ups) for all inventory included in the COPR 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 cost 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.
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.

Table 4 – Transmission Facilities in “Alberta”

Col	Label	Reporting Instructions
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.
<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 (or loops, drops)	CSH	Sheet 2 (CSF)	Report one CSH record for each combination of allocation area (columns C through E), and placement (column G).
Towers	TWR	Sheet 3 (ESF)	Report one TWR record for each tower.
Pole	POLE	Sheet 3 (ESF)	Report one POLE record for each combination of allocation area (columns C through E), type (column N) and height (column L).
Cell sites	CELL	Sheet 3 (ESF)	Report one CELL record for each site.
Analog Cellular sites (Cellular 800)	C800A	Sheet 3 (ESF)	Report one C800A record for each analog cellular 800 site.
Digital 2-Way Radio (IDEN)	IDEN	Sheet 3 (ESF)	Report one IDEN record for each long-range digital 2-way radio site.
Point of Presence (POP)	POPS, POPM, POPO	Sheet 3 (ESF)	The physical interconnection of the telecommunications carrier and the private network or facilities of an end user (customer). A POP is the point of demarcation between the telecommunication network and subscriber

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
			<p>facilities and is usually located on the customer premises.</p> <p>Report the point-of-presence based on the first criteria that applies from the following list</p> <ul style="list-style-type: none"> • The total project cost that is greater than \$100,000. Report one POPO record for each site and construction year (column O) • The POP provides service to one customer or a single multi-tenant building and there is no back up power of any type. Report one POPS record for each site. • The POP provides service to more than one building or for the connection of residential service and there is back up power (generator, battery string or UPS). Report one POPM record for each site. • Otherwise, report one POPO record for each site and construction year (column O).
Paging Sites	PSITE	Sheet 3 (ESF)	These are stand alone paging sites dedicated solely for the provision of paging services and do not include any other technologies (example: cellular).
Host Switching – Circuit Switched (class 5 only)	SWHOS	Sheet 3 (ESF)	<p>Report one SWHOS record for each class 5 host switch unit (one CLLI code).</p> <p>Report combined class 4/5 switches as OTHE.</p>
Remote Switching – Circuit Switched	SWREM	Sheet 3 (ESF)	<p>Report one SWREM record for each remote switch unit (one CLLI code).</p> <p>An OPM (outside plant module) is a remote switch.</p>
Wireless (Cellular) Switching	SWMBL	Sheet 3 (ESF)	Report one SWMBL record for each mobile switch used to switch traffic on the wireless network.
Toll (Channel) Switching – Circuit Switched (class 4 with operator positions)	SWTOL	Sheet 3 (ESF)	<p>Report one SWTOL record for each toll switch (one CLLI code).</p> <p>Report combined class 4/5 switches as OTHE.</p>

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
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 listed above, but is used for telecommunication carrier services. This includes, for example, inventory for services such as packet-switched switches, VOIP, video-on-demand (VOD), data servers, databases, e-mail, and access to the internet (DSLAM). Report total project 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).
Copper cable	COPR	Sheet 4 (TFAC)	Report one COPR record for each combination of allocation area (columns C through E), placement (column J) and cable sheath pairs (column K).
Conduit and duct (including manholes)	CNDT	Sheet 4 (TFAC)	Report one CNDT record for each allocation area with conduit or duct.
All other operator-owned transmission facilities	OTHF	Sheet 4 (TFAC)	Report one OTHF record for each “major” unit of other operator-owned facilities that is not FIBR, COPR or CNDT. 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 (TotalCrgDed) – 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. Project 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.