

Designated Industrial Property RFI Reference Guide

(Land, buildings, structures, and machinery and equipment)

Using this Reference Guide to help you Navigate your RFI

When you open your 2020AY RFI excel file you will notice it is pre-populated with the current assessment record which reflects the best industrial detail assessment information known to the assessor. There may also be PDF files that contain additional information for your reference including: building & structures that are valued using the Marshall & Swift cost manual, land values, and the current assessment for each roll (Major Plants).

The RFI enclosed with your 2020AY RFI package asks that you fill out this excel file with the most current and correct information about your property. To assist you in understanding the spreadsheet data, the following tables explain the columns and the data they contain.

Pre-populated 2020AY RFI Inventory File - (Company Name_2020AYRFI.xls)

Sheet 1 (Operator) captures information about the owner/operator of designated industrial property and the mailing address for the assessment notice.

Table 1 – Operator Identification

Row	Label	Field	Description
Owner (row 3)			
3	AsseName	Assesse Name	The full legal name of the company as recorded on incorporation documents
Person accountable for the 2020AY RFI (rows 4 and 5)			
4	RfiActName	RFI Account Name	The name of the person accountable for the completeness and correctness of the information submitted to the assessor.
5	RfiActTitle	RFI Account Title	The job title of the accountable person identified in RFI Account Name
Contact person for the 2020AY RFI (rows 6 through 8)			
6	RfiContactName	RFI Contact Name	The person who is the first point of contact for questions relating to the RFI return
7	RfiContactTel	RFI Contact telephone	The telephone number of the contact person
8	RfiContactEmail	RFI Contact Email	The email address of the contact name
Assessment notice mailing address (rows 9 through 16)			
9	Addr1	Address	Line one of the mailing address
10	Addr2	Address 2	Line two of the mailing address
11	Addr3	Address 3	Line three of the mailing address

Row	Label	Field	Description
12	Addr4	Address 4	Line four of the mailing address
13	Muni	Municipality	The municipality of the mailing address
14	PrSt	Province/State	The province or state of the mailing address
15	PcZip	Postcode/Zip	The postcode or zip code of the mailing address
16	Cntry	Country	The country of the mailing address

Sheet 2 (Details) is an excel spreadsheet that is pre-populated with the best information known to the assessor., All owners/operators of designated industrial property must update the information on Sheet 2 (Details). Highlighted below are the fields that particularly require review and updating.

Table 2 – Inventory Descriptions

Column	Label	Description
A	TRX	Record Transaction (TRX). The 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, 2020. The TRX column allows you to flag the records that have additions, changes, or deletions. Enter: <ul style="list-style-type: none"> • A for new records (ie. Additions). These records did not exist on the pre-populated inventory file; or • C for changed records (ie. Changes). These records are on the pre-populated file but the content is now different; or • D for records that are no longer applicable (ie. Deletions) as of October 31, 2020. These records are on the pre-populated inventory file but should not be used; or • Leave the column blank if the entire record is accurate.
B	AER_Well_Licence(s)	Associated AER well licence(s) for the roll number
C	AER_Well_Status	AER well status for the roll number
D	In_Service_Date_new_properties	The date a new property was placed in-service, became operational, or made available for use (example, July 1, 2020).
E	Roll	Unique municipal identifier for the property.
F	Municipality	As defined in the Municipal Government Act 1(1)(s).
G	Owner	As defined in the Municipal Government Act 1(1)(u).
H	PropertyLegals	The legal location description of the property.
I	NonStdDesc	Identifier to further identify a property name, use, or other.
J	UnitNo	A count of each unit on the property.
K	UnitDesc	A description for each UnitNo.
L	SubUnitNo	A count of each sub-unit.
M	SubUnitDesc	A description of each SubUnitNo.
N	ImprID_QK	A unique numeric identifier for each property improvement.
O	ImprovementType	Distinguishes an improvement between Building & Structures (BS) or Machinery & Equipment (M&E).

Column	Label	Description
P	YearBuilt	Year the improvement was originally constructed/ installed.
Q	YearEffective	i) The age of the improvement adjusted for significant renovations or neglect (if applicable). ii) The estimated age of M&E based on its present condition, design features, and engineering amenities.
R	Quantity	The total number of each specified improvement.
S	ActualCost	The total (actual) cost of each specified improvement.
T	NonAssessablePC	The percent of the total reported costs of an improvement that is non-assessable.
U	LocationalFactor	An additional OBS given to an item reflecting a loss in value as a result of impairment in utility and desirability caused by factors outside the properties boundaries.
V	MarketDepPC	An additional OBS given to an item based on market influences.
W	FunctionalFactor	An additional OBS given to an item reflecting a loss in value due to the inability of the structure to perform adequately the function for which it is used.
X	ManualDescription	Description of regulated items as found in the Alberta Machinery & Equipment Assessment Minister's Guidelines.
Y	Description	This field allows for manual entry of additional details and information for each specific line item.
Z	PrintedNotes	An option for manual entry of notes. These will show up on the calculation report as well as the summary reports.
AA	TotalAsmnt	The total current assessment for the property line item.

The descriptions in the following table are the column labels on the included spreadsheet for companies with property located in the **Regional Municipality of Wood Buffalo (RMWB)**. The reason for the difference in the column labels is due to different naming conventions in Computer Assisted Mass Appraisal (CAMA) systems. The Provincial Assessor is in the process of standardizing the form and format in the documents, in the meantime, we thank you for your patience and understanding.

Table 3 – Inventory Descriptions (Regional Municipality of Wood Buffalo)

Column	Label	Description
A	TRX	Record Transaction (Trx): The 2020 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, 2020. The Trx column allows you to flag the records you have changed. Enter: <ul style="list-style-type: none"> • 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, 2020 (these records are on the pre-populated inventory file, but should not be used for the 2020 assessment year); or • Leave the column blank if the entire record is identical (no changes) to the pre-populated inventory file.
B	In_Service_Date_new_properties	The date a new DI Property was placed in-service, or made available, for use. (example format: July 1, 2020)
C	Municipality Code	Numeric code for the municipality
D	Municipality_Name	Name of the municipality
E	Owner	As defined in the Municipal Government Act 1(1)(u).
F	Roll_Number	Unique municipal identifier for the property.
G	Location	RMWB location abbreviation
H	MBU_ID	A unique numeric identifier for the building.
I	BUILDING_ORDER_NUMBER	Numeric ordering for the buildings on the property.
J	BUILDING_REMARKS	Description/notes for each building on the property.
K	STR_ID	A unique identifier for each structure component within each building on the property.
L	STRUCTURE_ORDER_NUMBER	Numeric ordering for the structures on the property.
M	STRUCTURE_REMARKS	Description/notes for each structure on the property.
N	ITEM_ORDER	Numeric ordering for each item component within the structure.
O	QUANTITY	The amount/count of each item.
P	MEBS_TYPE	A code to classify each item as either “buildings & structures” (BS) or “machinery & equipment” (ME).

Column	Label	Description
Q	MEBS_CODE	The system coding to classify BS and ME items. (Note: MEBS_CODE will be blank if the item is assessed on reported cost and not industrial coded rates).
R	MEBS_DESCRIPTION	The coded or reported description for each item.
S	UNIT_COST	The original base cost for each item. This can be a coded unit cost or a company reported unit cost.
T	ORIGINAL_COST	The unit cost multiplied by the quantity (column O).
U	ASSESSABLE_COST	The original cost less any excluded costs.
V	BUILD_YEAR	The year the item was constructed.
W	EFFECTIVE_BUILD_YEAR	Updating the build year to reflect substantial changes
X	COST_INDEX	The cost factor applied to the item as per the applicable costing manual and/or guidelines to determine the base cost of the specified improvement.
Y	MANUAL_COST	The determined manual cost is the assessable cost (column U) multiplied by the cost index (column X).
Z	BASE_YEAR_MODIFIER	The Base Year Modifier from the Minister's Guidelines applicable to the property line item.
AA	RCN	The Replacement Cost New of the property line item. Based on the determined manual cost (Column Y) multiplied by the BYM (Column Z).
AB	LOCAL_RCN	The same value as RCN (column AA) as all items in this format are located in the RMWB.
AC	LIFE	The applied age life of the property item.
AD	CONDITION	The physical condition of the property item.
AE	DEPRECIATION_RATE	A factor based on a combination of the anticipated life (column AC) and the current age of the property item.
AF	DRCN	The Depreciated Replacement Cost New is the local RCN (column AB) multiplied by the depreciation rate (column AE).
AG	OBS_DESCRIPTION	A description/note for obsolescence being applied to the line item.
AH	OBS_PERCENTAGE	The percentage amount of obsolescence being applied to the item.
AI	FUNCTIONAL_VALUE	The DRCN (column AF) multiplied by any obsolescence percentage (AH).
AJ	PERCENT_COMPLETE	The constructed percentage complete for the item.
AK	FAIR_VALUE	The functional value (AI) multiplied by the percentage complete (AJ).
AL	STATUTORY_LEVEL	For the purposes of section 298(1)(z) of the Act, an assessment must be prepared for M & E that is not part of linear property as described in section 284(1)(k) of the Act, and the assessment must reflect 77% of its value. For non-residential (BS, land) the assessment is prepared at 100%.
AM	ASSESSMENT	The total current assessment for the property line item.