Real Property Governance Guide For Central Inventory Collection

Alberta

DOCUMENT REVISION HISTORY

Version	Date	Modified By	Section, Page(s), Text Revised
1.0	May 16, 2024		• Initial Creation
	May 30, 2024	Lynn Benn	• Sec 2.3 – Structure o Pg 7 - Revised Annual Operating Costs definition

	Apr 25, 2025	Lynn Benn	• Sec 2.2 – Site
			  o Pg 4 –Values for Site Grouping ID - Changed for from 3.1.3 to 2.1.3
			
			• Sec 2.3 – Structure (Building)
			  o Pg 4 –Values for Structure Grouping ID - Changed for from 3.1.3 to 2.1.3

Contents

Overview

This document defines and describes the fields required to update and/or provide site, structure and title and parcel records in the Alberta Infrastructure central inventory system.

Modifying the template is strictly prohibited, as any changes will lead to the failure of the automated data import process. Rejected spreadsheets will be returned to the originator for correction.

1   Getting Started

Prior to beginning the data collection process, contact Infrastructure at infra.rpg@gov.ab.ca and request an extract of existing inventory records that currently reside within the Alberta Infrastructure central inventory system. This will serve as the foundation for reconciling and updating your real property inventory. Review of this information is required to validate and confirm the accuracy and completeness of this data.
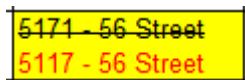
To identify changes made to a cell in Excel:

1.1   Indicate any records that are no longer part of your inventory.

- Enter 'D' in action column.
- Strikethrough old information –

1.2   Update fields that have changed.

- Enter 'C' in action column.
- Type new value next to strikethrough text in the same cell.
- Change new value text to red.
- Highlight cell yellow.

1.3   Fill in any blank or missing fields for existing inventory records.

- Enter 'C' in action column.
- Highlight cell yellow.

1.4   Add any new inventory items.

- Enter 'A' in action column.
- Insert new row.

By following these steps, you can effectively mark changes in Excel, retaining both old and new information in the same cell to enabling tracking of updates.

For support or clarification regarding the data collection spreadsheet instructions or process, please contact Alberta Infrastructure at infra.rpg@gov.ab.ca.

2   Inventory Collection Templates Instructions

Note that the inventory listing you provide should align with the owned inventory in your entity's financial statements and what you are responsible for reporting to insurance (for departments, this pertains to what you report to Risk Management and Insurance (RMI)). These are both resources you can reference when compiling your real property inventory for Infrastructure.

2.1   General

The following sections are intended to assist you in completing the current inventory template request and provides the data field requirements and values.

2.1.1 Data Field Requirements

Every column is either Mandatory, Mandatory Default, or Options.

Data Field Requirement	Description
Mandatory	If the column is Mandatory, a value **must** be entered: • Some columns have mandatory values to select from. A value must be selected from the mandatory values list (provided below). • Failure to complete mandatory fields or inputting a value not from the mandatory values list will result in the spreadsheet rejected and returned for correction.
Mandatory Default	The field will default to the value indicated if not entered by the stakeholder. If a code list is indicated, a value must be selected from the code list.
Optional	A value **may** be entered. If a values list is provided, a value must be selected from the code list.

2.1.2 Action Code Descriptions (Mandatory)

Action Code	Description
A	Add a new inventory record.
C	Change / Update an existing inventory record. • Use if any modifications have been made to existing data in this row, or if data has been entered into a blank cell. • For example, if the property in this row has been transferred to a different ministry or entity, strikethrough your name as owner and update in red text the new owner and highlight cell in yellow. ~~Infrastructure~~ Forestry and Parks

D	Remove existing inventory record.
	• In the General Notes/Comments field, at the end of the row indicate:
	 ○ Sold, date of sale and if who the asset was sold to.
	  ▪ *If sold to Private Sector, note as "Sold, 01 May 2006 to PSLO".*
	 ○ Transferred, date of transfer and who the asset was transferred to.
	  ▪ *If transferred to a GoA Department or Consolidated Entity, note as "Transferred, 01 Sep 2014 to MA".*
	 ○ Demolished, date of demolition.
	 This detail is required for historical backup.

N	Inventory information validated and No Action Required.

2.1.3 Grouping ID

When adding new inventory records to Infrastructure's inventory, the Grouping ID allows you to group your buildings together to create a site with its associated records. Refer to examples below:

Sites Tab

	A	B	C	D	E	F	G	H	I	J
1	ACTION	Site Grouping ID	Site ID	Site Name	Site Owner Name	Site Municipal Address	Location Name	Province	Site Category	Site Type
2	A	1		Site 1 Example	Environment and Protected Areas	1234 Range Road 272	Northern Sunrise County	AB	Special Purpose	Shop
3	A	2		Site 2 Example	Environment and Protected Areas	4809 - 46 Street	Valleyview	AB	Industrial	Storage Yard

The example above indicates 2 new sites are to be added.

Structure Tab

|	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Action	Site Grouping ID	Structure Grouping ID	Site ID	Structure ID	Structure Owner Name	Structure Name	Building Municipal Address	Location Name	Province	Country	Postal Code	Constituency Name	Structure Category
2	A	1	1			Environment and Protected Areas	Storage Shed No. 1	1234 Range Road 272	Northern Sunrise County	AB	CAN	T9C1Z5	Lesser Slave Lake	BUILDING
3	A	1	2			Environment and Protected Areas	Storage Shed No. 2	1234 Range Road 272	Northern Sunrise County	AB	CAN	T9C1Z5	Lesser Slave Lake	PORTABLE
4	A	2	1			Environment and Protected Areas	Warehouse	4809 - 46 Street	Valleyview	AB	CAN	T0H3N0	Central Peace-Notley	BUILDING
5	C			S0066		Environment and Protected Areas	Pumphouse	234 - 88 Street S. W.	Calgary	AB	CAN	T2E7L7	Calgary-Fish Creek	BUILDING

The example above indicates Site Group 1 has 2 structures (buildings) and Site Group 2 has 1 structure (building) to be added. The last row indicates 1 new structure (building) to be added to an existing site.
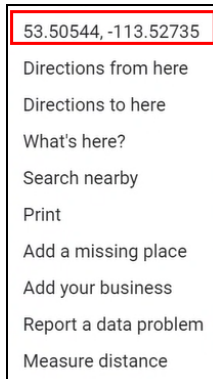
2.1.4 Finding GPS Coordinates

1. On your computer open Google Maps.

2. Enter structure address in the search.
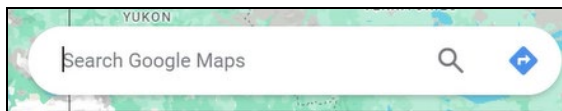
3. Click on the **Layers** in the lower left-hand corner.
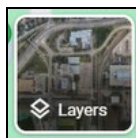
4. Right click on the building to display the GPS Latitude and Longitude Coordinates.

2.2 Site

Field Name	Requirement	Values	Description and Instructions
Action	Mandatory	A, C, D or N	Identifies additions or changes required.
Site Grouping ID	Mandatory Refer to rule.	Refer to section 2.1.3 – Grouping ID for examples.	If there is no Site ID, assign a unique incremental numeric value (starting at 1) to each row in the site worksheet. *(Grouping ID allows site records to be associated with structure records on a worksheet.)* Rule: • Either Site Grouping ID or Site ID must be provided.
Site ID	Assigned Refer to rule.		Site ID is prepopulated if the site already exists within Infrastructure's central Inventory. Rule: • Either Site Grouping ID or Site ID must be provided.
Site Name	Mandatory		Official name of the site. Rule: • Must be entered in mixed case.
Site Owner Name	Mandatory		Current owner of the site (property). Rule: • Must be entered in mixed case.
Site Municipal Address	Optional		The municipal address assigned by a municipal authority to all properties based on the location of the structures on that property. (i.e., 123 – 45 Street, 678 Range Road 123)
Location Name	Mandatory		Name of the City, Town Village, Hamlet, etc where (or nearest to where) the site is located. Rule: • Must be entered in mixed case.
Province	Mandatory Default	AB	Other province or state codes can be used. Contact infra.rpg@gov.ab.ca if non-Canada/USA codes are needed.
Site Category	Mandatory	Refer to attachment OSCRE Property Type classification listings.	High level classification for a Site based on the OSCRE Property type classification Level 1. This classification document has been included in the communication package.
Site Type	Mandatory	Refer to attachment OSCRE Property Type classification listings.	Secondary classification for a Site based on the OSCRE Property type classification Level 2. This classification document has been included in the communication package.
COT	Mandatory		If Certificate of Title is registered with Land Titles, enter the Certificate of Title number. For Road Plans, enter ROAP followed by the road plan number as COT. i.e., ROAP987654 If your organization has an agreement with Environment and Protected Areas for use of crown untitled land, enter DRS followed by the agreement number as the COT. i.e., DRS123456 If your organization has land outside of Alberta, enter nine 9's. i.e., "999999999"

COT Type	Mandatory	OWNED, UNPATENTED, ROAP, OUT OF JURIS	Identifies the type of title for the land. Values are:
			
			OWNED
			   Department or Consolidated Entity is the registered owner on title.
			
			ROAP
			   Road Plan - An acquisition record for a land parcel related to a

Field Name	Requirement	Values	Description and Instructions
			registered road plan for which there is no title information.
			UNPATENTED
			Unpatented Crown Land - Used for Crown lands that do not have a registered title. This includes Disposition Reservation (DRS) agreements for crown untitled land between Environment and Protected Areas and your Department or Consolidated Entity.
			OUT OF JURIS
			An acquisition record for a land parcel located in a jurisdiction outside of Alberta where title information is not available.
LINC	Mandatory		LINC/Parcel Number.
			If the COT has multiple LINCs, you must copy and insert a new row below the existing row entering the additional LINC number in the copied row.
LINC Type	Mandatory	DEVELOPED or UNDEVELOPED	DEVELOPED
			Identifies if buildings exist on the parcel of land.
			UNDEVELOPED
			Identifies parcel is vacant land.
Site Contact Name	Mandatory		Contact Name of an individual if Alberta Infrastructure has questions.
Site Contact email/phone	Mandatory		Contact Name's email or phone number where they can be reached if Alberta Infrastructure has questions.
General Comments / Notes	Optional		Use to provide additional information.

2.3   Structure (Building)

Field Name	Requirement	Values	Description and Instructions
Action	Mandatory	A, C, D or N	Identifies additions or changes required.
Site Grouping ID	Optional Refer to rule.		If there is no Site ID enter the Site Grouping ID to which the structure (building) is associated with. Rule: • Either Site Grouping ID or Site ID must be provided.
Structure Grouping ID	Mandatory Refer to rule.	Refer to section 2.1.3 – Grouping ID for examples.	If there is no Structure ID, assign a unique incremental numeric value (starting at 1 for each site grouping) to each row in the structure worksheet. *(Grouping ID allows structure records to be associated with site records on a worksheet.)* Rule: • Either Structure Grouping ID or Structure ID must be provided.
Site ID	Optional Refer to rule.		Site ID is prepopulated if your structure (building) exists in the Infrastructure Inventory system. You would only fill this out if you are **adding a new** inventory structure (building) record **on an existing site** that is identified on the site tab and you are associating the two together in this field. If the site is not on the existing site tab, use Structure Grouping ID. Site ID is only used if the site already exists in the Infrastructure inventory system and additional structure (building) records are being added. Rule: • Either Structure Grouping ID or Site ID must be provided.

Field Name	Requirement	Values	Description and Instructions
Structure ID	Optional		Structure ID is only used if the structure (building) already exists in BLIMS Inventory. Rule: • Either Structure Grouping ID or Structure ID must be provided.
Structure Owner Name	Optional		Current owner of the structure (building). Rule: • Must be entered in mixed case.
Structure Name	Mandatory		Official name of the structure (building), i.e.. Name as displayed on signage or structure. *(This will be the default name that appears on reports)*. Rule: • Must be mixed case. • If the Structure Name consists of a number (i.e., Shed #2) it must be entered as Shed No. 2.
Building Municipal Address	Mandatory		Municipal Street address of the structure (building). Rule: • Cannot contain the '#' character. • If NE, SE, NW, SW are part of the address, they must be entered as N. E., S. E., N. W., and/or S. W. • Any abbreviations in the address must be spelled i.e., Blvd must be Boulevard, St must be Street, Ave must be Avenue, etc.
Location Name	Mandatory		Name of the City, Town, Village, Hamlet, etc. where (or nearest to where) the structure (building) is located. Rule: • Must be entered in mixed case.
Province	Mandatory Default	AB	Other province or state codes can be used. Contact infra.rpg@gov.ab.ca if non-Canada/USA codes are needed.
Postal Code	Optional		Postal code as assigned by Canada Post. Rule: • Format can include or not include the space i.e., T6G5V7 or T6G 5V7.
Constituency Name	Mandatory		Enter the name of the constituency. To find the constituency go to: https://www.elections.ab.ca/ • Select "Who's My MLA" • In the search box, enter a municipal address or ATS.

Structure Category	Mandatory	BUILDING
		
		CONNECTR
		
		PORTABLE
			BUILDING
			  Any permanent non-movable structure.
			CONNECTR
			  Any above or below ground structure used by pedestrians passing through, into or out of something. i.e., within or between from one structure to another.
			PORTABLE
			  A building designed and built to be movable rather than permanently located.

Structure Type (Level 1)	Mandatory	Refer to attachment OSCRE Property Type classification listings.	High level classification for a structure (building) based on the OSCRE Property type classification Level 1. This classification document has been included in the communication package.

Field Name	Requirement	Values	Description and Instructions
Structure Subtype1 (Level 2)	Mandatory	Refer to attachment OSCRE Property Type classification listings.	Secondary classification for a structure (building) based on the OSCRE Property type classification Level 2. This classification document has been included in the communication package.
Structure Subtype2 (Level 3)	Mandatory	Refer to attachment OSCRE Property Type classification listings.	Detailed classification for a structure (building) based on the OSCRE Property type classification Level 3. This classification document has been included in the communication package.
Gross Area (m^2)	Mandatory / Optional Refer to rule.		Gross area (in square meters) of all levels measured from the external surfaces of the structure (building). Rule: • Either Gross, Rentable, or Usable area must be provided. • Must be entered with two decimal places. • Comma separators must not be entered.
Rentable Area (m^2)	Mandatory / Optional Refer to rule.		Rentable area (in square meters) of all levels. Rule: • Either Gross, Rentable, or Usable area must be provided. • Must be entered with two decimal places. • Comma separators must not be entered.
Usable Area (m^2)	Mandatory / Optional Refer to rule.		Usable area (in square meters) of all levels. Rule: • Either Gross, Rentable, or Usable area must be provided. • Must be entered with two decimal places. • Comma separators must not be entered.
Net Book Value	Mandatory		Net Book Value is the value at which an organization reports an asset on its balance sheet as of the last fiscal year end.
Annual Operating Cost	Mandatory		Operating cost should encompass all expenses related to the functioning and upkeep of the building. This generally includes: utilities (electricity, water, heating, cooling), maintenance and repairs, janitorial services, property management fees, security, insurance, property taxes, and any other regular operational expenses necessary to keep the building in usable condition, Since these costs can differ between entities, please include all expenses that your entity typically reports as operating costs in your financial statements. This cost is as of the last fiscal year end.
Construction Date (DD/MM/YYYY)	Optional	YYYY	The year (YYYY) the structure (building) was put into service.
Geo Location – Lat	Mandatory		GPS Location – Latitude Coordinate. i.e., 53.50563187
Geo Location – Long	Mandatory		GPS Location – Longitude Coordinate. i.e., -113.52808541530645
General Notes / Comments	Optional		Use to provide additional information.