



Canadian Numbering Administrator Administrateur de la numérotation canadienne

Date: 14 May 2025

BY EMAIL

To: **Current and Prospective Canadian Central Office (CO) Code Holders in Geographic NPAs and Non-Geographic (6YY) NPAs**

Subject: **Inputs required for July 2025 Special Numbering Resource Utilization Forecast (S-NRUF) and July 2025 Utilization Report**

On 30 October 2023, the Canadian Numbering Administrator (CNA) was directed by letter from the Canadian Radio-television and Telecommunications Commission (CRTC) to:

limit the assignment of geographic CO codes to the July 2023 round of Numbering Resource Utilization Forecast (NRUF) on a yearly, per carrier, and per Numbering Plan Area (NPA) complex basis, for all carriers, and 80% of the forecasts for any carrier who has forecasted more than 20 codes for any given year and NPA complex.

Additionally, during CSCN 131 on 11 & 12 February 2025, the Canadian Steering Committee on Numbering (CSCN) directed the CNA to conduct the July 2025 NRUF as a Special NRUF (S-NRUF) with the following criteria:

- Include all geographic NPA Complexes and Non-geographic 6YY NPAs
- Request data at the Exchange Area-level for all NPA Complexes
- Data for Geographic NPAs shall be required at the Thousands-Block level
- Data for Non-Geographic NPAs shall be required at the NXX-level
- Request utilization data for all NPA Complexes at the Exchange Area-level

Accordingly, based on the directions from the CSCN and the letter from the CRTC to the CNA, the CNA is requesting that the following data be submitted:

- a) S-NRUF inputs for all Canadian Geographic NPA Complexes and Non-Geographic (6YY) NPA Complexes and;
- b) Telephone number utilization data for all Canadian Geographic NPA Complexes.

For the S-NRUF, the CNA is providing the attached July 2025 S-NRUF spreadsheet for completion by current and prospective CO Code Holders in Canada.

As the industry is currently implementing Thousands-Block Pooling, current and prospective CO Code Holders are required to provide the total quantity of assigned and reserved Thousands-Blocks assigned (# of CO Codes multiplied by 10 = # of Thousands-Blocks) to them as of 1 July 2025, and a forecast of the total cumulative quantity of existing and future Thousands-Blocks forecast to be assigned and reserved as of the first day of each year from 2026 up to and including 2031. For example, previously, if 14,500 Telephone Numbers (TNs) were required, a CO Code Holder would have forecast 2 CO Codes. Now it will be necessary to forecast 15 Thousands-Blocks by rounding up to the nearest thousand numbers.



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This form must be completed and submitted to the nruf@cnac.ca email address or via the CNA Secure Portal (if you have an account) at <https://portal.cna-services.ca>, **no later than 31 July 2025**.

For the Utilization Reporting, the CNA is providing the attached July 2025 Utilization Reporting spreadsheet. Current CO Code Holders are required to provide the number of TNs in their inventory based on the following categories:

- Assigned TNs
- Unassigned/Unreported Resold TNs
- Aging TNs
- Reserved TNs
- Admin TNs
- Total TNs

The definition of each category is included in the Definitions tab in the July 2025 Utilization Reporting spreadsheet. This form must be completed and submitted to the nruf@cnac.ca email address or via the CNA Secure Portal (if you have an account) at <https://portal.cna-services.ca> **no later than 31 July 2025**.

a) S-NRUF

The *Canadian Numbering Resource Utilization Forecast (C-NRUF) Guideline*, Version 5.1 (C-NRUF Guideline) and *Canadian Non-Geographic Code Assignment Guideline* require all current and prospective CO Code Holders to submit actual and forecast quantities of CO Codes as input for the NRUF. The NRUF is required by the CNA to project Canadian Numbering Plan Area (NPA) exhaust dates and aids the North American Numbering Plan Administrator (NANPA) in projecting North American Numbering Plan (NANP) exhaust.

For Geographic NPAs, the CNA is requiring that data be submitted at the Thousands-Block level (i.e. 1 CO Code = 10 Thousands-Blocks). As a result, carriers can, for example, forecast 15 blocks (equal to 1.5 CO Codes) whereas previously they would have had to forecast 2 CO Codes.

For Non-Geographic (6YY) NPAs, the CNA is requiring that data be submitted at the NXX-level.

The July 2025 S-NRUF worksheet is available at <https://www.cnac.ca/NRUF/NRUF.htm#LatestForms>. See Annex A for instructions for the July 2025 S-NRUF worksheet. Completed NRUF worksheets must be returned to the CNA no later than **31 July 2025**.

b) Utilization Data

During CSCN 131 on 11 & 12 February 2025, the CSCN directed the CNA to request utilization data from all Canadian carriers. The utilization data is being requested to ensure that numbering resources are being used efficiently.



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In CSCN TIF report CNRE144B, the CSCN proposed the following definitions for use in the utilization reporting:

- “Assigned TNs” are defined as numbers working in the Public Switched Telephone Network under an agreement such as a contract or tariff at the request of specific End Users or customers for their use, or numbers not yet working but having a customer service order pending. Assigned TNs also include numbers ported out for the purposes of transferring the service to another service provider. If the carrier has provided numbering resources to another carrier or non-carrier and has received utilization information in the format prescribed from the receiving carrier or non-carrier, the received TNs that are reported as assigned to End Users are included.
- “Total TNs” are the total quantity of TNs assigned to the service provider by the CNA in the Exchange Area.
- “End User” is defined as a residential, business, institutional, or government entity that subscribes to a service, uses that service for its own purposes, and does not resell such services to other entities.
- “Non-carrier” is defined as an entity that receives TNs and is not an End User or a carrier.
- “Unassigned/Unreported Resold TNs” (similar to “Intermediate TNs” in the US) are defined as numbers that are made available for use by another carrier or non-carrier, where:
 - the carrier providing the numbering resources has not obtained utilization information in the format prescribed from the receiving carrier or non-carrier, in which case all TNs made available to the receiving carrier or non-carrier are included; or
 - the carrier providing the numbering resources has obtained utilization information in the format prescribed from the receiving carrier or non-carrier, in which case the received TNs that are reported as not assigned to End Users are included.
- “Aging TN” is a Disconnected TN temporarily unavailable for re-assignment to another customer for a specified period of time as further specified in Appendix F of the *Central Office Code (NXX) Assignment Guideline*.
- “Reserved TN” is a non-working number which has been allocated to a specific customer.
- “Admin TN” is a TN that has been set aside for internal administrative purposes.

All current CO Code Holders using Geographic Codes are required to provide actual telephone number utilization using the July 2025 Utilization Reporting spreadsheet.

The July 2025 Utilization Reporting spreadsheet is available at <https://www.cnac.ca/NRUF/NRUF.htm#LatestForms>. See Annex B for instructions for the July 2025 Utilization Reporting spreadsheet. Completed July 2025 Utilization Reporting spreadsheet must be returned to the CNA no later than **31 July 2025**.

All CO Code Holder inputs will be treated as confidential in accordance with the Guideline. Aggregate NRUF results will be posted on the CNA website at: <https://www.cnac.ca/NRUF/NRUF.htm#Results> once the information has been consolidated by the CNA and reviewed by CRTC staff.



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If you have any questions or concerns regarding the NRUFs, please contact the CNA NRUF Coordinator at NRUF@cnac.ca.

Thank you for your cooperation.

Sincerely,

Sent via email by

Kelly T. Walsh
Program Manager
Canadian Numbering Administrator

Annexes

c.c.: Suneil Kanjeekal, CRTC staff
Alexander Pittman, CRTC staff
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ANNEX A

S-NRUF Instructions

These instructions are for the July 2025 S-NRUF worksheet. For additional information see the *Canadian Numbering Resource Utilization Forecast (C-NRUF) Guideline* at <https://crtc.gc.ca/cisc/eng/cisf3fg.htm>. The term Code Holder used below refers to the representative of the current or prospective Code Holder (both Geographic and Non-Geographic) who submits the July 2025 S-NRUF worksheet.

- 1) Code Holders must review the C-NRUF Guideline and these instructions before completing the July 2025 S-NRUF worksheet.
- 2) If a Code Holder has more than one Operating Company Number (OCN), a separate July 2025 S-NRUF worksheet must be completed for each OCN assigned to that Code Holder.
- 3) Each Code Holder that holds any assigned or reserved Codes in any Canadian NPA or that intends to obtain any such Codes by 1 January 2031 must complete the July 2025 S-NRUF worksheet.
- 4) Quantities entered for Geographic NPAs on the July 2025 S-NRUF worksheet should be whole numbers (i.e., 1, 2, 3, etc.) of Thousands-blocks for both actual and forecast years. 1 CO Code is equal to 10 Thousands-blocks. Actual and forecast entries should reflect the total quantity of assigned and reserved Thousands-blocks (or CO Codes multiplied by 10 to convert to Thousands-blocks) as of the indicated date.
- 5) Plant Test Codes other than industry test codes 958 and 959 must be included in the quantities of CO Codes submitted by the CO Code Holder.
- 6) Codes that are in the process of being returned to the CNA shall be reported as assigned (i.e. held by the code holder) until such time as the return has been **confirmed by a completed Part 3 Confirmation form** from the CNA indicating the code return process has been completed.
- 7) Where the Code Holder's data is inconsistent with or indicates a significant difference from previously submitted NRUF data, the Code Holder shall submit a written explanation to the CNA in the "Remarks" section of the July 2025 S-NRUF worksheet or in an attachment to assist the CNA in the assessment of the data.
- 8) CO Codes and Thousands Blocks assigned as part of the Thousands-Block Pooling Production testing shall not be included in submitted NRUF data.

Code Holders are requested to submit the July 2025 S-NRUF worksheet to the CNA **as soon as it is completed** rather than waiting for the deadline. Code Holders must complete the worksheet and submit it to the CNA no later than **31 July 2025** at nruf@cnac.ca or via the CNA Secure Portal (if you have an account) at <https://portal.cna-services.ca>.

If you have any questions concerning the worksheets or these instructions, contact the CNA NRUF Coordinator at nruf@cnac.ca.

ANNEX B

Telephone Number Utilization Reporting

These instructions are for the July 2025 Utilization Reporting spreadsheet.

The term Code Holder used below refers to the representative of the current or prospective Code Holder who submits the non-geographic section of the July 2025 Utilization Reporting spreadsheet.

- 1) If a Code Holder has more than one Operating Company Number (OCN), a separate worksheet must be completed for each OCN assigned to that Code Holder.
- 2) Each Code Holder that holds any assigned Codes in Geographic NPAs must complete the July 2025 Utilization Reporting spreadsheet.
- 3) Telephone Numbers (TNs) from Codes that are in the process of being returned to the CNA shall be reported included in the "Total TNs" field until such time as the return has been **confirmed by a completed Part 3 Confirmation form** from the CNA indicating the code return process has been completed.
- 4) All TN quantities entered on the worksheet should be whole numbers (i.e., 1, 2, 3, etc.). Amounts should reflect the total quantity of TNs in each category as of 1 July or 1 January of each year (as indicated).
- 5) The fields on the July 2025 Utilization Reporting spreadsheet are based on the following:
 - a. **"Assigned TNs"** are defined as numbers working in the Public Switched Telephone Network under an agreement such as a contract or tariff at the request of specific End Users or customers for their use, or numbers not yet working but having a customer service order pending. Assigned TNs also include numbers ported out for the purposes of transferring the service to another service provider. If the carrier has provided numbering resources to another carrier or non-carrier and has received utilization information in the format prescribed from the receiving carrier or non-carrier, the received TNs that are reported as assigned to End Users are included.
 - b. **"Total TNs"** are the total quantity of TNs assigned to the service provider by the CNA in the Exchange Area.
 - c. **"End User"** is defined as a residential, business, institutional, or government entity that subscribes to a service, uses that service for its own purposes, and does not resell such services to other entities.
 - d. **"Non-carrier"** is defined as an entity that receives TNs and is not an End User or a carrier.
 - e. **"Unassigned/Unreported Resold TNs"** (similar to "Intermediate TNs" in the US) are defined as numbers that are made available for use by another carrier or non-carrier, where:

- i. the carrier providing the numbering resources has not obtained utilization information in the format prescribed from the receiving carrier or non-carrier, in which case all TNs made available to the receiving carrier or non-carrier are included; or
 - ii. the carrier providing the numbering resources has obtained utilization information in the format prescribed from the receiving carrier or non-carrier, in which case the received TNs that are reported as not assigned to End Users are included.
 - f. **“Aging TN”** is a Disconnected TN temporarily unavailable for re-assignment to another customer for a specified period of time as further specified in Appendix F of the *Central Office Code (NXX) Assignment Guideline*.
 - g. **“Reserved TN”** is a non-working number which has been allocated to a specific customer.
 - h. **“Admin TN”** is a TN that has been set aside for internal administrative purposes.
- 6) The Code Holder need only submit a written explanation concerning the input if it will assist the CNA in the assessment of the data.
- 7) CO Codes and Thousands Blocks assigned as part of the Thousands-Block Pooling Production testing shall not be included in submitted utilization data.

Code Holders are requested to submit the July 2025 Utilization Reporting spreadsheet to the CNA **as soon as it is completed** rather than waiting for the deadline. Code Holders must complete the worksheet and submit it to the CNA no later than **31 July 2025** at nruf@cnac.ca or via the CNA Secure Portal (if you have an account) at <https://portal.cna-services.ca>.

If you have any questions concerning the worksheets or these instructions, contact the CNA NRUF Coordinator at nruf@cnac.ca.