



# BC ASSESSMENT

## Taxing Authority Information Sharing

Date:

April 30, 2020

Toll Free: 1-866-valueBC (825-8322)

[Contact Us](#)

[bcassessment.ca](http://bcassessment.ca)

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## INTRODUCTION

BC Assessment (BCA) requests our taxing authority partners provide the information below to ensure assessment and tax rolls are accurate, fair, equitable, and stable.

Click on each item for further details on why the information is important and how it can be provided to BCA.

[Building permits](#)

[Permissive tax exemptions](#)

[Building plans](#)

[Revitalization tax exemptions](#)

[Land use control amendments](#)

[Mailing address changes](#)

[Development applications & approvals](#)

[Occupiers/lessees of your properties](#)

[Extensions of service infrastructure](#)

[Situs \(civic\) address assignments](#)

## BUILDING PERMITS

Building permits are a trigger leading BCA staff to changes in property inventories contributing to capture of [non-market change](#). Refer to [Addendum B](#) for a list of **critical** building permit information relied on by BCA staff.

The Standard Building Permit Report Program enables taxing authorities to submit building permit reports electronically to BCA. Visit [Standard Building Permit Report Program](#) for more information how to participate, and refer to [Addendum C](#) for a list of participating jurisdictions.

Taxing authorities who are not participating in the Standard Building Permit Report Program can provide BCA copies of electronic permits using [Citrix ShareFile](#), a cloud-base, encrypted, FOIPPA compliant file sharing application.

## BUILDING PLANS

Building plans are a main source of information BCA staff rely upon to add new construction and renovations to the assessment roll, and thus, contribute to capture of [non-market change](#).

BCA requests taxing authorities provide electronic copies of plans using [Citrix ShareFile](#).

Taxing authorities who do not require electronic copies of building plans can utilize the [Tiny Scanner](#) application to digitize paper copies of plans. Furthermore, BCA recommends taxing authorities consider requiring electronic plans as part of your building permit application process to enable electronic transfer.

## LAND USE CONTROL AMENDMENTS

Land use controls, i.e. official community plan (OCP) and zoning land use designations and title restrictions, affect the legal use of properties, and thus, the assessed market value. Consequently, it is vital that taxing authorities provide BCA with amendments to land use controls within their communities.

Taxing authorities can provide BCA electronic copies of land use control amendments, including geographic information system (GIS) shape files (mapping) for new OCPs and zoning bylaws, using [Citrix ShareFile](#).

## DEVELOPMENT APPLICATIONS & APPROVALS

Development applications and approvals, including preliminary subdivision approvals, provide BCA information on the probable and legal uses of properties, which affects assessed market values. Consequently, it is important that taxing authorities provide BCA with electronic copies of development applications and approvals for review and consideration.

Taxing authorities can provide BCA electronic copies of development applications and approvals using [Citrix ShareFile](#).

## PERMISSIVE & REVITALIZATION EXEMPTIONS

Permissive and revitalization exemptions do not apply to taxation in a calendar year unless they come into force **on or before October 31<sup>st</sup>** in the preceding year.

For exemptions to be applied on the upcoming Completed Roll, copies of enacting exemptions bylaws should be forwarded to BCA using [Citrix ShareFile](#) **on or before November 1<sup>st</sup>**.

Include the following information for each exemption granted, ensuring all information provided reflects current roll year parcel changes (i.e. subdivisions, consolidations, etc.):

- PID (for each parcel bylaw applies to)
- Folio no. (including all zeros)
- Name of the exempt entity/party
- Legal description & street address
- Portion of property exemption applies to (if not entire property)

## EXTENSIONS OF SERVICE INFRASTRUCTURE

Extensions of infrastructure in previously un-serviced areas can impact the development potential, and thus, the assessed market value of properties. Similarly, infrastructure upgrades that increase the availability of services can impact assessed values. Consequently, it is vital that taxing authorities provide BCA with electronic copies of plans and/or mapping for major infrastructure extensions and/or upgrades.

Taxing authorities can provide BCA electronic copies plans and GIS shape files (mapping) for infrastructure projects using [Citrix ShareFile](#).

## MAILING ADDRESS CHANGES

Current mailing addresses are important to ensuring that BCA and taxing authority notifications are delivered to the appropriate person and location.

To assist in timely updates to addressing, taxing authorities can complete, or direct property owners to complete BCA's [Change of Address Notification e-Form](#) to change their assessment and tax notice mailing address.

The e-Form contains all the information required by BCA to change mailing addresses. Additionally, completed e-Forms are automatically directed to our offices, then, process by BCA staff. Subsequently, taxing authorities consume the address changes via [Data Advice](#), which it eliminates the need for taxing authorities to change addressing in their systems.

**NOTE:** *BCA is not able to process requests to change utility addressing. We are only able to process changes for assessment and tax notice mailing addresses.*

## OCCUPIERS OF TAXING AUTHORITY PROPERTY

Taxing authorities must ensure BCA is informed of changes in occupation of civic properties to ensure appropriate assessment on the forthcoming assessment roll. For example, addition of new folios for newly occupied properties, or deletion of folios where occupation has ceased.

Taxing authorities can provide BCA electronic notification of occupation changes, including copies of leases/rental agreements, using [Citrix ShareFile](#).

## SITUS (CIVIC) ADDRESS ASSIGNMENTS

Taxing authorities are responsible for assigning situs (civic) addressing, and thus, must inform BCA of assignments and reassignments to ensure accuracy of assessment and tax rolls.

Taxing authorities can provide BCA electronic notification of situs (civic) address assignments and reassignments using [Citrix ShareFile](#).

## OTHER OPTIONS FOR PROVIDING INFORMATION

Taxing authorities who post the requested information within internal mapping, or other applications, can provide BCA staff with access credentials.

## STATUTORY AUTHORITY TO RECEIVE INFORMATION

[Part 2 - Inspections and Returns](#) of the *Assessment Act* entitles BCA to request, obtain, and inspect records related to property in BC. Furthermore, [Section 22\(1\)](#) of the *Assessment Authority Act* enables taxing authorities to provide information to BCA for assessment purposes.

## FILE NAMING CONVENTION

BCA requests taxing authorities use the following file naming convention for files for individual properties (all CAPS):

- Unit number, if applicable
- Street/Civic Number
- Street/Civic Name
- Street/Civic Type
  - Example: 12 3456 EASY ST



## ADDENDUM A – WHAT’S NON-MARKET CHANGE?

**Q:** What is non-market change (NMC)?

**A:** NMC is a change in value on the assessment roll that is not market related.

**Q:** Why is NMC important?

**A:** NMC is a potential source of new taxing authority revenue without having to increase a jurisdiction’s property tax rates.

**Q:** What triggers NMC?

**A:** The following assessment changes trigger calculation and reporting of NMC:

Trigger	Description
Inventory change	Modification of physical property characteristics causing a value change, i.e. new construction, renovations, etc.
Additions or deletions	Adding a new folio (subdivision), or deleting an existing folio (amalgamation of folios)
Boundary change	Jurisdiction (boundary) change, usually resulting from municipal incorporation or annexation
Exemption status change	Change in exemption (taxability) status, i.e. taxable to non-taxable, or vice versa
Property class change	Change in class, or class apportionment, i.e. class 01 – Residential to 06 – Business, or % of class 01 vs. class 06
Zoning change	Change in a property’s zoning land use designation



## ADDENDUM B – IMPORTANT BUILDING PERMIT INFORMATION

Attribute	Intended Use	Description	Examples
Jurisdiction	Join permit to property	3-digit jurisdiction code	320, 728
Folio	Join permit to property	BCA Folio Number	R000899555, 013975055
Permit No.	Identifies the permit	Local government permit identifier	BLDG1234 13-324
Issue Date	Identifies issue date	Date permit issued	31-Jan-2014
Civic Address	Join permit to property	Address where permit activity is occurring. Incl. UNIT/BAY numbers	1250 1 <sup>ST</sup> St W, North Vancouver 4501 HWY 97 N, Ten Mile Lake
PID	Join permit to property	Property PID	001234566
Legal Description	Join permit to property	Property legal description	Lot 1, Plan VIP18239, DL 439, Victoria Land District
Contact Info.	Appraisal use only to confirm % completion of construction as of Oct 31	Name & phone number of contractor/builder, or owner	Devon Buildings Inc., 604-522-6333 John H. Ford, 250-492-1333
Permit Type	Satisfies BCA system requirements	Assign permit to BCA permit type: -New Structure -Additions & Alterations -Demolitions -Tenant Improvements	Additions & Alterations are for <b>Residential properties</b> ; Tenant Improvements are for <b>Commercial properties</b>
Purpose	Identifies permitted work	Detailed description of what the permit is for including square footage and use.	-SFD Main Flr 1000sf, 2nd Flr 800sf, Crawl Foundation 1000sf, 3bedrms, 3bthrms -650sf Basement Suite incl. 1Bed/1 Bath -Renovation-new kitchen
Building Area	Validate building area on BCA system	Total building area in square feet	1345 2111.33
Permit Value	Prioritize data collection activities	Value of Permitted activity	60000 59885.73
Small Permit Type	Indication of small permit types & their area enable direct add of inventory to BCA system	Assign permit to BCA Small Permit Type if permit is EXCLUSIVELY for NEW: -Carpport -Garage-Attached -Garage-Detached -Deck	
Small Permit Area	See Small Permit Type	EXCLUSIVELY for use with Small Permit Type area of carport, garage, or deck in sq. ft.	200 340.50





## ADDENDUM C – STANDARD BUILDING PERMIT REPORT PROGRAM PARTICIPANTS

Jurisdiction Code	Jurisdiction Name	Jurisdiction Code	Jurisdiction Name
234	City of Victoria	311	Township of Langley
302	District of Central Saanich	313	City of Abbotsford
308, 309, 389	District of Saanich	432	District of Hope
317	District of Oak Bay	210	City of Grand Forks
327	City of Langford	535	Village of Keremeos
348	District of Sooke	562	Town of Princeton
476	Town of Sidney	233	City of Vernon
315	District of North Cowichan	533	Village of Kaslo
580	District of Tofino	551	Village of New Denver
330	City of Powell River	553	Village of Nakusp
336	City of Campbell River	572	Village of Silverton
316	District of North Vancouver	707, 709, 710, 786	Region District Central Kootenay
524	Town of Gibsons	215	City of Kimberley
560	Village of Pemberton	337	District of Sparwood
570	District of Sechelt	517	District of Elkford
200	City of Vancouver	532	District of Invermere
220	City of New Westminster	567	Village of Radium Hot Springs
224	City of Port Coquitlam	701, 702, 703, 704	Regional District East Kootenay
306	City of Delta	470	City of Quesnel
320	City of Richmond	492	City of Williams Lake
326	City of Surrey	557	District of 100 Mile House
216	City of Langley	226	City of Prince George
303	City of Chilliwack	206	City of Dawson Creek

Taxing authorities not participating in the Standard Building Permit Report Program can provide BCA copies of electronic permits using [Citrix ShareFile](#).

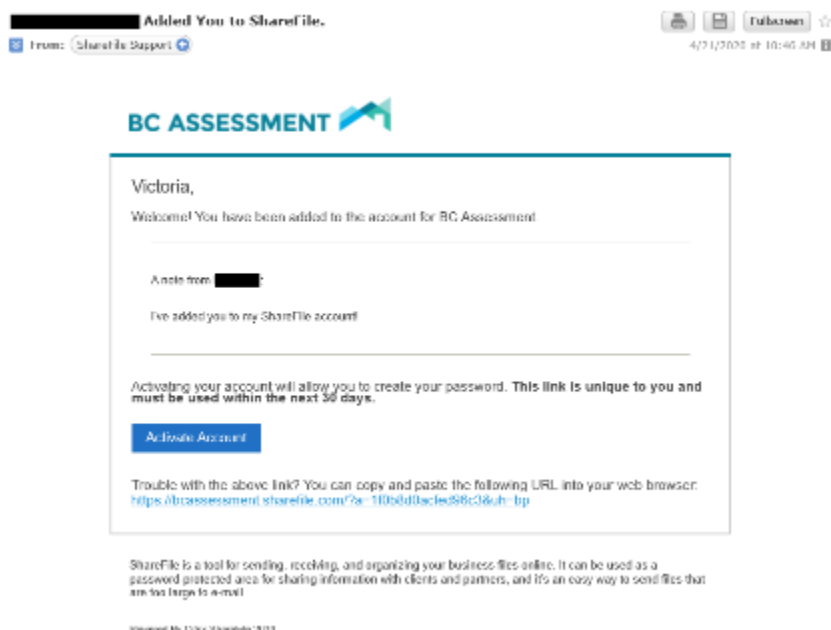


## ADDENDUM D – USING CITRIX SHAREFILE

Citrix ShareFile is *FOIPPA* compliant cloud-based service that enables taxing authorities to share electronic documents with BCA via Canadian-based servers. The process for using Citrix ShareFile to upload documents is as follows:

### New User Account Activation

1. BC Assessment will create your ShareFile account & send you a welcome email (see below) that includes a link to activate your account:

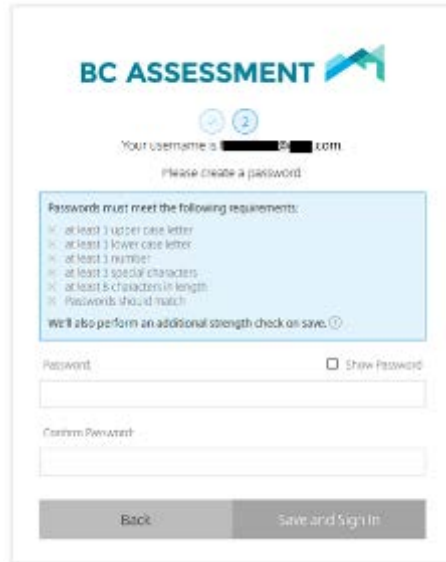


**NOTE:** To request addition of Users to your jurisdiction’s ShareFile account, email Property Information at [bcacustomer.services@bcassessment.ca](mailto:bcacustomer.services@bcassessment.ca).

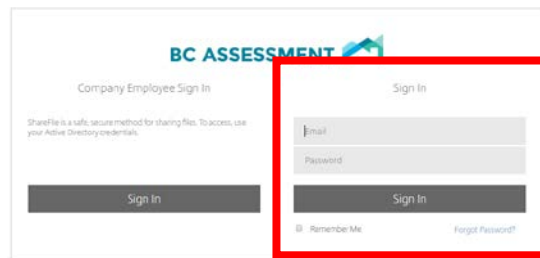
2. Click **Activate Account**, confirm your personal information, then, click **Continue** to create a password:



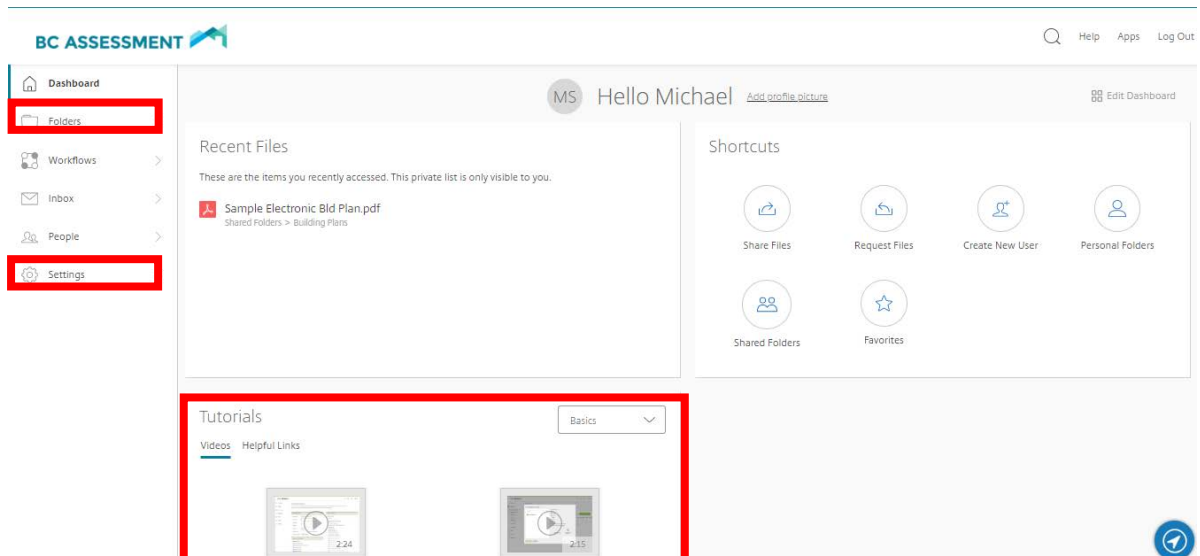
3. Once your password has been created & confirmed, click **Save and Sign In**:



4. You will be redirected to the Citrix ShareFile home page <https://bcassessment.sharefile.com/>, enter your credentials & click **Sign In**:



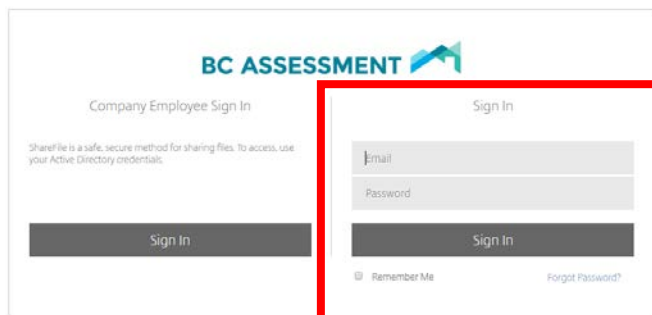
Users are then presented with their ShareFile dashboard, which includes **Folder & account Settings** in the left menu & **Tutorials** on the bottom left:



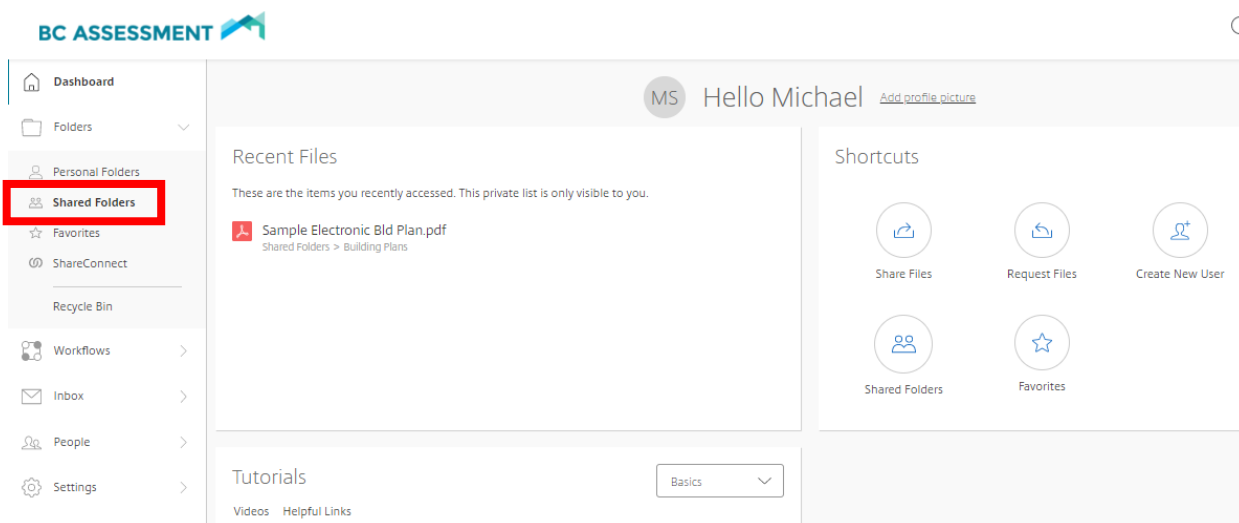


## Uploading a File/Document for BC Assessment

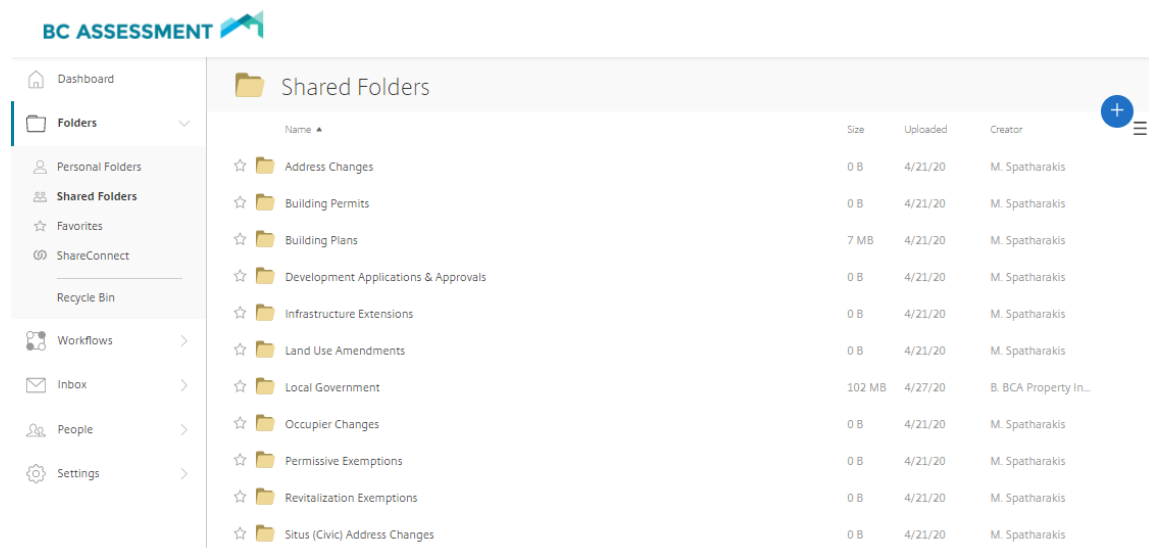
1. Login to Citrix ShareFile at <https://bcassessment.sharefile.com/>:



Users are presented with their dashboard:

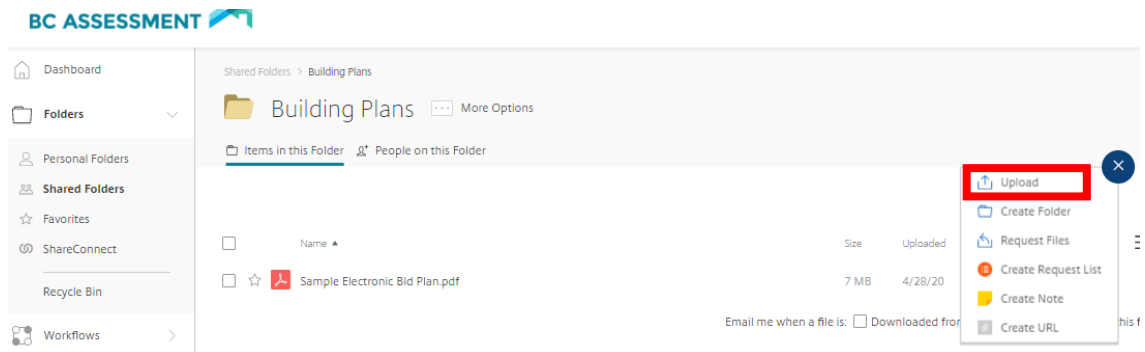


2. Click the **Shared Folders** menu on the left hand side to see you shared folders:



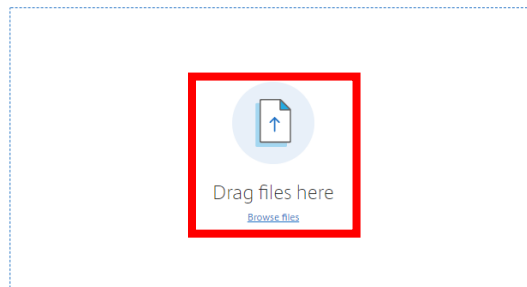


- 3. Select the document type **sub-folder**, i.e. Building Plans, then, click the **+** on the right & click **Upload**:



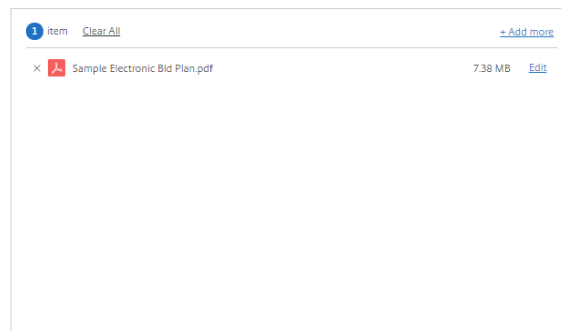
Users can (a) **Drag files here**, or (b) **Browse files** to select file(s) to upload:

Upload to "Building Plans"



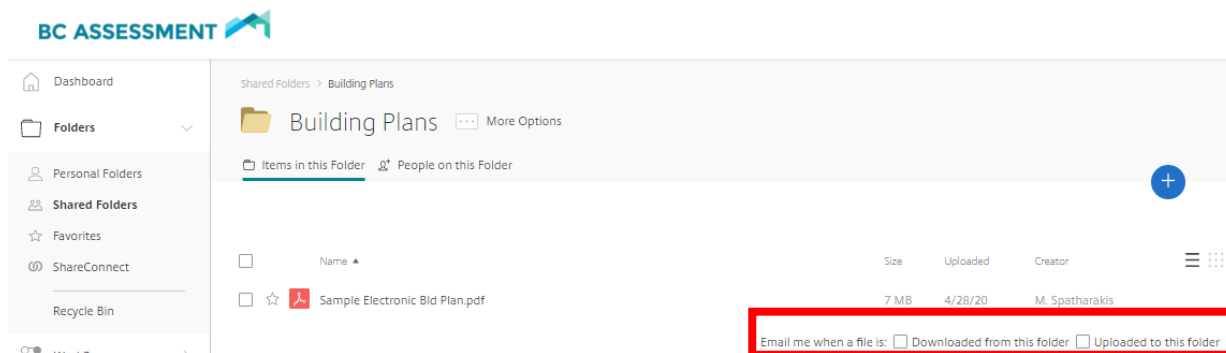
- 4. Once the file(s) is selected, click **Upload**:

Upload to "Building Plans"



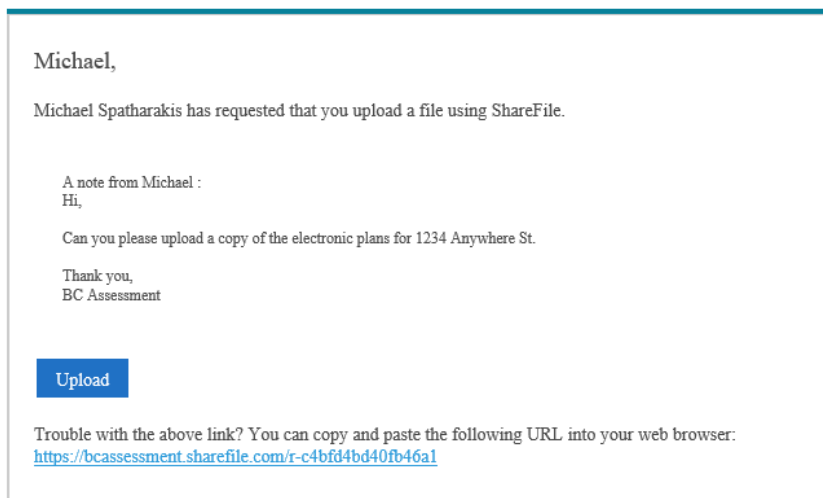


The uploaded file(s) then appear within the relevant sub-folder. Users can request an email alert (sent to your company email & ShareFile Inbox) when a file is downloaded or uploaded from a folder:



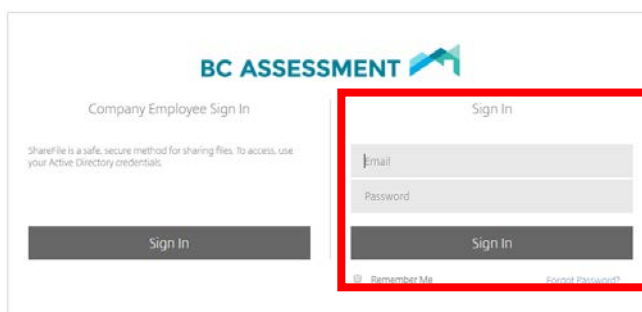
## Responding to BC Assessment Email Request to Upload a File/Document

Users may also receive an email request from BC Assessment to upload a file:



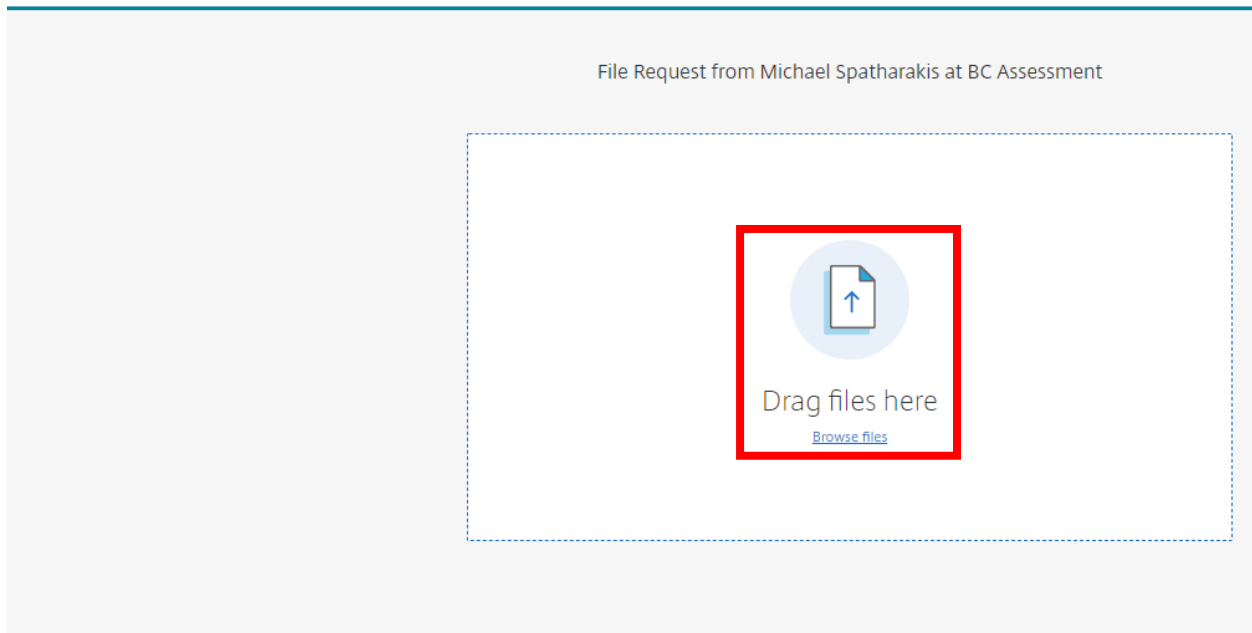
ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

### 1. Click Upload & log in with your credentials:

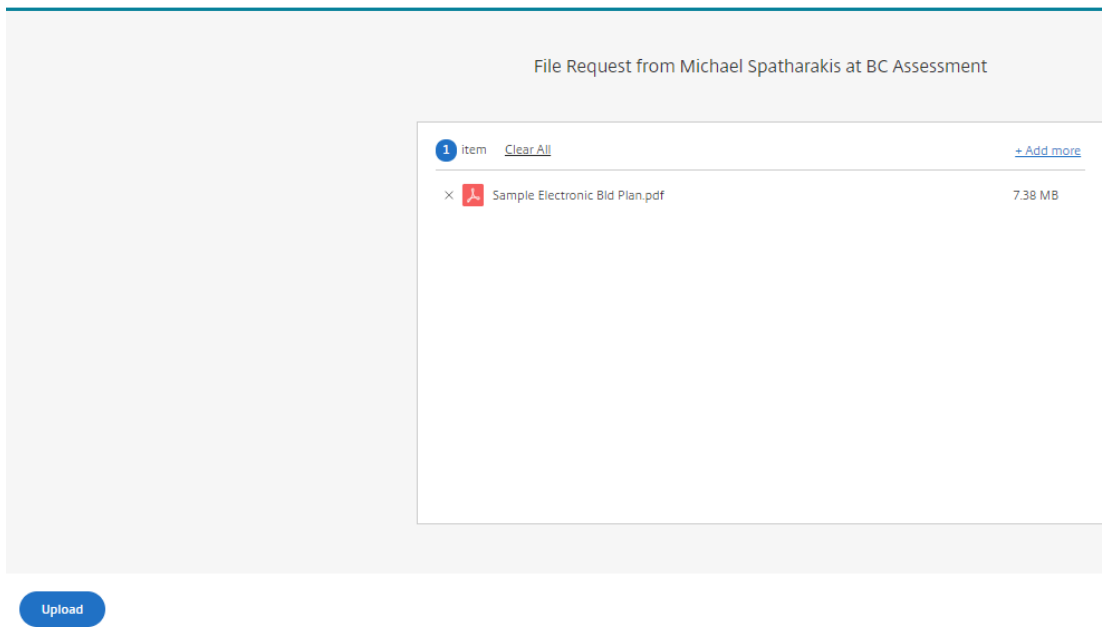




2. Drag or browse files you are being requested to upload:



3. Select the files, then click on **Upload**:



You then see the files uploaded & can use the link in the email you received again (as long as the link does not expire) to upload additional files.




## Personal Settings

### Edit Profile

Users can update their profile & change their password:

Edit Profile

Name and Company Details

First Name: <input type="text" value="Victoria"/>	Profile Picture: 
Last Name: <input type="text" value="Smith"/>	<input type="button" value="Upload"/>
Company: <input type="text" value="GMX Dev"/>	

Change Password

Old Password: <input type="password"/>	Passwords must meet the following requirements: <ul style="list-style-type: none"><li>× include at least 1 upper case letter</li><li>× include at least 1 lower case letter</li><li>× include at least 1 number</li><li>× include at least 1 special character</li><li>× be at least 8 characters in length</li></ul> We'll also perform an additional strength check on save. ⓘ
New Password: <input type="password"/>	
Confirm Password: <input type="password"/>	

### Update Email Notification preferences

Email Notifications

Email notifications are controlled on a folder by folder basis. Using the below dropdown list, you can select whether you would like to receive upload/download notifications in real-time or whether you would like them consolidated and sent to you at a time interval you specify.

Email Frequency:

**Bounce Back Emails**

Our system can send you an email if we receive a bounce back from any email you send.

Receive bounce back emails

Yes  No

**NOTE:** For technical assistance in using Citrix ShareFile, or to request addition of Users to a jurisdiction's account, please email Property Information at [bcacustomer.services@bcassessment.ca](mailto:bcacustomer.services@bcassessment.ca).





## ADDENDUM E – USING TINY SCANNER

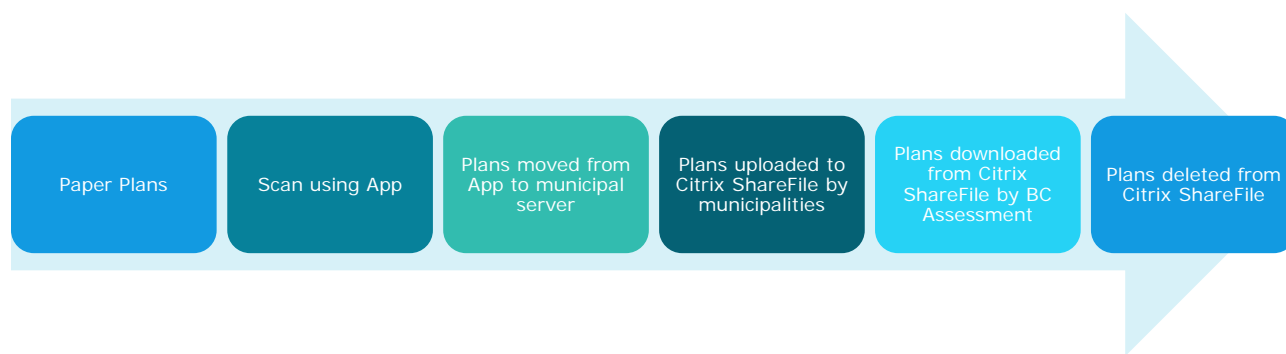
### Purpose

The following provides direction on how to use the Tiny Scanner application to convert paper documents, i.e. building plans, into a digital format to enable transfer to BCA using Citrix ShareFile.

### Target Audience

Taxing authorities that do not have electronic copies of certain documents, including building plans.

### Overview of the Complete Process



### What is Tiny Scanner?

Tiny Scanner is scanning application BCA has used extensively to create electronic copies of paper documents, including building plans. The application is easy-to-use, accurate, and generates clear images (electronic documents) when used with a good phone camera. The application works best with an Android smart phone, as image retrieval is quicker and easier.

### Using Tiny Scanner

A useful tutorial for using Tiny Scanner can be found on YouTube at:

<https://www.youtube.com/watch?v=JUXWkF5feYw>

1. Open the application



2. Click on the camera icon & take first photo, click the “check mark”
3. Adjust brightness & edit image if needed, click the “check mark”
4. Name the PDF using address of the property, click the “check mark”



5. To add additional photos to the PDF, click the camera icon & take photo, click the “check mark”
6. Once done taking all the required photos to create the PDF file, click on the following image at the bottom of the application



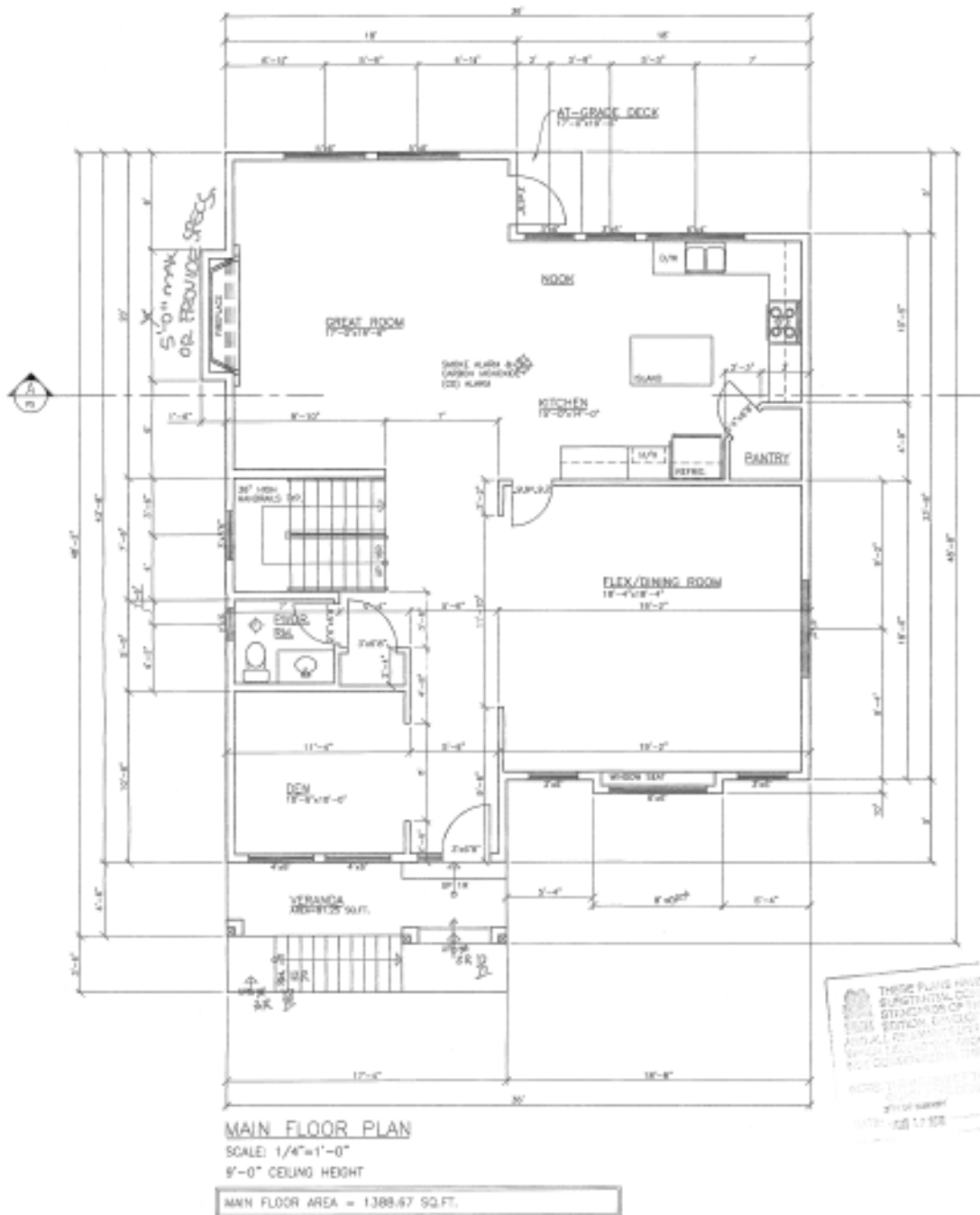
7. Export as “PDF”
8. Select “Open in”
9. Select “Drive PDF Viewer”
10. Repeat, as required, for list of plans/documents you wish to scan
11. See “Step 2 - Downloading Electronic Documents Using Android Phones” for how to move electronic (PDF) documents plans to your server.

### Important points to remember with scanning:

- Layout documents as flat as possible on a flat surface.
  - Hold the camera steady, or the image will be blurred/unclear.
  - Hold the camera as close to the document as possible, confirming the area to be scanned are fully within the viewing screen.
  - Focus on key parts of the document, i.e. building areas for each floor plan.
  - Adjust the shape & size of the image using the guidelines.
  - Scan building plans in a specific & standard order as follows:
1. Permit or information page, AKA Permit Summary Data
    - Here, you will be prompted to name the file per the following naming convention (All Caps):
      - Unit number (if available)
      - Street Number
      - Street Name
      - Street Type
      - Example: 12 3456 EASY ST
  2. Site Plan
  3. Foundation Plan
  4. Main or first floor
  5. Second floor (if drawn), etc.
  6. Make sure you have scanned all floor areas.
  7. Section (usually just Section AA)
  8. Elevations
    - See the YouTube tutorial above for instructions in changing the order of the scans.
    - Save file and repeat



Example of building plan photo:



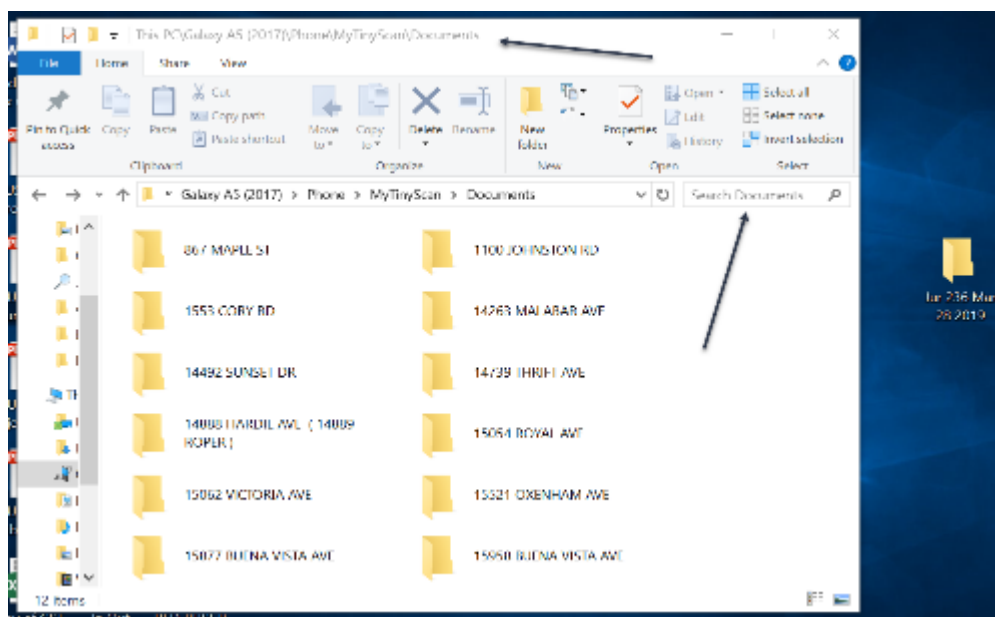


## Downloading the Documents Using Android Phones

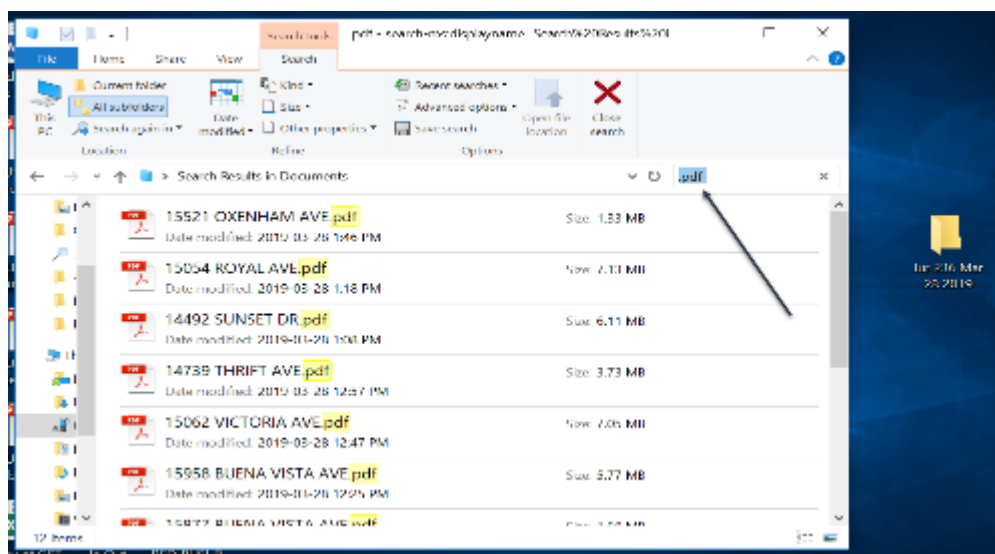
Downloading documents is available for Android phones. BCA has been challenged using iOS, and thus, we do not recommend its use.

The steps for downloading documents, including in bulk to your desktop, using an Android phone are as follows:

1. Plug your phone to the computer
2. Open My PC > (Phone name and type) > Phone > MyTinyScan > Documents

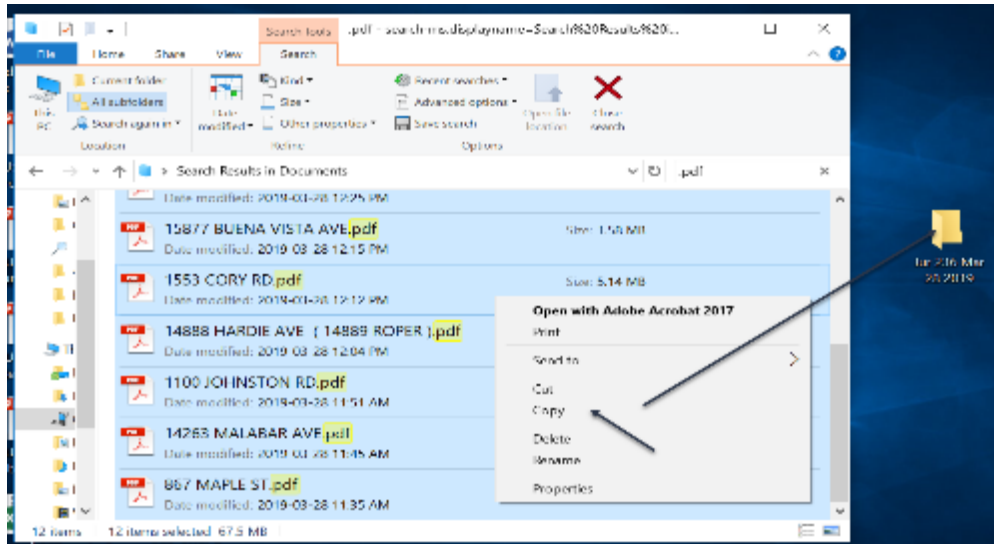


3. Search Documents for “pdf” to find all the PDF files





4. Select all PDF files. Copy and paste them into a selected folder



5. Open folder to confirm the copying over is complete.
6. Upload all PDF documents (i.e. building plans) to Citrix ShareFile in the appropriate folder.