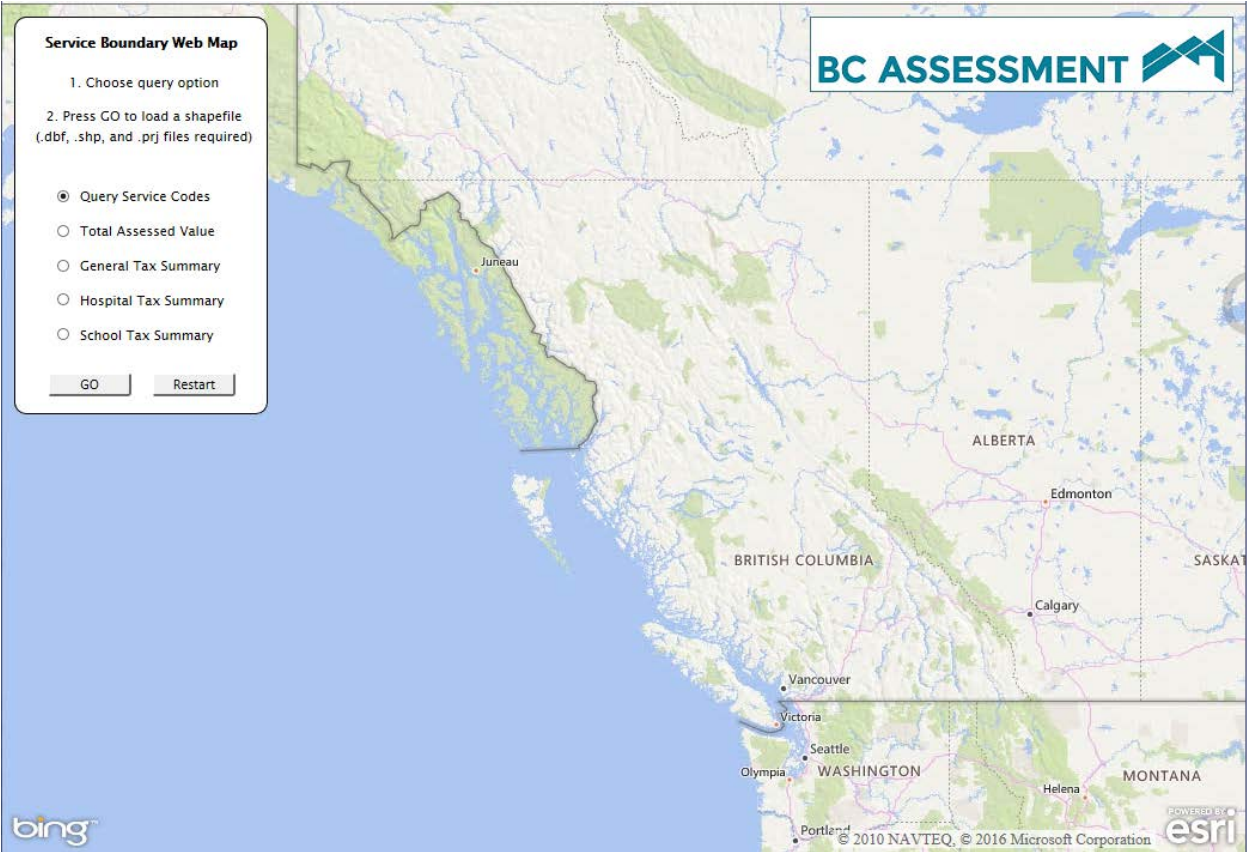


# Service Boundary Web Map User Guide

## Contents

- Getting Started..... 2
- Query Service Codes ..... 3
- Query Service Codes Results..... 5
- Total Assessed Value..... 6
- Total Assessed Value Results ..... 7
- Tax Summary Overview ..... 8
- Application Issues ..... 9



## Getting Started

Prior to using the Service Boundary Web Map (SBWM) application, you will need to have at least one boundary [shapefile](#) in a known location on your computer or file server. The shapefile must be in one of the supported coordinate systems (see table below). Once a shapefile is loaded to the application, it can continue to be used for each of the available queries.

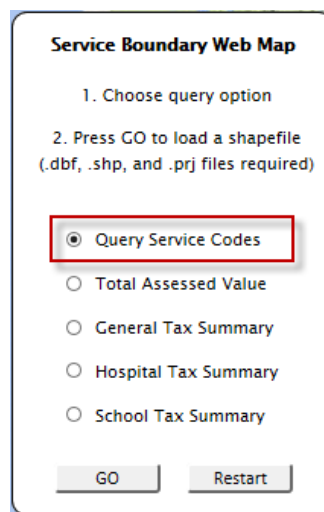
### **SBWM Supported Coordinate Systems**

Coordinate System Name	WKID
NAD_1983_UTM_Zone_7N	26907
NAD_1983_UTM_Zone_8N	26908
NAD_1983_UTM_Zone_9N	26909
NAD_1983_UTM_Zone_10N	26910
NAD_1983_UTM_Zone_11N	26911
WGS_1984_Web_Mercator_Auxiliary_Sphere	3857
NAD_1983_BC_Environment_Albers	3005
GCS_North_American_1983	4269
Canada_Albers_Equal_Area_Conic	102001
Canada_Lambert_Conformal_Conic	102002
GCS_WGS_1984	4326

## Query Service Codes

### Overview

Query Service Codes analysis will only work in areas where there are minor taxing service codes on properties. It queries the codes for every property within the selected service boundary. Then it provides two options to identify properties incorrectly coded. One option shows all those properties missing the minor tax code within the boundary. The other shows all those properties residing outside the boundary which are incorrectly coded for the service.



**Service Boundary Web Map**

1. Choose query option

2. Press GO to load a shapefile  
(.dbf, .shp, and .prj files required)

Query Service Codes

Total Assessed Value

General Tax Summary

Hospital Tax Summary

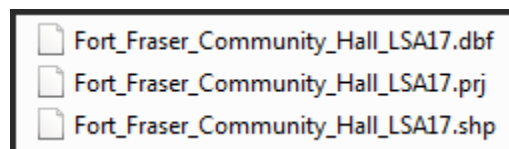
School Tax Summary

GO Restart

With the **Query Service Code** radio button selected, press **GO**.

### Getting Started

- After pressing the **GO** button, an **Open** dialog window will launch.
- You will be prompted to locate and select a shapefile from your system.
- **IMPORTANT:** select the .SHP, .DBF and .PRJ files from your system. Press OK to load the shapefile to the application. All three files must be selected before pressing OK.



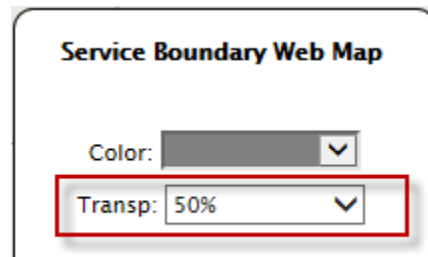
*Example of three required files of a shapefile*

- You will be prompted to select the boundary\*. Select the boundary with a left mouse button click. It should be outlined in blue.

*\*Depending on your shapefile you may have one or more boundaries per loaded file. You can only select one feature, so if you have not already done so, it is important that **each service be merged or dissolved into one feature** in the shapefile. If a service is represented by two or more non-contiguous boundaries, it must be a single multipart feature in the shapefile.*

## Symbology Options

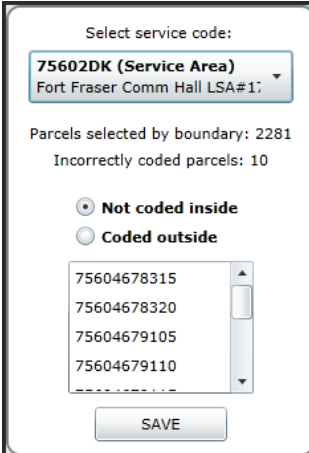
You have the option to change the colour and transparency of your boundary shapefile once it has been loaded to the application. Use the drop downs to change the colour or the transparency. *The higher percentage transparency, the more see-through the layer will be.*



## Selecting a Code

After you have selected the boundary by clicking on it, it should highlight light blue around the boundary. The application will query all the available service codes within that boundary and provide them to you in a drop down list on the left side of your window.

You will need to **select the corresponding service code for the boundary selected**. If a boundary is represented by multiple codes (such as when crossing a jurisdiction boundary), just choose one of the codes available. The application will provide a result that includes all available codes for the boundary.



The screenshot shows a dialog box titled "Select service code:". It features a dropdown menu with the selected code "75602DK (Service Area) Fort Fraser Comm Hall LSA#1". Below this, it displays "Parcels selected by boundary: 2281" and "Incorrectly coded parcels: 10". There are two radio buttons: "Not coded inside" (which is selected) and "Coded outside". A list box contains the following service codes: 75604678315, 75604678320, 75604679105, and 75604679110. A "SAVE" button is located at the bottom of the dialog.

### Reviewing the Results

At this time, you can choose to review the properties one by one, and/or export the results to a text file.

Reviewing the properties individually can be done by clicking on the roll number provided in the window. This will show you that property outlined in red within the map space – please be patient as this can take a few seconds. Those properties outlined in red can be hovered over to see all of the service codes applied. It is important to review the properties found in error, since some of them may be partially within a boundary or next to a boundary. This could indicate that a boundary shapefile needs to be updated.

### Exporting the Results

To export the results of your analysis to a text file, just press the save button. You will be prompted “Do you want to save [filename.csv]”, to which you can press OK.

Choose a location to save the CSV file (compatible with MS Excel) It will contain:

- a. the shapefile name
- b. the service code queried for
- c. the query you performed: either “Not coded inside” or “Coded outside”
- d. the attributes of the feature or service boundary selected (from the shapefile’s feature attribute table)

### Query Service Codes Results

Once you have the list of incorrectly coded properties exported to a CSV file, they can be sent to your local BCA area office. A list of the offices and their email addresses are below.

BCA Office	Email
Victoria	<a href="mailto:vancouver.island@bcassessment.ca">vancouver.island@bcassessment.ca</a>
Nanaimo	<a href="mailto:vancouver.island@bcassessment.ca">vancouver.island@bcassessment.ca</a>
Courtenay	<a href="mailto:vancouver.island@bcassessment.ca">vancouver.island@bcassessment.ca</a>
Vancouver	<a href="mailto:greater.vancouver@bcassessment.ca">greater.vancouver@bcassessment.ca</a>
Burnaby	<a href="mailto:greater.vancouver@bcassessment.ca">greater.vancouver@bcassessment.ca</a>

<b>Surrey</b>	<a href="mailto:fraser.valley@bcassessment.ca">fraser.valley@bcassessment.ca</a>
<b>Abbotsford</b>	<a href="mailto:fraser.valley@bcassessment.ca">fraser.valley@bcassessment.ca</a>
<b>Okanagan</b>	<a href="mailto:thompson.okanagan@bcassessment.ca">thompson.okanagan@bcassessment.ca</a>
<b>Nelson</b>	<a href="mailto:kootenay.columbia@bcassessment.ca">kootenay.columbia@bcassessment.ca</a>
<b>Cranbrook</b>	<a href="mailto:kootenay.columbia@bcassessment.ca">kootenay.columbia@bcassessment.ca</a>
<b>Kamloops</b>	<a href="mailto:thompson.okanagan@bcassessment.ca">thompson.okanagan@bcassessment.ca</a>
<b>Williams Lake</b>	<a href="mailto:northern.bc@bcassessment.ca">northern.bc@bcassessment.ca</a>
<b>Terrace</b>	<a href="mailto:northern.bc@bcassessment.ca">northern.bc@bcassessment.ca</a>
<b>Prince George</b>	<a href="mailto:northern.bc@bcassessment.ca">northern.bc@bcassessment.ca</a>
<b>Dawson Creek</b>	<a href="mailto:northern.bc@bcassessment.ca">northern.bc@bcassessment.ca</a>

## Total Assessed Value

This is a simple analysis which will enable you to see the total number of properties and the total assessed value of properties a selected service boundary. This can be done anywhere BCA has mapped these properties in the province (may or may not be visible in the SBWM).

**Service Boundary Web Map**

Color:

Transp:

Query Service Codes

Total Assessed Value

General Tax Summary

Hospital Tax Summary

School Tax Summary

## Getting Started

Select the **Total Assessed Value** radio button. If you have not already loaded a shapefile to the application:

- Press the **GO** button. An **Open** dialog will launch
- You will be prompted to locate and select a shapefile from your system.
- Select the .SHP, .DBF and .PRJ files from your system. Press OK.

Select a boundary with your left mouse button.

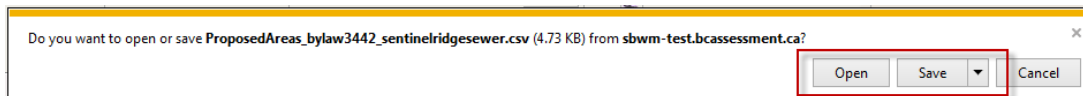
## Reviewing the Results

With the boundary selected (highlight light blue) you will immediately be shown the total number of properties and the total of their net general value as shown below.



## Export the Results

To export a list of all the selected roll numbers within the boundary, press **Export Roll Numbers**. This will prepare the report. Depending on your internet application, you will see some way to open or save the file created. This file can be opened using MS Excel, or simply a text editor such as Notepad.



In this report, the roll number comes from the AFP\_OID column, where the jurisdiction number is concatenated with the roll number. The first three numbers are always the jurisdiction number.

*Example:* **234123456789**

Where '234' is the jurisdiction number and '123456789' is the roll number.

This can be used to join to other data you may receive from BC Assessment through Assessment Link BC, or another source.

## Total Assessed Value Results

Once you have the list of roll numbers within a proposed boundary, you can use that to join to other BCA data you may receive (such as via Assessment Link BC). A GIS technician or database analyst should be able to assist you with that task.

It is important to note that the total assessed value is an approximation, and will be limited by how current the data is, and will only show values for properties BCA has mapped. BCA mapping currently represents over 99% of the properties in our system.

## Tax Summary Overview

Three taxable value summaries can be reviewed for the following tax bases: general, hospital or school. These are net values after exemptions. These summarize for all properties within the selected boundary.

**Service Boundary Web Map**

1. Choose query option

2. Press GO to load a shapefile  
(.dbf, .shp, and .prj files required)

Query Service Codes

Total Assessed Value

General Tax Summary

Hospital Tax Summary

School Tax Summary

The Tax Summary provides you with a table which you can quickly review summaries broken down by property class and land/improvement. Once the summary is provided, the data can be exported to a CSV file, which can be opened with MS Excel.

General Tax Summary			
Class	Impr	Land	Total
01	\$135,392,100	\$118,643,200	\$254,035,300
06	\$2,642,396	\$4,610,004	\$7,252,400
08	-	\$1,780,000	\$1,780,000
09	-	\$16,579	\$16,579

1. Select one of the Tax Summary radio buttons
2. Left click on a boundary to select it
3. (optional) Export Summary by clicking the button and opening or saving the CSV file.





## Application Issues

If you have any issues with this application, and you have read this guide and the FAQ provided, please email BC Assessment Property Information, or call our toll free number.

Email: [bcacustomer.services@bcassessment.ca](mailto:bcacustomer.services@bcassessment.ca)  
Phone: *1-866-valueBC (825-8322) extension 00119*