



BC ASSESSMENT

Data Advice

User Guide

Version 1.5

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Introduction

In 1974, the [Government of British Columbia](#) created BC Assessment (BCA) as a Crown Corporation, funded primarily through a property tax levy, with the legislated mandate to provide “assessments that are uniform in the whole of the province” in accordance with the [Assessment Act](#). Since its inception, BCA has provided uniform, fair and independent property assessments to the people of British Columbia.

Data Advice is a bulk data feed product providing customers with property assessment information. It was originally created in 1976 to provide taxing authorities the data they required to perform their taxation duties. Today the product is still used by taxing authorities, First Nations governments, Provincial Governments and enterprise customers to perform various business functions.

Data Advice can be provided based one or many jurisdictions, including the entire province and is provided in multiple subscription frequencies. The product is delivered to customers on the [BC Assessment website](#). For more information on the website, please refer to the Website User Guide.

To find out if Data Advice is the right product for you and your business, please contact a member of our Property Information team:

Property Information | Customer Division | BC Assessment
400-3450 Uptown Blvd | Victoria, BC V8Z 0B9 | **TF:** 1.866.valueBC (or 1.866.825.8322) x. 00119
E: bcacustomer.services@bcassessment.ca | **W:** www.bcassessment.ca

Disclaimer

The data referred to herein serves a variety of purposes - including valuation, statistical reporting, and administration - in fulfillment of BCA's statutory obligations. It is important that the data made available not be misconstrued as satisfying purposes other than those intended. It is recommended that close liaison be maintained with the local BCA Office regarding use and interpretation of the data.

BCA assumes no responsibility for the accuracy of information requested which is not required to be reported under the *Assessment Act*.

It is the responsibility of the customer to ensure that all changes to requirements are submitted to BCA by the specified dates. BCA cannot guarantee on-time delivery of late requests or changes.

BCA can only provide access to the data directly to the customer in accordance with the [Assessment Act](#) or as directed in the individual contract or agreement with the customer.

Definitions

Definitions of terms used in this guide are:

Term	Definition
Assessment Area	A geographic regional organization used by BC Assessment for property assessment
Completed Roll	The first assessment roll of all active properties, made available in January
Current Year	Refers to the roll year for which the roll is being prepared
Folio	A specific property, identifiable by a combination of a set of characters
Jurisdiction	A sub-divided geographic regional organization used by BC Assessment for property assessment i.e. Assessment Areas are sub-divided into Jurisdictions. These Jurisdictions are for taxing purposes and could be municipal or rural
Property Assessment Appeal Board (PAAB)	An independent board that reviews all appeals that have initially been reviewed by the Property Assessment Review Panel (PARP)
Property Assessment Review Panel (PARP)	An independent panel that serves as the first step of review of a property, should a property owner choose to do so
Revised Roll	The second assessment roll of all active properties, made available after the PARP process and including any changes made as a result of PARP
Roll Year	Refers to the assessment roll of any given year
Supplementary Cycle	Refers to any changes made by BC Assessment after the Revised Roll has been released

Data Advice Product Format

Every order of Data Advice is delivered on the website, under the Data Advice drop down menu via a zipped file and can contain the following:

1. Data Advice XML
2. Audit Summary Report (Always Included)
3. Change Report



Data Advice (XML)

Data Advice is produced in Extensible Markup Language (XML) and is intended to be fed into a customer's database. Many of BCA's customers have created custom software applications to consume Data Advice. Before a customer can consume Data Advice, they must have programmed their software in alignment with the Data Advice schema. The most recent version of the schema can be obtained from the website, through the Support dropdown menu, under User Guides. A complete breakdown of the XML content can be found below in the [Data Collections](#) section of this user guide.

Each data attribute in the XML file will consist of:

1. Name
2. Type
3. Minimum Value
4. Maximum Value

Attributes may also include

1. Action
2. Unique ID
3. Old Value

Audit Summary Report (PDF)

An audit summary is provided in support of every XML and change report file delivered and is meant to be read by a user. The audit summary provides information regarding the content of the xml or change report. This report should be reviewed prior to an xml file being uploaded to the customer's database to ensure that the content is as expected. Each report contains summary level information based on entire report contents as well as a breakdown by jurisdiction. For an example of Audit Summary Report, please refer to [Appendix A](#).

An Audit Summary Report contains:

1. File Name:YYYYMMDD_RunType_RollYear_OutputParameterName_Product
 - a. Run Type: Name of Run Type (see number 5 below)
 - b. Roll Year: YY (last two digits of the roll year)

- c. Output Parameter Name: 4 character ID representing the unique combination of boundary and data attributes (more information can be found below in the [Output Parameters](#) section of this user guide)
- d. Product: Name of product
 - i. Audit – Audit Summary Report
 - ii. Change – Change Report
2. Run Date: YYYY-MMM-DD HH:MM
3. Reporting Period: YYYY-MMM-DD to YYYY-MMM-DD
4. Roll Year: YYYY
5. Run Type: Name of Run Type (more information can be found below in the [Run Types](#) section of this user guide)
 - a. COMP
 - b. REVD
 - c. RVSP
 - d. SUPP
 - e. MONTHLY
 - f. WEEKLY
 - g. GRNT
 - h. PARP
 - i. PAAB
 - j. OTHER
6. Order ID: Unique ID of order
7. Ownership Year: YYYY
8. Customer: Name of Customer Organization
9. Boundary: Listing of Assessment Area and Jurisdictions or Keyfile Name (more information can be found below in the [Boundary Definition](#) section of this user guide)
10. List of Data Deviations from Default (more information can be found below in the [Default Data Attributes](#) section of this user guide)
11. Order Summary
 - a. Number of folios reported
 - b. Number of folios deleted within the reporting period
 - c. Number of deleted folios by code
 - d. Number of amendments by code
 - e. Actual values (land, improvements, total)
 - f. General values by Property Class (land, improvements, total)
 - g. School/other values by Property Class (land, improvements, total)
 - h. BC Transit values by Property Class (land, improvements, total)
12. Jurisdiction Summary (Repeat for each Jurisdiction)
 - a. Number of folios
 - b. Actual values (land, improvements, total)
 - c. General values by Property Class (land, improvements, total)
 - d. School/other values by Property Class (land, improvements, total)
 - e. BC Transit values by Property Class (land, improvements, total)

Change Report (PDF)

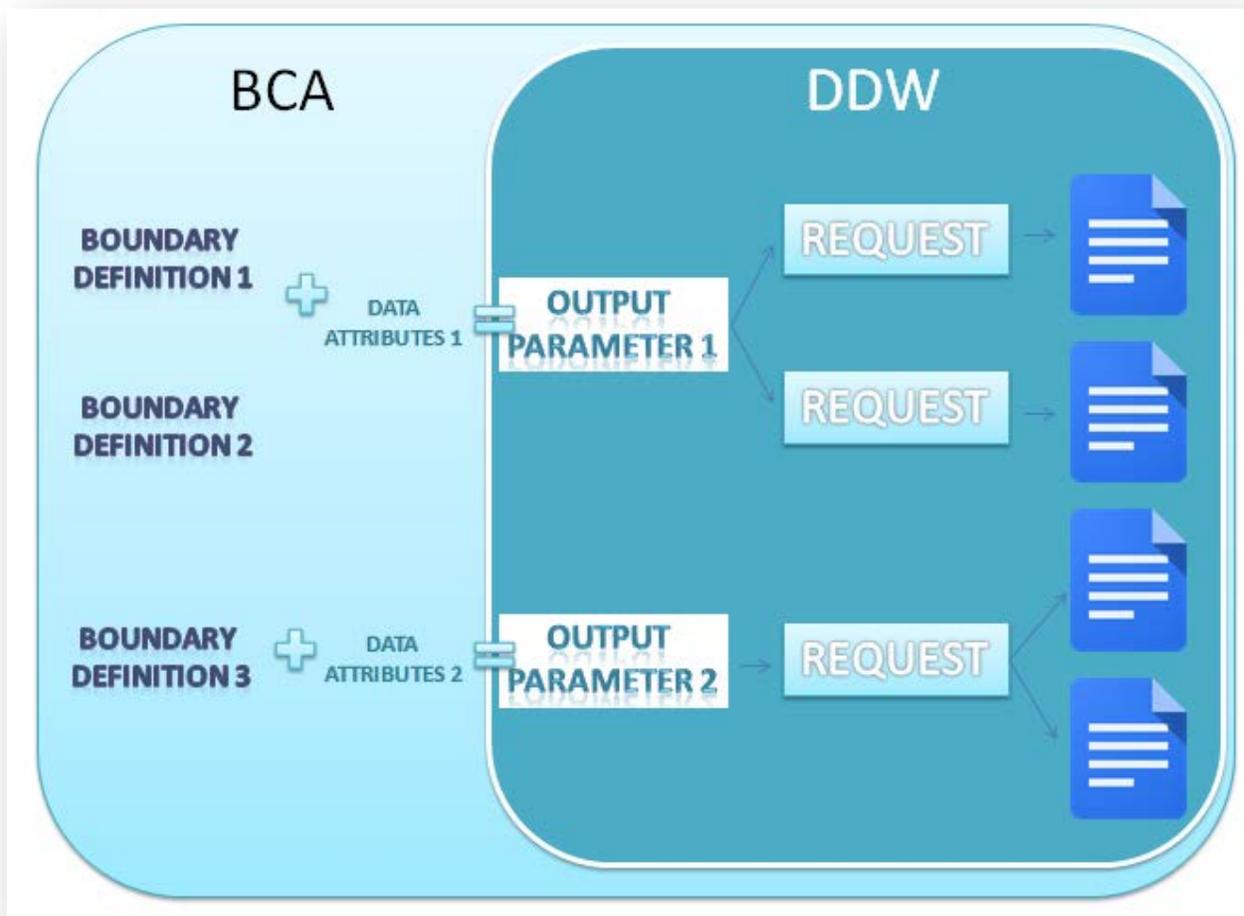
A change report can be provided in support of every XML or independently on its own and is meant to read by a user. The change report provides a listing of ownership, legal descriptions, property addresses, additions and deletion changes during the reporting period, for the current year. Only folios that have had a change reported during the period will be included. When a change is reported on a data attribute, the old value will be reported along with the new value. For an example of Change Report, please refer to [Appendix B](#).

A Change Report contains:

1. File Name:YYYYMMDD_RunType_RollYear_OutputParameterName_Product
 - a. Run Type: Name of Run Type (see number 5 below)
 - b. Roll Year: YY (last two digits of the roll year)
 - c. Output Parameter Name: 4 character ID representing the unique combination of boundary and data attributes (more information can be found below in the [Output Parameters](#) section of this user guide)
 - d. Product: Name of product
 - i. Audit – Audit Summary Report
 - ii. Change – Change Repot
2. Run Date: YYYY-MMM-DD HH:MM
3. Reporting Period: YYYY-MMM-DD to YYYY-MMM-DD
4. Roll Year: YYYY, the year in which the information is pertaining to
5. Run Type: Name of Run Type (more information can be found below in the [Run Types](#) section of this user guide)
 - a. COMP
 - b. REVD
 - c. RVSP
 - d. SUPP
 - e. MONTHLY
 - f. WEEKLY
 - g. GRNT
 - h. PARP
 - i. PAAB
 - j. OTHER
6. Order ID: Unique ID of order
7. Ownership Year: YYYY
8. Customer: Name of customer organization
9. Boundary: Listing of Assessment Area and Jurisdictions or Keyfile Name(more information can be found below in the [Boundary Definition](#) section of this user guide)
10. List of Data Deviations from Default (more information can be found below in the [Default Data Attributes](#) section of this user guide)
11. List of Changes grouped by Jurisdiction

Data Advice Requests

Every order of Data Advice is linked to a request. A request can be made on an ad hoc basis or an ongoing scheduled subscription basis. Each request is submitted based on the customer's requirements and entitlement. It is the customer's responsibility to ensure requests are current and reflect their business needs. Any modifications to a customer's request can be made on the website, through the Data Advice dropdown menu, under Requests. If you are unsure about what modifications need to be made, please contact Property Information at bcacustomer.services@bcassessment.ca or 1.866.825.8322 X00119.



Each request should reflect the customer's requirements:

1. Run Type – what type of Data Advice output is required
2. Ad Hoc or Subscription – is the order required once or on an ongoing basis
3. Output Parameter – what folios will be included and what information about those folios
 - a. Boundary Definition – what assessment areas and jurisdictions or keyfile
 - b. Data Attributes – what types of information about each folio

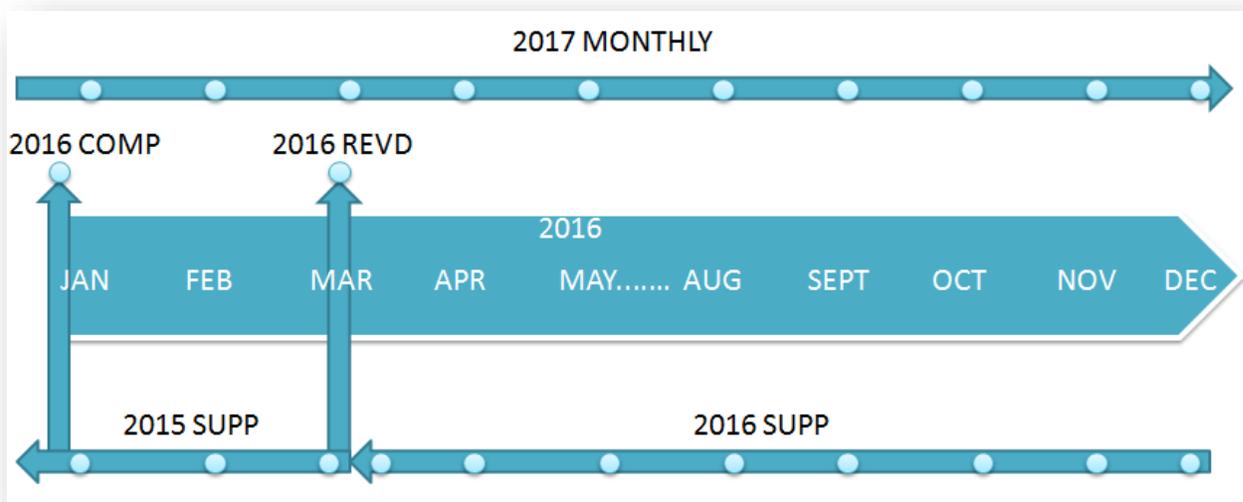
The following section will help you to understand the different components of the Data Advice order and the data to be expected in the output.

Run Types

Data Advice can be run in various frequencies and times of year, most runs will correspond to a significant key date in BCA's business cycle. To learn more about BCA's business cycle, please refer to the [Key Dates section of BCA's website](#). In general there are two types of Data Advice: Annual and Periodical. Annual files are generally produced once a year and contain the full set of folios and data attributes as requested by the customer. Periodical files only contain the folios that have had a reported change and only the attributes that have been modified.

It is important to distinguish between the different run types and understand that although they may be delivered at similar times of the year, they may be providing information pertaining to a different roll year. Understanding how the different run types work together will help you understand what order they should be uploaded into your database in.

In general, Data Advice should be uploaded in date order as delivered. If you subscribe to weekly Data Advice, there is one exception to that rule in December due to the run date of Completed Roll. For more information on this exception please refer to the Support dropdown on the website, under [Data Advice bulletins](#) or contact Property Information at bcacustomer.services@bcassessment.ca or 1.866.825.8322 X 00119.



Annual Run Types include:

1. **Completed Roll (COMP)**: Reports out all property information and valuation for all properties for the new roll year. Produced once annually and delivered on the first business day of the roll year.
2. **Revised Roll (REVD)**: Reports out all property information and valuation for all properties from completed roll plus changes made during PARP. Produced once annually and delivered in late March of the roll year.
3. **Revised + Supplementary Roll (RVSP)**: Reports out all property information and valuation for all properties from revised roll plus changes made up to and including in the first Supplementary/PAAB Cycle. Produced once annually and delivered in early April of the roll year. This run type can also be requested on an ad hoc basis throughout the roll year to include the most recent Supplementary/PAAB cycle at the time.

4. **Grant Roll (GRNT)**: Reports out all property information and valuation for all properties exempt from property taxation for the roll year. Grant and Property in Lieu of Taxes (PILT) Rolls are produced generally at the same time as COMP, REVD, or RVSP. The different types of grant rolls produced vary at each time. This run type is only available to specific Provincial Government customers.
5. **Property Assessment Appeal Board Roll (PAAB)**: Reports out all property information and valuation for only properties changed through PARP, not including any new properties that were added. Produced once annually and delivered in late March of the roll year. This run type is only available to the Property Assessment Appeal Board.
6. **Decision**: Reports out all property information for only properties changed through PARP. Produced once annually and delivered in late March of the roll year.

In addition to the scheduled annual run type of RVSP, at any time by request, a Revised including Supplementary Roll to date can be produced on an ad-hoc basis. This output will include the assessment information and values at Revised Roll time plus any Supplementary/PAAB additions, deletions and changes processed to the most recent Supp Cycle.

Periodical Run Types include:

1. **Supplementary/PAAB Cycle (SUPP)**: Reports out all property information and valuation for only properties changed during the most recent Supplementary/PAAB Cycle of the roll year. Produced 13 times a year and delivered in accordance with the [data advice schedule](#) under the Support dropdown on the website.
2. **MONTHLY**: Reports out only changed property information for only properties changed during the reporting period for the current year. For folios with multiple sets of data attributes, the entire set of attributes will be reported. Produced 12 times a year and delivered in accordance with the [data advice schedule](#) under the Support dropdown on the website.
3. **WEEKLY**: Reports out only changed property information for only properties changed during the reporting period for the current year. For folios with multiple sets of data attributes, the entire set of attributes will be reported. Produced 52 times a year and delivered in accordance with the [data advice schedule](#) under the Support dropdown on the website.
4. **OTHER**: Reports out only changed property information for only properties changed during the reporting period for the current year. Produced only on an ad hoc basis. If you require an Other Run Type, please contact Property Information at bcacustomer.services@bcassessment.ca or 1.866.825.8322 X00119.

A helpful table illustrating the differences between the run types can be found in [Appendix C](#) of this user guide.

Monthly and Weekly Data Advice produced for the reporting period preceding roll closure (in December) report current roll year data. Data advice produced for any reporting period following roll closure report the subsequent roll year data.

If two transactions occur on one folio during a reporting period, the weekly and monthly data advice will report out each change independently, allowing the user to see the full sequence of changes.

If applicable, supplementary ownership changes will appear in the weekly or monthly data advice and corresponding change reports.

Output Parameters (OP)

A customer's output parameters consist of what folios will be included and what information about those folios will be provided. More information about each is detailed below in the [Boundary Definition](#) and [Data Attributes](#) sections of this user guide. OPs are predefined by BCA based on customer entitlement and requirements. Customers can have one or many OPs based on varying combinations of boundaries and data attributes.

An OP should represent the specific set of requirements a customer needs for a certain database. For example, if the City of Wonderland was receiving Data Advice to perform taxation duties, and they have one database, and have requested multiple run types, each run type they have requested for that system should use the same OP. The use of a different OP may result in unnecessary information being uploaded into their database, or updates in BCA's system not being reflected into their database.

Output Parameter Name

An output parameter name is comprised of a unique 4 character code that is also used in the naming convention of the output. This allows customers to quickly identify the right set of output for their databases. (e.g. 7202, 0304, 8562)

Output Parameter Description

An output parameter description is an additional field that provides a summary of the deviations from the default data attributes. This allows customers to quickly identify if the correct OP is being used in the request. (e.g. Add: Ownership Collection, General Service Code, General Service Name; Remove: Lot, Parcel)



Each OP can be reviewed by a customer on the website, under the Data Advice dropdown. If you do not see a pre-authorized OP that fits your needs, please contact Property Information at bcacustomer.services@bcassessment.ca or 1.866.825.8322 X 00119.

Boundary Definition

A boundary defines what folios are to be included in the customer's Data Advice product. A boundary can be defined by:

- An individual Jurisdiction (e.g. Jurisdiction 234 – City of Victoria);
- Multiple Jurisdictions (e.g. Jurisdiction 329 – District of Kitimat, 339 – City of Terrace, 340 District of Stewart);
- Entire Assessment Area(s) (e.g. Assessment Area 04 – Central Vancouver Island);
- Entire Province; or
- Keyfile – a text file listing of specific folios in a concatenated format of Area, Jurisdiction and Roll Number (e.g. 092000123456789)

Boundary Definition Name

A boundary definition is named based on the customer's organization name and specific need. This allows the customer to quickly identify if the correct OP is being used in the request. (e.g. if an

organization just has one boundary definition it may simply be named after the organization “City of Wonderland”, if an organization has multiple boundary definitions, they may be named for the different departments reflecting the different needs, “City of Wonderland – Planning” and “City of Wonderland – Finance”).

Boundary Definition Description

A boundary definition description is an additional field that provides a summary of the Area and Jurisdictions included in the boundary. This allows customer to quickly identify if the correct OP is being used in the request. (e.g. A10-J501)



A customer can have multiple boundary definitions. Each boundary definition will be defined by BCA based on customer entitlement and requirements.

In annual runs such as Completed Roll, all active folios within a boundary will be included in the Data Advice output, whereas in a periodical run type such as Monthly Data Advice, only the folios that have had a change during the previous month will be included.

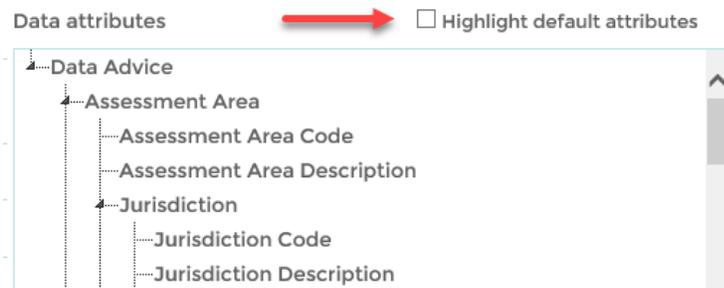
Data Attributes

A data attribute represents a single piece of assessment information related to a folio that is maintained by BCA. Each data attribute requested will be shown on the OP page on the website, under the Data Advice dropdown. Select “View details” from the Output Parameters page to view the data attributes included. Data attributes are generally grouped into collections for easier handling. However, they can be requested as part of a collection or as an individual attribute. There are a variety of data attributes available. For the purposes of Data Advice, a specific set of Data attributes have been deemed as part of a default.

Default Data Attributes

The default set of data attributes are those attributes that have been deemed to be accessible by all customer types and contain no information that could be perceived as confidential. A customer may be entitled to receive attributes in addition to the default set, or may choose not to receive attributes within the default set. These are referred to as “deviations” and are detailed in every Output Parameter under the Data Advice dropdown menu. To view any “deviations”, select “View details” in the Output

Parameter, and then select “Highlight default attributes”. Any attribute that is not highlighted represents a deviation from the default listing.



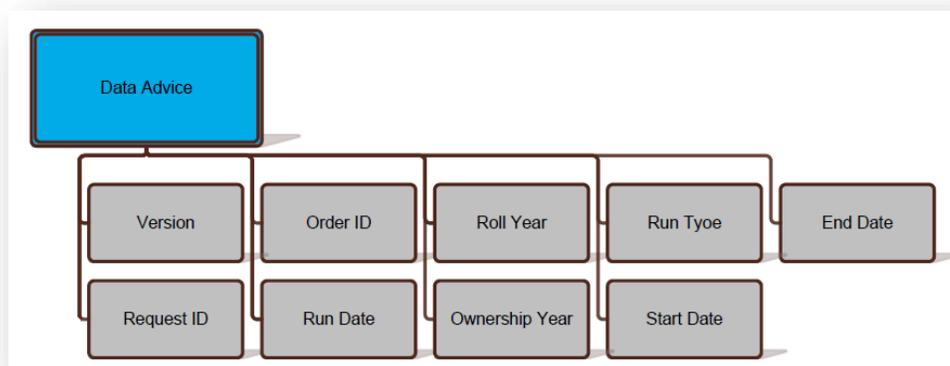
Any applicable deviations are also reported on the Audit Summary Report and Change Report a customer receives. Deviations will be defined by BCA based on customer entitlement and requirements.

The current Default Data Attributes are listed in [Appendix D](#) of this User Guide. Detailed information about the default attributes along with other available attributes can be found below in the [Folio Records](#) section of this user guide.

Data Advice Content

The data that is provided in the XML file and change report are as entered into BCA’s database. Some values have been subject to reporting limitations or modified for the purposes of providing assessment information. Data is provided through sources of field collection by BCA employees, or through other corporations such as LTSA, or the Ministry of Finance. Any discrepancies in the customers understanding of what the data values should be should be forwarded to the local assessment office responsible for the corresponding assessment area and jurisdictions.

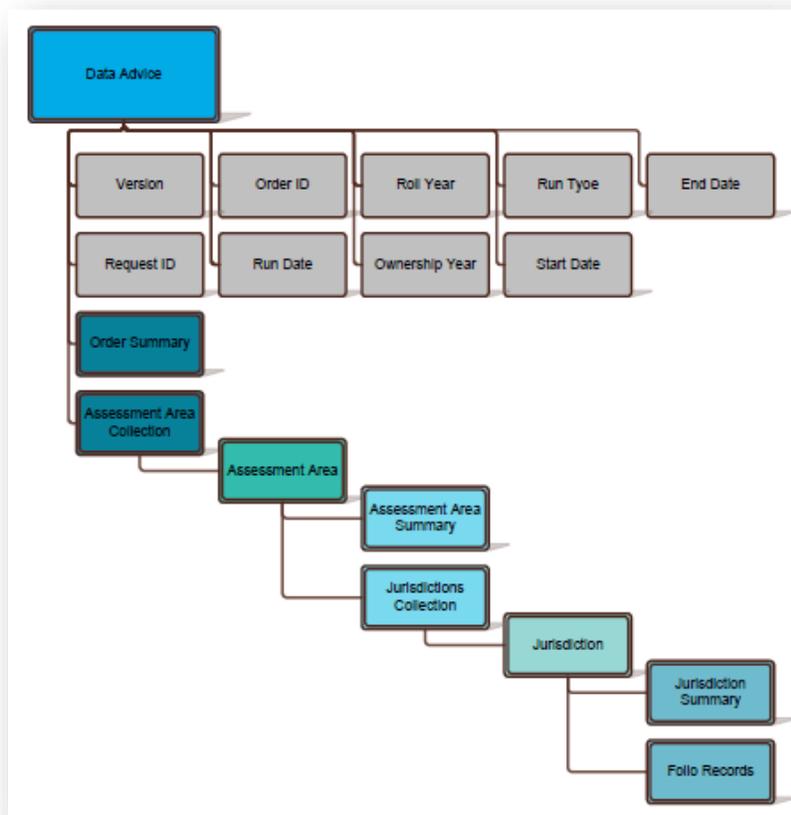
Order Detail



Data Attribute	Data Example	Description
Version	1.6	An identification of the current xsd schema used to generate the data advice file
Request ID	1234	An automatically generated unique identifier assigned to each request
Order ID	46400	An automatically generated unique identifier assigned to each occurrence of an order associated with a request
Run Date	2016-Apr-24 1:09AM	The data and time stamp of the data advice file production
Roll Year	2016	The roll year of the data in the data advice file
Ownership Year	2017	The ownership year of the data in the data advice file
Run Type	WEEKLY	The data advice run type
Start Date	2016-Apr-17	The first day of the reporting period
End Date	2016-Apr-23	The last day of the reporting period

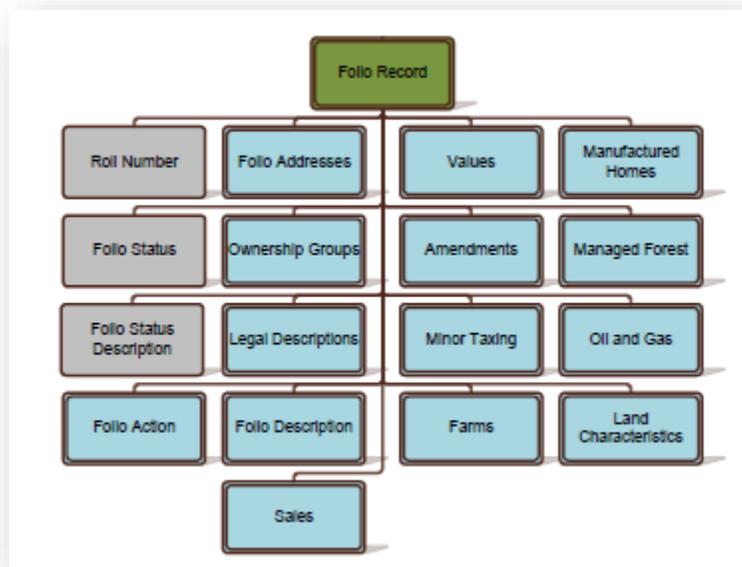
Area & Jurisdiction Collections

Container for all assessment areas and jurisdictions reported in Data Advice



Data Attribute	Data Example	Description
Assessment Area Code	01	A two digit code identifying a BCA Assessment Area
Assessment Area Description	Capital	The corresponding name associated with the two digit Assessment Area Code
Jurisdiction Code	234	A three digit code identifying a taxing Jurisdiction, which is a sub-division of an Assessment Area
Jurisdiction Description	Victoria	The corresponding name associated with the Jurisdiction Code

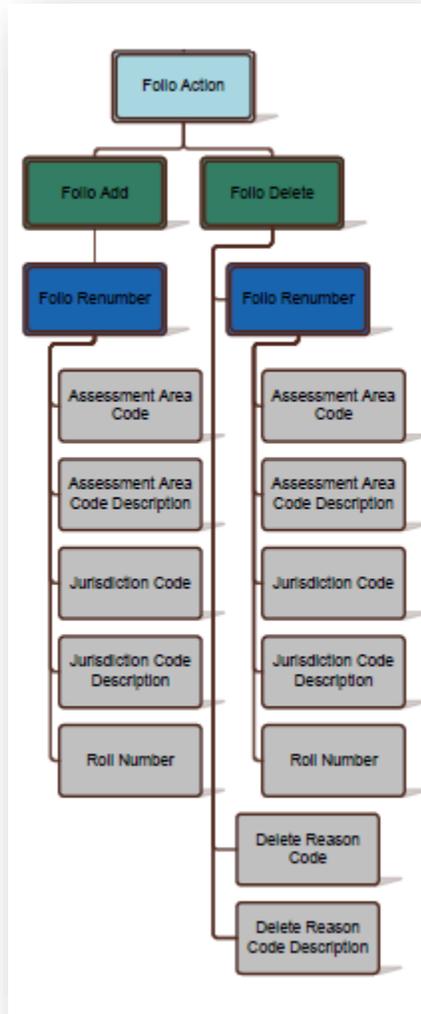
Folio Records



Data Attribute	Data Example	Description
Roll Number	000001111122222	An identifier assigned to a property in BC (folio)
Folio Status	01	A two digit code describing the status of a specific folio
Folio Status Description	Active	The corresponding description of the status.

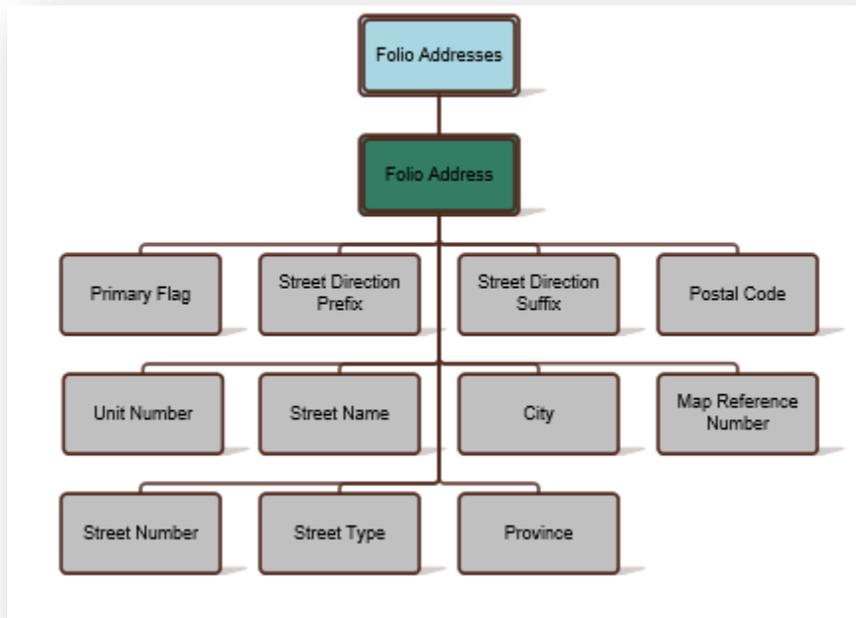
Roll Numbers are presented in data advice unformatted, all hyphens, slashes and periods have been removed. To obtain the formatting required for specific jurisdictions, please refer to the Area/Jurisdiction/Roll Number table in the Support section of the website.

Folio Action



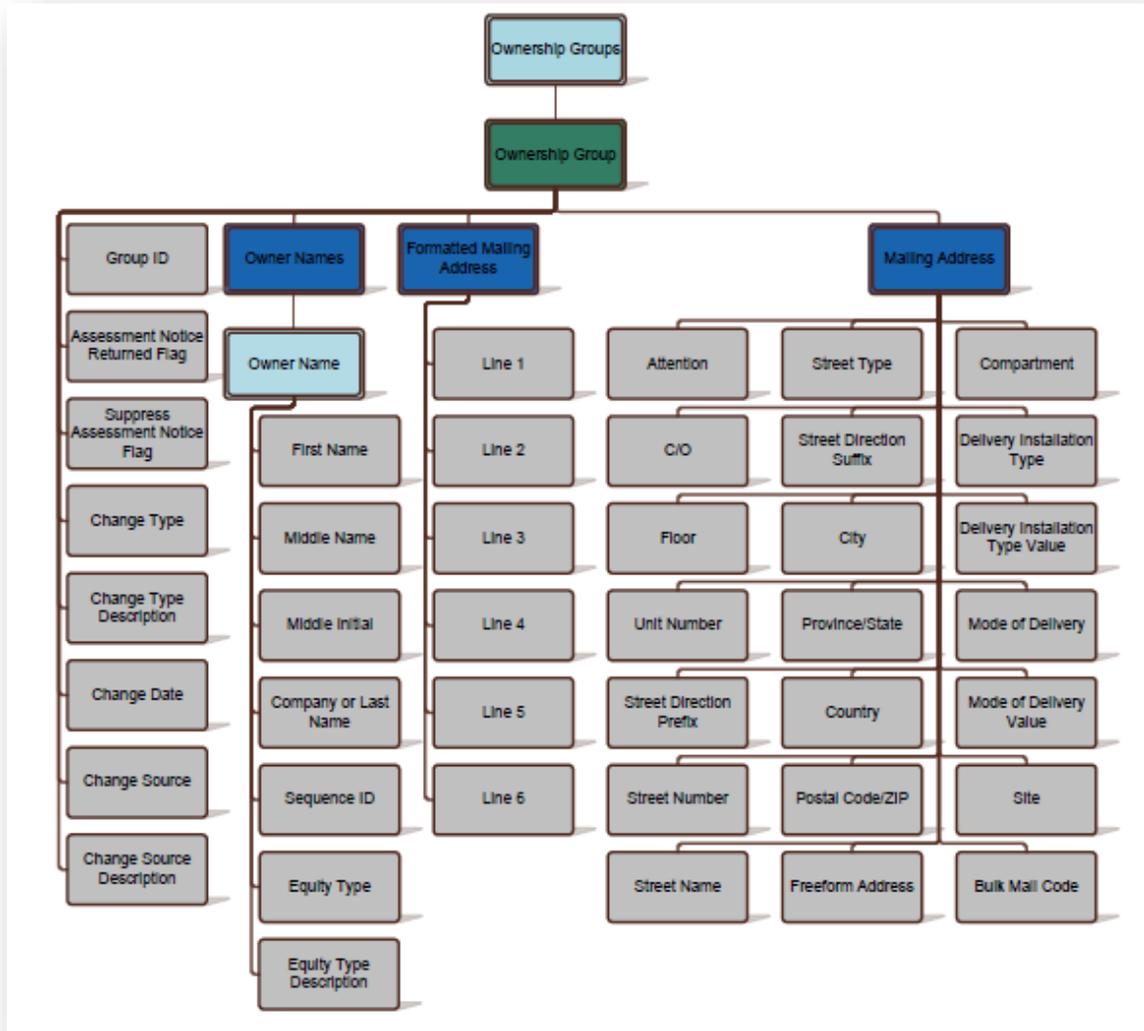
Data Attribute	Data Example	Description
Assessment Area Code	01	A two digit code identifying a BCA Assessment Area
Assessment Area Description	Capital	The corresponding name associated with the two digit Assessment Area Code
Jurisdiction Code	234	A three digit code identifying a taxing Jurisdiction. A sub-division of an Assessment Area
Jurisdiction Description	Victoria	The corresponding name associated with the Jurisdiction Code
Roll Number	00000111122222	An identifier assigned to a property in BC (folio)
Delete Reason Code	40	A two digit code identifying the reason a folio was deleted
Delete Reason Code Description	Renumbered Folio	The corresponding description of the Delete Reason Code

Folio Address



Data Attribute	Data Example	Description
Primary Flag	True	Indicates whether or not the folio address is the primary address
Unit Number	100	An identifier that further refines the portion of a building (improvement)
Street Number	4962	The number assigned to an improvement by the municipality
Street Direction Prefix	S	A refinement of the Street Name to facilitate the location of improvement. The prefix is placed before the Street Name
Street Name	Main	An identifier of a road assigned by the municipality
Street Type	St	An identifier that further refines the Street Name
Street Direction Suffix	NW	A refinement of the Street Name to facilitate the location of improvement. The suffix is placed after the Street Name
City	Wonderland	The name of the city or town where the folio is located
Province/State	BC	The name of the province where the folio is located
Postal Code/ZIP	VOV 0V0	An identifier that forms part of a postal address to aid the sorting of mail
Map Reference Number		An identifier to aid in locating the folio geographically

Ownership Group

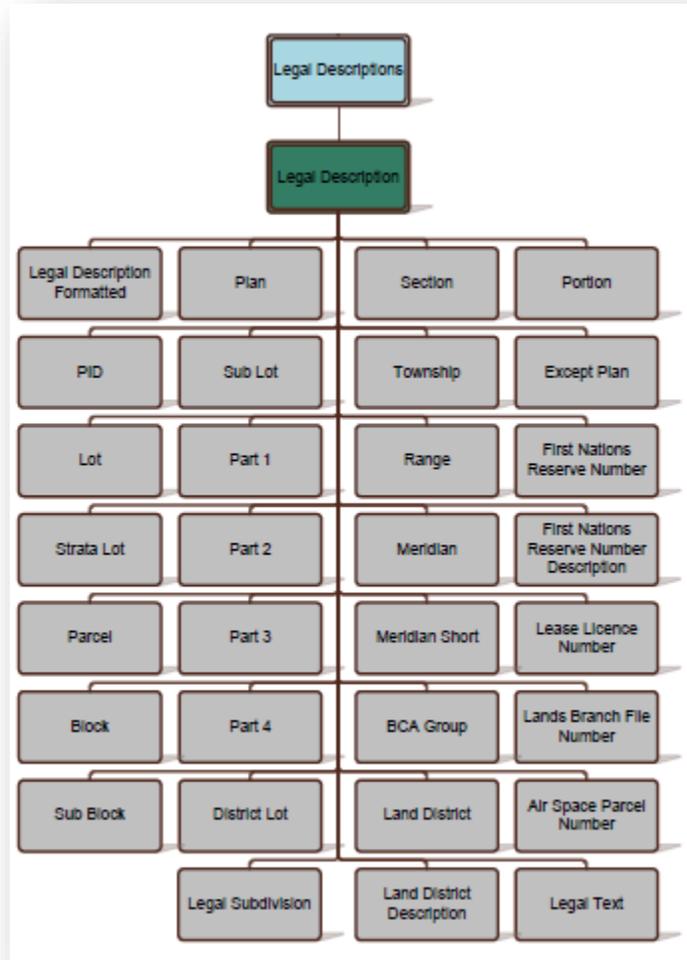


Data Attribute	Data Example	Description
Group ID	01	A two digit code that aids in sorting ownership pairs when there are multiple ownership groups
Assessment Notice Returned Flag	T	Indicates whether the Assessment Notice was undeliverable to a property owner
Suppress Assessment Notice Flag	F	Indicates whether the Assessment Notice was delivered to a property owner
Change Type	05	A two digit code that indicates what type of change was made on a folio
Change Type Description	Cosmetic Address Change	The corresponding description of the Change Type Code
Change Date	2015-08-05	The date the change was made by BC Assessment

Data Attribute	Data Example	Description
Change Source	01	A two digit code used to indicate the source of the change
Change Source Description	BC Assessment	The corresponding description of the Change Source Code
First Name	John	The first name of a property owner
Middle Name	James	The middle name of a property owner
Middle Initial	J	The first letter of the middle name of a property owner
Company or Last Name	Doe/BCA Inc.	The last name or the company name of a property owner
Equity Type Code	01	A two digit code that Identifies the type of ownership of the land based on BCA's interpretation of data provided from the Land Titles and Survey Authority
Equity Type Description	Owner	The corresponding description of the Equity Type Code
Formatted Mailing Address Line 1	C/O Jane Smith	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Formatted Mailing Address Line 2	ATTN: John Doe	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Formatted Mailing Address Line 3	Off Hwy 16	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Formatted Mailing Address Line 4	2 nd Floor	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Formatted Mailing Address Line 5	24-100 N Main St	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Formatted Mailing Address Line 6	Site 4 Comp 10	The mailing address information for the owner(s) in accordance with Canada Post's mailing standards
Mailing Address Attention	John Doe	The person or department in which the mail should be directed to
Mailing Address Care of C/O	Jane Smith	The designated recipient receiving the mail on behalf of the intended recipient
Floor	2 nd Floor	Additional address information to refine the mailing address for location purposes
Unit Number	24	An identifier that further refines the portion of a building (improvement)
Street Direction Prefix	N	The number assigned to an improvement by the municipality
Street Number	1000	A refinement of the Street Name to facilitate the location of improvement. The prefix is placed before the Street Name

Data Attribute	Data Example	Description
Street Name	Main	An identifier of a road assigned by the municipality
Street Type	St	An identifier that further refines the Street Name
Street Direction Suffix	S	A refinement of the Street Name to facilitate the location of improvement. The suffix is placed after the Street Name
City	Victoria	The name of the city or town where the folio is located
Province/State	BC	The name of the province where the folio is located
Country	Canada	The name of the country where the folio is located. Foreign mailing addresses will only be listed in the Freeform Address field.
Postal Code/ZIP	V8A 1B2	An identifier that forms part of a postal address to aid the sorting of mail
Freeform Address	Off Hwy 16	Additional address information to refine the mailing address for location purposes. Foreign mailing addresses will only be listed in the Freeform Address field.
Compartment	10	Additional address information to refine the mailing address for location purposes. Foreign mailing addresses will only be listed in the Freeform Address field.
Delivery Installation Type	STN	Additional address information to refine the mailing address for location purposes
Delivery Installation Type Value	45	Additional address information to refine the mailing address for location purposes
Mode of Delivery	PO Box	Additional address information to refine the mailing address for location purposes
Mode of Delivery Value	4500	Additional address information to refine the mailing address for location purposes
Site	4	Additional address information to refine the mailing address for location purposes
Bulk Mail Code	1111111111	An identifier assigned by BC Assessment when multiple properties are associated with the same property owner for mailing purposes

Legal Description

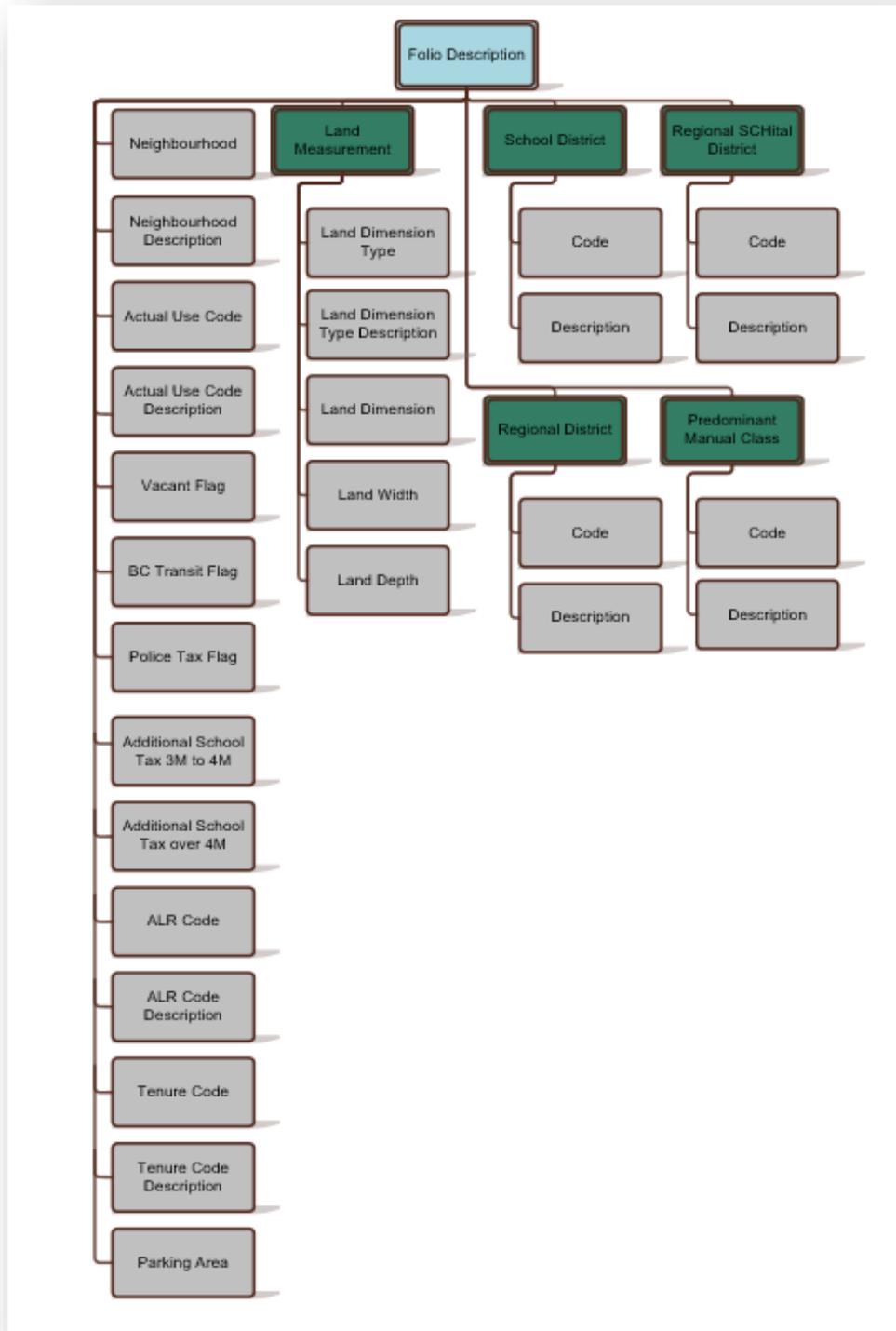


Data Attribute	Data Example	Description
Legal Description Formatted	PID012-345-678 STRATA LOT #1 DISTRICT LOT #140 LAND DISTRICT NEW WESTMINSTER PART 1 1/2	A string of parcel identification attributes; Where there are multiple parcels in a folio, the formatted legal description is only reported once.
PID	012-345-678	A unique nine digit code associated with a parcel of land in the province of British Columbia
Lot	C	An identifier assigned to a parcel of land to refine its exact location
Strata Lot	1	An identifier assigned to a lot with an interest in common property that may or may not comprise of part of an improvement
Parcel	1	An identifier assigned to a parcel of land to refine its exact location

Data Attribute	Data Example	Description
Block	4	An identifier assigned to a parcel of land to refine its exact location
Sub Block	155 to 157	An identifier for the sub-division of a block
Plan	VIP1234	An identifier as registered with LTSA that is a graphical representation of a survey conducted by a BC land surveyor which shows the spatial extent, area, corner monuments and generally the geographic location of a specific area of land
Sub Lot	8 & 9	An identifier for the sub-division of an lot
Part 1	1/2	An identifier assigned to a parcel of land to refine its exact location
Part 2	1/4	An identifier assigned to a parcel of land to refine its exact location
Part 3	1/2	An identifier assigned to a parcel of land to refine its exact location
Part 4	1/4	An identifier assigned to a parcel of land to refine its exact location
District Lot	140	An identifier assigned to a parcel of land to refine its exact location
Legal Subdivision	OF 8	An identifier for the division of land into two or more parcels
Section	9	An identifier assigned to a parcel of land to refine its exact location
Township	10	An identifier assigned to a parcel of land to refine its exact location
Range	13	An identifier assigned to a parcel of land to refine its exact location
Meridian	WC	An identifier that represents to a line of longitude.
Meridian Short	W	An identifier that represents the shortened or truncated version of the Meridian code
BCA Group	1	An identifier used internally by BC Assessment
Land District	57	An identifier assigned to a parcel of land to refine its exact location
Land District Description (Name)	Victoria	The corresponding name associated with the Land District number
Portion	N1/2	An identifier assigned to a parcel of land to refine its exact location
Except Plan	13144	An identifier assigned to a parcel of land to refine its exact location
First Nations Reserve Number	002001	A six-digit identifier assigned to a First Nations reserve in BC.
First Nations Reserve Number	Haisla 1	The corresponding name of the First Nations Reserve

Data Attribute	Data Example	Description
Description (Name)		
Lease License Number	NFHC-5-010	An identifier associated with a lease license
Lands Branch File Number	I-J11	An identifier assigned by the Integrated Land Management Branch for crown land
Air Space Parcel Number	8	An identifier for a volumetric, three-dimensional parcel that has upper and lower limits in addition to horizontal (side) limits contained within a single land parcel.
NTS Location	E10	In identifier representing the geographic location used by the National Geographic System
Legal Text	UNDIV 50/200 SHARE IN COM PROP THEREIN TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE	Additional legal information used to further refine the exact location of the folio

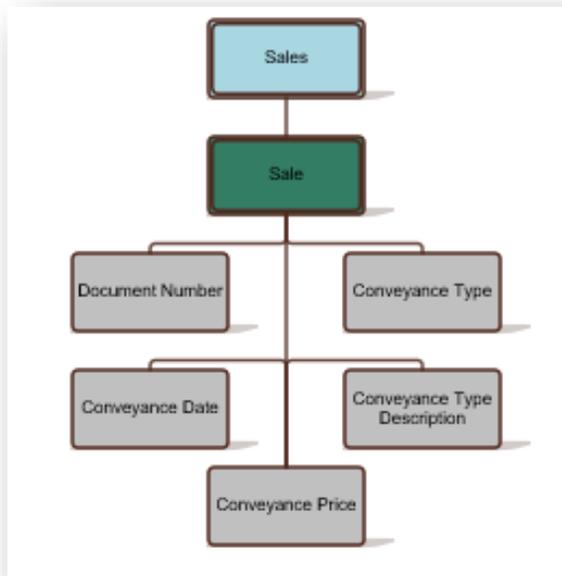
Folio Description



Data Attribute	Data Example	Description
Neighbourhood code	401011	A six digit code identifying a BCA neighbourhood
Neighbourhood Description	View Royal	The corresponding name associated with the Neighbourhood Code
Actual Use Code	000	A three digit code identifying the primary purpose or activity that a folio is being held or used for
Actual Use Description	Single Family Dwelling	The corresponding description of the Actual Use Code
Vacant Flag	T	Indicates whether the land is vacant
BC Transit Flag	F	Indicates whether a folio is subject to BC Transit taxation
Police Tax Flag	F	Indicates whether a folio is subject to police exemption
Additional School Tax \$3 Million - \$4 Million Flag	T	Indicates whether the folio is a subject to additional school tax (residential portion assessed between \$3 and \$4 million)
Additional School Tax Over \$4 Million Flag	T	Indicates whether the folio is a subject to additional school tax (residential portion assessed over \$4 million)
Candidate for Speculation Tax Flag	F	Indicates whether the folio is a candidate for speculation tax
ALR Code	3	An identifier representing specific eligibility for Agricultural Land Reserve exemptions
ALR Description	Part ALR – Subject to Restrictions	The corresponding description of the ALR Code
Tenure Code	01	A two digit code that denotes the type of occupier on a land where the fee simple is held in the name of the crown
Tenure Code Description	Crown-Granted	The corresponding description of the Tenure Code
Parking Area	431	Identifies the area of the parking lot
Land Dimension Type	2	A code identifying if the land is measured in square feet or acres
Land Dimension Type Description	Square Feet	The corresponding description of the Land Dimension Type
Land Dimension	12	The land size in acres
Land Width	100.0	The width in square feet (measurement of something from side to side - length along the road)
Land Depth	378.5	The depth in square feet (length perpendicular / from the road to the end of the parcel - rectangular lot size)
School District Code	61	A two digit code identifying the school district boundary or catchment area that the folio is within

Data Attribute	Data Example	Description
School District Description	Greater Victoria	The corresponding name of the School District Code
Regional District Code	03	A two digit code identifying the regional district that the folio is within
Regional District Description	Capital	The corresponding name of the regional district code
Regional Hospital Code	20	A two digit code identifying the hospital assigned to the folio
Regional Hospital Description	Capital	The corresponding name of the Regional Hospital Code
Manual Class Code	0008	A four digit code identifying the state and condition of the improvement (building), as well as the structural components and condition
Manual Class Description	1 Stry Recr Home – All Ages – Fair	The corresponding description the Manual Class Code

Sales



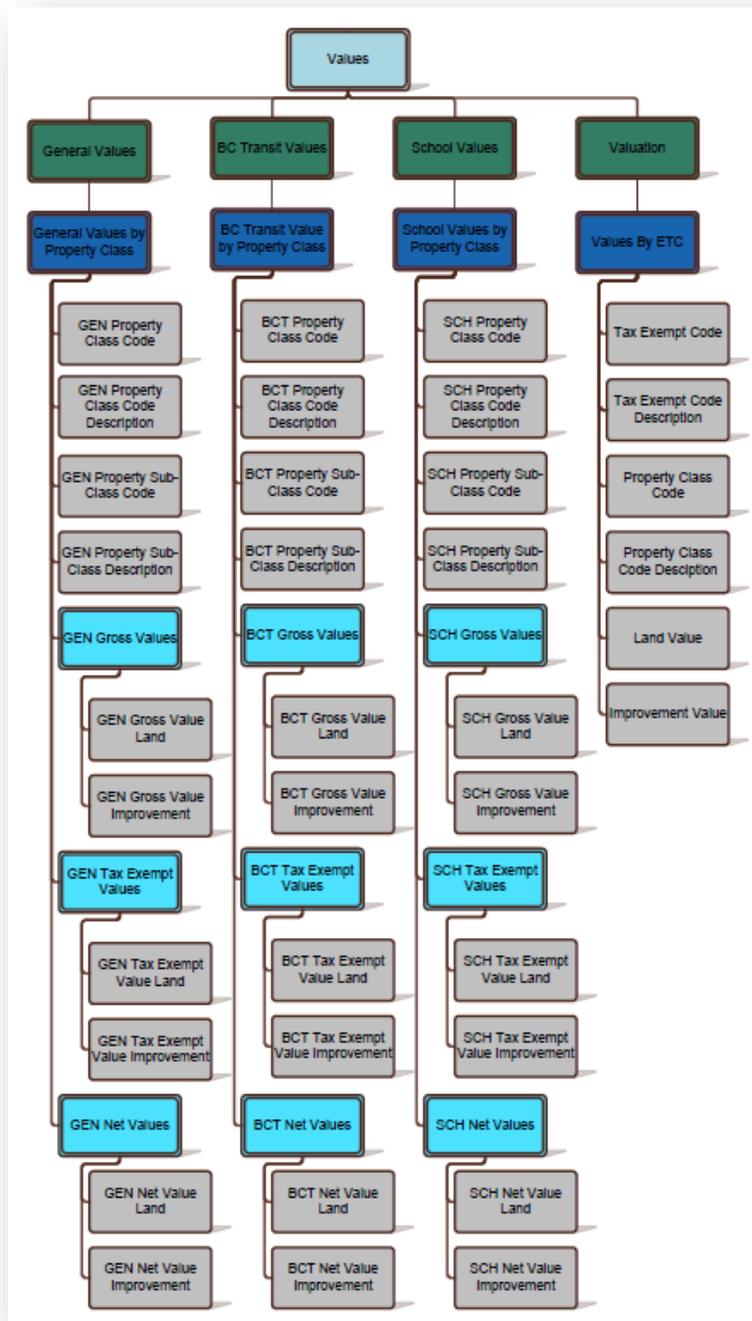
Data Attribute	Data Example	Description
Document Number	TK12459	An LTSA document number assigned in regard to an indefeasible state of title certificate
Conveyance Date	1996-08-25	The date associated with the sale of the folio

Data Attribute	Data Example	Description
Conveyance Price	129000	The amount of money exchanged as part of the sale of the folio
Conveyance Type	01	A two digit code identifying the type of sale
Conveyance Type Description	Qualified	The corresponding description of the Conveyance Type

Only the three most current sales as of the run date of the data advice are reported.

In the event that a Sale requires deletion, the change will be reported.

Values



Data Attribute
 General Values by
 Property Class – Property
 Class Code

Data Example	Description
01	A two digit code identifying the property class of the land or improvement

Data Attribute	Data Example	Description
General Values by Property Class – Property Class Code Description	Residential	The corresponding description of the Property Class Code
General Values by Property Class – Property Sub-Class	0101	A four digit code identifying the sub-class of the land or improvement
General Values by Property Class – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code
General Values by Property Class – Gross Value - Land	1000000	The gross land value in the associated property class for general taxation purposes
General Values by Property Class – Gross Value – Improvement	2000000	The gross improvement value in the associated property class for general taxation purposes
General Values by Property Class – Tax Exempt Value – Land	1000000	The tax exempt land value in the associated property class for general taxation purposes
General Values by Property Class – Tax Exempt Value – Improvement	2000000	The tax exempt improvement value in the associated property class for general taxation purposes
General Values by Property Class – Net Value – Land	1000000	The net land value in the associated property class for general taxation purposes
General Values by Property Class – Net Value – Improvement	2000000	The net improvement value in the associated property class for general taxation purposes
BC Transit Values by Property Class – Property Class Code	01	A two digit code identifying the property class of the land or improvement
BC Transit Values by Property Class – Property Class Code Description	Residential	The corresponding description of the Property Class Code
BC Transit Values by Property Class – Property Sub Class Code	0101	A four digit code identifying the sub-class of the land or improvement
BC Transit Values by Property Class – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code
BC Transit Values by Property Class – Gross Value – Land	1000000	The gross land value in the associated property class for BC Transit taxation purposes

Data Attribute	Data Example	Description
BC Transit Values by Property Class – Gross Value – Improvement	2000000	The gross improvement value in the associated property class for BC Transit taxation purposes
BC Transit Values by Property Class – Tax Exempt Value – Land	1000000	The tax exempt land value in the associated property class for BC Transit taxation purposes
BC Transit Values by Property Class – Tax Exempt Value – Improvement	2000000	The tax exempt improvement value in the associated property class for BC Transit taxation purposes
BC Transit Values by Property Class – Net Value – Land	1000000	The net land value in the associated property class for BC Transit taxation purposes
BC Transit Values by Property Class – Net Value – Improvement	2000000	The net improvement value in the associated property class for BC Transit taxation purposes
School Values by Property Class – Property Class Code	01	A two digit code identifying the property class of the land or improvement
School Values by Property Class – Property Class Code Description	Residential	The corresponding description of the Property Class Code
School Values by Property Class – Property Sub-Class Code	0101	A four digit code identifying the sub-class of the land or improvement
School Values by Property Class – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code
School Values by Property Class – Gross Value – Land	1000000	The gross land value in the associated property class for School/Hospital taxation purposes
School Values by Property Class – Gross Value – Improvement	2000000	The gross improvement value in the associated property class for School/Hospital taxation purposes
School Values by Property Class – Tax Exempt Value – Land	1000000	The tax exempt land value in the associated property class for School/Hospital taxation purposes
School Values by Property Class – Tax Exempt Value – Improvement	2000000	The tax exempt improvement value in the associated property class for School/Hospital taxation purposes
School Values by Property Class – Net Value – Land	1000000	The net land value in the associated property class for School/Hospital taxation purposes
School Values by Property Class – Net Value – Improvement	2000000	The net improvement value in the associated property class for School/Hospital taxation purposes
Value by Exempt Tax Code – Tax Exempt Code	00	A two digit code identifying the properties taxability or exemption eligibility

Data Attribute	Data Example	Description
Value by Exempt Tax Code – Tax Exempt Description	Property is fully Taxable	The corresponding description of the Exempt Tax code
Value by Exempt Tax Code – Property Class Code	01	A two digit code identifying the property class of the land or improvement
Value by Exempt Tax Code – Property Class Description	Residential	The corresponding description of the Property Class Code
Value by Exempt Tax Code – Land Value	1000000	The land value associated with the Exempt Tax code
Value by Exempt Tax Code – Improvement Value	2000000	The improvement value associated with the Exempt Tax code

Values by Property Class

Property Class 03 – Supportive Housing was introduced into the legislature in 2008 and has been in effect since the beginning of the 2009 Roll Year. Bill 11, the Small Business and Revenue Statutes Amendment Act, 2008, S.B.C. 2008, c. 11 received Royal Assent on May 1, 2008. Among other things, Bill 11 gave Cabinet authority to create a new property class for eligible supportive housing property and the power to establish special valuation rules for property coming within that class. These provisions were brought into force on June 27, 2008 by Order in Council 541/2008. Prior to 2009 Property Class 03 designated Unmanaged Forest Land; however this property class was repealed for the 2005 Roll Year.

This change in Property Class designation affects all Data Advice reported from Roll Year 2009 forward.

2009 Roll Year Annual Data Advice (Completed, Revised, Revised Including Supplementary #1) and 2009 Roll Supplementary Data Advice will reflect this change.

2010 Roll Year Weekly and Monthly Data Advice records will also reflect this change commencing with the first data advice after 2009 Roll Closure (December 5, 2008).

Property Assessment Appeal Board (PAAB) decisions reported in Data Advice will be subject to interpretation. PAAB Decisions for Roll Years up to and including 2004 will reflect Unmanaged Forest Land folios; Roll Years 2009 forward will reflect Supportive Housing folios.

BC Transit Values

The Greater Victoria Regional Transit Commission and the Greater Vancouver Transportation Authority raise revenue to support BC public transportation purposes by imposing taxes on all assessable land and buildings within their respective boundaries.

Each folio subject to the levy is noted with a code during the calculation of taxable values for the Completed, Revised, Revised Including Supplementary/PAAB changes to date, Grant/PILT, and Supplementary/PAAB Assessment Rolls.

School/Hospital Values

For hospital purposes, there are two steps required to determine the tax base:

- a. For Non-railway folios (without ex/tax codes 24, 25, 26, 28, 60, 69, 70 or 77 in values by ETC) the hospital values are the total of all taxable SCHOOL values by property class less BC Hydro/BC Transmission Corporation folios.
- b. For railway folios (with ex/tax codes 24, 25, 26, 28, 60, 69, 70 or 77 in Record 0006 - Actual Value) the hospital values are the total of all taxable GENERAL property class 2 values.

To determine the total hospital tax base, add (a) and (b) above.

If an exempt tax code 04 is reported for any folio, ignore the exemption reported for School Values as these are Independent Power Producers or Canadian Forces Manufactured Home properties and are not taxable for school purposes. For Property Class 02 properties with exempt tax code 04 the general exemption values are equal the hospital exemption values.

Values by Exempt Tax Code

Folios with Exempt Tax Code 08 or 94 – The Tourist Accommodation (Assessment Relief) Act - Bill 13, 1988, provides for an exemption of 50% of the assessed value of eligible properties to a maximum of \$150,000, less 15% of the amount by which the assessed value exceeds \$2,000,000 plus an improvement exemption amount to give the minimum equivalent of the \$10,000 Local Government Act property class 4, 5 & 6 exemption that was allowed in previous years.

Folios with Exempt Tax Codes 40 – 49; 50 – 59; 61 – 67 or 68 should be reviewed with the appropriate agency to determine if any grants/payments-in-lieu of taxes are payable (e.g. ex/tax code 61 - Provincial Rental Housing Corporation et al; 62 & 63 - BCBC; etc.).

Folios with Exempt Tax Codes 60, 69, 70 or 77 should be reviewed with BC Rail to determine the grants-in-lieu of taxes payable. **Bill 55/95** - Miscellaneous Statutes Amendment Act (No. 3) provides for 1997 (and subsequent taxation years) taxable value adjustments for ALL tax bases - General Municipal/Taxation Act/Hospital and School. The adjustment factors are specified to a jurisdiction level. The factors assigned by the Ministry of Finance are identified in **BC Regulations 324/96 and 328/96**.

The specific factors for a municipal or rural jurisdiction are detailed on INFORMATION PAGE 2 of the applicable 1997 Completed and subsequent assessment rolls. BC Rail, although not taxable, does pay grants-in-lieu of taxes and is entitled to the same adjustment factors applied to the actual value of taxable properties.

Eight exempt/tax codes exist to accommodate these value adjustments:

- 24 - Railway bridges
- 25 - Railway track
- 26 - Railway right-of-way land
- 28 - Railway safe operating right-of-way land
- 60 - BC Rail railway bridges
- 69 - BC Rail railway track
- 70 - BC Rail railway right-of-way land
- 77 - BC Rail safe operating right-of-way land

Folios with Exempt Tax Code 97 have been coded by BC Assessment as qualifying for a permissive exemption under section 224(2)(f) or (h) of the Community Charter. BC Assessment refers to the properties exempt under these provisions as being subject to “hybrid” exemptions because the properties affected are exempt in part under section 220(1) and in part under section 224(2) of the Community Charter. For the portion of the property that is exempt under section 224(2)(f) or (h), BC Assessment has specifically created Exemption/Taxation Code 97. Should a municipality need a total of all “hybrid” permissive exemptions (as coded by BC Assessment); all that is required is simply to sum up all land and improvements listed under that code on those records.

Additional School Tax

How to Calculate Additional School Tax

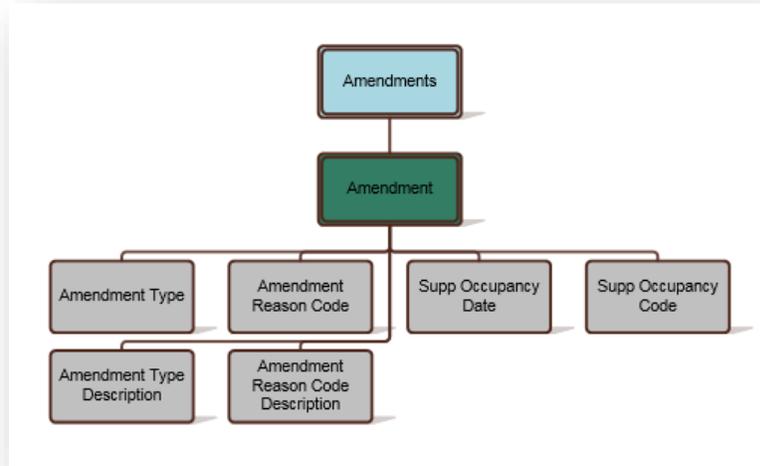
For the purposes of ensuring [Additional School Tax](#) (AST) is levied consistently on the appropriate School (Net) Taxable Value per the School Act, BC Assessment has identified the programming logic to remove the School (Net) Taxable Value of Farm Outbuildings (FOBs).

To determine the Property Class (PC) 01 AST School Taxable Value, the School Taxable Value of FOBs must be subtracted from the PC 01 School Taxable Value. Referring to the data attributes found on page 30:

- PC 01 School (Net) Taxable Value is found in Data Advice in <Values><School Values> where <PropertyClassCode> = 01 and is the sum of <NetValues><LandValue> and <NetValues><ImprovementValue>
- Farm Outbuilding Assessed Value is found in Data Advice in <Values><Valuation><ValuesByETC> where <TaxExemptCode> = '21 and <PropertyClassCode> = '10' Take the <ImprovementValue>

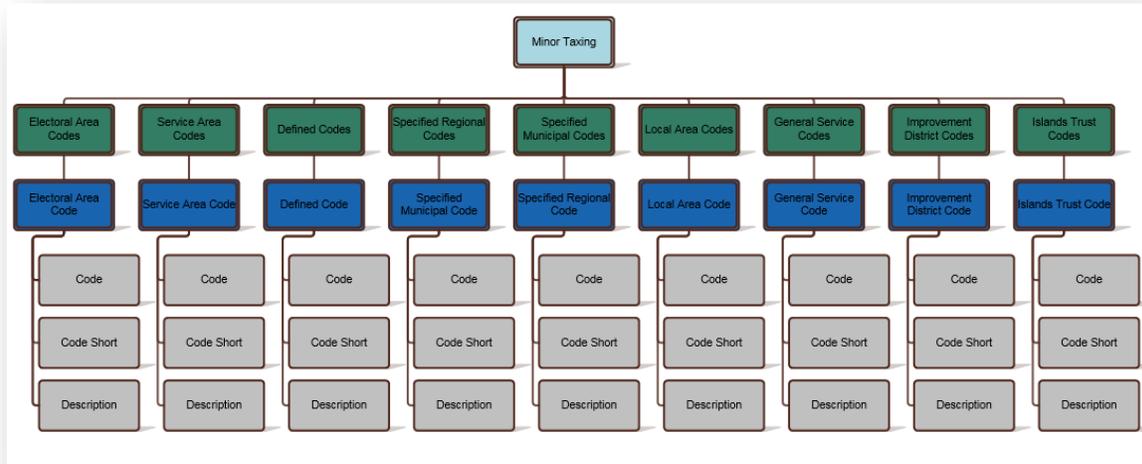
Farm Outbuilding (FOB) Assessed Value	AST School Taxable Value Calculation	Comment
FOB Assessed Value ≤ \$50,000	AST Value = PC 01 School Taxable Value – FOB Assessed Value	FOBs assessed at ≤ \$50,000 are fully exempt from School Tax
FOB Assessed Value > \$50,000, but ≤ \$57,143	AST Value = PC 01 School Taxable Value – (FOB Assessed Value - \$50,000)	FOBs assessed between \$50,000 & \$57,143 are \$50,000 exempt from School Tax
FOB Assessed at > \$57,143	AST Value = PC 01 School Taxable Value – [FOB Assessed Value – (FOB Assessed Value * 87.5%)] OR AST Value = PC 01 School Taxable Value – (FOB Assessed Value * 12.5%)	FOBs assessed at > \$57,143 are 87.5% exempt from School Tax

Amendments



Data Attribute	Data Example	Description
Amendment Type	02	A two digit code identifying the administrative process used to amend a folio
Amendment Type Description	PARP	The corresponding description of the Amendment Type
Amendment Reason Code	01	A two digit code identifying the reason why the change was triggered
Amendment Reason Description	Add Single Folio	The corresponding description of the Amendment Reason Code
Supp Occupancy Date	2015-08-05	The date of either the beginning or end date of an agreement for occupancy of crown land
Supp Occupancy Code	B	A one character code identifying if the date is representative of the beginning or end of occupancy

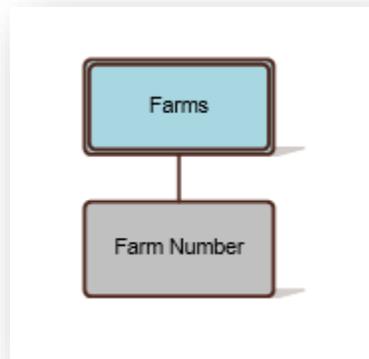
Minor Taxing



Data Attribute	Data Example	Description
Electoral Area Code	73305H	A five character code identifying the voting area the folio belongs to
Electoral Area Description	FRASER VALLEY EAH	The corresponding name of the Electoral Area Code
Service Area Code	0000388	A seven digit code identifying the services associated with a folio, applied by Regional District request for taxation purposes
Service Area Description	DODGE COVE WATER SYSTEM SA#6	The corresponding name of the Service Area Code
Specified Municipal Code	0000005	A seven digit code identifying the municipal service associated with a folio, applied by request of the Municipality for taxation purposes
Specified Municipal Description	BOWEN ISLAND PARKS LSA#5	The corresponding name of the Specified Municipal Code
Local Areas Code	0000006	A seven digit code identifying the local area service associated with a folio
Local Areas Description	PARKING TAX ROLL	The corresponding name of the Local Area Code
General Services Code	0000003	A seven digit code identifying the general service associated with a folio
General Services Description	CHARLIE LAKE LOCAL COMMUNITY	The corresponding name of the General Service Code
Improvement District Code	731B	A four character code identifying an improvement district, which is any public corporate bodies which operate independently of regional districts or any other administrative jurisdiction that provides services to a specific

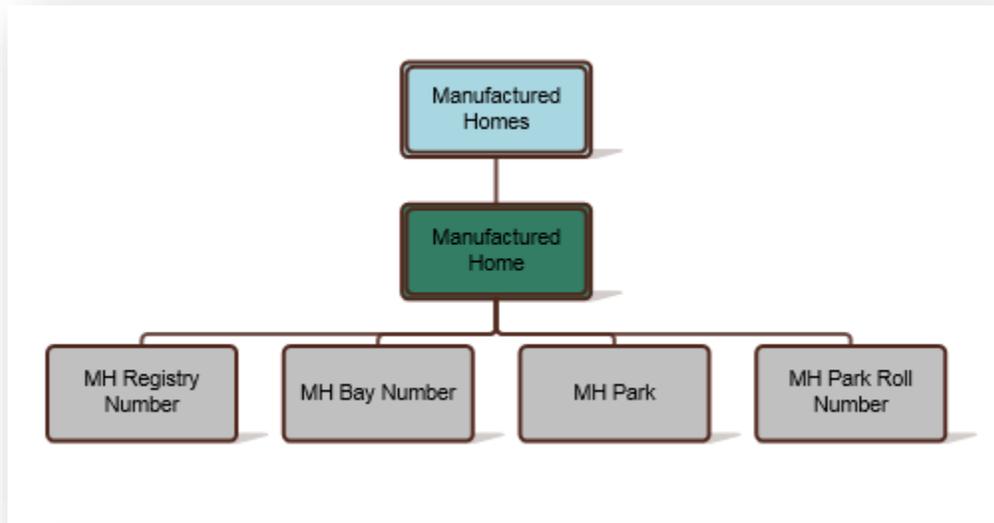
Data Attribute	Data Example	Description
		folio such as Fire protection, sewers, operation of a Hospital etc.
Improvement District Description	LOWER NICOLA WATERWORKS	The corresponding name of the Improvement District Code
Islands Trust Code	7650	A four character code identifying the Islands Trust area associated with a folio
Islands Trust Description	THETISLAND LOCAL TRUST	The corresponding name of the Islands Trust Code

Farms



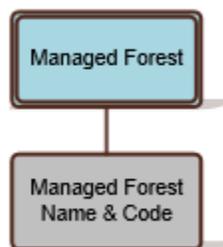
Data Attribute	Data Example	Description
Farm Number	Farm Number: FM76000005	A farm number assigned to a farm property for identification purposes

Manufactured Homes



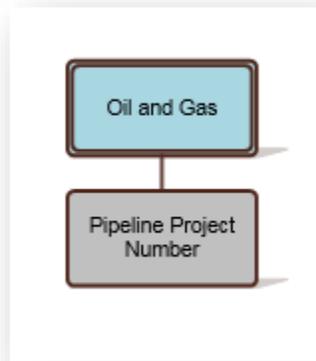
Data Attribute	Data Example	Description
Registry Number	31112	A registration number for a manufactured home (mobile home) by the Manufactured Home Registry
Bay Number	144	An identifier that further refines the accommodation unit of the manufactured home
Park	Timber Town	The name of the manufactured home park associated with the manufactured home
Park Roll Number	53569	The roll number of the manufactured home park associated with the manufactured home

Managed Forests



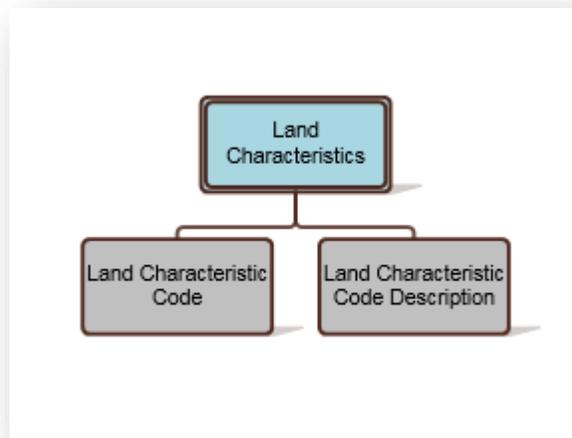
Data Attribute	Data Example	Description
Managed Forest Name and Code	Managed Forest Number: MF00000007	A description and code of the managed forest

Oil and Gas



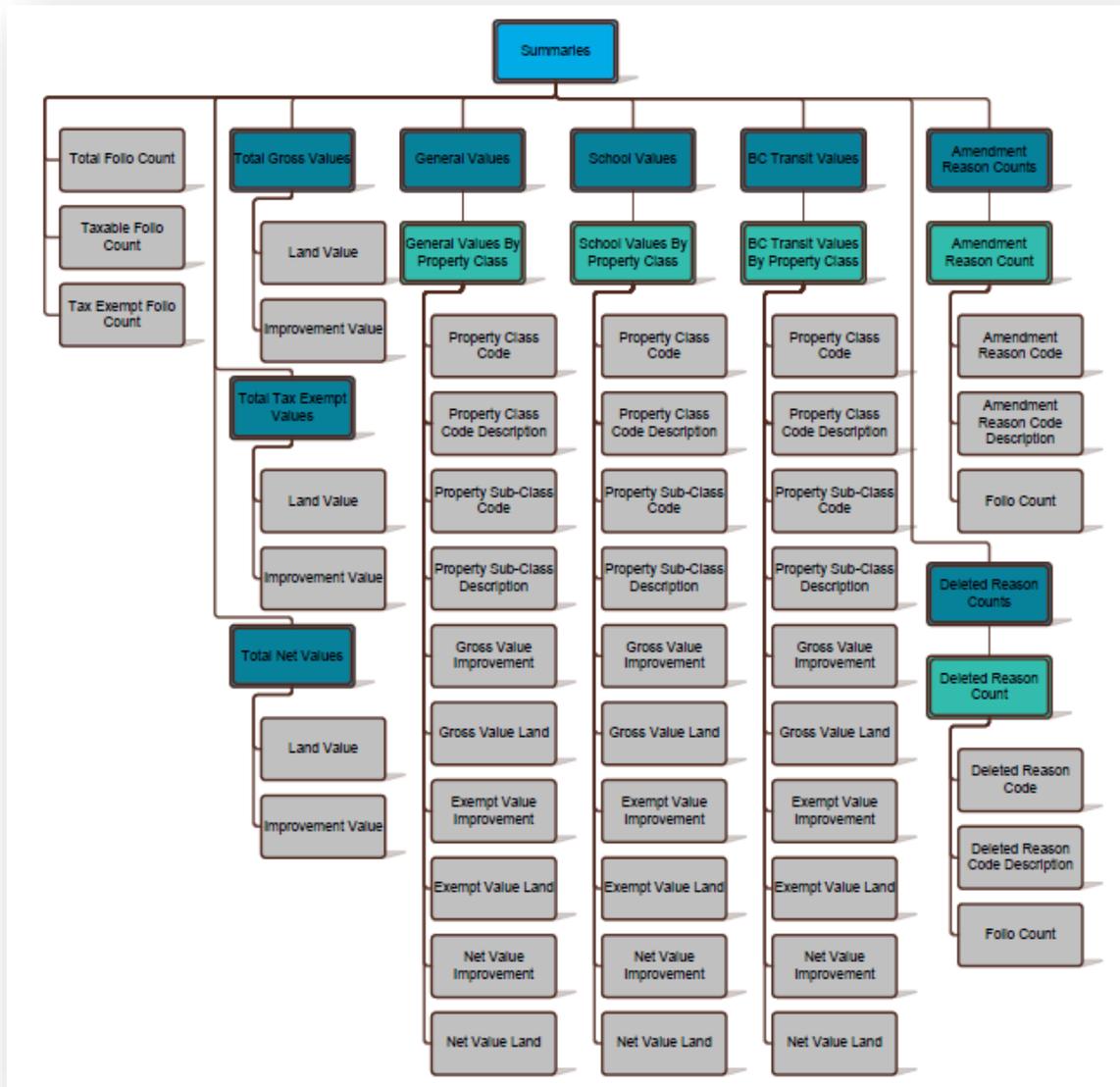
Data Attribute	Data Example	Description
Pipeline Project Number	123	An identifier used for a specific pipeline project

Land Characteristics



Data Attribute	Data Example	Description
Land Characteristic Code	03	A two digit code identifying a feature of a land component
Land Characteristic Description	Well	The corresponding description of the Land Characteristic Code

Summary (Order, Area, Jurisdiction)



Data Attribute	Data Example	Description
Total Folio Count	198564472	The total number of active folios
Taxable Folio Count	18523654	The total number of active taxable folios
Tax Exempt Folio Count	51234	The total number of active tax exempt folios
Total Gross Values – Land	1000000	The total gross land value of all folios
Total Gross Values – Improvement	2000000	The total gross improvement values of all folios
Total Tax Exempt Values – Land	1000000	The total tax exempt land values of all folios

Data Attribute	Data Example	Description
Total Tax Exempt Values - Improvement	2000000	The total tax exempt improvement values of all folios
Total Net Values – Land	1000000	The total net land values of all folios
Total Net Values – Improvement	2000000	The total new improvement values of all folios
General Values – Property Class Code	01	A two digit code identifying the property class of the land or improvement
General Values – Property Class Code Description	Residential	The corresponding description of the Property Class Code
General Values – Property Sub-Class Code	0101	A four digit code identifying the sub-class of the land or improvement
General Values – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code
General Values – Gross Value Land	1000000	The total gross land values for all folios for general taxation purposes
General Values – Gross Value Improvement	2000000	The total gross improvement values for all folios for general taxation purposes
General Values – Exempt Values – Land	1000000	The total exempt land values for all folios for general taxation purposes
General Values – Exempt Values – Improvement	2000000	The total exempt improvement values for all folios for general taxation purposes
General Values – Net Values – Land	1000000	The total net land values for all folios for general taxation purposes
General Values – Net Values – Improvement	2000000	The total net improvement values for all folios for general taxation purposes
BC Transit Values – Property Class Code	01	A two digit code identifying the property class of the land or improvement
BC Transit Values – Property Class Code Description	Residential	The corresponding description of the Property Class Code
BC Transit Values – Property Sub-Class Code	0101	A four digit code identifying the sub-class of the land or improvement
BC Transit Values – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code

Data Attribute	Data Example	Description
BC Transit Values – Gross Value Land	1000000	The total gross land values for all folios for BC Transit taxation purposes
BC Transit Values – Gross Value Improvement	2000000	The total gross improvement values for all folios for BC Transit taxation purposes
BC Transit Values – Exempt Values – Land	1000000	The total exempt land values for all folios for BC Transit taxation purposes
BC Transit Values – Exempt Values – Improvement	2000000	The total exempt improvement values for all folios for BC Transit taxation purposes
BC Transit Values – Net Values – Land	1000000	The total net land values for all folios for BC Transit taxation purposes
BC Transit Values – Net Values – Improvement	2000000	The total net improvement values for all folios for BC Transit taxation purposes
School/Hospital Values – Property Class Code	01	A two digit code identifying the property class of the land or improvement
School/Hospital Values – Property Class Code Description	Residential	The corresponding description of the Property Class Code
School/Hospital Values – Property Sub-Class Code	0101	A four digit code identifying the sub-class of the land or improvement
School/Hospital Values – Property Sub-Class Code Description	RESIDENTIAL FAMILY	The corresponding description of the Property Sub-Class Code
School/Hospital Values – Gross Value Land	1000000	The total gross land values for all folios for School/Hospital taxation purposes
School/Hospital Values – Gross Value Improvement	2000000	The total gross improvement values for all folios for School/Hospital taxation purposes
School/Hospital Values – Exempt Values – Land	1000000	The total exempt land values for all folios for School/Hospital taxation purposes
School/Hospital Values – Exempt Values – Improvement	2000000	The total exempt improvement values for all folios for School/Hospital taxation purposes
School/Hospital Values – Net Values – Land	1000000	The total net land values for all folios for School/Hospital taxation purposes

Data Attribute	Data Example	Description
School/Hospital Values – Net Values – Improvement	2000000	The total net improvement values for all folios for School/Hospital taxation purposes
Amendment Reason Counts – Amendment Reason Code	03	A two digit code identifying the reason why the change was triggered
Amendment Reason Counts – Amendment Reason Code Description	Add Single Folio	The corresponding description of the Amendment Reason Code
Amendment Reason Counts – Folio Count	1234	The total number of folios by amendment reason
Delete Reason Counts – Delete Reason Code	40	A two digit code identifying the reason a folio was deleted
Delete Reason Counts – Delete Reason Description	Renumbered Folio	The corresponding description of the Delete Reason Code
Delete Reason Counts – Folio Count	456	The total number of deleted folios by delete reason

Appendix A: Audit Summary Report Example

20220508_WEEKLY_7001_AUDIT.pdf
 Period: 01-May-2022 - 07-May-2022
 Order ID: 79871
 Customer: XXXXXXXXXX

Run Date: 07-May-2022 09:40 AM
 Run Type: WEEKLY
 Roll Year: 2023
 Ownership Year: 2023



Audit Summary Report

Boundary

Area	Jurisdictions
01	213, 234, 302, 307, 308, 309, 317, 327, 332, 344, 349, 361*, 362*, 363*, 389*, 401, 402*, 476, 761*, 762, 763, 764
04	207, 223, 250, 315, 350, 351*, 404*, 405*, 406*, 408, 445, 446*, 539, 559, 565, 580*, 583, 765, 766, 768, 769, 770
06	204, 330, 334*, 336, 347*, 409*, 412, 416*, 502, 516, 526*, 558*, 563*, 571*, 575*, 592*, 747, 771, 772, 784*, 785
08	221, 316, 321, 328, 338, 346, 390, 524, 537*, 560, 570, 744*, 745*, 746, 748
09	200, 631, 739
10	220, 224, 225, 301, 305, 501, 504*, 743*
11	306, 320, 403
14	236, 326, 736*
15	216, 303, 310, 311, 312, 313, 314, 319, 432, 527, 732, 733, 734*, 742*, 775, 776
17	210, 211*, 222, 325, 535, 547*, 555*, 556*, 562, 712, 713, 714, 715, 716, 717, 777
19	214, 217, 318, 331, 364, 723
20	202, 208, 228, 233, 304, 322, 323, 348, 541, 719, 722, 789
21	201, 219, 229, 232, 413, 521, 533, 548*, 551*, 553, 569, 572*, 573*, 588, 707, 709, 710, 711, 786
22	205, 209, 215, 337, 426, 517, 532, 567, 568, 701, 702, 703, 704, 718
23	212, 345*, 352*, 451, 503, 508, 512, 515*, 536*, 538, 540*, 542*, 544, 724, 726, 729, 730, 731
24	391*, 470, 492, 557, 727, 728, 749
25	227, 329, 339, 340, 341*, 342*, 407*, 410*, 411*, 414*, 415*, 478, 528*, 529*, 549*, 564, 566, 578*, 750*, 752*, 754*, 780, 787, 788, 792*
26	226, 335, 506*, 519, 520, 525*, 545, 584*, 585, 755, 756, 757
27	206, 255, 333, 343*, 420, 514*, 561*, 577*, 759, 760, 781*

(*) Indicates no data available

Data Exceptions (Deviations from Default)

Order Summary

Number of Folios: 7,116
 Added Folios: 983
 Deleted Folios: 291

Delete Reason	Folios
01 - Subdivision	187
02 - Govt Tenure Expiry	13
03 - Relocate Mobile Home	13
05 - Folio Split/Consol	73
13 - Folio Added/Assessed in Error	5

Appendix B: Change Report Example

20220508_WEEKLY_7001_CHANGE.pdf
 Period: 01-May-2022 - 07-May-2022
 Order ID: 79871
 Customer: XXXXXXXXXX

Run Date: 07-May-2022 09:40 AM
 Run Type: WEEKLY
 Roll Year: 2023
 Ownership Year: 2023



Change Report

Boundary

Area	Jurisdictions
01	213, 234, 302, 307, 308, 309, 317, 327, 332, 344, 349, 361*, 362*, 363*, 389*, 401, 402*, 476, 761*, 762, 763, 764
04	207, 223, 250, 315, 350, 351*, 404*, 405*, 406*, 408, 445, 446*, 539, 559, 565, 580*, 583, 765, 766, 768, 769, 770
06	204, 330, 334*, 336, 347*, 409*, 412, 416*, 502, 516, 526*, 558*, 563*, 571*, 575*, 592*, 747, 771, 772, 784*, 785
08	221, 316, 321, 328, 338, 346, 390, 524, 537*, 560, 570, 744*, 745*, 746, 748
09	200, 631, 739
10	220, 224, 225, 301, 305, 501, 504*, 743*
11	306, 320, 403
14	236, 326, 736*
15	216, 303, 310, 311, 312, 313, 314, 319, 432, 527, 732, 733, 734*, 742*, 775, 776
17	210, 211*, 222, 325, 535, 547*, 555*, 556*, 562, 712, 713, 714, 715, 716, 717, 777
19	214, 217, 318, 331, 364, 723
20	202, 208, 228, 233, 304, 322, 323, 348, 541, 719, 722, 789
21	201, 219, 229, 232, 413, 521, 533, 548*, 551*, 553, 569, 572*, 573*, 588, 707, 709, 710, 711, 786
22	205, 209, 215, 337, 426, 517, 532, 567, 568, 701, 702, 703, 704, 718
23	212, 345*, 352*, 451, 503, 508, 512, 515*, 536*, 538, 540*, 542*, 544, 724, 726, 729, 730, 731
24	391*, 470, 492, 557, 727, 728, 749
25	227, 329, 339, 340, 341*, 342*, 407*, 410*, 411*, 414*, 415*, 478, 528*, 529*, 549*, 564, 566, 578*, 750*, 752*, 754*, 780, 787, 788, 792*
26	226, 335, 506*, 519, 520, 525*, 545, 584*, 585, 755, 756, 757
27	206, 255, 333, 343*, 420, 514*, 561*, 577*, 759, 760, 781*

(* indicates no data available)

Data Exceptions (Deviations from Default)

Appendix C: Run Type Comparison

Run Type	Frequency	Folio Inclusion (All or C*)	Data Collections, excluding Valuation (All or C*)	Data Collections: Valuation (All or None)	Folio Add (Y or N)	Folio Delete (Y or N)	Comments
Completed (COMP)	Annual	ALL	ALL	ALL	N/A	N/A	
Revised (REVD)	Annual	ALL	ALL	ALL	N/A	N/A	
Revised + Supp 1 (RVSP)	Annual	ALL	ALL	ALL	N/A	N/A	
Revised + Supplementary (Ad Hoc Only)	Annual	ALL	ALL	ALL	N/A	N/A	
PAAB	Annual	C (PARP)	ALL	ALL	N	Y	
Grant (GRNT)		ALL	ALL	ALL	N/A	N/A	
Decision	Annual	C (PARP)	ALL	ALL	Y	Y	
Supplementary/PAAB Cycles (SUPP)	Periodical	C (SUPP/PAAB)	ALL	ALL	Y	Y	
Monthly	Periodical	C	C	NONE	Y	Y	
Weekly	Periodical	C	C	NONE	Y	Y	
Other (Ad Hoc Only)	Periodical	C	C	NONE	Y	Y	

*C for Changed Only

Appendix D: Default Data Attributes

Attributes reported are based on the existing Data Advice jobs (not all customers will receive all attributes).		
Group	Attribute Name	Attribute Description
Amendment	Amendment Type	Amendment Type
Amendment	Amendment Type Description	Amendment Type Description
Amendment	Supp Occupancy Code	Supp Occupancy Code
Amendment	Amendment Reason Description	Amendment Reason Description
Amendment	Supp Occupancy Date	Supp Occupancy Date
Amendment	Amendment Reason Code	Amendment Reason Code
Farm	Farm Number	Farm Number
FolioAddress	Map Reference Number	Map Reference Number - Situs Address
FolioAddress	Postal Zip	Postal Code - Situs Address
FolioAddress	Province State	Province - Situs Address
FolioAddress	Primary Flag	Primary Situs Address Flag
FolioAddress	Street Direction Suffix	Street Direction Suffix - Situs Address
FolioAddress	Street Name	Street Name - Situs Address
FolioAddress	Street Direction Prefix	Street Direction Prefix - Situs Address
FolioAddress	Street Number	Street Number - Situs Address
FolioAddress	Unit Number	Unit Number - Situs Address
FolioAddress	Street Type	Street Type - Situs Address
FolioAddress	City	City - Situs Address
FolioDescription	BC Transit Flag	BC Transit Flag
FolioDescription	Tenure Description	Tenure Description
FolioDescription	Manual Class Code	Predominant Manual Class Code
FolioDescription	Police Tax Flag	Police Tax Flag
FolioDescription	Land Dimension Type Description	Land Dimension Type Description
FolioDescription	Land Depth	Land Depth
FolioDescription	Actual Use Code	Actual Use Code
FolioDescription	ALR Description	ALR Description
FolioDescription	Manual Class Description	Predominant Manual Class Description
FolioDescription	District Description	Regional Hospital District Name
FolioDescription	District Code	Regional Hospital District Code
FolioDescription	District Description	Regional District Name
FolioDescription	District Code	Regional District Code

FolioDescription	District Description	School District Name
FolioDescription	Tenure Code	Tenure Code
FolioDescription	Neighbourhood Code	Neighbourhood Code
FolioDescription	Neighbourhood Description	Neighbourhood Description
FolioDescription	Actual Use Description	Actual Use Description
FolioDescription	Vacant Flag	Vacant Flag
FolioDescription	ALR Code	ALR Code
FolioDescription	Parking Area	Parking Area
FolioDescription	Land Dimension Type	Land Dimension Type Code
FolioDescription	Land Dimension	Land Dimension
FolioDescription	Land Width	Land Width
FolioDescription	District Code	School District Code
FolioRecord	Assessment Area Code	Old Assessment Area Code
FolioRecord	Delete Reason Description	Delete Reason Description
FolioRecord	Folio Status	Folio Status Code
FolioRecord	Roll Number	Roll Number
FolioRecord	Folio Status Description	Folio Status Description
FolioRecord	Roll Number	Old Roll Number
FolioRecord	Assessment Area Code	New Assessment Area Code
FolioRecord	Assessment Area Description	New Assessment Area Description
FolioRecord	Jurisdiction Description	New Jurisdiction Description
FolioRecord	Roll Number	New Roll Number
FolioRecord	Assessment Area Description	Old Assessment Area Description
FolioRecord	Jurisdiction Code	Old Jurisdiction Code
FolioRecord	Jurisdiction Description	Old Jurisdiction Description
FolioRecord	Delete Reason Code	Delete Reason Code
FolioRecord	Jurisdiction Code	New Jurisdiction Code
LandCharacteristic	Land Characteristic Description	Land Characteristic Description
LandCharacteristic	Land Characteristic Code	Land Characteristic Code
LegalDescription	Lot	Lot
LegalDescription	Parcel	Parcel
LegalDescription	Block	Block
LegalDescription	Sub Block	Sub Block
LegalDescription	Except Plan	Except Plan
LegalDescription	First Nation Reserve Number	First Nation Reserve Number
LegalDescription	First Nation Reserve Description	First Nation Reserve Name
LegalDescription	Lease Licence Number	Lease Licence Number

LegalDescription	Land Branch File Number	Land Branch File Number
LegalDescription	Air Space Parcel Number	Air Space Parcel Number
LegalDescription	Legal Text	Legal Text
LegalDescription	Sub Lot	Sub Lot
LegalDescription	Part1	Part 1
LegalDescription	Part2	Part 2
LegalDescription	Part3	Part 3
LegalDescription	Part4	Part 4
LegalDescription	District Lot	District Lot
LegalDescription	Legal Subdivision	Legal Subdivision
LegalDescription	Section	Section
LegalDescription	Meridian	Meridian Code
LegalDescription	Meridian Short	Meridian Code Short
LegalDescription	BCA Group	BCA Group
LegalDescription	Land District	Land District Code
LegalDescription	Land District Description	Land District Description
LegalDescription	Portion	Portion
LegalDescription	NTS Location	National Topographic System Reference Number
LegalDescription	Plan	Plan
LegalDescription	Range	Range
LegalDescription	Strata Lot	Strata Lot
LegalDescription	Township	Township
LegalDescription	Formatted Legal Description	Formatted Legal Description
LegalDescription	PID	PID
ManagedForest	Managed Forest Number	Managed Forest Number
ManufacturedHome	MH Bay Number	MH Bay Number
ManufacturedHome	MH Park Roll Number	MH Park Roll Number
ManufacturedHome	MH Registry Number	MH Registry Number
ManufacturedHome	MH Park	MH Park
MinorTaxing	Minor Taxing Code	Electoral Area Code
MinorTaxing	Minor Taxing Code Short	Electoral Area Code Short
MinorTaxing	Minor Taxing Code Short	Service Area Code Short
MinorTaxing	Minor Taxing Description	Service Area Name
MinorTaxing	Minor Taxing Code Short	Defined Code Short
MinorTaxing	Minor Taxing Description	Defined Name
MinorTaxing	Minor Taxing Code	Specified Regional Code
MinorTaxing	Minor Taxing Description	Specified Regional Name
MinorTaxing	Minor Taxing Code	Specified Municipal Code
MinorTaxing	Minor Taxing Code Short	Specified Municipal Code Short
MinorTaxing	Minor Taxing Code	Local Area Code

MinorTaxing	Minor Taxing Description	Local Area Name
MinorTaxing	Minor Taxing Code	General Service Code
MinorTaxing	Minor Taxing Description	General Service Name
MinorTaxing	Minor Taxing Code Short	Improvement District Code Short
MinorTaxing	Minor Taxing Description	Improvement District Name
MinorTaxing	Minor Taxing Code	Island Trust Code
MinorTaxing	Minor Taxing Code Short	Island Trust Code Short
MinorTaxing	Minor Taxing Description	Island Trust Name
MinorTaxing	Minor Taxing Code Short	Local Area Code Short
MinorTaxing	Minor Taxing Code	Service Area Code
MinorTaxing	Minor Taxing Description	Specified Municipal Name
MinorTaxing	Minor Taxing Code Short	Specified Regional Code Short
MinorTaxing	Minor Taxing Code	Defined Code
MinorTaxing	Minor Taxing Description	Electoral Area Name
MinorTaxing	Minor Taxing Code Short	General Service Code Short
MinorTaxing	Minor Taxing Code	Improvement District Code
OilAndGas	Pipeline Project Number	Pipeline Project Number
OwnershipGroup	Owner Sequence ID	Owner Sequence ID
OwnershipGroup	Change Type	Change Type Code
OwnershipGroup	Change Type Description	Change Type Description
OwnershipGroup	Change Date	Change Date
OwnershipGroup	Change Source	Change Source Code
OwnershipGroup	Middle Name	Middle Name
OwnershipGroup	Middle Initial	Middle Initial
OwnershipGroup	Equity Type	Equity Type Code
OwnershipGroup	Equity Type Description	Equity Type Description
OwnershipGroup	Line1	Formatted Mailing Address - Line 1
OwnershipGroup	Line2	Formatted Mailing Address - Line 2
OwnershipGroup	Line4	Formatted Mailing Address - Line 4
OwnershipGroup	Line5	Formatted Mailing Address - Line 5
OwnershipGroup	Care Of	C/O - Mailing Address
OwnershipGroup	Floor	Floor- Mailing Address
OwnershipGroup	Street Direction Prefix	Street Direction Prefix - Mailing Address
OwnershipGroup	Street Number	Street Number - Mailing Address
OwnershipGroup	Street Type	Street Type - Mailing Address
OwnershipGroup	Street Direction Suffix	Street Direction Suffix - Mailing Address
OwnershipGroup	Province State	Province/State - Mailing Address
OwnershipGroup	Country	Country - Mailing Address
OwnershipGroup	Postal Zip	Postal Code/ZIP Code - Mailing Address
OwnershipGroup	Compartment	Compartment - Mailing Address

OwnershipGroup	Delivery Installation Type Value	Delivery Installation Type Value - Mailing Address
OwnershipGroup	Mode Of Delivery	Mode Of Delivery - Mailing Address
OwnershipGroup	Bulk Mail Code	Bulk Mail Code
OwnershipGroup	Assessment Notice Suppressed	Assessment Notice Suppressed Flag
OwnershipGroup	Change Source Description	Change Source Description
OwnershipGroup	Line3	Formatted Mailing Address - Line 3
OwnershipGroup	Line6	Formatted Mailing Address - Line 6
OwnershipGroup	Attention	Attention - Mailing Address
OwnershipGroup	City	City - Mailing Address
OwnershipGroup	Delivery Installation Type	Delivery Installation Type - Mailing Address
OwnershipGroup	Freeform Address	Freeform Address - Mailing Address
OwnershipGroup	Mode Of Delivery Value	Mode Of Delivery Value - Mailing Address
OwnershipGroup	Site	Site - Mailing Address
OwnershipGroup	Street Name	Street Name - Mailing Address
OwnershipGroup	Unit Number	Unit Number - Mailing Address
OwnershipGroup	Company Or Last Name	Company Or Last Name
OwnershipGroup	First Name	First Name
OwnershipGroup	Ownership Group ID	Ownership Group ID
OwnershipGroup	Assessment Notice Returned	Assessment Notice Returned Flag
Sale	Conveyance Date	Conveyance Date
Sale	Conveyance Type	Conveyance Type Code
Sale	Conveyance Type Description	Conveyance Type Description
Sale	Reject Reason Description	Reject Reason Description
Sale	Conveyance Price	Conveyance Price
Sale	Document Number	Document Number
Sale	Reject Reason Code	Reject Reason Code
Values	Land Value	TVbPC - School Values - Net Land Value
Values	Exempt Tax Code	Exempt Tax Code
Values	Exempt Tax Description	Exempt Tax Code Description
Values	Property Class Code	Values by Exempt Tax Code - Property Class Code
Values	Property Class Description	Values by Exempt Tax Code - Property Class Description
Values	Improvement Value	Values by Exempt TaxCode - Improvement Value
Values	Property Class Code	TVbPC - General Values - Property Class Code
Values	Property Class Description	TVbPC - General Values - Property Class Description

Values	Property Sub Class Description	TVbPC - General Values - Property Sub Class Description
Values	Land Value	TVbPC - General Values - Gross Land Value
Values	Land Value	TVbPC - General Values - Tax Exempt Land Value
Values	Land Value	TVbPC - General Values - Net Land Value
Values	Property Class Description	TVbPC - BC Transit Values - Property Class Description
Values	Property Sub Class Code	TVbPC - BC Transit Values - Property Sub Class Code
Values	Property Sub Class Description	TVbPC - BC Transit Values - Property Sub Class Description
Values	Land Value	TVbPC - BC Transit Values - Gross Land Value
Values	Improvement Value	TVbPC - BC Transit Values - Gross Improvement Value
Values	Land Value	TVbPC - BC Transit Values - Tax Exempt Land Value
Values	Improvement Value	TVbPC - BC Transit Values - Tax Exempt Improvement Value
Values	Land Value	TVbPC - BC Transit Values - Net Land Value
Values	Improvement Value	TVbPC - BC Transit Values - Net Improvement Value
Values	Property Class Code	TVbPC - School Values - Property Class Code
Values	Property Class Description	TVbPC - School Values - Property Class Description
Values	Property Sub Class Code	TVbPC - School Values - Property Sub Class Code
Values	Property Sub Class Description	TVbPC - School Values - Property Sub Class Description
Values	Land Value	TVbPC - School Values - Gross Land Value
Values	Improvement Value	TVbPC - School Values - Gross Improvement Value
Values	Land Value	TVbPC - School Values - Tax Exempt Land Value
Values	Property Class Code	TVbPC - BC Transit Values - Property Class Code
Values	Improvement Value	TVbPC - General Values - Gross Improvement Value
Values	Improvement Value	TVbPC - General Values - Net Improvement Value
Values	Property Sub Class Code	TVbPC - General Values - Property Sub Class Code
Values	Improvement Value	TVbPC - General Values - Tax Exempt Improvement Value

Values	Improvement Value	TVbPC - School Values - Tax Exempt Improvement Value
Values	Land Value	Values by Exempt Tax Code - Land Value
Values	Improvement Value	TVbPC - School Values - Net Improvement Value