Planning your Transition to ParcelMap BC: Virtual Café

October 20, 2021

Brian Greening, LTSA

Irshad Jamal, LTSA

Steve Mark, ICI Society

John Samulski, LTSA/Spatial Vision Group

Bill Johnstone, LTSA/Spatial Vision Group

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Agenda

Welcome / Opening Remarks (10 min)	10:00 am
Transition Planning – Why Is It Important? (10 min) *Brian Greening, LTSA* • Background / Large Municipality Focus Group • Transition Project Management Guide	10:10 am
Transition Work Breakdown Structure Overview (10 min) *John Samulski, LTSA / Spatial Vision Group (SVG)* • Project Phases • "Substantial Adoption"	10:20 am
Phase 1 - Planning (20 min) *John Samulski, LTSA / SVG & Irshad Jamal, LTSA* • Situation Assessment • Approvals / Sponsorship • Detailed Project Planning	10:30 am
Phase 2 – Execution (20 min) *John Samulski, LTSA / SVG & Irshad Jamal, LTSA* • Data Realignment • Parcel Fabric / Land Records Update Processes • Land Records System Integration(s) • Asset Management / Work Order System Integrations • Other Integrations / Interfaces	10:50 am
Other Transition Planning Considerations (10 min) *John Samulski, LTSA / SVG & Irshad Jamal, LTSA* • Guiding Principles / Recommended Approach • Transition Project Plan Resources & Roles	11:10 am
Adoption Resources Summary (20 min) *Steve Mark, ICI Society & Irshad Jamal, LTSA* • ICI Society • LTSA.CA • Implementation Partners	11:20 am
Questions, Feedback & Presentation Wrap-Up (5 min)	11:40 am
Open Café/Cocktail Discussion (15 min)	11:45 am

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ParcelMap BC Adoption - Transition Planning

Background:

Over the past 2.5+ years, the ParcelMap BC Adoption Working Group has identified and addressed many issues raised by the community. A set of identified issues relates to understanding and prioritizing the effort and resources required to make the transition.

In Fall 2020 a Large Municipality Focus Group (LMFG) was established to understand issues associated with adoption of ParcelMap BC by larger municipalities. (City of Vancouver, City of Surrey, City of Burnaby, District of North Vancouver, Township of Langley, City of Kamloops*)

- All LMFG participants have mature parcel data management workflows with integrations to various land records system(s) and other applications which must be considered in the context of ParcelMap BC adoption.

One output of the LMFG is a **Transition Project Management Guide** developed by the LTSA, generalised to assist a broad range of organisations in planning & executing their transition to ParcelMap BC.

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Transition Project Management Guide

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Transition Project Management Guide - ToC

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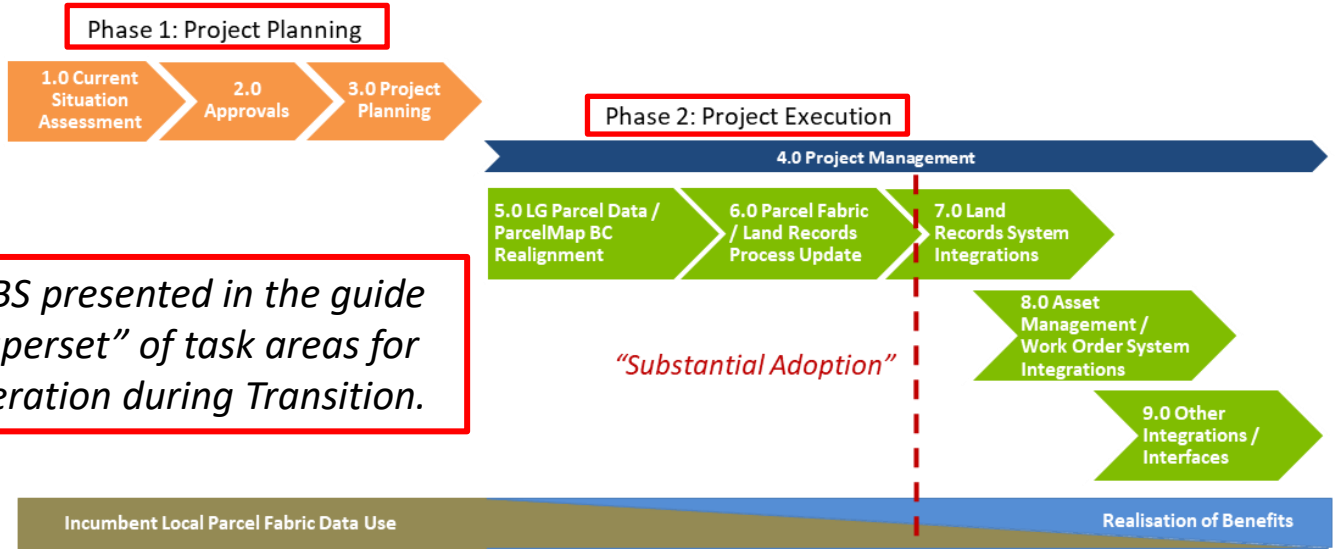
Transition Steps (Work Breakdown Structure) - Overview

Key Transition Steps and Milestones:

- Recommended Transition Task Areas in the guide are organised into two Phases: **Planning** & **Execution**.



The WBS presented in the guide is a "superset" of task areas for consideration during Transition.

"Substantial Adoption" is achieved when ParcelMap BC data supersedes the incumbent self-maintained parcel fabric data as the primary source for truth for the geometric representation of parcel features.

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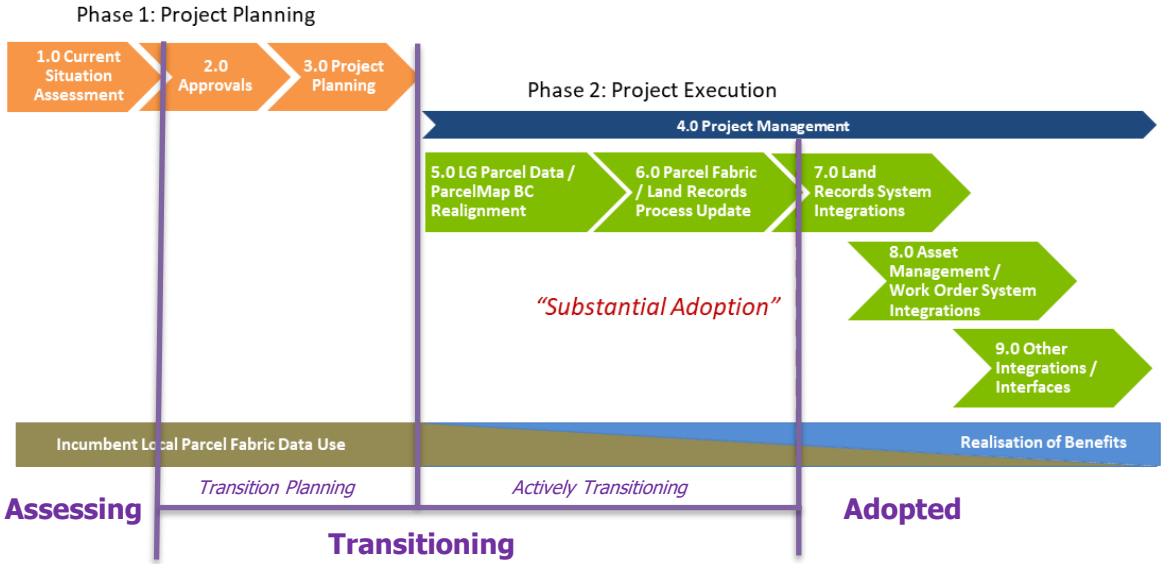
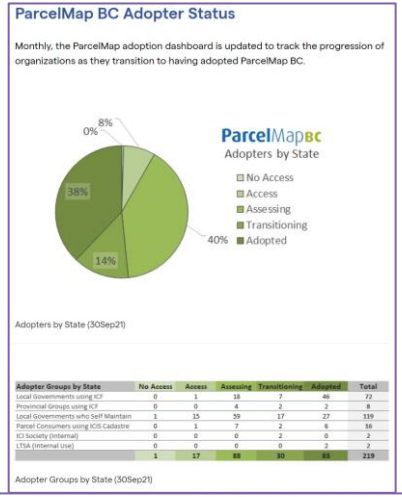
Transition Steps (WBS) – Adoption Status

Key Transition Steps and Milestones:

The WBS Task Areas align to steps along the ParcelMap BC Adoption path





Chat Question:

Adoption Status: Which status does your organization identify with?

(*No Access, Access, Assessing, Transitioning or Adopted*)

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Transition Phase 1 - Planning

Phase 1 of the high-level Transition Plan is focused on *project planning* activities related to obtaining the necessary approvals and sponsorship, and positioning the organisation to successfully initiate, execute and complete the key task areas in *Phase 2: Project Execution*.

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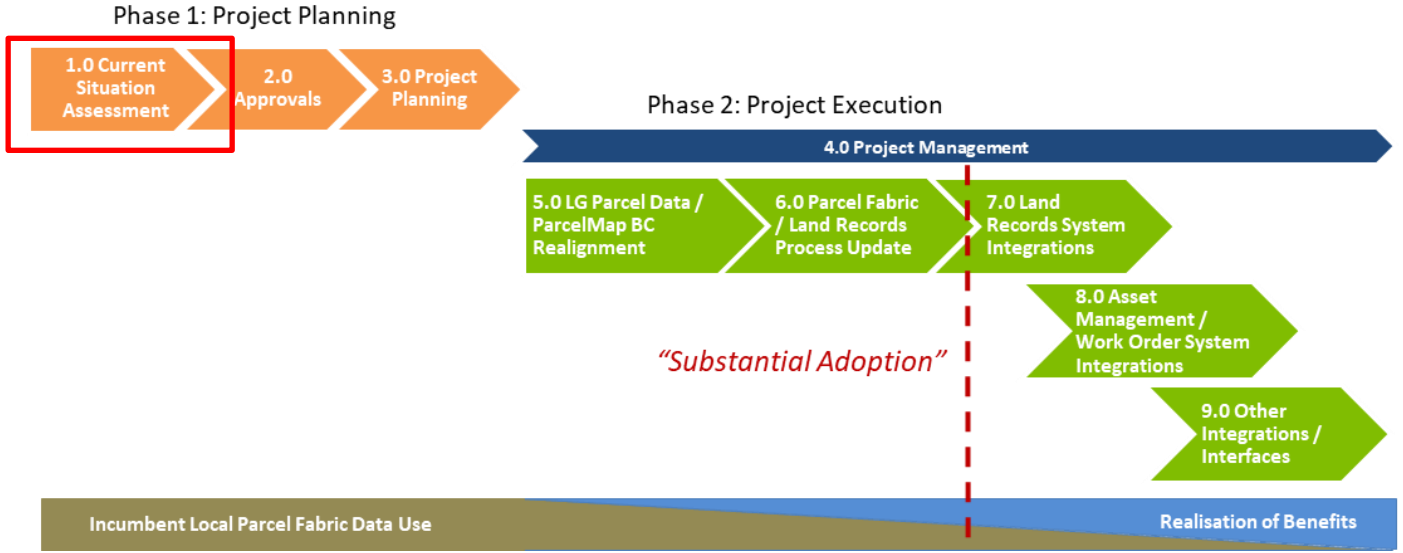
Transition Steps (WBS) – Situation Assessment

Key Transition Steps and Milestones:

- A key Task Area of the Planning Phase is a detailed **Current Situation Assessment**, which includes parcel data management workflows and integrations with various land records system(s), data and applications.



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Transition Project Management Guide - WBS

Table 1 – Phase 1 WBS "superset" for a typical ParcelMap BC Transition Plan.

ID	Task Area / Name	Description (Scope)	Notes
Phase 1: Project Planning		**Tasks related conducting a current situation assessment, obtaining approval to proceed and planning detailed project activities.**	
1.0	**Current Situation Assessment**	**Perform a Situation Assessment of the "Current State" and identify high level gaps related to ParcelMap BC adoption.**	**The intent of this exercise is to better understand the current state at the organisation and identify and quantify relevant areas of scope within the Transition Plan required to achieve ParcelMap BC adoption.**
1.1	Current Situation Assessment – Parcel Fundamentals	Documentation of high-level "Parcel Fundamentals" that characterise the approach to parcel fabric data management at the organisation.	Relevant Transition Planning Resources: - Transition Planning Situation Assessment Template
1.2	Current Situation Assessment – Primary Cadastre Schema Comparison	Mapping of current parcel fabric schema to ParcelMap BC and schema-related (spatial and attribute) adoption criteria. - Identification of significant schema gaps that must be addressed during transition.	Relevant Transition Planning Resources: - Transition Planning Situation Assessment Template - XRAY
1.3	Current Situation Assessment – Primary Cadastre Geometric Comparison	Comparison of current parcel fabric feature geometry to ParcelMap BC to identify areas of significant misalignment and assess approach/effort to address such gaps.	Relevant Transition Planning Resources: - Transition Planning Situation Assessment Template - Data Alignment Workflow Package (DAWp)

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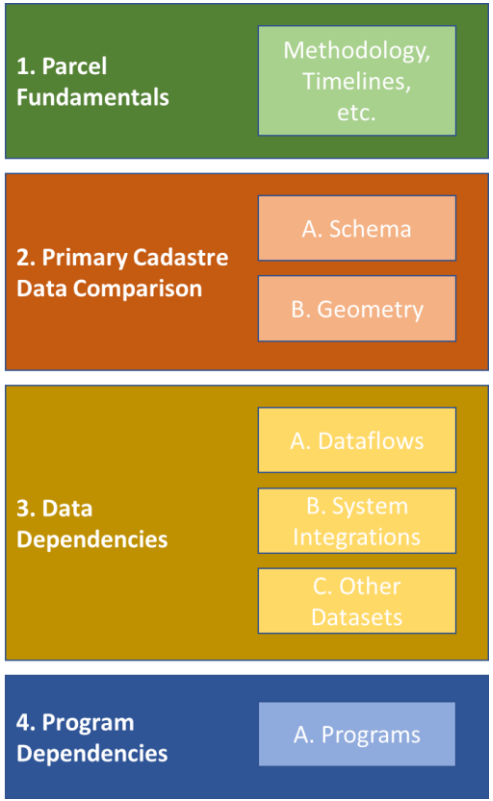
Situation Assessment Template Thematic Areas



At a high-level, how does my organisation approach parcel data management?

How does our current parcel fabric data align with ParcelMap BC?
Where are there significant gaps?

Where are there data flows, system integrations or other dependent/derived data that may be affected by ParcelMap BC adoption?
What is the nature of the dependency?

What planned or ongoing initiatives at my organisation may impact the timing and priority of ParcelMap BC adoption?

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Situation Assessment Template - Details

Section	Title & Description	Q #	Column Title	Questions Description	Example
1	**Parcel Fundamentals** In this worksheet, describe the fundamental aspects of how your organization views and uses a parcel fabric.				
		Q1-01	Parcel "Methodology"	What is the primary business identifier you use to uniquely identify parcels?	
		Q1-02	Parcel Timelines	What parts of the parcel lifecycle do you represent: Only active legal parcels? "Proposed / planned" parcels? Historic (inactive) parcels?	
		Q1 03	Parcel Types	Besides basic lot boundaries what other types of parcels do you represent? Road parcels? Interests (SRW, easements, etc..)? Crown parcels? How do you map volumetric parcels (Building Strata and Airspaces)? Any other "things" as parcels?	
		Q1-04	High-level Dataflows	What information flows (sources) inform your parcel maintenance? e.g. LTSA feeds, BCA Feeds, Internal triggers (from who/where)? Other?	
		Q1-05	Top 3 Challenges	What are the biggest challenges with your current parcel data and maintenance workflows?	
2	**Primary Cadastre Data Comparison (Schema)** In this worksheet, the schema of each Municipality's primary cadastre layer (and relevant associated tables) will be compared to ParcelMap BC. Significant gaps between schemas will be identified and documented. In a future phase of the work, analysts will resolve these issues.				
	A. Parcel Schema	Q2A-01	Primary Cadastre Data Issue Identifier (PK)	Unique identifier (DATA-5xx) for the gap / issue being described. Can be used in the next table.	DATA01
		Q2A-02	Primary Cadastre: Geodatabase Name	Name of your geodatabase that contains the primary cadastre data	
		Q2A-03	Primary Cadastre: Feature Dataset Name	Name of feature dataset that contains the primary cadastre data	
		Q2A-04	Primary Cadastre: Feature Class or Table Name	Name of feature dataset that contains the primary cadastre data. Table may be standalone.	
		Q2A 05	Primary Cadastre: Attribute Name	Name of feature attrbitute / field.	
		Q2A1 06	Primary Cadastre: Domain Name	Name of domain.	
		Q2A-07	ParcelMap BC: Feature Class / Table Name	Name of PMBC Feature Class or Table associatd with the gap / issue described below.	
		Q2A-08	ParcelMap BC: Attribute Name	Name of PMBC Feature Class or Table associatd with the gap / issue described below.	
		Q2A-09	ParcelMap BC: Domain Name	Include a domain name if applicable.	
		Q2A-10	Gap/Fit Number	Simple sequential id	
		Q2A-11	Gap/Fit Name	Name of the gap/issue or fit that has been identified <<<need them to confirm the minimum "17" attributes>>	
		Q2A-12	Gap/Fit Description	Description of the gap/issue or fit that has been identified	
	B. Parcel Geometry	Q2B-01	Parcel Geometry Issue Identifier (PK)	Unique identifier (DATA-6xx) for the gap / issue being described. Can be used in the next table.	
		Q2B-02	Primary Cadastre: Geodatabase Name	Name of your geodatabase that contains the primary cadastre data	
		Q2B-03	Primary Cadastre: Feature Dataset Name	Name of feature dataset that contains the primary cadastre data	
		Q2B-04	Primary Cadastre: Feature Class	Name of feature dataset that contains the primary cadastre data. Table may be standalone.	
		Q2B-05	Area Name	Unique Name of Area (e.g., Fraser River 1)	
		Q2B-06	Area Description	Description of the geographic areas (e.g., North of Fraser River between Road X and Road Y)	
		Q2B-07	Number of Features Affected	A number or range of numbers of the estimated number of affected features	
		Q2B-08	Nature of Gap	Describe possible reason for the geospatial mismatch	
		Q2B-09	Magnitude of Gap (m)	Estimate the order of the geospatial mismatch. Typically the average in metres.	
		Q2B-010	Notes	Additional descriptive notes.	
3	**Data Dependencies (Dataflows, System Integrations, Other Datasets)** This worksheet focuses on data flows, systems integrations, and other dependencies that either directly or indirectly involve the primary cadastre data set, including derivative data sets or value-added artifacts (e.g. map production, reporting).				
		Q3-01	Data Dependency ID (PK)	Unique identifier, primary key (DEPxx)	DEP02
		Q3-02	Data Issue IDs (FK)	List of relevant primary cadastre issues from Table 2 above (DATAxx), 1 : many	DATA03, DATA06, DATA07
		Q3-03	Workflow Title	Workflow Title (2-3 words)	
		Q3-04	Workflow Description	Workflow description (1-2 sentences)	
		Q3-05	Workflow Type	Create / Maintain / QA / Disseminate / Report	
		Q3-06	Business Areas / Stakeholders	Which business areas / stakeholders affected?	
		Q3 07	Frequency	Daily / Weekly / Monthly / Quarterly / Annually / As required	
		Q3 08	Importance	Criticality of successfully executing the workflow (critical/high/med/low)	
		Q3-09	Task Complexity	Complexity of workflow (high/med/low)	
		Q3-10	Related System(s)	Interfaces / integrations with other systems required to support the workflow (list systems or NA)	Tempest, POSSE, CityWorks, other
		Q3-11	Integration Type	Application / Data	
		Q3-12	Integration Complexity	Complexity of integration(s) with cadastre data (high/med/low)	
4	**Program Dependencies** This component focuses on higher-level program dependencies which could influece the adoption of ParcelMap BC within each Municipality. Considerations include: a. Other related or dependent IT/GIS initiatives that may impact timing of ParcelMap BC adoption. b. Resource opportunities/constraints associated with adoption. c. Requirements for justification/business case to proceed with adoption. A key result from this table is being able to identify when work can actually start on ParcelMap BC adoption, and are there opportunities for synergies with other initiatives.				
		Q4-01	Program Dependency ID (PK)	Unique identifier, primary key (PROGxx)	PROG01
		Q4-02	Program / Initiative Name	Name of initiative / project	
		Q4-03	Status	Planned / Approved / In Progress	
		Q4-04	Start Date	Planned or actual start date	
		Q4-05	Completion Date	Expected completion date	
		Q4 06	Resource Considerations	Key resources required (roles)	
		Q4 07	Priority Relative to ParcelMapBC Adoption	Higher / Lower / Equal	
		Q4-08	Approval requirements	Business Case, Charter, Other Justification?	

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Situation Assessment Template: Parcel Fundamentals

Parcel Fundamentals			
In this worksheet, describe the fundamental aspects of how your organization views and uses a parcel fabric.			
	Q1-01	Parcel "Methodology"	What is the primary business identifier you use to uniquely identify parcels?
	Q1-02	Parcel Timelines	What parts of the parcel lifecycle do you represent: Only active legal parcels? “Proposed / planned” parcels? Historic (inactive) parcels?
	Q1-03	Parcel Types	Besides basic lot boundaries what other types of parcels do you represent? Road parcels? Interests (SRW, easements, etc…)? Crown parcels? How do you map volumetric parcels (Building Strata and Airspaces)? Any other "things" as parcels?
	Q1-04	High-level Dataflows	What information flows (sources) inform your parcel maintenance? e.g. LTSA feeds, BCA Feeds, Internal triggers (from who/where)? Other?
	Q1-05	Top 3 Challenges	What are the biggest challenges with your current parcel data and maintenance workflows?

Chat Question:

Parcel Fundamentals: Are representations in your current parcel mapping *PID* or *JUROL* centric or do you regularly mix between *Both*?

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Situation Assessment Template: Primary Cadastre Data Comparison

Primary Cadastre Data Comparison			
In this worksheet, each organisation's primary cadastre layer (and relevant associated tables) will be compared to ParcelMap BC. Significant gaps between data sets will be identified and documented. In a future phase of the work, analysts will resolve these issues.			
A. Parcel Schema	Q2A-01	Primary Cadastre Data Issue Identifier (PK)	Unique identifier (DATA-Sxx) for the gap / issue being described. Can be used in the next table.
	Q2A-02	Primary Cadastre: Geodatabase Name	Name of your geodatabase that contains the primary cadastre data
	Q2A-03	Primary Cadastre: Feature Dataset Name	Name of feature dataset that contains the primary cadastre data
	Q2A-04	Primary Cadastre: Feature Class or Table Name	Name of feature dataset that contains the primary cadastre data. Table may be standalone.
	Q2A-05	Primary Cadastre: Attribute Name	Name of feature attrbitute / field.
	Q2A1-06	Primary Cadastre: Domain Name	Name of domain.
	Q2A-07	ParcelMap BC: Feature Class / Table Name	Name of PMBC Feature Class or Table associatd with the gap / issue described below.
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	Q2A-09	ParcelMap BC: Domain Name	Include a domain name if applicable.
	Q2A-10	Gap/Fit Number	Simple sequential id
	Q2A-11	Gap/Fit Name	Name of the gap/issue or fit that has been identified <<<need them to confirm the minimum "17" attributes>>
	Q2A-12	Gap/Fit Description	Description of the gap/issue or fit that has been identified
B. Parcel Geometry	Q2B-01	Parcel Geometry Issue Identifier (PK)	Unique identifier (DATA-Gxx) for the gap / issue being described. Can be used in the next table.
	Q2B-02	Primary Cadastre: Geodatabase Name	Name of your geodatabase that contains the primary cadastre data
	Q2B-03	Primary Cadastre: Feature Dataset Name	Name of feature dataset that contains the primary cadastre data
	Q2B-04	Primary Cadastre: Feature Class	Name of feature dataset that contains the primary cadastre data. Table may be standalone.
	Q2B-05	Area Name	Unique Name of Area (e.g., Fraser River 1)
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	Q2B-08	Nature of Gap	Describe possible reason for the geospatial mismatch
	Q2B-09	Magnitude of Gap (m)	Estimate the order of the geospatial mismatch. Typically the average in metres.
	Q2B-010	Notes	Additional descriptive notes.

Chat Question:

Primary Cadastre Data Comparison: Have you done an initial assessment of your data's alignment with ParcelMap BC? (*Yes or No*)

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X-Ray Add-In for ArcCatalog

X-Ray Add-In allows you:

- As its name implies, to take a deep dive and generate the following outputs from your File Geodatabase
  - Excel worksheets for domains, fields and feature classes and tables
  - XML Schema
  - Data Dictionary
  - Compare schema between two geodatabases (example: local cadastre versus ParcelMap BC.)

- Refer to the X-Ray add-in guide for step by step instructions on how to create the above outputs.

Tips & Notes:

- Tool supported up to ArcGIS 10.8.1 - vote on Esri's Ideas page to get it built for ArcGIS Pro!
- Tool only works on a File GDB not on an SDE environment.
- Must rename "X-Ray" folder generated by tool to prevent overwrite of contents.

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Situation Assessment Template: Data Dependencies

Data Dependencies (Dataflows, System Integrations, Other Datasets)			
This worksheet focuses on data flows, systems integrations, and other dependencies that either directly or indirectly involve the primary cadastre data set, including derivative data sets or value-added artifacts (e.g. map production, reporting).			
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	Q3-09	Task Complexity	Complexity of workflow (high/med/low)
	Q3-10	Related System(s)	Interfaces / integrations with other systems required to support the workflow (list systems or NA)
	Q3-11	Integration Type	Application / Data
	Q3-12	Integration Complexity	Complexity of integration(s) with cadastre data (high/med/low)

Chat Question:

Data Dependencies: How many integrations between cadastre data and other business systems does your organisation currently support? (*None, Some or Many*)

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Situation Assessment Template: Program Dependencies

Program Dependencies			
This component focuses on higher-level program dependencies which could influence the adoption of ParcelMap BC within each Municipality. Considerations include: a. Other related or dependent IT/GIS initiatives that may impact timing of ParcelMap BC adoption. b. Resource opportunities/constraints associated with adoption. c. Requirements for justification/business case to proceed with adoption. A key result from this table is being able to identify when work can actually start on ParcelMap BC adoption, and are there opportunities for synergies with other initiatives.			
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	Q4-04	Start Date	Planned or actual start date
	Q4-05	Completion Date	Expected completion date
	Q4-06	Resource Considerations	Key resources required (roles)
	Q4-07	Priority Relative to ParcelMapBC Adoption	Higher / Lower / Equal
	Q4-08	Approval requirements	Business Case, Charter, Other Justification?

Program Dependencies: What other initiatives / projects are competing for resources with ParcelMap BC adoption? Are there opportunities to align adoption with other program activities?

Chat Question:

What approval / intake process is required at your organisation to facilitate proceeding with adoption? (*None, Minimal or Significant*)

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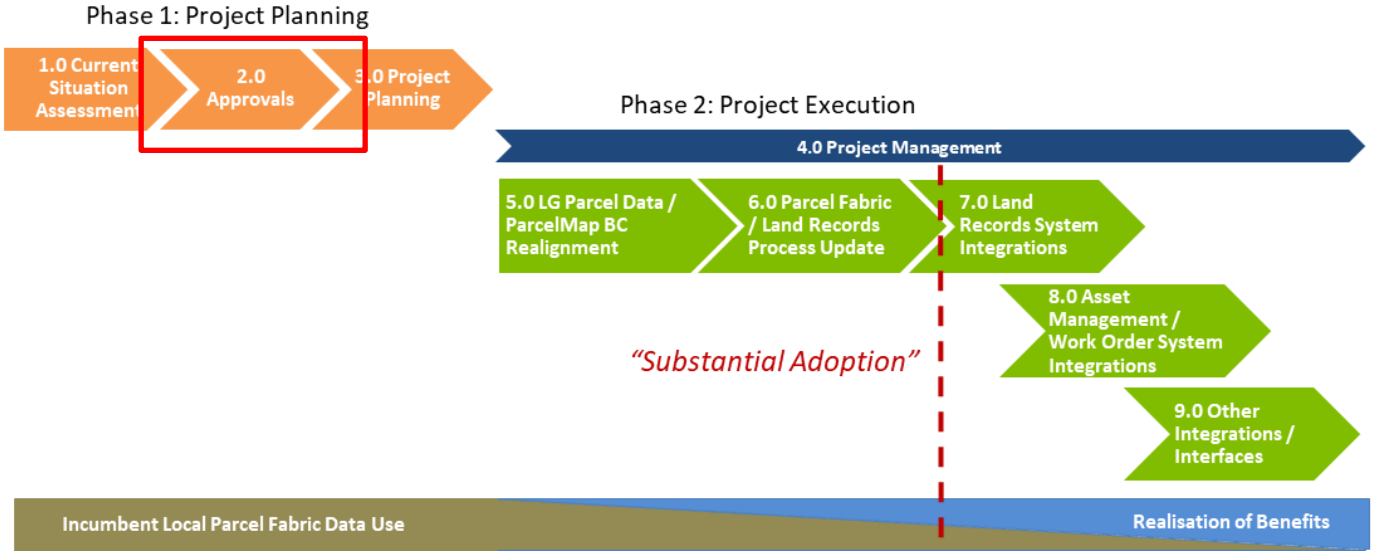
Transition Steps (WBS) - Approvals

Key Transition Steps and Milestones:

Another key Task Area of the Planning Phase is obtaining the necessary Approvals to proceed with the Transition to ParcelMap BC. This may include developing a Business Case and/or a Project Charter and securing executive sponsorship.



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Transition Project Management Guide - WBS

2.0	**Approvals**	**Obtain necessary internal approvals / sponsorship**	
2.1	Business Case / Charter / Risk Assessment / Approvals	Includes: - Development of Business Case (if required) and/or Project Charter. - Organisational risk assessment and mitigation plan (if required). - Organisation/HR considerations: "Who" and "what" will change to achieve the Future State. Execution of changes to be addressed as part of Change Management Plan. - Related presentation(s) to senior management / executive.	This task area will be particularly important to larger organisations with a relatively sophisticated Project Management Office and/or project approvals process. Smaller adopter organisations may have relatively few requirements associated with this task area. Relevant Transition Planning Resources: - ParcelMap BC Transition Planning Executive Summary Template (MS Power Point)

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Adopting ParcelMap BC:
Outlining the Plan for Transition

Developed for

<< ORGANISATION NAME>>

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Purpose

Purpose of this summary:

This summary presentation has been prepared to:

1. Describe the multiple benefits associated with adoption of ParcelMap BC by <<organisation name>>, and

2. Outline a high-level approach for <<organisation name>> to pursue in transitioning to ParcelMap BC adoption with minimal or no disruption to existing workflows and service levels.

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Introduction / Background

Background:

- The Land Title and Survey Authority of British Columbia (LTSA) has leveraged its “closest to source” position to develop and maintain ParcelMap BC, the **current**, **complete** and **trusted** visual representation of titled and Crown land parcels across all of British Columbia.

- Since ParcelMap BC became fully operational in June 2017, the LTSA has been actively facilitating the adoption of ParcelMap BC by Participating Stakeholders, including local governments, the provincial government, BC Assessment, land surveyors and others. These efforts have included significant stakeholder outreach, continued enhancements to the product and, in conjunction with the ICI Society, the creation of a formal Adoption Working Group (AWG) in June 2018 to coordinate efforts to raise community awareness, address technical issues, and share lessons learned.

- Good progress has been made in many sectors of the Adopter Community, including adoption by BC Assessment, the Agricultural Land Commission, BC Land Surveyors and our peers including <<add other relevant peer influencers here>>.

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ParcelMap BC Adoption Benefits

Benefits:

The benefits associated with ParcelMap BC adoption can be categorised into five main themes:

1. Data Quality, Currency and Completeness,
2. Workflow / Process Efficiency,
3. Operational Savings,
4. Improved Integrations and Collaborations, and
5. Improved Decision-Making and Risk Mitigation.

Based on internal analysis, elements of all five of the benefits themes could be realized by <<organisation name>>.

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ParcelMap BC Adoption Check List

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Transition Pathways

	Replace	Realign
PID-centric	1A	1B
Folio-centric	2A	2B

Transition Pathway	Geometric Alignment	Attribute Alignment
"PID-centric" Or Legal Property based	Option 1A ("ParcelMap BC Replace"): Completely replace the current internally maintained parcel fabric dataset with ParcelMap BC. The required minimum set of attributes would be included in this data set by default.	Implicitly achieved by replacement approach.
	Option 1B ("ParcelMap BC Realign"): Employ assessment and adjustment workflows to align existing cadastral data and other aligned datasets with ParcelMap BC. Collaborate with LTSA to reconcile specific differences in the geometry of the internally maintained parcel data with the ParcelMap BC dataset.	The following attributes should be present in the local parcel fabric and the attribute values should align with ParcelMap BC: • PID • PIN • Legal Description • Plan Number • Owner Type • Parcel Status • Regional District • Parcel Class • Municipality • Designation 1, 2 and 3

Transition Pathway	Geometric Alignment	Attribute Alignment
"Folio-centric" Or Tax Entity based	Option 2A ("BCA Replace"): Completely replace the current internally maintained parcel fabric dataset with BCA's Assessment Fabric, which is based solely on geometry sourced from ParcelMap BC.	Attributes utilized will be based on organizational need and will be sourced from BCA data advice.
	Option 2B ("BCA Realign"): Employ assessment and adjustment workflows to align existing cadastral data and other aligned datasets with the Assessment Fabric. Collaborate with BCA to reconcile specific differences in the geometry of the internally maintained parcel data with the BCA's Assessment Fabric, which is based on geometry sourced from ParcelMap BC.	Attributes utilized will be based on organizational need and will be sourced from BCA data advice.

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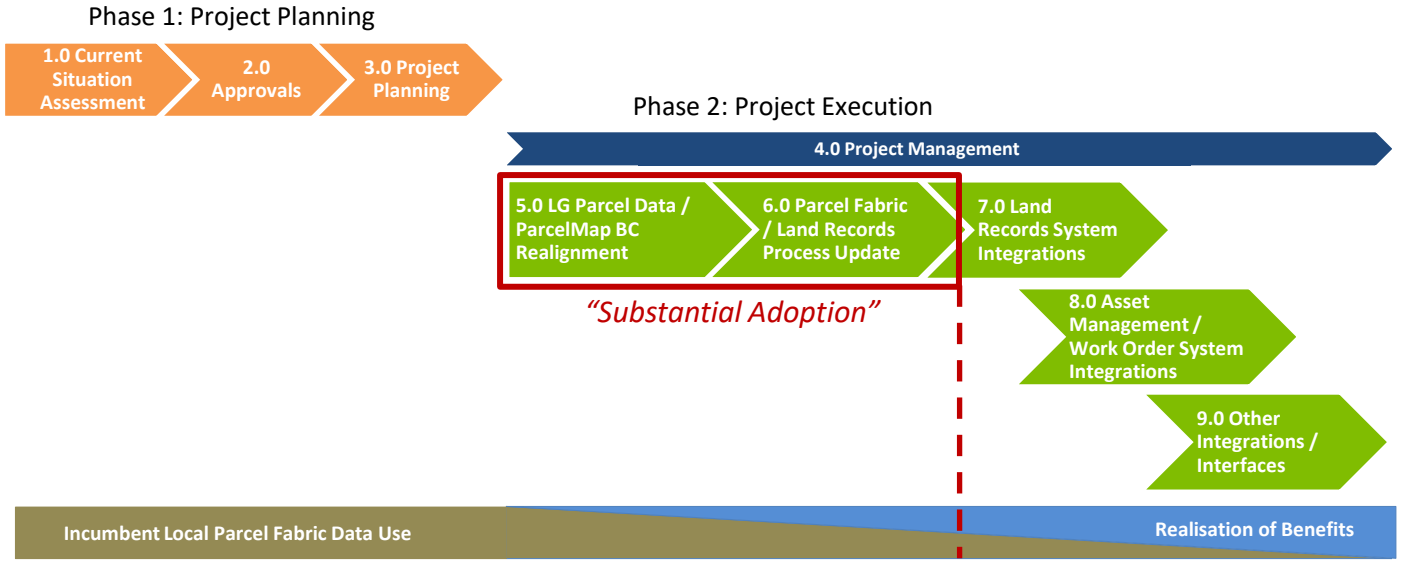
Transition Steps:

Key Transition Steps and Milestones:



"Substantial Adoption" is achieved when ParcelMap BC data supersedes the incumbent self-maintained parcel fabric data as the primary source for truth for the geometric and related attribute representation of parcel features.

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Post-Adoption Responsibilities

1. <<organization name>> Value-adds and Maintenance Tasks:

- Manage address information;
- Maintain connections to land records and permitting databases;
- Manage unique identifiers for parcels that don't have a PID or a PIN;
- Manage internal language and attribute alignment for different conventions, i.e., parcel class and owner types;
- Manage "planned" or "early copy" parcels, although this is under consideration at the LTSA as a new offering under a larger Survey Plan Services Modernization initiative;
- Map non-legal property information such as building footprints.

2. Joint Resolution of Fabric-Related Issues:

- Joint working relationship
- If fabric-related issues arise after adoption, participants work together to resolve.

3. LTSA Undertakings:

- Maintain operational standards and commitment to continually improve ParcelMap BC
- Explore value-add opportunities identified by stakeholders (ex. Adoption Working Group) to further leverage ParcelMap BC, such as:
  - Historic Interest Parcels
  - Historic Road Parcels
  - Planned Parcels
  - Universal Parcel Identifiers

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Impacts / What Will Change

Overall Impacts:

- *Summarise overall impacts to the organisation. Examples may include:*
  - *Business areas / departments affected*
  - *Any expected disruptions to operations or service levels*

Specific Changes:

- *Summarise specific changes in one or more areas, if applicable:*
  - *Workflows*
  - *Technology*
  - *HR roles and responsibilities*

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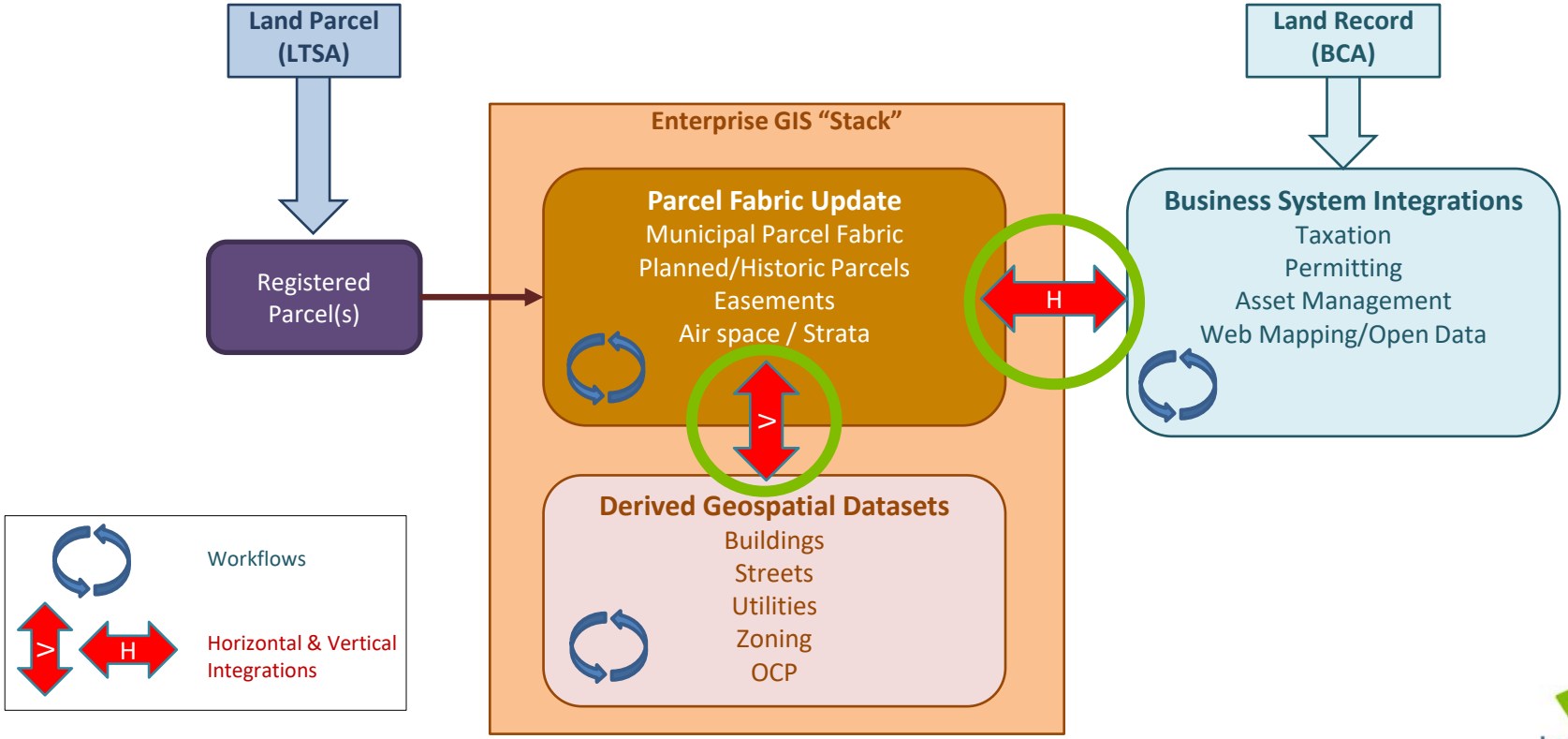
Parcel Fabric Workflows and Integrations (Current)



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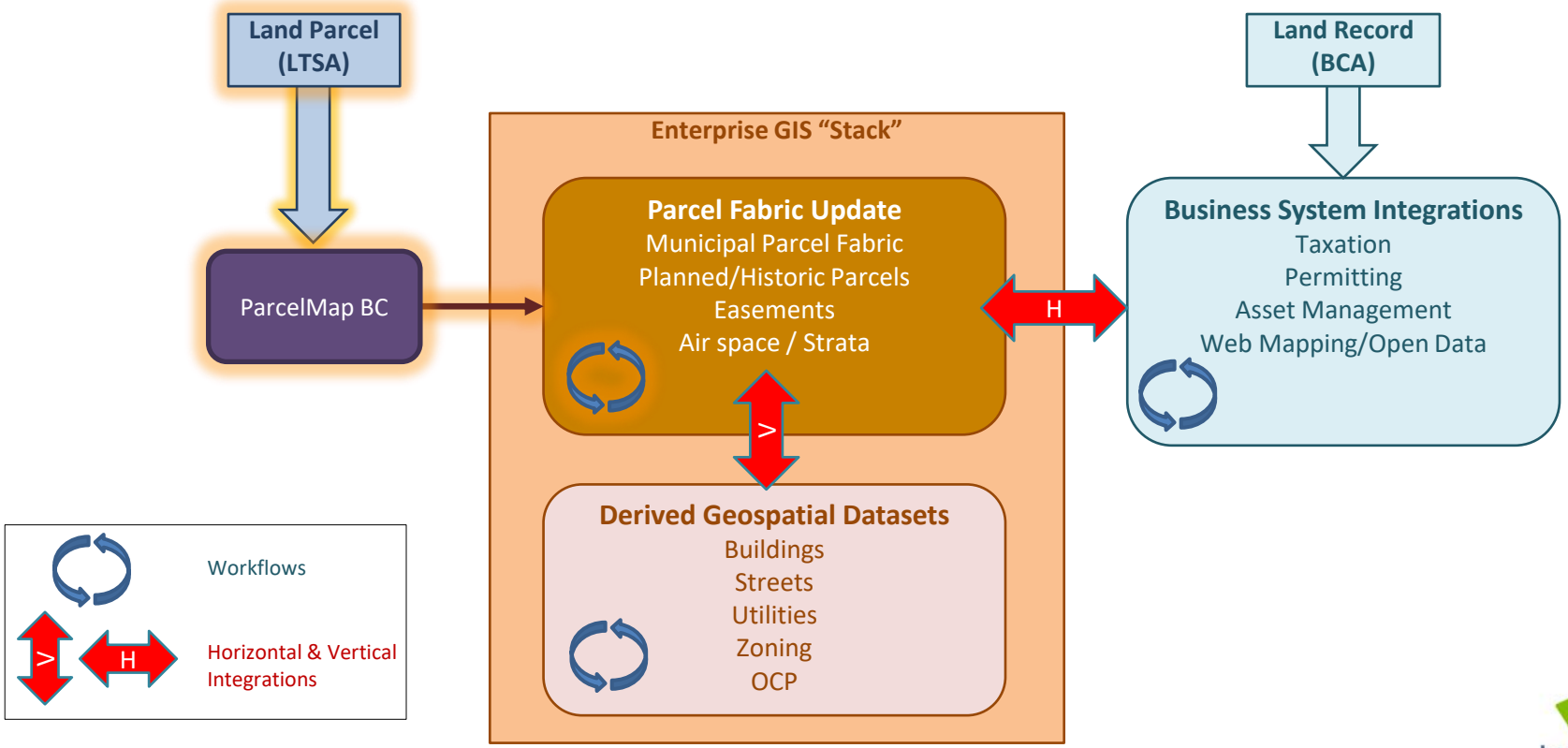
Parcel Fabric Workflows and Integrations (Future)



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Managing Risks:

Risks:

<<organisation name>> faces the following risks in deferring the transition to ParcelMap BC:

- Errors during internal parcel data maintenance process resulting in decisions/actions based on incorrect information.
- Use of incorrect or inconsistent parcel fabric data relative to LTSA/LTO and BCA records.
- Damage by third-parties to <<organisation name>> buried infrastructure due to level of quality and completeness of utility “locate” maps provided to BC One Call.

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Actions / What's Next

Short Term:

Phase 1: Project Planning

Potential short-term actions may include:

- *Business Case development*
- *Charter development*
- *Approvals*
- *Resource planning*
- *Capacity / internal PMBC technical literacy development*

Longer Term:

Phase 2: Project Execution

Potential longer-term actions may include:

- *Formal Project Initiation and "Kick-off"*
- *Migration of workflows to PMBC*
- *HR related Change Management activities*
- *Retirement / archiving of incumbent parcel mapping data*

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Schedule / Budget

Schedule:

Phase 1: Project Planning

Phase 2: Project Execution

Budget:

Potential budget items:

- *Internal resources required*
- *External support (e.g. external consultants) required*

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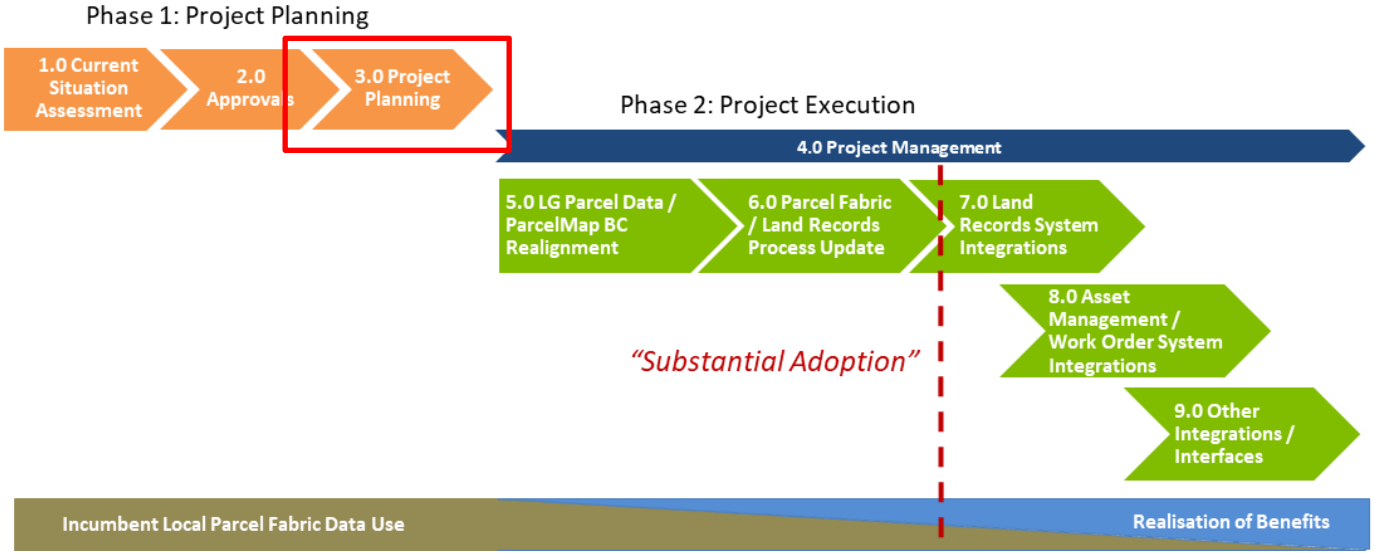
Transition Steps (WBS) – Detailed Project Planning

Key Transition Steps and Milestones:

The final Task Area of the Planning Phase is developing a Detailed Transition Plan and a Change Management Plan and Communications Plan where applicable. Typical factors affecting the effort required here include organisation size and internal PMO standards.



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Transition Project Management Guide - WBS

			Power Point)
3.0	**Project Planning**	**Project-related Planning and Administration**	
3.1	Detailed Transition Plan	Elaborate this High-Level Transition Plan Work Breakdown Structure to a detailed project plan.	Based on the findings in the Situation Assessment, develop a detailed "workable"

5

ID	Task Area / Name	Description (Scope)	Notes
			project plan for Transition to ParcelMap BC, including necessary Task Area and detailed tasks, schedule, milestones, and resources. This WBS may be used as an initial template for creation of the detailed Transition Plan. Relevant Transition Planning Resources: - Transition Project Management Guide (this document)
3.2	Change Management Plan	Develop a Change Management Plan for ParcelMap BC transition that may include the following key focus areas: - Training plan associated with transition to ParcelMap BC - likely focussed on PMBC Product Technical Specs and interfaces w/LTSA. - Changes to workflows associated with ParcelMap BC intake and parcel layer "staging" for downstream consumption. - "When" and "how" any changes to HR Future State (roles, responsibilities) will occur. - Touch points / alignment with the Communications Plan specifically related to the changes above.	This Change Management Plan should serve as a primary input to the "Communications Plan" below. A formal Change Management Plan may not be required in smaller organisations.
3.3	Communications Plan	Develop a Communications Plan for transition to ParcelMap BC, targeted primarily at internal stakeholders and focussed on the relevant areas of change described in the Change Management Plan.	A formal Communications Plan may not be required in smaller organisations.

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Transition Phase 2 - Execution

Phase 2 of the high-level Transition Plan is focussed on *project execution* activities related to initiating, executing, and completing the necessary key task areas to achieve adoption.

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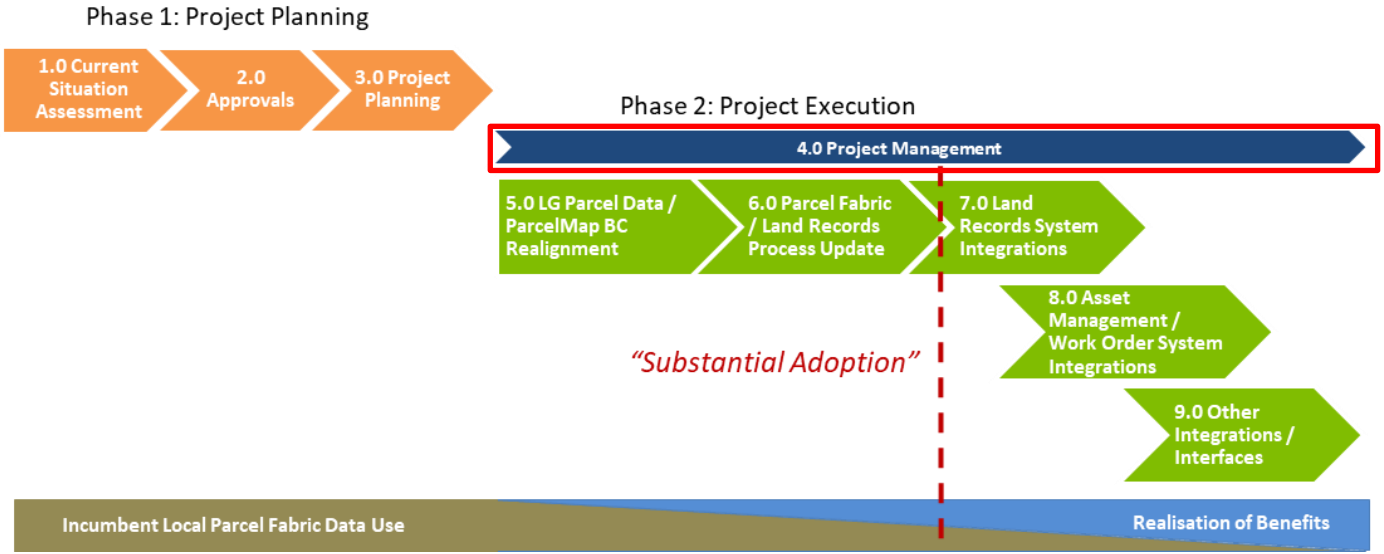
Transition Steps (WBS) – Project Management

Key Transition Steps and Milestones:

Ongoing Project Management throughout the duration of the Execution Phase of the project.



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4.0	**Project Management**	**Project Management associated with execution of the Transition Plan.**	
4.1	Ongoing Project Management	Ongoing Project Management throughout the remaining duration of the project.	Project Management effort will typically be determined by internal PMO standards and the size of the project team required to execute the Transition.
5.0	**Local Parcel Data /**	**Achieve Realignment between LG parcel fabric data and**	

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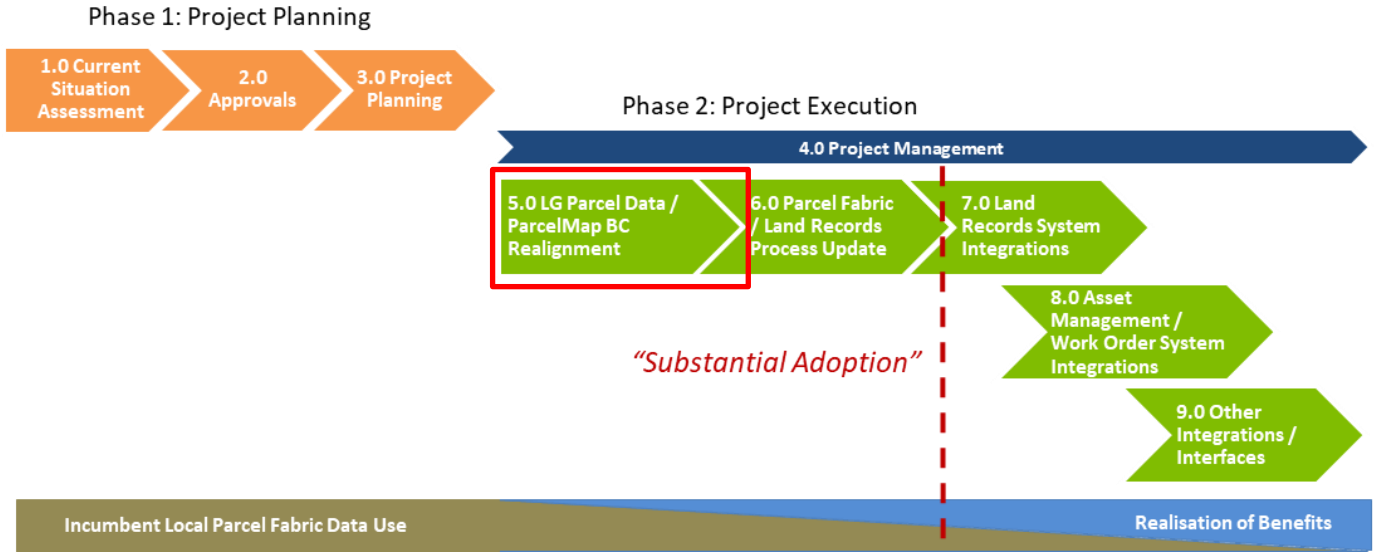
Transition Steps (WBS) – Local Parcel Data / ParcelMap BC Realignment

Key Transition Steps and Milestones:

The initial Task Area of the Execution Phase is to address the gaps between the organisation's local parcel data and ParcelMap BC that were identified during the Situation Assessment, and to ensure the "future state" effectively supports data integrations and derived data.



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Transition Project Management Guide - WBS

			execute the Transition.
5.0	**Local Parcel Data / ParcelMap BC Realignment**	**Achieve Realignment between LG parcel fabric data and ParcelMap BC**	
5.1	Geometric Data Analysis / Confirm Adoption Path	Determine, via collaboration with LTSA and the use of available LTSA-provided Alignment Resources, where there are significant deviations in geometry due to non-plan adjustments or other factors. Confirm the Adoption Path most suitable for the organisation.	Applies primarily to organisations with "self maintained" parcel fabrics. Relevant Transition Planning Resources: - Data Alignment Workflow Package (DAWp)
5.2	Horizontal Data Integration Analysis: Parcel Fabric and Business System Integrations	Develop/confirm the approach to support required ParcelMap BC attribution while supporting other required parcel attribution (e.g. business data / foreign keys).	Key focus area(s) typically include: - Ensuring required ParcelMap BC attribution is supported by the "future state" schema. - Ensuring that existing integrations with other business systems continue to be supported by the "future state" schema.
5.3	Vertical Data Integration	Develop/confirm the approach to supporting geospatially	Key focus area(s) typically include:

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Transition Project Management Guide - WBS

5.3	Vertical Data Integration Analysis: Parcel Fabric	Develop/confirm the approach to supporting geospatially integrated or derived parcel-based data.	Key focus area(s) typically include:

			- Ensuring that required parcel-based data features (e.g. easements, air space, RoWs, strata, historical parcels) will continue to be supported in the "future state". Many organisations will continue to maintain some features not currently included in the ParcelMap BC specifications internally post-adoption.
5.4	Vertical Data Integration Analysis: Geospatial Dataset Derivations	Develop/confirm the approach to supporting existing Geospatial Dataset Derivations (e.g. administrative/policy areas, other parcel-based geospatial feature aggregations).	Key focus area(s) typically include: - Ensuring that processes to create and maintain layers derived from parcel-based data features will continue to be supported in the "future state". - May represent an opportunity to automate current workflows used to create and maintain such data sets.
5.5	Local Parcel Data /	Engage in a collaborative effort with LTSA to realign	Applies primarily to organisations who

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5.5	Local Parcel Data / ParcelMap BC Processing	Engage in a collaborative effort with LTSA to realign geometric features of local parcel fabric with ParcelMap BC as required.	Applies primarily to organisations who chose to "realign" their current parcel geometry with ParcelMap BC. Relevant Transition Planning Resources: - Data Alignment Workflow Package (DAWp)
5.6	Implement Horizontal Data Integration Updates	Implement any changes to supporting required ParcelMap BC attribution while supporting other required parcel attribution (e.g. business data / foreign keys).	Key focus areas for this task area include: - Confirming that the "future state" schema includes all required ParcelMap BC attribution.

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			- Confirming that existing integrations/interfaces with other business systems continue to be supported by the "future state" schema.
5.7	Implement Vertical	Implement any changes to the approach to supporting	The effort associated with this task area will

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5.7	Implement Vertical Integration Updates	Implement any changes to the approach to supporting vertically integrated parcel-based data (e.g. easements, air space, RoWs, strata, historical parcels).	The effort associated with this task area will be a function of the complexity of the organisation's parcel feature schema (i.e. number of distinct layers maintained) and alignment with the ParcelMap BC spatial schema. Organizations are encouraged to adopt ParcelMap BC's model for features such as strata and air space where practical.
5.8	Implement Geospatial Dataset Derivations Updates	Implement any changes to the approach to supporting Geospatial Dataset Derivations (e.g. administrative/policy areas, other parcel-based geospatial feature aggregations).	The effort associated with this task area will be a function of the number of derived geospatial datasets that are regularly maintained. Organisations are encouraged to explore opportunities to automate these processes using tools such as FME.
6.0	**Parcel Fabric / Land**	**Update processes / workflows associated with parcel fabric**	

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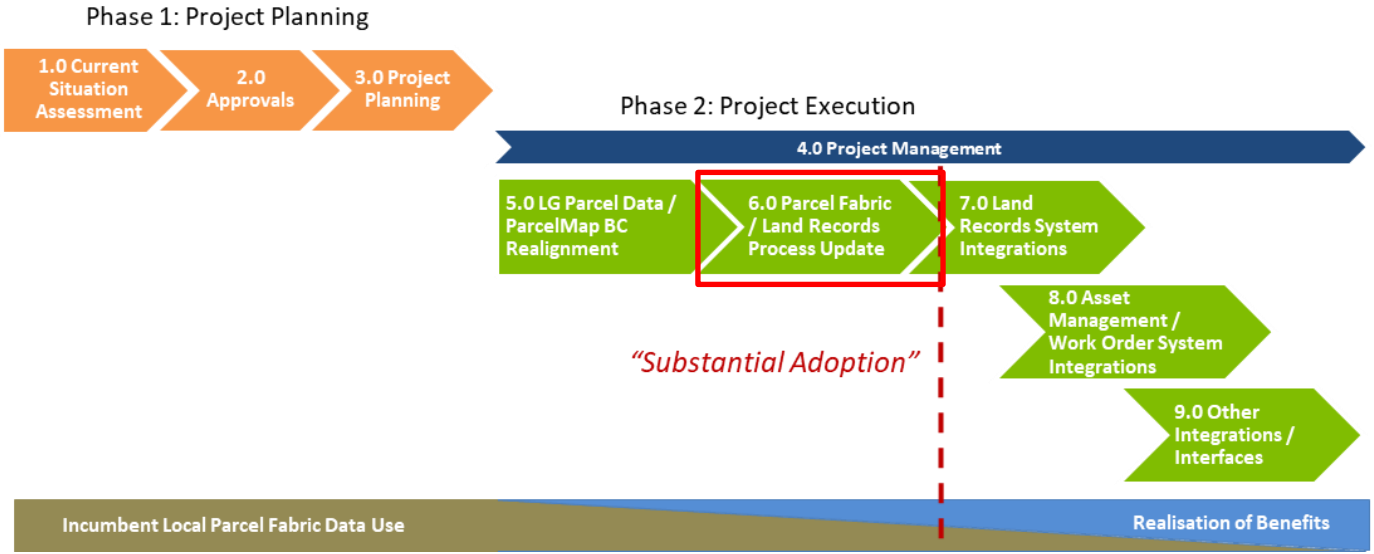
Transition Steps (WBS) – Parcel Fabric / Land Records Process Update

Key Transition Steps and Milestones:

This Task Area focusses on updating processes / workflows associated with parcel fabric and land records updates.



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			processes using tools such as FME.
6.0	**Parcel Fabric / Land Records Update Process**	**Update processes / workflows associated with parcel fabric and land records updates**	
6.1	ParcelMap BC Land Parcel Intake Process(es)	Develop and implement new intake process to accept ParcelMap BC data from LTSA and update parcel layer(s).	This task area should consider both the initial implementation of ParcelMap BC and intake of regular updates thereafter.
6.2	BC Assessment Land Record Intake Process(es)	Confirm and implement the approach for accepting BCA Data Advice (if applicable) in parallel with accepting ParcelMap BC updates.	For many organisations, this aspect of the "current state" will not change; however, confirming ongoing compatibility of the incumbent approach for BCA Land Records Intake with the "future state" ParcelMap BC Land Parcel Intake Process(es) above should be confirmed.
7.0	Land Records System	Update integrations with land records systems (if required)	

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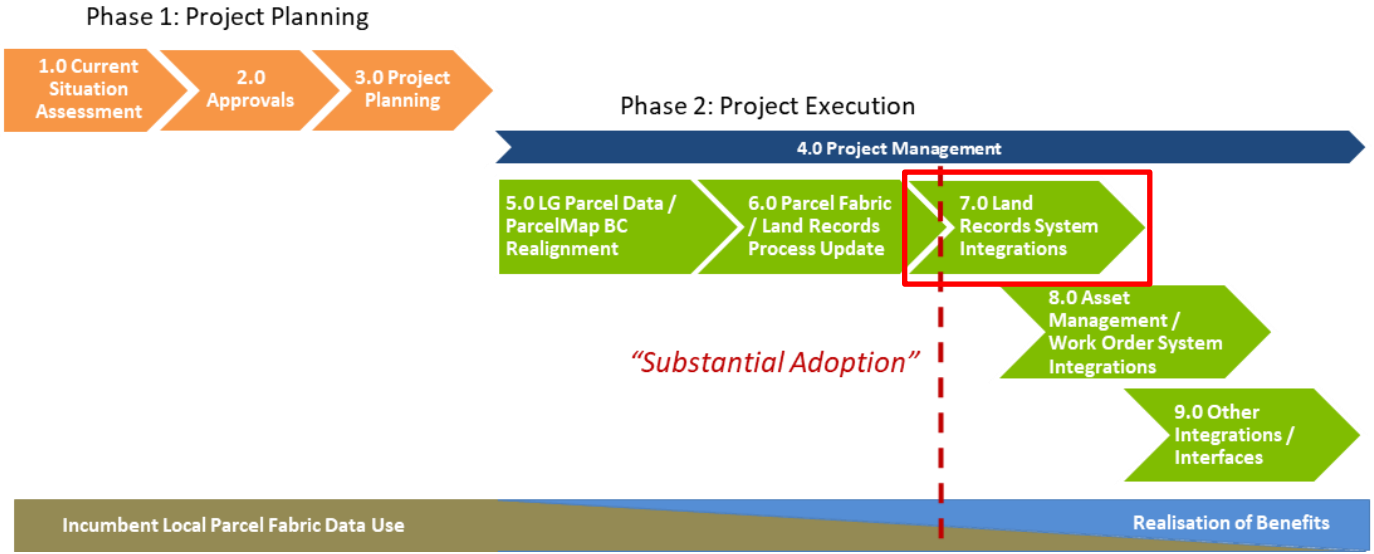
Transition Steps (WBS) – Land Records System Integrations

Key Transition Steps and Milestones:

This Task Area focusses on updates to integrations with Land Records Systems (if required).



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Transition Project Management Guide - WBS

			be confirmed.
7.0	**Land Records System Integrations**	**Update integrations with land records systems (if required)**	
7.1	Taxation / Assessment System	Confirm and implement any required process(es) to maintain integrations to taxation / assessment systems.	Related to "5.6 Implement Horizontal Data Integration Updates" above. If Task Area 5.x has been completed successfully this should be essentially a testing exercise with the relevant system(s) and their stakeholders.
7.2	Permitting System	Confirm and implement any required process(es) to maintain integrations to permitting system(s).	Related to "5.6 Implement Horizontal Data Integration Updates" above. If Task Area 5.x has been completed successfully this should be essentially a testing exercise with the relevant system(s) and their stakeholders.
8.0	Asset Management / Work		

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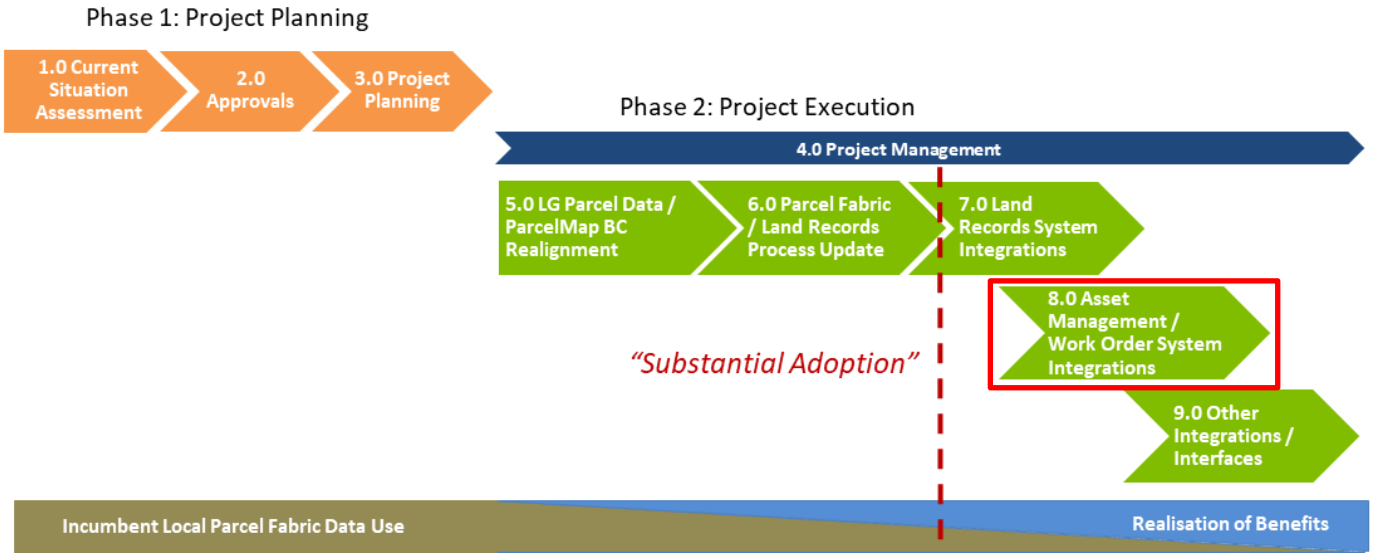
Transition Steps (WBS) – Asset Management / Work Order Systems

Key Transition Steps and Milestones:

This Task Area focusses on updates to integrations with Asset Management / Work Order Systems (if required).



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			stakeholders.
8.0	**Asset Management / Work Order System Integrations**		
8.1	Asset Management System	Confirm and implement any required process(es) to maintain integrations to asset management system(s).	Related to "5.6 Implement Horizontal Data Integration Updates" above. If Task Area 5.x has been completed successfully this should be essentially a testing exercise with the relevant system(s) and their stakeholders.
8.2	Work Order System	Confirm and implement any required process(es) to maintain integrations to work order system(s).	Related to "5.6 Implement Horizontal Data Integration Updates" above. If Task Area 5.x has been completed successfully this should be essentially a testing exercise with the relevant system(s) and their stakeholders.
8.0	**Other Integrations /**		

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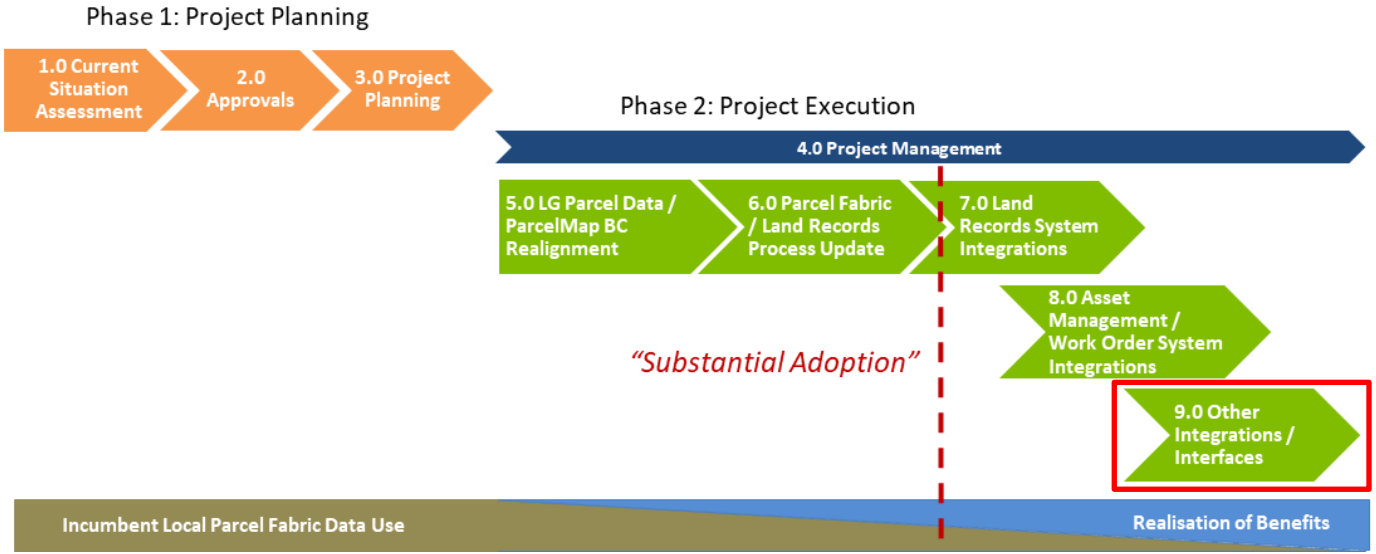
Transition Steps (WBS) – Other Integrations / Interfaces

Key Transition Steps and Milestones:

This Task Area focusses on updates to any additional remaining integrations or interfaces with Parcel Data (if required).



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			stakeholders.
9.0	**Other Integrations / Interfaces**		
9.1	Open Data	Address any impacts to Open Data content currently being provided.	Typically associated with any changes required to data "scrubbing" / publishing routines associated with Open Data.
9.2	Others	Assess and address impacts to other downstream users or participants (e.g., Web based viewers/portals, data exchange with external participants)	A "catch all" to ensure that other processes, systems and stakeholders associated with parcel fabric data are considered as part of the Transition Plan.

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Other Transition Planning Considerations

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Guiding Principles / Recommended Approach

The following guiding principles and recommendations for transition to ParcelMap BC have been developed based on input from focus groups within the Adopter community, including the experiences and “lessons learned” of organisations that have successfully adopted ParcelMap BC, as well as the efforts of the Adoption Working Group since its launch in mid-2018. These are considered applicable to most if not all large organisations undertaking the transition:

- Identify and pursue opportunities to automate
- Take an iterative process to address complexity and issues
- Engage internal knowledge workers to achieve success

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Guiding Principles / Recommended Approach

3 Guiding Principles / Recommended Approach

The following guiding principles and recommendations for transition to ParcelMap BC have been developed based on input from focus groups within the Adopter community, including the experiences and "lessons learned" of organisations that have successfully adopted ParcelMap BC, as well as the efforts of the Adoption Working Group since its launch in mid-2018. These are considered applicable to most if not all large organisations undertaking the transition:

1. Identify and pursue opportunities to automate: Adopter organisations should actively look for opportunities to apply automation (e.g. scripts, routines that could be run with little or no manual intervention) to the workflows associated with parcel fabric data updates and quality assurance during the course of their transition. The benefits of increasing the level of automation include reduced demand on staff resources and more consistent workflow outputs.

2. Take an iterative process to address complexity and issues: Several iterations are typically required to achieve the desired level of quality in the outputs of the automated processes above. This is largely due to pre-existing data inconsistencies or other data anomalies that are typically exposed during the testing of automated routines. This principle also applies to application and integration complexity. The project approach and related project planning should anticipate that multiple iterations of certain project task areas will be required to achieve the desired outcomes. As such, a combined "waterfall" and "spiral" approach is recommended as the most effective strategy to execute the Transition Plan.

3. Engage internal knowledge workers to achieve success: Most large organisations have a dedicated team of resources to support their GIS technical environment and related business systems and integrations. Many Adopters are also reluctant to become dependent on external support to support ongoing operational parcel fabric updates from LTSA post adoption. Internal staff typically have a strong working knowledge of the internal technical environments related to parcel fabric and land records management and, more importantly, the associated data assets of the organisations. There are often legacy business system integrations and workflows that have been developed in house that are unique to a particular organisation which must be well understood as a precondition to effectively and efficiently executing the Transition Plan. Consequently, when considering resourcing for the Transition Plan, internal knowledge workers (or incumbent contractors with strong working knowledge of relevant systems and data) should contribute prominently to the task areas associated with analysis.

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Transition Project Plan Resources & Roles

The following resource roles are strongly recommended to support successful execution of the Transition Plan. Not all organisations will have the capacity to assign dedicated resources to each specific role and, in many cases, multiple roles will be supported by a single resource.

Table 3 – Recommended Transistion Plan resource roles.

Role	Responsibilities
Project Manager	Overall project oversight and direction of project team participants. Reports to project sponsor.
Project Lead	Overall project leadership on a day-to-day basis. Primary resource for technical project tasks.
Enterprise Architect	Ensures overall technical alignment of project design and execution activities with organisational standards and related business systems.
Business Analyst	Gathers business requirements and translates stakeholder input into technical specifications to guide design and implementation related tasks.
GIS Technician	Provides support to the project team in matters regarding GIS technology and workflows associated with parcel fabric maintenance.
GIS Data Analyst	Performs data-related analysis tasks (e.g. alteration of schemas, alignment with organisational data standards).
Developer / Tester	Development and testing of automated routines (e.g. FME/python scripts).
Subject Matter Experts	Provide guidance to project team on behalf of business area stakeholders regarding various workflows, processes and related requirements.

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Adoption Resources Summary – ICI Society

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Adoption Resources – ICI Society

- ICI Society Collaboration Forum *(Requires ICI Society member credentials)*
- Access to Data Alignment Workflow Package guide and sample data
- Access to Land Records linking script to allow linking of Tempest Land Legal tables to ParcelMap BC polygons.
- General discussion and exchange of ideas, best practices with other ICI Society members

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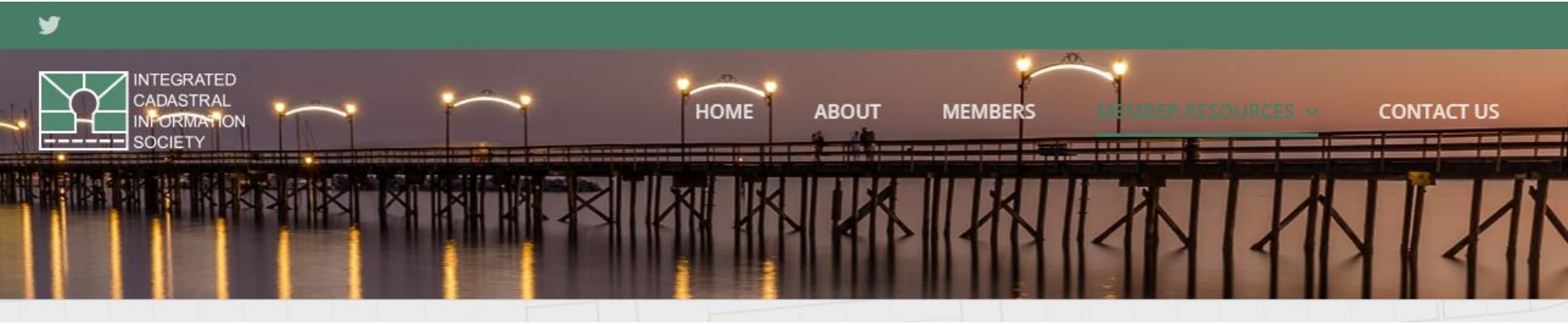
Adoption Resources – ICI Society



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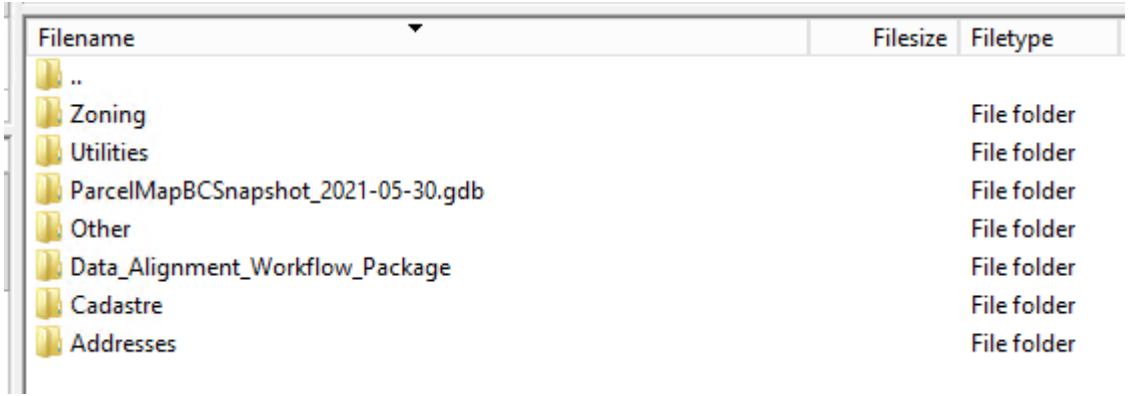
Adoption Resources – ICI Society



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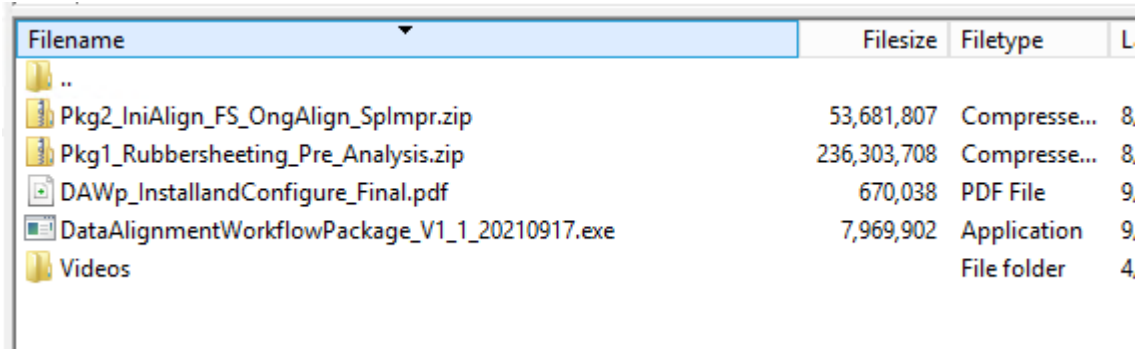
Other		File folder
Data_Alignment_Workflow_Package		File folder
Cadastre		File folder
Addresses		File folder



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Pkg1_Rubbersheeting_Pre_Analysis.zip	236,303,708	Compresse...	8
DAWp_InstallandConfigure_Final.pdf	670,038	PDF File	9
DataAlignmentWorkflowPackage_V1_1_20210917.exe	7,969,902	Application	9
Videos		File folder	4

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Adoption Resources Summary – LTSA.CA

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Resources for Adopting ParcelMap BC

Many Adopter Resources are available tied to the "transition" phase

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Adoption Resources & Tools

- Transition Planning Resources
  - ParcelMap BC Transition Planning - A Case Study on the Large Municipality Focus Group
  - ParcelMap BC Transition Project Management Guide
  - ParcelMap BC Transition Planning Situation Assessment Template
  - ParcelMap BC Transition Planning Executive Summary PowerPoint Deck
- Spatial Alignment Resources
  - Data Alignment Workflow Package (DAWp)
  - Cadastral Ties for Spatial Improvement
  - Spatial Improvement Assessment App
  - Spatially Aligned Third Party Datasets

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Adoption Resources & Tools

- Information Model Alignment Resources
  - ParcelMap BC Data Products and Descriptions
  - X-Ray ArcGIS Catalog Add-In - (Discussed in detail earlier)
  - Land Records linking with ParcelMap BC

- Collaboration Resources
  - ParcelMap BC Adoption Working Group

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Adoption Resources & Tools

- Implementation Partners
  - Independent, commercial service providers who have participated in the Adoption Working Group and can assist organizations with initial ParcelMap BC adoption and ongoing integration with key operational datasets.
  - Esri Canada
  - Harterra Spatial Solutions
  - Urban Systems

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Questions, Feedback & Presentation Wrap-Up

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Open Café/Cocktail Discussion

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